

**DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF SNELLVILLE**

**Specially Called
Meeting Minutes
September 30, 2015**

I. CALL TO ORDER

The meeting was called to order at 5:04PM. Directors present: Buddy Scott, Nelson Williams, Dave Emanuel and Dan LeClair. Also present was Eric Van Otteren.

II. MINUTES AND FINANCIAL REPORT

No minutes or financial report were available.

III. OLD BUSINESS

1. Review of the IMG Wayfinding Contract. The Directors discussed and reviewed the IMG contract. There was a discussion of the preferred location and priority order for the first primary gateway sign. The decision was made to seek the Hwy. 78 location first. If this does not come to fruition then, the second location choice to pursue is a location on south 124.
2. Discussion of The Towne Green Signage. The Directors had a discussion of The Towne Green signage package and suggested that The Towne Green signage is part 1 and the primary gateway sign is part 2 of the contract.

IV. NEW BUSINESS

1. Discussion of The Towne Green Construction Contract. - The IMG contract was approved based on the contract amount is an amount not-to-succeed. Dave made a motion to approve approving the Chair sign the contract based on the IMG contract is a not-to-succeed amount. The chair is also to review the payment structure.
2. Discussion of October 15 Redevelopment Forum. –Eric informed the Directors of the upcoming Redevelopment Forum.
3. Discussion of next action steps from annual plan. –The Directors reviewed their action plan for the remainder of 2015.
4. The Directors asked Eric to invite Blake Sharpton to the October meeting. There was also a guidance to schedule an end of the year retreat in November or December.

V. ANNOUNCEMENTS

1. The October 15 regular meeting was cancelled. The next meeting is scheduled for October 22 at 5:00PM in City Hall.

VI. PUBLIC COMMENTS

Motion was made to adjourn by Nelson, seconded by Dave. All approved.
Meeting adjourned at 5:57 PM.