

**Downtown Development Authority of Augusta, Georgia**  
**Meeting Minutes**  
**May 24, 2012**

The regularly scheduled meeting of the Downtown Development Authority of Augusta, Georgia was held May 24, 2012 at 8:30 a.m. at the DDA office located at 936 Broad Street, Suite 107. Those members in attendance were Joey Hadden, Scylance Scott, Jr., Commissioner Hatney, Steven Kendrick, Legal Counsel Byrd Warlick, and Executive Director Margaret Woodard. Guests and observers included DDA Office Manager Roxanne Walls, CADI Project Manager Jessica Fuselier, Barry White of the Augusta Convention and Visitors Bureau, Camille Price of Augusta Tomorrow, Chris Selmek of Verge, Augusta resident Nathan Hertel, Ben Casella of Downtown Augusta Alliance, and Abbie Rickoff and Glenda Matute both of APD Urban Planning and Management.

Mr. Kendrick called the meeting to order at 8:36 a.m. and welcomed everyone to the meeting.

Mr. Hadden presented the previous meeting minutes from February 9, 2012. With no additions or corrections, Mr. Hadden asked for a motion to approve the previous meeting minutes from February 9, 2012. Commissioner Hatney made the motion. Mr. Scott, Jr. seconded the motion. All were in favor and the motion passed unanimously.

In the Treasurer's Report, Ms. Woodard presented the financials.

The Profit & Loss Budget Performance (DDA Operating) Report reflected the following for January 2012 – April 2012: total income in the amount of \$62,168.49; total expenses in the amount of \$18,716.08; net ordinary income in the amount of \$43,452.41. The net ordinary income amount is high due to the timing of the city salary payback invoice. This invoice was paid in May in the amount of \$29,936.68 and will be reflected in the May financials.

Ms. Woodard explained to the board that we don't really have any SPLOST money left in our SPLOST checking account. We have spent the Widow's Home and Houghton School money. Any SPLOST money we need from this point on we will have to fill out a SPLOST funding request and submit it to the city. If it is a small SPLOST expense then the DDA will pay the vendor and the city will reimburse us.

Ms. Woodard is submitting a SPLOST funding request for about \$11,000.00 for the Emporium Lighting Project and three swings for the Riverwalk Stage. She ordered three new swings to replace the two that were broken and one for future use.

The swings cost \$300.00 each. Mr. Hadden asked Ms. Woodard if we should look at a more permanent aluminum type of swing that wouldn't have to be replaced. The swing is wood which matches the stage.

With no more discussion from the board, Mr. Kendrick asked for a motion to accept the Treasurer's Report as information. Mr. Hadden made the motion. Commissioner Hatney seconded the motion. All were in favor and the motion passed unanimously.

Mr. Kendrick thanked Ms. Woodard for the Treasurer's Report.

In the Director's Report, Ms. Woodard updated the board on the following:

### **Active ED Projects**

- A Georgia Cities Foundation Loan closed on 4/17 for 967 Broad Street.
- The grand reopening was held on 4/26 for the JB White's Building and it was very well attended. There are two contracts pending for condominiums. New Moon is relocating and the space is under construction. They have signed a three year lease.
- An application for a Georgia Cities Foundation Loan has been completed for approval in the amount of \$250,000.00 for 901 Broad Street. The application will be discussed under New Business.
- Mr. Bryan Haltermann is meeting with Ms. Woodard today for a loan for 1120 Jones Street which is a project he wants to convert into eight apartment units.
- The application for a Georgia Cities Foundation Loan for the Johnson Building is still underway. We are still waiting on a letter of intent from the bank before submitting the application to the board for approval.
- We are assisting Action Ministries in relocation space.
- Bath Fitters has signed a lease for space next to the Marbury Center and will open in July. We are assisting with the ribbon cutting.

Bath Fitters is kind of a regional chain and they have five locations. We have been on their "radar screen" so this shows our demographics are shifting with people living downtown and with all of the upcoming projects we may be able to have a regional draw.

- Mr. Yahya Henry is working on a new infield project located at 5<sup>th</sup> and Greene Street for four new townhouses. He has met with some banks and if he can receive funding we will submit an application for a Georgia Cities Foundation Loan on his behalf to the board for approval.

### **SPLOST V Projects**

- Olde Town wayfinding signage design is underway for approval.

