

**DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF SNELLVILLE, GA**

Meeting Minutes

August 18, 2016

I. CALL TO ORDER

The meeting was called to order at 5:00 PM. Directors present: Buddy Scott, Nelson Williams, Daniel LeClair, Jack Poles, Matt Czarick and Gary Parker. Also present was Eric Van Otteren.

II. APPROVAL OF MINUTES AND FINANCIAL REPORT

The Directors present at the April and May meetings reviewed the corresponding meeting minutes and approved them unanimously.

The Directors present at the June meeting reviewed the corresponding meeting minutes and approved them unanimously.

The Directors present at the August Specially Called meeting reviewed the corresponding meeting minutes and approved them unanimously.

There was not a formal financial report. Eric reported that the DDA had a bank balance of \$41,818.98 and that the city owes the DDA an excise tax payment of approximately \$51,256.

III. NEW BUSINESS

A. Consideration and action on a Federal Employer Identification Number. Eric reported that staff has been researching the EIN used by the DDA. It was discovered that the DDA used the City's EIN number to open its account at C&S Bank. Staff was unable to find any record of an EIN being issued to the DDA. Eric requested that the Directors authorize the chairman to sign a power of attorney to allow Webb Tanner Powell to request or apply for an EIN. The motion was made by Matt to authorize the Chair to take the necessary action to discover an EIN if one exists or apply for an EIN. The motion was seconded by Jack. The vote was unanimously in favor of the action.

B. Discussion of potential retreat and update session with Carrie Barnes. The Directors were agreeable to scheduling a planning session in November that would be facilitated by Carrie Barnes or Jim O'Bryan. They asked Eric to check into some possible dates after the Nov. 8 election.

C. Action to Authorize the Chair to Execute a QUIT-CLAIM Deed from the DDA to Certified Inc. to transfer a small portion of the Wisteria property to Certified to replace parking lost to the LCI project. The motion was made by Matt and seconded by Jack. The vote was unanimous to authorize signing the deed.

IV. NEW BUSINESS

A. Consideration and Action on Primary Gateway sign at 2992 Main Street. Eric reported that Mr. Sung Kim signed the easement agreement drafted by Atty. Powell. This cleared the way for the DDA Directors to begin construction of the first Primary gateway sign on the city line west on Hwy. 78. The Directors authorized up to \$12,000 in additional funds to complete the necessary work to prepare the monument site and to build the monument. Dan made the motion to approve up to \$12,000 in funds for site preparation and to begin construction of the primary gateway sign. The motion was seconded by Jack. The vote unanimously in favor of the motion.

B. Update on the Towne Green Signs. Eric informed the directors of a small amount of additional work that will be done to the Towne Green signs. IMG will add a switch cover

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to the large SNELLVILLE sign and add the words “IMG has informed the DDA that these additional items will be at no charge.

C. The Directors initiated a conversation about the timing of meetings. After some discussion, the decision was made to begin the DDA meeting 5:00 PM in the future.

V. ANNOUNCEMENTS

Next Meeting: September 15 at 5:00 PM in City Hall.

VI. ADJOURNMENT

Motion was made to adjourn by Dan, seconded by Gary. All approved.

Meeting adjourned at 5:30 PM.