

Jefferson Downtown Development Authority
Tuesday, January 22, 2019 6:00pm
Jefferson Station Community Room

Members Present

Joel Harbin
Terry Liles
Christine Dalton
Mac Gramley
Willie Hughey
Les Crane
Shawn Watson

Absent

Staff

Beth Laughinghouse
Pat Levinge

Guest

Greg Laughinghouse
Jay Braver

1. Call to Order
 - Meeting was called to order by Joel Harbin at 6:07pm

2. Approve Minutes
 - Approval motion was made by Lew, second by Les.
 - Motion was approved unanimously.

3. Approve Budget Report
 - Pat presented the October 2018, November 2018 and December 2018 financial reports.
 - Pat: Bank Balance is reconciled thru December, 2018 and the balance is \$194,726.18. The DDA has received, in 2018, \$38,440.32 spent \$28,928.17 and has an overage at this point of \$5,196.34.
 - No extraordinary expenses for any of those three months.
 - Pat: Do you want me to send an email to Jerri with those numbers? Joel: Yes and copy me on that.
 - Pat: Do we want to do that now or after the audit? Joel: Do you see the audit changing anything?
 - Pat: If the audit changes anything, we can catch the difference up.
 - Joel: The change in the amount they were sending us occurred about half way through the year right? That brought us closer to a net zero and this time next year we'll be even better. Go ahead and tell her we have the yearend numbers and send her the spreadsheet. After she approves it, we will send her a check.
 - Pat: We ended up the year with a net profit of \$36,8821.34.
 - Joel: Any questions for Pat? None.
 - Motion to approve all three reports: 1st Terry Liles, 2nd Christine Dalton. Motion passed unanimously.

4. Committee Reports

a) **Lee Street**

- Joel: Any repairs Shawn?
- Shawn: They had a heating issue back in November. We got it temporarily repair and got a quote for the permanent repair...we're waiting on approval of that quote.
- Beth: I have talked with Raymond on that but will bring it to his attention again.
- Shawn: The temporary repair will work but it will drive the power bill up.
- Shawn: I don't know if we have met since they had the roof leak. The rubber roofing is good but the sealant had an issue...the screws had backed out and sealant was gone. That is repaired.
- Beth: I have talked with Glenn Cox, branch manager, and he said the tellers love the new tint and the blinds...lets in a lot more light, looks better and you can see into the branch now from the outside of the building.
- Mac: I don't know if this is the right place to ask but several folks have asked me about if there would be an opportunity to pressure wash the building.
- Shawn: Beth asked me to submit a quote.
- Beth: I do have that but we put the cleaning on the back burner during the contract talks and how it might affect the upper floors...not sure why we haven't done that! Is this an expense we should incur or them?
- Joel: If I recall, I think we talked about paying for that ourselves.
- Beth: I'll pull that quote back out.
- Joel: I'll bring you up to date on the contract negotiations. We stalled out over the holidays, but we are back up and running with CBRE. This is for a July of 2020 new contract start date. Regions will be taking less square feet...they are going from 8800 to 2600...basically the footprint of where they are now. They are going to do some reconfiguring and where the back wall is now, they are going to go on the other side and build a break room and a couple of restrooms and an electrical room. When they get finished, they will have 2629 square feet. We are getting back the old hardware store, the area behind where the new breakroom is going to be (old bank vault).
- Joel: The initial conversations with Mr. Buttle were miscommunicated...he said I don't see why can't keep paying you want we are paying you now. I took that to mean they would pay the same amount they are paying today; that is not what they meant. Once Kirk Buttle's supervisor took over the negotiations, I realized we were talking two different amounts. I thought we were getting the old amount per square foot and she thought we were pay x amount per square foot...less than what they have agreed to pay.
- Joel: What they have proposed is to take the 2629 square feet (including the drive thru) and pay \$33,000 a year which is \$12/rsf. It's a fair price.
- Christine: I think they realize they were not paying for the drive thru. Joel: Yeah, you may be right but they were quick to point out it was mentioned in this specific section of the contract.
- Beth: And they were only paying \$174 and some change for the hardware store. I think they realized how cheap that was too.
- Joel: Beth, Les and I met a couple of weeks ago and had a couple of questions about the shared hallway that will be off the Gordon Street doorway. It will be

an enclosed hallway with a doorway into their section. She mentioned keeping a small office space upstairs; we pointed out it's not a small office space...it's almost 2600 square feet. I went back to Debra Ann and asked if they would be installing a door to secure the space and pointed out the size of the space. I suggested they give the space back to us or give the entire space back to us. Even though they would not be using the entire space, they needed to pay for it if they were going to secure it.