### **Pilot SPLOST Project**

- The Widows Home Project is almost completed as we had problems with electricity and those problems have been resolved.

## **Downtown Programs**

### **CADI**

- The monthly reports are in board notebooks for review.
- Both the annual report and survey have been completed and are in board notebooks for review.
- The timeline is completed and in about two weeks we will start the initiative to push the Business Improvement District (BID). The BID Board will meet in July.

## **Grant Projects**

### **James Brown Blvd. Phase 1**

- We are working with the city on the final contracts. We are the recipient of the grant but we do not have the power or capability to sign the final contracts so we are working with the city to get that resolved.

### **Other**

- A food truck ordinance has been signed. Food trucks can come downtown but they have to be on private property and at least 50 feet from the front door of a restaurant.
- The 2011 audit has been completed and will be presented under New Business.
- Café 209 has moved to the corner of Monument and Broad Street. The ribbon cutting was held on March 15<sup>th</sup>.
- We have BID support from the Augusta Convention and Visitors Bureau, Augusta Metro Chamber of Commerce, and Augusta Museum of History.
- The TEE Center Hard Hat Tour is on June 7<sup>th</sup>.

Downtown has been hit with a lot of graffiti. The BID Executive Committee met last week. When we go out this year to get the petitions signed, we will take a letter for the property owner. If the property owner signs the letter it will give CADI permission to immediately remove graffiti instead of going on as per case basis. Mrs. Fuselier has done a complete inventory of the graffiti and we were able to contact three property owners yesterday to get permission to remove it.

Mr. Hadden asked Ms. Woodard how the graffiti is removed. She explained that there are chemicals used to remove it and that you do not want to paint over it but remove it. Mr. Hadden's building on Fenwick and 11<sup>th</sup> Street was "tagged". He says they had to re-stucco the bottom part because the chemicals they used still allowed the graffiti to show through. Ms. Woodard explained that it is not that CADI does not want to remove graffiti but this is why a letter needs to be signed by the property owner so that CADI is not liable for damages incurred while removing graffiti. CADI does charge a nominal fee for graffiti removal.

SPLOST VI Project budgets are underway and the projects have been prioritized. Originally when the SPLOST VI projects were discussed the costs were estimated and now we are working on actual costs. Also some of the projects were really vague like the

Riverwalk. We are now trying to figure specifically what to do. Ms. Woodard should have that information in July.

A complete copy of the Director's Report is in board notebooks for review.

With no further questions from the board, the board accepted the Director's Report as information.

Mr. Kendrick thanked Ms. Woodard for the Director's Report.

Under New Business, Ms. Woodard presented an application for the Georgia Cities Foundation Revolving Loan Fund for a project located at 901 Broad Street for approval to recommend to the Georgia Cities Foundation.

The building was purchased by a group of engineers at Cranston Engineers. The historic building was built in 1884 and was originally a furniture store and a boarding house.

The conversion is a \$1.1 million dollar project with nine market rate apartments and four commercial spaces. Mr. Perry Hiott with the Georgia Cities Foundation has been to Augusta and has seen this project.

The Georgia Cities Foundation Revolving Loan Fund amount requested is \$250,000.00. Their loan has been approved by First Bank for 75% and they are putting in 25%. The Georgia Cities Foundation Revolving Loan Funds are received once the project has been completed and the money can be used to pay down the bank loan. The asbestos has been removed and they are going to restore the façade. They are using state and federal tax credits.

Ms. Woodard says that Mr. Nixon has reviewed the application and has approved it.

Ms. Woodard asked for a motion for the board to approve the Georgia Cities Foundation Revolving Loan Fund application for 901 Broad Street to submit to the Georgia Cities Foundation. Mr. Hadden made the motion. Commissioner Hatney seconded the motion. All were in favor and the motion passed unanimously.

Under New Business, Mr. Kendrick presented for approval the board candidates to submit for commission approval. The board currently has two openings as Mr. Rick Allen resigned and the coming resignation of Mr. Mark Bowling who agreed to stay on the board until a replacement was found.

A committee was put together and candidates were discussed. The candidates were invited to the retreat held in March. The candidates are downtown developer Mrs. Natalie McLeod and former DDA Chairman and BID Committee Chairman Mr. Sanford Loyd. The Nominating Committee thought both would be great additions to the board.

