

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
AUGUST 15, 2017  
REGULAR MEETING MINUTES**

**1. Call To Order:**

The meeting was called to order at 7:02 p.m. in the City Hall Council Chambers by Chair Dawn Marie Joseph and the Pledge of Allegiance was recited.

**3. Roll Call:**

Chair Dawn Marie Joseph, Vice Chair Narda Murphy, Authority Members Sharon Emrick, Tracie Baise, Rich Martin, Mark Gilman, and Sean Bertolino. Absent: Robin Stewart, and Ric Pelkey.

Also Present:

City Clerk/DDA Director Holly Thompson, and DDA Attorney John Gormley.

Motion by **Murphy**, second by **Bertolino**, to excuse Stewart and Pelkey. **Motion passed by voice vote.**

**4. Approval of Agenda:**

Add item 11a. Façade Improvement Funding.

Motion by **Martin**, second by **Bertolino**, to add item 11a. Façade Improvement Funding. **Motion passed by voice vote.**

Motion by **Murphy**, second by **Bertolino**, to approve the agenda as amended. **Motion passed by voice vote.**

**5. Public Response:**

Chair Joseph called for public comments at this time and there were none.

**6. DDA Regular Minutes of July 18, 2017:**

Motion by **Bertolino**, second by **Murphy**, to approve the regular DDA minutes of July 18, 2017 as presented. **Motion passed by voice vote.**

**7. Accounts Payable:**

Motion by **Martin**, second by **Baise**, to approve the invoice from Gormley & Johnson Law Offices in the amount of \$1,493.72 as presented. Yes: Joseph, Murphy, Martin, Baise, Emrick, Bertolino, Gilman. No: None. **Motion passed.**

**8. Downtown Development Director Report:**

A written report was submitted for DDA review.

**9. Treasurer:**

A budget printout for July was provided for DDA review.

**10. Action Items**

**10a. Façade Improvement Program- Keller's Plaza:**

Motion by **Bertolino**, second by **Murphy**, to approve the resolution approving the façade improvement program easement for Keller's Plaza as presented. Yes: Murphy, Baise, Bertolino, Emrick, Joseph, Martin, Gilman. No: None. **Motion passed.**

**10b. Design of GLCVB Advertisement:**

The DDA asked Director Thompson to move forward in selecting a designer to work on the 2018 GLCVB advertisement.

**10c. Request for Contribution from Williamston Theatre:**

Motion by **Murphy**, second by **Martin**, to contribute \$2,000 to the Williamston Theatre for the 2017/2018 season. Yes: Martin, Bertolino, Baise, Emrick, Joseph, Murphy, Gilman. No: None. **Motion passed.**

**11. Discussion Items**

**11a. Façade Improvement Funding:**

Member Martin commented he would like to see the façade grant amounts distributed more equitably based on the area of work that is going to be done. He would also like to see better proof of payment to the contractors doing the work.

Attorney Gormley will work on some amendments to the current façade improvement program and submit them to the DDA for approval.

**14. Public Response:**

Chair Joseph called for public comments at this time and there were none.

**15. DDA Member Comments:**

Member Bertolino commented he is happy to attend his first DDA meeting. He announced Victory Martial Arts recently opened up in the downtown and welcomed new board member Mark Gilman to the DDA.

Member Gilman commented he is learning quickly and is a big fan of the work the DDA does in the downtown.

Member Baise commented she has a new grandchild, Evelyn Grace, 6.01lbs. and 10 inches long. Her daughter and granddaughter are doing well.

**17. Adjournment:**

Chair Joseph adjourned the meeting at 8:02 p.m.

**Meeting Adjourned at 8:02 p.m.**

**\*THE PRECEDING MINUTES ARE A SYNOPSIS OF A DOWNTOWN DEVELOPMENT AUTHORITY SPECIAL MEETING AND DO NOT REPRESENT A VERBATIM RECORD.**

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

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