



The scheduled meeting of the Downtown Development Authority was held on Tuesday, January 15, 2019 in Welcome Center Conference Room.

Attendance: *Board Members:* Bruce Ballard, Otis Blake, Ben Cook, Jason Chance, Holly Murray and Elly Zhiliak. *Staff and Visitors:* Kenny Smith, Patrick Kay, Landra Larson, and Cindy Jones.

Call to Order – Ballard called the meeting to order at 8:03.

1. Approval of the Minutes: Otis Blake made a motion that the minutes from December 16 meeting be approved as written. Elly Zhilyak seconded. The minutes were accepted unanimously.
2. Welcome to new board members: Jason Chance and Ben Cook

Chairman's Report

1. Financial Report
 - a. Ballard gave the finance report for December. There was no change in Façade Program account: Balance of \$4251.56. The Site Acquisition account received interest in the amount of \$8.13 with a final balance of \$38,339.46.
2. Training for new and other members
 - a. There are four opportunities during the year in Georgia for DDA training.
 - b. Kay will check budget for funds for training.
3. General Updates
 - a. Drew Whalen had a health issue and has returned to the office on a part time basis.
 - b. Officers will be voted on at the end of the meeting. The Economic Director, Patrick Kay, is the treasurer and the Administrative Assistant, Landra Larson, is the secretary.
 - c. A mini-retreat needs to be scheduled for the DDA Board.



Director's Report

1. General Updates
 - a. Kay is working on a Business Plan packet and How to start a Business in Downtown Griffin guide. Both are being updated by the city graphic designer. A Welcome to the Community packet is also in the works.
 - b. Board asked about Downtown Griffin website and the fact that it is not updated.
2. List of Lease and For Sale Properties – Draft is in the last stages for release.
3. Kay is working on a map of all buildings available downtown and will note existing businesses as well.

Old/New Business & Announcements

Update on the Old City Hall Renovations:

Smith reported that flooring will be next, with painting and furniture being worked on as well. A date will be set up for the DDA Board to tour the building on a Friday.

Proposed Incentive Programs:

Internal RLF –Kay provided a draft of the guideline and application materials that will be used for this program. The goal would be offering up to \$10,000 each for new and existing downtown businesses to use for startup and other improvements.

Façade Grant Program:

We currently offer a Fresh Paint Initiative program that grants \$500. Kay hopes to be able to offer more incentive through a new Façade Grant Program in \$5000 increments. The buildings downtown are historic and may need more work. This program would be offered twice a year. The DDA would review and move forward with chosen projects.

Ballard stated that the board is to review the draft and the programs will be discussed and approved at the next DDA Meeting.

Board Member Introduced Topics



Smith asked about the parking lot and bridge. Ballard and Kay are working to get pricing for the bridge so that it can be sold. The current property owners are interested in the bridge. DDA Board needs to approve the sale price and move forward with plans to sell.

Josh Sprayberry will be speaking at a Federal Opportunity Zone training from 11 a.m. – 1 p.m. on February 19 at the Welcome Center.

The Chamber is launching an Entrepreneur Course at the Welcome Center beginning on February 12.

Brant Keller will speak at a town hall meeting hosted by Economic Development and the Chamber on March 25 regarding the LCI plan for downtown construction. Economic Development will be producing an FAQ for LCI.

Election of Chairman and Vice-Chair

Blake nominated Bruce Ballard as board chair and Murray seconded. The board unanimously voted to approve Ballard as DDA Board Chairman. Murray nominated Otis Blake as vice-chair and Zhilyak seconded. The board unanimously voted to approve Blake as Vice-Chairman of the board.

Blake motioned for the meeting to be adjourned with Murray seconding. The meeting was adjourned at 9:25.