

DOWNTOWN DEVELOPMENT AUTHORITY CITY OF SNELLVILLE

Meeting Minutes January 16, 2014

I. CALL TO ORDER

Buddy Scott called the meeting to order at 4:05PM. Present: Directors: Buddy Scott, Nelson Williams, Cecil Sellers, Tom Witts, and Dan LeClair. A quorum was present. Others: Eric Van Otteren, Bobby Howard, and Butch Sanders.

A motion was made to amend the agenda to include a discussion of the colors used in the DDA logo ad, the Veterans Memorial, director training and to discuss the "Critter Crawl" project by the Art Commission.

II. MINUTES AND FINANCIAL REPORT

No financial report was presented. The minutes of the December 19 meeting were reviewed and approved unanimously.

III. OLD BUSINESS

- a) Continued development of the 2014 action plan. There was a discussion by the Directors of several opportunities and projects.
- b) Review of a draft Master Branding and Wayfinding Signage RFP. -The Directors reviewed a draft RFP (Request for Proposals) for a Master Public Signage plan. Directors discuss several aspects of the draft including incorporating STAT signage needs, city event signage, future LED options, and the qualifications of potential responders. There was a brief discussion of budget and funding. Consensus was given to issue the RFP. The Directors reviewed the Wayfinding RFP and approved it for release. The Directors talked about a solution for STAT event signage. The Directors also talked about an LED sign for the Towne Green and signage colors. They talked about project completion in 3-5 years. The Directors also talked about funding for the sign project.

IV. NEW BUSINESS

- a) Tom motioned to add an addition agenda item for discussion. Motion approved. The Veterans Memorial is working to install a row of flags Nelson motioned to approve a donation of \$500 to the Memorial funds. Approval was unanimous.
- b) Nelson motioned to add discussion of sending directors to an Advanced Training class. Tom seconded the motion. The vote was unanimous. The Directors unanimously approved expending funds on training.
- c) DDA Colors and Logo. The Directors discussed a proposed logo and colors. The logo and colors are to be adjusted and incorporated in the DDA materials.
- d) Critter Crawl Discussion. The DDA Directors discussed information related to the Critter Crawl project by the Arts Commission. Tom Witts motioned, Dan LeClair

seconding the motion, to approve \$500 for the Critter Crawl project. There was a unanimous vote in favor of the contribution to the Arts Commission.

V. ANNOUNCEMENTS

- a) Next Meeting: February 20 at 4:00PM in City Hall.

IV. PUBLIC COMMENTS

- a) None

V. ADJOURNMENT

The meeting adjourned at 5:15PM.