Mr. Kendrick asked the board if there were any questions about the board candidates. Hearing none Mr. Kendrick asked for a motion to accept board candidates Mr. Loyd and Mrs. McLeod to propose as new DDA members for commission approval. Mr. Scott, Jr. made the motion. Mr. Hadden seconded the motion. All were in favor and the motion passed unanimously.

Commissioner Hatney will put board candidates Mr. Loyd and Mrs. McLeod on the commission agenda for commission approval.

Under New Business, Ms. Woodard discussed a motion to support the continuance of the BID. We have letters of support from the Augusta Convention and Visitors Bureau, Augusta Metro Chamber of Commerce, and Augusta Museum of History. These letters will be included in the mailing to property owners. This was a DDA initiative five years ago and will be a joint effort between the DDA and the CADI Board to get the next five years done.

Ms. Woodard distributed to the board the annual report and survey that will be mailed to property owners. This has been a tremendously successful program and there are four original employees still with the program. Columbus Mayor Teresa Tomlinson was in town to speak at a chamber event. She commented to Ms. Woodard "That this is the cleanest downtown." Ms. Woodard explained that is because we have a Business Improvement District. Columbus also has a BID and helped us get our BID. They recently renewed their BID.

A few weeks ago, a child went missing at the Augusta Common. CADI was called and the child was found within two or three minutes. A few months ago a robbery occurred at Sundrees Urban Market and CADI was the first to respond and worked with the Sheriff's Department. CADI continues to remove about 50 tons of trash each year and have really become a part of downtown.

Ms. Woodard asked the board for a letter of support to include in the mailing to property owners. Mr. Scott, Jr. would like for the mission of CADI to be included in the letter of support. He was also surprised at the number of people that CADI assists.

We are looking at possibly extending the BID to the Gordon Highway overpass at 4<sup>th</sup> Street. Also we are looking to bring in some gateways for landscaping which would be a third zone.

We are going to do this the same way we did the last time which is not by value but a door to door petition drive. There are over 200 participants in the BID. It will be a collaborative grass roots effort.

Mr. Kendrick asked for a motion to support the continuance of the BID. Mr. Hadden made the motion. Mr. Scott, Jr. seconded the motion. All were in favor and the motion passed unanimously.

The board discussed no board meeting in June due to vacations. The next regularly scheduled board meeting will be held in July.

Under New Business, Mr. Kendrick discussed approval of the 2011 audit. Mr. Kendrick was present when Serotta Maddocks and Evans presented the draft audit to the Finance Committee which included Treasurer Nixon. They satisfied all of the questions that arose during that meeting.

Ms. Woodard thanked Mrs. Walls. She also told the board “That this was probably the cleanest, easiest audit we have ever done.” All of our audits have been clean but there were minimal changes.

The draft management letter contained only one recommendation from Serotta Maddocks Evans which was to establish a conflict-of-interest policy. Ms. Woodard and Mr. Nixon are working on a conflict-of-interest policy. They have gotten not only the city’s conflict-of-interest policy but other organizations conflict-of-interest policies as well.

Once our audit has been approved it will be submitted to the city and our audit will be posted on our website.

Draft copies of the management letter, SAS 114 letter, and 2011 audit are in board notebooks.

Mr. Kendrick made the motion to approve the audit as presented by Serotta Maddocks Evans to submit to the city in a timely fashion. Mr. Hadden seconded the motion. Mr. Kendrick asked if there were any other questions and hearing none all were in favor and the motion passed unanimously.

Mr. Kendrick allowed Legal Counsel Warlick to make a comment. About six or seven months ago, Attorney Jim Plunkett who represents the city in regards to the decks called on Mr. Warlick to convey the two parking decks back to the city. We were obligated when we refinanced those bonds back in 2003 to do that. Attorney Plunkett has yet to send the deed to Legal Counsel Warlick. He called Legal Counsel Warlick last week and asked about the status. Legal Counsel Warlick reminded Attorney Plunkett that Attorney Plunkett was going to prepare a deed and the DDA would sign it. Our financials reflect both decks but the city has said they want them back and we are obligated to give them back but the DDA is waiting on the deed.

Mr. Kendrick asked if there were any other questions to discuss. Mr. Scott, Jr. asked if this is something that we need to document to show that we have responded. Legal Counsel Warlick responded “Yes.”

With no other questions and no further business to discuss, Mr. Kendrick adjourned the meeting at 9:13 a.m.

Respectfully Submitted,

Joey Hadden, Secretary