

**DOWNTOWN DEVELOPMENT AUTHORITY  
CITY OF SNELLVILLE**

**Meeting Minutes  
May 19, 2016**

**I. CALL TO ORDER**

The meeting was called to order at 5:15 PM. Directors present: Buddy Scott, Nelson Williams, Dave Emanuel, Jack Poles and Tom Witts. Also present was Eric Van Otteren, Gary Parker, Matt Czarick, Richard Dunn and Bobby Howard.

**II. MINUTES AND FINANCIAL REPORT**

No minutes from prior meetings were available. A financial report was given to Directors. There was discussion of the ending of a certificate of deposit and the moving of the funds to the main account. The funds are needed to pay IMG invoices.

**III. NEW BUSINESS**

A. Review of Volunteer Applications and Consideration of Recommendation to Mayor and Council. –The Directors reviewed volunteer applications for two potential Directors. After each guest introduced themselves, the qualifications for directorship were reviewed. At the end of the discussion the sitting Directors, with the agreement of the applicants, proposed recommendations as follows: Gary Parker to DDA Post 5 and Matt Czarick to DDA Post 1. Director Williams made the nomination to recommend the two applicants for consideration by Mayor and Council members. Jack seconded the recommendation. The vote was unanimous. In ongoing consideration of Don Goldsmith’s resignation, the office of treasurer was vacated. Nelson nominated Dan LeClair for treasurers. The vote was unanimously in approval.

B. Consideration of submission of a Livable Center Initiative Planning grant. –Eric advised the Directors of the potential to submit a Livable Centers Initiative planning grant for the Scenic Highway (Rt. 124) corridor. The Directors concurred with further investigation and potential submission of an application in the fall.

**IV. OLD BUSINESS**

A. Status of Phase 1 Wayfinding project. –The Directors reviewed the current invoices and affirmed payment based on DDA available funds. The signage on The Towne Green is substantially complete.

1. Discussion of Primary sign location. –Eric shared the most current status of the Primary sign to replace the old “Welcome/Rotary” sign. The Directors discussed the possibility of City Public Works staff completing some of the work. Eric is look into this option and is to report to the Directors at the next meeting.

B. Update on Towne Center. –Eric gave an update on the progress of The Towne Center conversation.

**V. ANNOUNCEMENTS**

Next Meeting: June 16 at 5:15 PM in City Hall.

**VI. PUBLIC COMMENTS**

Motion was made to adjourn by Nelson, seconded by Jack. All approved.  
Meeting adjourned at 5:18 PM.