



## Meeting Minutes

The scheduled meeting of the Downtown Development Authority was held on Tuesday, May 21, 2019, in the Banquet Room of the Welcome Center.

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

**Call to Order** – Chairman Ballard called the meeting to order at 8:00AM. He welcomed everyone to the meeting and introduced the new Admin Coordinator for Economic Development, Danielle Hancock.

1. **Approval of the Minutes:** The April 16, 2019 minutes had not been finalized nor distributed. Otis Blake motioned, Jason Chance Seconded.
2. **Chairman Report:**
  - a. **Financial Report** – Bruce Ballard gave the finance report for April. Shade Tree Events check (\$500.00) cleared last month and the Bank Lot rental check will clear this month. The Façade Program account: Balance of \$3,251.56. The Site Acquisition account received interest in the amount of \$7.88 with a final balance of \$38,370.97.
  - a. **Training** – Ballard noted the DDA Basic Training in August, along with GA Conference. Patrick Kay plans to attend the full training. Ben Cook, Jason Chance, and Daa'ood Amin will be attending the basic training.
  - b. **General Notes** – Ballard noted the Downtown Council Dinner on the Bridge Event was successful and well attended. Smoking Margaritas has opened and are doing well. Good opportunities and things being considered downtown with more moving filming coming soon.



### 3. Director's Report

- a. **General Updates** – Patrick Kay noted the transition to Old City Hall by the end of the week. Excited for the move. 2<sup>nd</sup> Saturdays are doing well; Safe House saw a 15% increase at the first one. 2<sup>nd</sup> Saturday and June Jam will collaborate on June 8<sup>th</sup>. Tables are available for \$135 for 8 seats. The SBDC is the 4<sup>th</sup> Friday of the month. SBDC has been beneficial to many; had a line out the door last month. The program is encouraged for all who are looking to start at business. They meet from 9am to 3pm in the Welcome Center. Kay noted working with the Coalition to improve signage throughout the city.
- b. **List of Lease and For Sale Properties** – Kay reviewed property sheet with group and answered several questions related to the list. Kay noted that Danielle Hancock is working on a venue list for the Chamber / Econ Dev Dept., along with compiling a list of lofts and apartments available in the downtown area. Kay noted that Jail House is still activity looking to move forward with opening in downtown.
- c. **Façade Grant Program / Revolving Loan Program / Funding Source** – Kay noted both programs had been approved, but waiting for the funding to move forward. Façade approved for up to \$5,000 and Revolving approved for up to \$10,000. Once funding is ready, marketing will take place to make business owners aware of the programs. The two programs are different from the Fresh Paint. Kay suggested creating guidelines on how businesses can use all programs.

### 4. Old/New Business

- a. **Old City Hall update:** Kenny Smith gave an update on Old City Hall. Punch lists have been made this week and move-in should start by the end of the week. There are two events being held this weekend, with a list of people waiting for future events. Lots of excitement on completion.



- b. **Other:** Cindy Jones mentioned that Business Expo will be held on July 30<sup>th</sup>. As well as the Regional Economic Summit on December 3<sup>rd</sup>. Mark your calendars.

**5. Board Member Introduced Topics**

Jason Chance had questions for Patrick on the property list. Also asked about vacant store fronts and what can be done to make them more inviting, as he noted some vacant stores have boarded up windows. Drew Whalen explained the guidelines for the Historical District and how boarded windows are allowed.

6. **Adjourn:** Daa'ood Amin moved to adjourn and Holly Murray seconded. The meeting was adjourned at approximately 9:01 AM.

Respectfully Submitted:

Danielle Hancock

Economic Development Admin Coordinator

City of Griffin

Attest:

Patrick Kay

Economic Development & DDA Director

City of Griffin