

**Downtown Development Authority
Meeting Minutes
September 10, 2009**

The regularly scheduled meeting of the Downtown Development Authority was held September 10, 2009 at 8:30 am at the DDA offices located at 936 Broad Street, Suite 107. Those members in attendance were Steven Kendrick, Paul King, Commissioner J. R. Hatney, Cameron Nixon, Mark Bowling, Julian Roberts, Legal Counsel Byrd Warlick, and Executive Director Margaret Woodard. Guests and observers included DDA Office Manager Roxanne Walls, CADI Project Manager Jessica Fuselier, LaTina Emerson of the Augusta Chronicle, Barry White of the Convention and Visitors Bureau, Camille Price of Augusta Tomorrow, and Assistant Director Steve Cassell of Traffic Engineering for the City of Augusta.

Mr. Kendrick welcomed everyone and called the meeting to order at 8:35 am.

Mr. Roberts presented the previous meeting minutes from August 13, 2009. With no additions or corrections, Commissioner Hatney made the motion to accept the previous meeting minutes with a second by Mr. Nixon. All were in favor and the motion passed unanimously.

In the Treasurer's Report, Mr. Nixon presented the financials for August 2009.

The DDA Balance Sheet reflected healthy cash balances as of August 31, 2009.

The DDA Profit & Loss Budget Performance (DDA Operating) Report measures the DDA operating activities and does not include SPLOST or Christmas decorations. August was a regular month in which the DDA received the monthly city funding check. The DDA is billed quarterly by the city for payroll expenses. In the last few months, we have paid the city for past payroll expenses and we are now caught up. DDA operating net income in the amount of \$12,375.99 is for August 2009. This is basically a city payback and will be cleared out next month.

The DDA Profit & Loss Budget Performance (Consolidated) Report combines information for any income or expenses for the following: DDA operating, Christmas decorations and SPLOST. Consolidated total income for January 2009 through August 2009 is in the amount of \$233,894.03. Consolidated net income is in the amount of -\$246,889.74 for January 2009 through August 2009 which is a deficit. This deficit was caused by the back payments for the DDA office manager and executive director salaries.

Mr. Bowling asked Mr. Nixon if there were funds available that were unrestricted. Mr. Nixon explained that the CD is SPLOST that we have been awarded and will spend as directed or will be directed. The money that comes in from the city for operations is unrestricted cash. Historically, the DDA had \$10,000.00 to \$12,000.00 a year that was unrestricted as Mr. King recalled. Ms. Woodard explained that the DDA does fundraise for Saturday Market and Christmas lights. Both are restricted funds. Sometimes we

receive a community development grant but that is restricted also. Ms. Woodard explained that generally the city has the SPLOST money and in the beginning the DDA would just request it for a certain project and the city would write the DDA a check. The DDA lent Mr. Clay Boardman the money to fix up Houghton School and the Widow's Home. When Mr. Boardman paid the DDA back for the money he borrowed, it was not given back to the city but deposited into CDs. Ms. Woodard says we still have a little money with the city but not much and also what is left in Capitol City and Georgia Bank and Trust. Mr. Nixon suggested breaking out the restricted funds and the amounts for the next meeting.

The Saturday Market financials for August 2009 were not discussed but were in board member books for review.

Mr. Kendrick asked for a motion to accept the Treasurer's Report as information. Commissioner Hatney made a first to the motion with a second by Mr. Roberts. All were in favor and the motion passed unanimously.

In the Director's Report, Ms. Woodard stated that on Tuesday she went to Engineering Services to request permission from the mayor to write a letter to transfer TE funds from the Depot to the James Brown Blvd. Streetscape. The DDA applied for TE grant money on the historic Depot/pension property. The grant amount was \$450,000.00 and a \$112,000.00 match from the city. We can restore the Depot but the property cannot be sold for 20 years. That money is just sitting there so we wanted to ask the commission to move that money from the Depot to the 9th Street Streetscape.

The DDA was awarded grant money in the amount of \$215,000.00 and with the city match it is \$250,000.00 for the 9th Street Streetscape. Engineering Services approved the letter of transfer.

The Ellis Street Streetscape is finally completed.

The Harrisburg survey for Phase 1 is completed. The final public meeting will be September 15th.

The RFP for the Harrisburg survey Phase 2 has been issued and the bids are due September 18th.

CADI's weekly report was attached for board member review.

Mr. Quentin Mays has been hired for Saturday Market on the River. Mr. Mays is from Mr. Kendrick's Youth Leadership Program and worked with the market over the summer. Instead of hiring a coordinator, he is working five hours a week for the Saturday Market. Mr. Mays has worked and trained with former Saturday Market Coordinator Mrs. Jessica Fuselier and temporary help Mr. Stewart Zellars. Mr. Zellars was also from the Youth Leadership Program.

