

**Downtown Development Authority
Meeting Minutes
November 20, 2008**

The regularly scheduled meeting of the Downtown Development Authority was held November 20, 2008 at 8:30 am at the DDA offices located at 936 Broad Street, Suite 107. Those members in attendance were Paul King, Steven Kendrick, Commissioner J. R. Hatney, Cameron Nixon, Mark Bowling, Legal Counsel Byrd Warlick and Executive Director Margaret Woodard. Guests and observers included DDA Office Manager Roxanne Walls, CADI Project Manager Jessica Fuselier, Camille Price of Augusta Tomorrow, Tim Rausch of the Augusta Chronicle, Matt Aitken of the DDA Harrisburg Initiative Committee, and Rick Keuroglan of First Presbyterian Church.

Mr. Kendrick called the meeting to order at 8:37 am and welcomed everyone to the first DDA board meeting at the new DDA offices.

In Mr. Robert's absence, Mr. Kendrick presented the previous meeting minutes. With no additions or corrections, Commissioner Hatney made the motion to approve the meeting minutes. Mr. Nixon made a second to the motion. All were in favor and the motion passed unanimously.

In the Treasurer's Report, Mr. Nixon discussed changes he would like to make to the financials to better present the information. He would like to separate operating funds which are funds used to operate the office, salaries, and overhead from designated funds which are SPLOSTS funds, Christmas decorations, and the Saturday Market. After separating this information we should show a profit. We still have expenses that have not been paid such as salary reimbursements to the city. We anticipate meeting the budget at the end of the year. SME will assist us in formatting the reports to a point as not to compromise their position as our auditors. We are also looking at other alternatives such as part-time help to get the numbers organized.

Commissioner Hatney made the first motion to accept the Treasurer's Report as information. Mr. King made a second to the motion. All were in favor and the motion passed unanimously.

In addition, Mr. Nixon would like to look at ways to compensate the DDA for administrative, legal counsel, and overhead fees incurred when applying for the Georgia Cities Foundation Loan. He asked for a motion to send this matter to the Finance Committee for review. Commissioner Hatney made the motion with a second by Mr. Bowling. All were in favor and the motion passed unanimously.

In the Director's Report, Ms. Woodard stated the hotel developer for the Commons held a meeting this past month with all Economic Development agencies to discuss a proposed 12,000 square foot building with everyone under the same roof as part of the project.

The Ellis Streetscape is underway and should be completed fairly quickly. The 10th Street planters may be moved to Ellis Street so they can be easily maintained by our office. The planters would be replaced with hanging baskets on the light poles.

CADI was awarded the contract to install the Christmas decorations. A newsletter is underway for December distribution. Ms. Woodard along with Mr. Robert Kuhar and Mr. Bryan Haltermann visited Columbia, South Carolina's bid district on November 6th.

The holiday market is December 6th. Raising sponsorships for 2009 is underway but has been difficult with the current state of the economy. We are hoping for a \$5000 sponsor before the end of the year.

Three bids were received for the Harrisburg survey but were rejected because paperwork was not properly completed. Instead of starting the process over, the Commission voted that it be a "fee for services" contract and sent the bids to the DDA for review. The bids have been reviewed by Ms. Woodard. In addition, she would like assistance from the Design Committee in awarding the contract.

Christmas Light-Up Spectacular is December 6th. The event includes the holiday market, the Miss Augusta Parade and family activities which will begin at the Commons at 3:30 pm.

The trolley trip to Little Rock, Arkansas has been rescheduled for January.

The negotiations for the Tee Center are moving along. Updated appraisals for Mr. George Harrison and key shop have been completed. A meeting was held with WAGT to begin purchase negotiations for the parking deck.

The Harrisburg Initiative Committee met for the first time on October 15th. The group came up with several initiatives for 2009 which include the completion of the windshield survey with grant funds and identify absentee landlords, create a neighborhood watch, and install refuse containers.

