

**Downtown Development Authority of Augusta, Georgia**  
**Meeting Minutes**  
**November 17, 2015**

The regularly scheduled meeting of the Downtown Development Authority of Augusta, Georgia was rescheduled from November 12, 2015 to November 17, 2015 at 8:30 a.m. and was held at the DDA office located at 936 Broad Street, Suite 107. Those members in attendance were Commissioner Fennoy, David Hutchison, Rick Keuroglan, Natalie McLeod, Cameron Nixon, Scylance Scott, Jr., Executive Director Margaret Woodard, and Legal Counsel Byrd Warlick. Guests and observers included DDA Office Manager Roxanne Walls, Damon Cline of *The Augusta Chronicle*, Jennifer Bowen and Barry White of the Augusta Convention and Visitors Bureau, Augusta resident Melvin Kelly, Camille Price of Augusta Tomorrow, Augusta-Richmond County Deputy Administrator Ted Rhinehart, and Mark Crump of Reflecting Pool Productions.

Mr. Nixon called the meeting to order at 8:35 a.m.

An official resignation from DDA Secretary Joey Hadden has been received. The Nominating Committee will meet to discuss candidates for his replacement.

Mr. Nixon presented for approval the previous meeting minutes from October 8, 2015. With no additions or corrections, Mr. Nixon asked for a motion to approve. Mr. Scott made the motion. Mr. Keuroglan seconded the motion. All were in favor and the motion passed unanimously.

In the Treasurer's Report, Ms. McLeod presented the financials for October 2015.

The balance sheet as of October 31 reflects total checking/savings in the amount of \$31,848.57.

The Profit & Loss Budget Performance (DDA Operating) Report was reviewed and the largest expense reflected for the month is payroll for third quarter. Also under professional fees were expenses for retail recruitment in the amount of \$2,000.00 which is the final installment for the economic development video and accounting fees in the amount of \$540.00 which is for third quarter reconciliation by accountant with net income in the amount of -\$23,169.89.

The Profit & Loss Budget Performance (Consolidated) Report reflected a \$5,000.00 sponsorship from the city for fireworks for the Christmas Light-Up event with Christmas Light-Up expenses in the amount of \$2,850.00 which consists of \$2,500.00 for the fireworks deposit and \$350.00 for a float for the 2015 Christmas Fantasy Parade. The remaining balance due for fireworks in the amount of \$2,500.00 will be paid when the invoice is received.

The Profit & Loss Budget Performance (Consolidated) Report also reflected total expenses for the month in the amount of \$39,031.19 with year-to-date in the amount of \$175,036.42.

The largest expense for the remainder of the year will be fourth quarter salary payback. We are awaiting Augusta-Richmond County Commission approval of the 2016 budget which should be approved in upcoming weeks to determine our funding level.

Mr. Nixon asked if there were any questions regarding the Treasurer's Report and hearing none he asked for a motion to accept the Treasurer's Report as information. Mr. Hutchison made the motion. Commissioner Fennoy seconded the motion. Mr. Nixon asked if any further discussion. Hearing none all were in favor and the motion passed unanimously.

In the Chairman's Report, Mr. Nixon introduced Mr. White and Mrs. Bowen of the Augusta Convention and Visitors Bureau (ACVB) for the unveiling of the Downtown Augusta Retail Recruitment video which was made possible by a \$5,000.00 ACVB sponsorship. Ms. Woodard also introduced Mr. Mark Crump of Reflecting Pool Productions which produced the video. Mr. Nixon thanked the ACVB, Mr. Bussey who was not in attendance, and Mr. White for their contribution.

The video was viewed by all in attendance. The ACVB sponsored the video as top expenditures for visitors are shopping, entertainment, and dining. This was a way the ACVB could help the DDA and Retail Strategies recruit more businesses. The video will be released today via various social media outlets and will be shown at upcoming ACVB and Chamber meetings. Unisys at Discovery Plaza will also run this on a continuous loop for their visitors to view.

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

#### **Active Economic Development Projects**

##### **Georgia Cities Foundation (GCF) Loans**

- The loan closing for 912 Ellis Street was held on October 29<sup>th</sup>. A ribbon cutting is forthcoming.
- The loan for 905 Broad Street has been approved but is on hold until fire issues are completed.
- The loan for 1162 Broad Street is in underwriting as owner has submitted the last of the paperwork needed.
- We have reached our limit with the Georgia Cities Foundation and it will be at least a one year waiting period before we can apply for this loan but we are still eligible for the Energy Rebate Program.

##### **Other**

- We are assisting a property owner on 8<sup>th</sup> Street with the GCF Energy Rebate Program.

- We are working with a corporate relocation to downtown and an office supply store.
- Tradewinds Antiques and Home Décor located at 1051 Broad Street had a soft opening on November 6<sup>th</sup> and are hoping to have a grand opening this month as well.
- A ribbon cutting was held on November 5<sup>th</sup> for The Men's Refinery Barber Spa and The Inside Drive Golf located at 953 Jones Street.