- Joel: She went back to her planning department and has emailed me saying we will reconfigure the stairs outside, reinstall the entrance to face the square, install a handicap ramp, put a door at the stairs (inside). Would the DDA then approve the proposed rate if we give the square footage back? So it looks like we're going to get the hardware store back, the area behind their new breakroom and the entire second floor all back, plus the \$12/rsf...\$33K a year. We now have the liberty to do what we want upstairs. We may get into ADA issues and that might require an elevator...that is all down the road but at least we're finally coming to terms on the contract, especially all the space we could turn into something. Although we're taking a \$14K cut in rental, we did some calculations and with all the spaces built out and rented, we could go as high as \$70K a year in additional income.
- Beth: Are we far enough in to the negotiations so know what they are going to do about the alarm systems? Are they taking care of all that? Joel: Yes, they will handle all that.
- Joel: Our next step is to go back to our legal with the RFP and get him to review. They are asking for some things that we are going to say no to....allowance dollars, free rent. Les: It's all pretty standard stuff but that is why we are leaning on legal to guide us.
- Les: We did have a concern about their requirement about that easement across Gordon Street for the tube system...based on what they now have on the new system, they no longer need system. If we redo Gordon Street and mess up that system, they don't care.
- Mac: It seems like we are planning on redoing Gordon Street from the drive thru to the old nursing home on Gordon Street. Might be good to let Priscilla or Joe know the system is there and doesn't have to stay.
- Beth: that part of Gordon Street is part of the RSVP project for the South Public Square...we're going to pull a water line from the center of Gordon Street to the parking lot behind Subway and install a new fire hydrant. We will do that piece before the paving of Gordon happens and we can pull that system out of the roadbed.
- Les: Do we need a waiver of liability? It's a city call.
- Mac: If it's expense to take out, do we need to take it out? Beth: Only if necessary...space to run the new pipes.
- Beth: I'll let Joe and Priscilla know.
- Shawn: I do have a couple of things. The tubes...when I was there looking at the heat issue, they tubes actually come out of the building in the curve of the building. If they are not going to use that, they really need to cut those off and cap them. Where it goes through the foundation of the drive thru and goes up through the floor, they may want to do something with those. Obviously once

the transfer of the back of the property happens, we can fix that, but the drive thru will be something they need to approve.

- Beth: I'm assuming they are leaving the drive thru building? Joel: I'm thinking they have a machine in the drive thru building.
- Beth: Shawn do we need approval from Regions to do the capping project?
Shawn: Yes, I'm sure we do.
- Beth: I always ask the question...is this a cost we need to incur or does Region?
- Les: I think it would be ours when we take the space back since that is where it comes in. The drive thru would be their cost.
- Beth: Shawn, would you get me a quote on that and I'll get it to Raymond.
- Shawn: Since this new lease doesn't take effect until 2020, it's still their responsibility. I'll need to arrange with their security to get back out there to look at it...Mr. Howington may have to come and let me in.
- Beth: Email me the cost after you do that and I'll start the process.
- Joel: We're a year and a half out from the new contract so let's take care of this now.
- Shawn: I may have some photos. Beth: Even better...I'll send those to Raymond with the quote.
- Shawn: Did we ever do anything about the survey of the building? I've never seen it.
- Les: I can email that to everyone.
- Shawn: I just want to make sure I'm understanding what all the spaces are they are asking for.
- Joel: The 2629 does not include the drive thru. They will pay for the 2629 but because of the increase in the price per square foot, they want the drive thru too.
- Les: What we did when we had the survey done, we wanted the outside boundaries as well as inside measurements of all the properties. They use about 2300 square feet in the lobby and will be taking in 300 sf for the break room. I'll send everyone those files.
- Joel: I'll send everyone a picture of the sketch that they are proposing.

a) Façade Grant Applications for

- No new applications for October, November or December.

b). Mission Statement and Vision Statement

- Beth: I will ask you again to think about the Mission and Vision Statements and send those to me. I'll compile that and send you everything before the February meeting.
- Joel: If we go back to the October minutes, we talked about doing a retreat with Jim Dove. Beth: Jim said he would be glad to do that.
- Joel: Should we make the vision and mission statements part of that?
- Beth: Do you see the session with Jim being a whole day, half day, Saturday? A little direction and I'll schedule that with Jim and Mott.
- Joel: At some point we answered those questions.
- Shawn: I think Diana was here. Les: September.
- Shawn: I think Jim should help us with that.