The Fall Market is Saturday, October 24th. The Saturday Market has a bank balance in the amount of \$18,685.85.

Ms. Woodard made everyone aware that the vendors came to the DDA and wanted to extend the market through November. Ms. Woodard met with them and explained that we tried that for two years and it did not work. Some of the vendors decided to start their own Saturday Market held at Whole Life Ministries and it has created a lot of confusion with people calling the DDA office asking for vendor applications and complaining about the new location. The confusion is because they are using the Saturday Market name.

Hammonds Ferry is beginning a Saturday Market as is Earth Fare and North Augusta is considering one as well. We may want to reconsider this initiative at year's end.

Commissioner Hatney asked if it is legal for someone to duplicate what another organization is doing without permission. Legal Counsel Byrd Warlick responded absolutely. We might be able to claim common law right to a trade name but Saturday is such a generic term. Legal Counsel Warlick doesn't think we have any way we can stop somebody else who uses the Saturday Market name.

The Marion Building is under contract with 52 market rate apartments. We are working with the developer and the city on parking and water issues. The developer has requested a quote to do a Georgia Cities Loan. The Brewery has asked for a quote as well. Both quotes have been submitted by Ms. Woodard.

The Johnson Building has been sold and Ms. Woodard is meeting with the owner.

The SPLOST planters have been approved by the commission. Mr. Dennis Stroud has ordered the permapavers and the project should commence once the contract is approved by the city legal department.

The commission has approved the budget to produce Christmas Light-Up Spectacular. Planning has also begun for the lighted boat parade which will be on December 4th. Christmas Light-Up Spectacular will be on December 5th.

The Design Committee met with Mr. Roy Simpkins regarding the diseased trees. There was grant money last year to apply for but Mr. Simpkins does not think that is available anymore. Mr. Simpkins will work with us to put a plan together. He feels like in order to go throughout downtown and do a complete survey on the diseased trees it would cost between \$25,000 and \$30,000. Mr. Simpkins will see if there is grant money.

Mr. Cassell told the board that the Georgia DOT has a grant for \$50,000 that will cover replacing trees.

The board accepted Ms. Woodard's report as information.

Under Old Business, Mr. Kendrick introduced Mr. Steve Cassell of Traffic Engineering for the City of Augusta. Mr. Cassell updated the board on the Pilot Lighting Project. He explained it covers 5th Street to 13th Street to upgrade the street lights and traffic signals. \$1.8 million in SPLOST was received for the project. Design is complete and shovel ready. It has been put on the Transportation Improvement Program (TIP) and it was approved to the Metropolitan Planning Organization (MPO) last week. \$3 million has been applied for in stimulus funds. They are now waiting on it to go through that process. The federal funds bill through the MPO into the local governments.

The project has gone out for bid and bids have been received. The lowest bid was \$3.4 million dollars. Mr. Cassell is trying to work out the schedule. The project has been through the first process which is to get it on the TIP. Then it has to be signed by the governor. A contractor has been selected.

Mr. Cassell will give the information to Ms. Woodard and she will distribute it to the board.

Mr. Cassell will begin attending the monthly DDA board meetings.

Mr. Kendrick thanked Mr. Cassell.

Under Old Business, Mr. King spoke of the Riverwalk Initiative. He presented to the board a spreadsheet that consisted of repairs needed and/or improvement opportunities for the Augusta Riverwalk. Because no SPLOST money will be available until 2010, Mr. King suggested the committee prioritize projects and look for private partners.

Mr. King mentioned that the city trucks are driving on the Riverwalk. The granite in particular cannot take that and it cracks the cross pieces and side pieces.

Under New Business, Ms. Woodard discussed downtown awards. Once a year, other cities give awards to people who have done great things for downtown and are recognized. There would be five categories. They are best commercial, adaptive reuse, best façade improvement, best retail booster, and most creative marketing piece. The annual award would be for excellence for someone who has championed for development in downtown Augusta.

Ms. Woodard will have a mock up form for what the application process would be like and a final suggestion for the next board meeting.

Under New Business, Mr. Kendrick proposed that the next DDA board meeting be held on October 22nd. The board would normally meet on October 8th but due to Ms. Woodard attending the Annual Downtown Conference in Roswell and Mr. Kendrick having a pre-existing engagement Mr. Kendrick proposed the rescheduled date of October 22nd.

The trolley consultant will present the final trolley report on October 22nd.

Mr. Nixon asked to make two general announcements. Westobou starts September 17th and Iron-Man will be held September 27th.

Mr. Kendrick adjourned the meeting at 9:37 am.

Respectfully Submitted,

Julian Roberts, Secretary