### **SPLOST VI Project/Riverwalk**

- We are awaiting the SPLOST agreement from the city to release the funds to begin work and are hoping to have the agreement by the end of the year so design work could begin in January.
- Cooper Carry has submitted budgets which are in Board notebooks.
- The next step is to go through city procurement for design work.
- The Kiwanis Club is working with us on new playground equipment and would like to attend a future Board meeting.

### **Downtown Programs**

#### **Retail Strategy**

- Retail Strategies gave an update to the Board at the October 8<sup>th</sup> meeting and since that meeting they have been to Atlanta for ICSC and have had added six new prospects to the list. That report is available to Board members.
- We are working with an Apple like store.
- We met with a regional brand women's boutique located in six cities in the southeast and they will have a pop-up store event at 600 Broad Street the first weekend in March.
- Stanleo's Restaurant is opening mid-January at 11<sup>th</sup> and Walton Way.
- We are working with Paine College on a retail site and with Housing and Community Development on key locations for retail on Laney-Walker Boulevard.

### **Grant Projects**

#### **James Brown Boulevard Phase I**

- The last block has been poured.
- The punch list walk-thru is scheduled for November 17<sup>th</sup> due to the weather.
- We are working on completing paperwork.
- A ribbon cutting will be scheduled at project completion.

#### **James Brown Boulevard Phase II**

- We have received an approval letter and are awaiting contracts from GDOT.
- This phase will begin at Twiggs Circle and come back towards Walton Way.
- The RFQ has been completed for the design work.

### **Parking**

- A small sub-committee led by Deputy Administrator Rhinehart has met to work on smaller solutions and has met with a church to look at places for employees to park. The committee will meet again in the next week.

### **Christmas Light-Up Spectacular – Saturday, December 5<sup>th</sup>**

- Committee to have final meeting November 17<sup>th</sup>.
- First ads will run in *The Augusta Chronicle* this week.
- Commercials will run on WJBF and WAGT.
- Radio is already running.
- Fireworks at 6:20 p.m.

### **Other**

- The MOU for the Jones Street Alley has been approved by the Augusta-Richmond County Commission and will go through procurement for design work so renovations can begin.
- The public meeting for Downtown Advisory Panel elections will be held on Tuesday, December 8<sup>th</sup> at 7 p.m. at the DDA office.
- Ms. Woodard and Chairman Nixon had lunch with Dr. Keel of Augusta University on November 16<sup>th</sup>.

### **Discovery Plaza**

- Ms. Woodard has also met with Mr. Tom Patterson of Unisys and toured their new offices. There are over 200 employees in the building. A community celebration to be held on December 15<sup>th</sup>.
- The restaurant component is finished so we are again working with Mr. Dennis Trotter and Retail Strategies in finding a local restaurant to open a second location in the building.
- There are 225 parking spaces in the deck and approximately 30 in the outside lot.

The Board accepted the Director's Report as information.

Under New Business, Mr. Warlick presented for adoption a resolution ratifying all documents signed in connection with the GCF loan to Mr. Mark Donahue (912 Ellis Street) because they were signed by officers other than those in the original resolution.

On May 14, 2015, the Board adopted a resolution authorizing Cameron Nixon, Margaret Woodard and Joey Hadden or any two of them to execute any and all documents necessary or desirable in order to consummate a loan from GCF to Mark Donahue. This loan closed on October 29, 2015 and all closing documents were signed by Margaret Woodard as the Executive Director and Natalie McLeod, Treasurer, because Cameron Nixon and Joey Hadden were not available.

Mr. Nixon asked for a motion to adopt the ratified resolution. Mr. Hutchison made the motion. Mr. Keuroglan seconded the motion. Mr. Nixon asked if any further discussion. Hearing none all were in favor and the motion passed unanimously.

Legal Counsel Warlick recommended that future resolutions say any two members of the seven-person Board can sign.

The next item on the agenda was closed session. The reason for going into closed session was to discuss the updates regarding the real estate acquisition by a third party requesting assistance from the DDA. Mr. Nixon asked for a motion to go into closed session. Mr. Keuroglan made the motion. Commissioner Fennoy seconded the motion. All were in favor and the motion passed unanimously.

The Board went into closed session at 9:02 a.m.

Mr. Nixon asked for a motion to come out of closed session. Commissioner Fennoy made the motion. Mr. Keuroglan seconded the motion. The Board came out of closed session at 9:30 a.m.

With no further business to discuss, Mr. Nixon adjourned the meeting at 9:30 a.m. with a motion made by Mr. Hutchison which was seconded by Mr. Scott. All were in favor and the motion passed unanimously.

Respectfully submitted,

Cameron Nixon, Chairman