- Joel: I think we talked about how we did it 5 years ago.
- Beth: Half day on a Friday...here it is in my notes. Skip this...I'll take care of this

c). DDRLF Candidate, Proclamation

- Beth: I put that on the agenda to let you know that we have a candidate for our first DDRLF fund. Joel and I signed off on that proclamation. This is a candidate that is looking to borrow money from the DCA to fund the purchase of a downtown building.
- Christine: That doesn't involve us really does it.
- Beth: Technically you are the borrower, but you're not on the hook for anything. I'll let you know next month the status.

6. Old Business

a) **501c3**

- Pat: All paperwork is submitted and we're just waiting on feedback. It's sitting on someone's desk right now and with the government shut down....

b) Wreaths of Wonder

- Beth: Another successful program. All the funds were funneled through the Museum...they have written us a check for \$800.56. I will give you a heads up...the Museum Association are probably not going to reup for another year. They feel like it's a lot of work for a little money....moving panels, website sale, moving wreaths...lot of work for Diana, myself and Vicki. There is a group in the Braselton area that will be doing a wreath auction in 2019.
- Joel: It's probably an every other year thing....we are asking the business owners to decorate, they put money into it and if we keep doing it they are going to be like gosh didn't we just do that.
- Beth: Initially why we did this project and even the Wine Fest is that we needed Façade Grant money...we don't need that funded anymore, we have the money to fund it. We don't have to do that much work for \$800.

c) Tourism Funding

- Beth: If you remember last year I brought to you a request...the Northeast Georgia Travel Association does a coop advertising project with the state of Georgia...a huge advertising package....\$22K package that we would never be able to afford on our own. Our piece of the pie is \$1800 dollars and last year you guys contributed \$400 to that. I am asking you to do that again. This is a tourism tool for us. I do have the budget money to pay this in its totality but wanted to ask again if you all would contribute.
- Joel: And who else is in the program? Beth: Babyland General, The City of Helen, Dahlonega...nine other groups participate.
- Beth: The City, Museum and Main Street pick up the other \$1400.
- Terry: I make a motion to contribute the \$400. Les: I second
- Joel: approved unanimously.

Joel: Any other business?

- Mac: How are things at the Mike's location?
- Beth: I talked with Ray a long time on Friday. They had a contract at the Bethlehem location for 3 ½ years...their contract said when the space becomes available you will have 60 days to do your build out. While they were in Mike's location working, the Bethlehem location becomes available. They had to stop at Mike's and go to Bethlehem. That location opens January 28 and after that is up and running, he will be back to Jefferson to work. There are rumors flying that Friends is not coming, but that's not true. I posted this information on Facebook and Ray & Suzanne have done the same.
- Mac: That is great...it just kept getting pushed further back.
- Beth: Thanks and he has also had contractor issues and he has resolved those.
- Terry: What is going on with the Roosevelt Theatre?
- Beth: Greg and I have been to the courthouse several times to do research. Greg has also made some really good contacts with the family that formerly owned the building and has gotten some great information out of them. Burke Walker with the ARC and I have a meeting schedule to talk grants. Habitat for Humanity has a year's lease and that's good news.
- Shawn: Beth, when we did the RSVP planning, we talked about directional signs. Beth: The plan is complete...making a few changes to the signs and hopefully they will be ready to go up by March 1st. Public parking, restrooms...that will all be ready soon. The murals and the parking signs at the courthouse will take a little longer.
- Shawn: We talked about the steel stairway on Minden Street.... Beth: I did talk with Code Enforcement last year about that but we've had a change in that position; I just wrote it down again and will follow up with that.
- Beth: And let's talk about trash...we are still struggling to keep the dumpster area clean, orderly and making sure the new company is emptying that on the schedule that they should. Please...if you ever drive by there and it needs attention, please let me know.
- Les: I don't know if you know this or not, the landfill would not accept cardboard last summer; that has changed...they will now take cardboard so feel free to take it by there.
- Joel: Will the dumpster area behind Friends provide any relief? Beth: No because of all the food and retail business on that side, they will have to do multiple pickups during the week.
- Les: The dumpsters in question...who can use those? Just the people on the north side of the square? I think you're included in that but I'll double check. Let me take that back...Jack took his trash home...he didn't have cans. You can participate in you wish. Les: In the offtime, if we have something big that needs dumping, can I use it. Beth: please just let me know and I'll make sure it's ok.
- Shawn: How does the city check the charge for using the dumpsters? I don't recall when I had the party room area turned on, the wine store wasn't there. The wine store is probably generating more trash that the dentist office. Beth: I'll follow up with Jeff.
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7. Public Input

- None

8. Adjourn

- Motion was made by Christine to adjourn, second made by Les. Motion passed unanimously. Meeting was adjourned at 7:13pm.

Respectfully submitted,

Beth Laughinghouse