The first legislative conference was held on October 14th and was a tremendous success.

The Parking Committee met on October 15th with Walker Parking to assist with legal issues. Currently there is not a system in place to enforce parking tickets. The city would have to pass an ordinance. The committee hopes to have the parking recommendation ready in January or February to present to the Board for approval.

The SPLOST applications are due November 21st. The DDA will submit one with Traffic and Engineering and the History Museum and Arts Alliance have asked for our support as well. After discussion, a motion was made by Commissioner Hatney to support the other organizations projects in concept only with no monetary value attached and that the DDA would submit its own request in the amount of \$5 million dollars. Mr.

Nixon made a second to the motion. All were in favor and the motion passed unanimously.

Mr. Bowling asked Ms. Woodard about the date for the RFP for the Pilot Lighting Project. Ms. Woodard stated the RFP is in review with Mr. Steve Cassell. The DDA will contribute \$100,000.00 in SPLOST funds for the project.

Ms. Woodard and Ms. Fuselier submitted a Tourism Grant to the Convention & Visitors Bureau in the amount of \$14,000 to fund marketing costs and Ms. Woodard is submitting a grant for \$8000 to fund phase 3 of the new Christmas lights.

In closing, Ms. Woodard thanked Mr. Roberts and Ms. Brinson even though they were not present at the board meeting for their help in moving the DDA offices. She also thanked CADI for their assistance.

Mr. King stated he had two comments for the record. First in regards to the Saturday Market, no other organization has taken a publicly funded event and turned it into a privately funded event. This needs to be talked about more as a demonstration for what can be done with other organizations in Augusta instead of going back to the city and asking for money.

Mr. King also commented on the 10th Street demonstration project. There is no need to apologize for anything. It was a demonstration project. If something did not work out then a lesson was learned.

Ms. Woodard asked for a motion to accept the Director's Report as information. Commissioner Hatney made the first motion. Mr. King made the second motion. All were in favor and the motion passed unanimously.

Under Old Business, Mr. King represented the Design Committee. A Design Committee meeting has been held since the last board meeting. Ms. Woodard was able to assemble board members along with Engineering and Public Works, and representatives for the city. It was a very cooperative meeting. There were lots of ideas aired. We do have a draft of the sidewalk standards. They are posted on the DDA website for public review and comment. The Engineering & Public Works department has taken it back to their departments for additional review. We expect to have all of it back in a couple of weeks. Our intention is to bring it to the December board meeting for DDA approval. It will then go to the Commission. It would be for all future sidewalks in downtown.

Under New Business, Mr. Kendrick presented the resolutions for R.W. Allen and R. Mullis for approval for Georgia Cities Loans. Mr. Bowling asked what happens if there is a default. Legal Counsel Byrd Warlick explained the DDA is just a pass thru agency. The GA Cities Foundation is an arm of the government and they do not want to contract directly with a private citizen. The DDA applies for the loan as the governmental agency. The DDA does not monitor it.

Mr. Nixon made the first motion to approve the resolutions for R.W. Allen and R. Mullis. Mr. King made a second to the motion. All were in favor and the motion passed unanimously.

Mr. Kendrick mentioned arrangements would need to be made if the Board went into a closed session and Ms. Woodard will need to purchase a larger table for her office. In addition, Ms. Woodard stated there will be a conference room in the Doris Building that can be used once it is completed.

Mr. Bowling brought up privacy concerns as anyone walking by can see Mrs. Walls computer. Arrangements will be made to turn her desk facing the door or a privacy screen will be purchased.

Ms. Woodard mentioned that originally Knology was the company we wanted to use for the telephones but the owners of the White's Building would not sign the right of entry. The DDA had to have the telephone and data wires pulled for the new suite. The phone room is downstairs and can be tapped. She is concerned when other offices become occupied this will cause problems with our phones.

With no further business, Mr. Kendrick adjourned the meeting at 9:25 am.

Respectfully Submitted,

Julian Roberts, Secretary