

**CITY OF WILLIAMSTON  
DOWNTOWN DEVELOPMENT AUTHORITY  
MAY 19, 2020  
REGULAR MEETING MINUTES**

**1. Call To Order:**

The virtual meeting was called to order at 7:05 p.m. by Chairman Will Long, and the Pledge of Allegiance was recited. Due to the COVID-19 State of Emergency declared by the Governor's Executive Order 2020-75, as well as recommendations for social distancing, this regular meeting was conducted via remote participation.

**3. Roll Call:**

Chairman William Long, Vice Chair Narda Murphy, Authority Members Don Bixler, Emily Sutton-Smith, Susan Byrd, Matt Mulford, Tammy Gilroy, and Garrett Gabriel. Absent: None.

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

**4. Approval of Agenda:**

Motion by **Gilroy** second by **Bixler**, to approve the agenda as presented. Yes: Byrd, Bixler, Murphy, Long, Gilroy, Mulford, Sutton-Smith, Gabriel. No: None. **Motion passed.**

**5. Public Response:**

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

**6. DDA Regular Meeting Minutes of January 21, 2020:**

Motion by **Gilroy**, second by **Bixler**, to approve the January 21, 2020 DDA minutes as presented. Yes: Sutton-Smith, Murphy, Bixler, Byrd, Gabriel, Mulford, Long, Gilroy. No: None. **Motion passed.**

**7. Accounts Payable:**

Motion by **Bixler**, second by **Murphy**, to approve invoice # 31135 from Gormley & Johnson Law Offices in the amount of \$449.40 as presented. Yes: Murphy, Bixler, Byrd, Mulford, Gilroy, Long, Gabriel, Sutton-Smith. No: None. **Motion passed.**

**8. Downtown Development Director Report:**

Director Schmidt submitted a written report for DDA review.

**9. Treasurer- Budget Printout:**

Budget printouts for April 2020 were submitted for DDA review.

**10. Action Items**

**10a. Consideration of 2020/2021 Fiscal Year Budget:**

Motion by **Murphy**, second by **Sutton-Smith**, to approve the drafted 2020/2021 Fiscal Year DDA Budget and forward to City Council for final approval. Yes: Long, Gabriel, Gilroy, Bixler, Sutton-Smith, Murphy, Mulford, Byrd. No: None. **Motion passed.**

**11. Discussion Items**

**11a. Parking Spaces in the Middle Street Parking Lot:**

Director Schmidt discussed parking issues in the downtown with the DDA. He discussed leasing spaces, parking signs limiting time with enforcement, and paid parking.

**14. Public Response:**

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

**15. DDA Member Comments:**

Member Sutton-Smith stated the Williamston Theatre has canceled the remaining season through August and is planning to not start up again until next Spring.

**16. Adjournment:**

Chairman Long adjourned the DDA meeting at 8:26 p.m.

**\*Meeting adjourned at 8:26 p.m.**

**Respectfully Submitted by:**

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**Holly M. Thompson, City Clerk**

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