

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
AUGUST 21, 2018  
REGULAR MEETING MINUTES**

**1. Call To Order:**

The meeting was called to order at 7:00 p.m. in the City Hall Council Chambers by City Clerk Holly Thompson and the Pledge of Allegiance was recited.

**3. Roll Call:**

Authority Members Donald Bixler, Sharon Emrick, William Long, Rich Martin, Matt Mulford, Tammy Gilroy, and Narda Murphy. Absent: None.

Also Present: City Manager Corey Schmidt, and City Clerk/DDA Director Holly Thompson.

**4. Approval of Agenda:**

Motion by **Gilroy**, second by **Murphy**, to approve the agenda as presented. **Motion passed by voice vote.**

**5. Public Response:**

Clerk Thompson called for public comments at this time and there were none.

**6. DDA Regular Minutes of June 19, 2018:**

Motion by **Murphy**, second by **Gilroy**, to approve the DDA regular minutes of June 19, 2018 as presented. **Motion passed by voice vote.**

**7. Accounts Payable:**

Motion by **Martin**, second by **Bixler**, to approve the invoice for Attorney John Gormley in the amount of \$104.86 as presented. Yes: Murphy, Bixler, Martin, Mulford, Emrick, Long, Gilroy. No: None. **Motion passed.**

**8. Downtown Development Director Report:**

Director Thompson submitted a written report for DDA review.

**9. Treasurer:**

A budget printout for July was provided for DDA review.

**10. Action Items**

**10a. Election of Chair & Vice Chair:**

Motion by **Emrick**, second by **Bixler**, to elect Martin as Chair. **Motion passed by voice vote.**

Motion by **Gilroy**, second by **Bixler**, to elect Murphy as Vice Chair. **Motion passed by voice vote.**

**10b. GLCVB Advertisement:**

Motion by **Murphy**, second by **Gilroy**, to utilize the advertisement from last year to create the 2019 GLCVB advertisement. **Motion passed by voice vote.**

**10c. City Pulse Advertising:**

Motion by **Gilroy**, second by **Murphy**, to table the *City Pulse* advertising indefinitely. **Motion passed by voice vote.**

**10d. DDA Director Job Description:**

Motion by **Bixler**, second by **Murphy**, to recommend the City Manager become the DDA Director. Yes: Mulford, Long, Martin, Gilroy, Bixler, Emrick, Murphy. No: None. **Motion passed.**

**14. Public Response:**

Chairman Martin called for public comments at this time and there were none.

**15. DDA Member Comments:**

Member Murphy commented the Taste of Williamston event is September 20<sup>th</sup> at D&G Equipment. Tickets can be purchased on Eventbrite or Barrett's.

Member Emrick commented she still believes the DDA should have a monthly advertisement in the City Pulse. She also asked about the old turbine from the mill.

**16. Adjournment:**

Chairman Martin adjourned the meeting at 8:00 p.m.

**Meeting Adjourned at 8:00 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: \_\_\_\_\_