



The scheduled meeting of the Downtown Development Authority was held on Tuesday, February 19, 2019 in Welcome Center Conference Room.

**Attendance:** *Board Members:* Daa'ood Amin, Otis Blake, Ben Cook, Jason Chance and Elly Zhilyak. *Staff and Visitors:* Cindy Jones, Patrick Kay, Kenny Smith, Landra Larson and Drew Whalen.

**Call to Order** – Blake called the meeting to order at 8:05.

1. Approval of the Minutes: Amin made a motion that the minutes from January 15 meeting be approved as written. Cook seconded. The minutes were accepted unanimously.

#### **Chairman's Report**

1. Financial Report

Blake went over the finance report for January. There was no change in Façade Program account: Balance of \$4251.56. The Site Acquisition account received interest in the amount of \$8.14 with a final balance of \$38,347.60.

2. Training for new and other members

Blake noted that the training opportunities for the board were listed on the back of the agenda.

#### **Director's Report**

1. General Updates

- a. Kay passed around the completed a Business Plan packet and How to start a Business in Downtown Griffin guide.
- b. Kay also let the board know that the City of Griffin website was being updated with his supervision over Economic Development, DDA and Main Street.

2. Kay gave the board a copy of the final List of Lease and For Sale Properties.

#### **Old/New Business & Announcements**

Update on the Old City Hall Renovations: The board thanked Smith for the tour of City Hall.

Smith reported that the commissioners were scheduled to approve the furniture and audio visual order for city hall.



Kay provided draft copies of the Proposed Incentive Programs – Internal RLF and Façade Grant Program.

**Façade Grant Program:**

Kay hopes to be able to offer more incentive through a new Façade Grant Program in \$5000 increments. This program would be offered twice a year. Following a discussion, the DDA Board approved moving forward with the Façade Grant Program once money is secured to do so.

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. After a lengthy discussion, it was decided to table the approval of the Internal RLF until the next meeting.

### **Board Member Introduced Topics**

Kay gave an update on the DDA owned bridge. There are several possibilities for sale of the bridge. Kay and Ballard will move forward with plans on the bridge.

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 wrote an FAQ for LCI and provided a copy to the DDA Board.

### **Election of Secretary and Treasurer**

Amin nominated Landra Larson as secretary and Chance seconded. The board unanimously voted to approve Larson as DDA secretary. Chance nominated Ben cook as treasurer and Amin seconded. The board unanimously voted to approve Cook as treasurer of the board.

Amin motioned for the meeting to be adjourned with Cook seconding. The meeting was adjourned at 9:20.