



## Meeting Minutes

The scheduled meeting of the Downtown Development Authority was held on Tuesday, April 16, 2019, in the Banquet Room of the Welcome Center.

**Attendance:** *Board Members:* Bruce Ballard, Otis Blake, Daa'ood Amin, Jason Chance, Holly Murray and Elly Zhilyak. *Staff and Visitors:* City Manager Kenny Smith, Cindy Jones - Chamber Director, Patrick Kay, Director Economic Development

**Call to Order** – Chairman Ballard called the meeting to order at 8:07. Bruce Ballard welcomed everyone to the meeting thanking them for their attendance.

1. **Approval of the Minutes:** The March 19, 2019 minutes had not been finalized nor distributed.
2. **Chairman Report:**
  - a. **Financial Report** – Ballard gave the finance report for March. There was no change in Façade Program account: Balance of \$3,751.56. The Site Acquisition account received interest in the amount of \$8.14 with a final balance of \$38,363.09.
  - b. **Training** – Ballard noted the training opportunities provided by Patrick. New members need to schedule their initial training and other members should review the offerings and consider participation. There are a number of changes and new opportunities available, so we need to try to stay abreast of these.
  - c. **General Notes** – We provided a Fresh Paint Initiative grant check to John at Shade Tree Events. The inaugural 2<sup>nd</sup> Saturday event appeared to be a big success. There was a great crowd downtown and lots of activities including the fireworks that Ateer Sheth provided from the City Station Shopping Center. Kudos to Patrick and Michelle for their hard work and efforts to make the event a big success. There has been little progress on the bridge over the past month. We have a lot of good opportunities and



things being considered downtown, so are hopeful that some of them will come to fruition in the near future

### 3. Director's Report

- a. **General Updates** – Both sides of Hill Street, between Taylor Street and Solomon Street will be closed down for April 26 to May 3<sup>rd</sup> for filming. This is for an HBO series and the production company has provided business owners and the City with reasonable compensation for taking over that area. The DDA will also benefit from them renting the Bank Street lot during that time. We have begun interviewing applicants for the administrative assistant position. We had initially picked eight of the applicants to interview so hope we will be able to complete the interviews later today. We appear to have some good options so are hopefully we will be able to choose the best candidate, and announce and/or introduce them at the next meeting.
- b. **List of Lease and For Sale Properties** – Reviewed and fielded several questions related to this list. Inquiry as to who gets the list and if Patrick had met with and/or shared it with the Board of Realtors. He noted that he would like to get additional information on the Board of Realtors and would like to meet with them in the future. He noted that there had been a few turnovers and changes to the list. The Broad Street Mill would like to find a downtown office. Renovations and furnishings are ongoing for Smoking Margaritas and they are planning to open soon. We have someone interested in opening a new book store downtown. Patrick has encouraged that they take advantage of the SBDC opportunities and meetings to ensure they cover the bases and get a good start. The Dinner on the Bridge is scheduled for May 11<sup>th</sup>. Planning and preparations are moving along well as are table and seat sells. There are still some available for those that are interested. Also will be having the next 2<sup>nd</sup> Saturday on May 11<sup>th</sup>, planning for a busy and exciting day.

### 4. Old/New Business



## Downtown Development Authority

- a. **Old City Hall update:** Work is still progressing and they are hoping for a mid-May move in. Furniture is at the Impact Office Interiors warehouse. Ministerial Association meeting is scheduled for May 23<sup>rd</sup> and the first event lease is scheduled for May 25<sup>th</sup>.
- b. **Other:** Cindy mentioned that Business After Hours was being held that afternoon at the city Golf Course.

### 5. Board Member Introduced Topics

Holly noted that she is still getting questions about vacant store fronts and what can be done to make them more inviting. Wanted to know about the previously discussed options. Patrick informed that they have purchased the window wraps but with the partial staff had not yet been able to implement. Also noted a possible opportunity to wrap roll-off dumpsters being used for work downtown with advertisements, which could make them a little more appealing.

6. **Adjourn:** Daa'ood Amin moved to adjourn and Otis Blake seconded. The meeting was adjourned at approximately 8:50 AM.

Respectfully Submitted:

Attest:

Bruce Ballard  
Chairman

Patrick Kay  
Economic Development & DDA Director  
City of Griffin