

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
JULY 18, 2023  
REGULAR MEETING MINUTES**

**1. Call To Order:**

The meeting was called to order at 7:00 p.m. in the Williamston City Hall Council Chambers by Vice Chair Emily Sutton-Smith and the Pledge of Allegiance was recited.

**3. Roll Call:**

Vice Chair Emily Sutton-Smith, Authority Members Jessica Modert, Brooke Donnelly-Grzelak, Tammy Gilroy, and Narda Murphy. Absent: Wendy Carrol-Parry.

Also Present: City Manager/DDA Director John Hanifan, City Clerk Holly Thompson, and citizen Joe Winkowski.

Motion by **Gilroy**, second by **Modert**, to excuse Carrol-Parry. **Motion passed by voice vote.**

**4. Approval of Agenda:**

Motion by **Gilroy**, second by **Donnelly-Grzelak**, to approve the DDA agenda as presented. **Motion passed by voice vote.**

**5. Public Response:**

Vice Chair Sutton-Smith called for public comments at this time and there were none.

**6. DDA Regular Meeting Minutes of June 20, 2023:**

Motion by **Gilroy**, second by **Murphy**, to approve the DDA regular meeting minutes of June 20, 2023 as presented. **Motion passed by voice vote.**

**7. Accounts Payable:**

None.

**8. Downtown Development Director Report:**

Nothing additional beyond agenda items.

**9. Treasurer- Budget Printout:**

A budget printout was submitted for DDA review.

**10. Action Items**

**10a. Appointment of Chair and Vice Chair:**

Motion by **Gilroy**, second by **Murphy**, to appoint Sutton-Smith as Chair. Yes: Modert, Gilroy, Sutton-Smith, Murphy, Donnelly-Grzelak. No: None. **Motion passed.**

Motion by **Murphy**, second by **Gilroy**, to appoint Donnelly-Grzelak as Vice Chair. Yes: Modert, Gilroy, Sutton-Smith, Murphy, Donnelly-Grzelak. No: None. **Motion passed.**

**10b. Façade Grant Application- 115 West Grand River Avenue:**

Motion by **Murphy**, second by **Gilroy**, to approve David Bigos' façade grant application for 115 West Grand River Avenue for the not to exceed amount of \$6,250. Yes: Gilroy, Modert, Donnelly-Grzelak, Murphy, Sutton-Smith. No: None. **Motion passed.**

**11. Discussion Items**

**11a. Road Diet:**

Manager/Director Hanifan reported the public open house went well and people were overwhelmingly in support of the project. He has received no formal complaints or comments. Council will consider a resolution in support of the road diet at their next meeting.

**11b. Marketing and Community Promotion:**

Manager/Director Hanifan stated the DDA needs to work on a new logo and meaning. He will be working to find someone to create the logo. This logo and branding will be DDA focused.

**11c. City Web Page Overhaul:**

Manager/Director Hanifan is working with three web designers for proposals for a new DDA webpage.

**11d. Christmas Decorations:**

Manager/Director Hanifan is getting quotes to find out how much it would be to outline the downtown businesses with holiday lights.

**14. Public Response:**

Chair Sutton-Smith called for public comments at this time and there were none.

**15. DDA Member Comments:**

Chair Sutton-Smith commented it would be nice to have a restaurant person and artist on the DDA.

**16. Adjournment:**

Chair Sutton-Smith adjourned the meeting at 7:35 p.m.

**\*Meeting adjourned at 7:35 p.m.**

Respectfully Submitted by: \_\_\_\_\_  
**Holly M. Thompson, City Clerk**

Date Approved: \_\_\_\_\_