

DOWNTOWN DEVELOPMENT AUTHORITY CITY OF SNELLVILLE

Meeting Minutes February 19, 2015

I. CALL TO ORDER

The meeting was called to order at 4:03PM. Directors present: Buddy Scott, Nelson Williams, Sam Roper and Tom Witts. Also present were Eric Van Otteren and Dexter Harrison.

II. MINUTES AND FINANCIAL REPORT

Minutes were approved for regularly scheduled meetings on September 18, October 16, and January 15. The minutes were also approved for the September 25 Specially Called Meeting.

III. OLD BUSINESS

1. Discussion of the notes from the DDA planning session. –The notes from the planning discussion were distributed. Buddy outlined an overview of the action items for 2015. The items for action are generally carried forward from projects and programs started in 2014 and outlined in the 2013 planning session report. Directors were asked to review the summary document and prepare for a discussion at the March meeting.
2. Discussion of a 2015 DDA Budget. – The Directors discussed the excise tax revenue source. Buddy is to talk with Butch Sander, City Manager and establish a process for transfer of the funds. The Directors also discussed other possible opportunities for revenue development.
3. Discussion of Status of Master Signage project. Butch Sanders, City Manager, earlier in the day distributed a draft RFP for the Sing RFP. The Directors are to review the draft RFP and forward comments to Buddy. The decision was affirmed to distribute the RFP at the earliest opportunity.
4. Review of Monkey Wrench Brewery. – A discussion of the opportunity to encourage Monkey Wrench Brewery to locate in Snellville ensued. The decision was made to contact someone who could provide the DDA Directors with an evaluation of Wayne Baxter and Monkey Wrench Brewery financials. The Directors voted unanimously to hire a person to review Monkey Wrench's financials. The amount is not to exceed \$500. Suggestions were made to contact John Ulmer and Donnie Houston. The motion was made by Tom and seconded by Sam.
5. Follow-up Regarding LCI Update Application and launch of the Tactical Urbanism Demonstration project. – Eric reported that the Tactical Urbanism Demonstration project grant is making good progress. A draft logo was previously distributed to Buddy and Kelly McAloon for comment. There was a brief discussion about the logo development process. The Atlanta Regional Commission identified a few errors on their part regarding the contract. The contract is to be sent to the Snellville Downtown Development Authority for signature by Buddy Scott, Chairman.

IV. NEW BUSINESS

1. There was no new business.
2. The Directors briefly discussed Director training opportunities and requirements.

V. ANNOUNCEMENTS

1. Next Meeting: March 19 at 4:00PM in City Hall.

VI. PUBLIC COMMENTS

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Motion was made to adjourn by Nelson, seconded by Sam. All approved.
Meeting adjourned at 4:43PM.

DRAFT - Not for Distribution