

**Jefferson Downtown Development Authority
Tuesday, August 27, 2019
Jefferson Public Library Conference Room**

Members Present

Joel Harbin
Mac Gramley
Les Crane
Shawn Watson
Christine Dalton

Staff

Diana Norton-Bagwell
Pat Levinge

Absent

Angela Haun
Terry Liles

1. Call to Order
 - Meeting was called to order by Joel Harbin at 6:04pm.

2. Approve Minutes: June, 2019
 - Approval motion was made by Les Crane, second by Shawn Watson.
 - Motion was approved unanimously.

3. Approve Budget Report: June, July 2019
 - Pat: Review all summaries please and we will approve under one motion.
 - Pat: The only glitch...you will see the bank balance went down significantly during July because the July rent check never arrived. Beth did contact the bank for a replacement and has initiated a change of address so all future checks come to the 28 College Street address.
 - Pat: The overage for 2018 was completed and confirmed by Jerri Rogers at CRBE. The management fee we earned for 2018 was a little over \$4300 and we ended up refunding them \$3700 for 2018.
 - July 31st summary: Balance is \$196,861.96. Motion to approve: 1st: Shawn, 2nd; Mac. Motion was approved unanimously.

 - Joel: It was brought to my attention that it was pointed out in the City Council meeting that the audit took us to task on a couple of issues that were not issues because they were addressed last year and for the record, were taken care of. There were two signatures on the statements at the end of every meeting. The other issue was having the journal issues and that has been corrected as well. It is disappointing that there wasn't a phone call made to ask about those things, but it is the way it is.
 - Mac: That's the way the auditors work.
 - Joel: There are folks in the city that should have known it too
 - Pat: I think it was just an oversight because they requested copies of the bank statements with the reconciliations and it was right there on the last page. It really is a non-issue

4. Committee Reports

a) Lee Street:

- Shawn: The drive thru—nobody works there any more but still needs to be temperature control because of the electronics and the one HVAC system that is located in the crawl space is just gone, there is no repairing that one. The other one had a couple of issues and there was a point where the unit would work and then not. CBRE has issued a work order and I've had someone go out and temporarily repair the main one but they said that wasn't a permanent repair; they have sent a quote on a permanent repair and CBRE has approved. We are going to see if the one system will maintain the building where the tellers were...that is where the equipment is. The main unit also heats and cools the breakroom also.
- Mac: Is it possible to shut off the breakroom? Shawn: Yes, our contact with CBRE was going to send it up the chain and see if that is possible...not to waste heat and air in that room.
- Mac: What is in the front glass room? Shawn: Nothing, it was a lobby for one of the teller's at one time.
- Joel: So in the teller area there is one unit inside and one outside right? Shawn: Yes
- Joel: So the one inside needs to be climate controlled. There are two machines outside right? Shawn: Yes but there is a server inside that needs to be in a climate control environment.
- Shawn: Raymond with CBRE didn't know if they were going to leave the bathroom active. Really in any building you need some sort of HVAC to prevent mold which is why I was going to leave that one little vent going into the lobby area open to hopefully help with that.
- Shawn: If they are going to replace both units I would only replace it with one and they are probably looking at \$7,000-\$8,000.
- Shawn: I have been contacted by the architectural firm who is trying to design the remodel and working on the separation of the buildings. I went down to the branch and talked with them on the phone about the separation.
- Joel: They contacted me first and I said they would need to talk to Beth and/or Shawn.
- Joel: Contract negotiations are on the agenda but I think it is Regions hands....we have agreed to the terms.
- Mac: No sticking points? Joel: No, they agreed to everything we proposed.
- Joel: The terms are just like the old lease, very favorable to us, wouldn't you agree Les?
- Les: Yes

5. New Business

a) Façade Grant Applications: Mike Martin/Revival Hall Taproom

- Joel: Beth left a note that Mike did choose the colors from the Charleston pallet of colors, Canton China Blue, Charleston White and Historic Charleston Green. Since his painting invoice qualifies for reimbursement he also has an invoice for the logo on the front of the building and all the expenses are qualified under the Façade Grant Program.
- Christine: Isn't it supposed to be submitted before any work is done?
- Les: I think so. Joel: Is it?
- Les: It states it right here: Grant applicants are fully responsible for all aspects of the project, any relationships with contractors and suppliers,

and securing all necessary municipal permit approvals **before beginning construction** (including Certificate of Appropriateness (COA) from the Historic Preservation Commission).

- Christine: They're not talking about repainting what they painted are they?
- Les: No, it's what they painted.
- Les: My feeling on that is we should make sure that doesn't happen again. I don't have a problem how that went down but we should not go through that again. I do know all the approvals were received for all the items we would be concerned about because ??? but it should be done through our system.
- Joel: I think some of this wording changed when we revamped the program several months ago. I know when I had a business I was allowed to submit, which I never did, for the paint after the fact as long as I had picked from the colors in that pallet. Obviously that changed so it could be a matter of not being used to the new way.
- Les: I'm just going by what I remember when I did the application.
- Joel: It changed right before you guys did one.
- Les: I do remember running around getting specific things together to make sure it was done before we started work.
- Joel:
- Mac: Are we paying for the entire thing
- Les: No, just \$2500.
- Christine: I agree we just need to make sure if the next one is more controversially or something that we are able to justify why we said yes to this one.
- Les: In the absence of Beth, she may have more information to submit.
- Christine: I'm just looking at the date it was submitted...8/16/19
- Les: We just need to check with Beth and see what transpired and the dates and what are the requirements of the process.
- Mac: Like you said, we are setting a president.
- Joel: You've got two options....you can approve it and figure out and keep it from happening again and like you said in the absence of Beth, table it until she is here.
- Shawn: I am in the favor of tabling it; I thought they were going to apply for a façade grant but I thought it was something else with the application...I guess they chose colors from the palate but I guess they changed.
- Joel: I think it was stated at our last DDA meeting that they had not used colors from the palate.
- Shawn: Yes, I remember that but maybe they changed colors.
- Joel: Without Beth being here, the thing to do would be to table this.
- Shawn: I make a motion we table this application until the next meeting.
- Joel: I don't know if protocol would allow a vote on this before the next meeting if you got the information that you needed. We're just pushing it off 30 days.
- Diana: If I can interject, they are not waiting to do this work, this is just a reimbursement. They are not being held up.
- Shawn: In June meetings, there was a conversation where Les asked about a grant application and Beth said they did go before HPC for their sign but they did not ask for a color chart so the paint could not be covered under the grant program.
- Joel: There is a motion to table this until the September meeting, is there a second?
- Les: I second. Joel: All in favor please say aye. Any opposed? Motion approved.

b) Projects/RSVP Project

- Joel: Turn this over to Les
- Les: Last meeting I approached the subject and felt as though there is help needed with the downtown projects. We, as the city, spent money 3 years ago to develop this plan and continue to move forward with it, doing some of these projects. I felt the DDA could help express some of these things; we have some funds that we could allocate if we so choose to, to help with some of these projects. This is a preliminary opportunity tonight and we would need to have the full board give us opinions so I'm not sure we could pin things down tonight. This is the RSVP Project List and there are a number of items that are rather large and only the city would be able to fund those. There are some projects on here we would be able to entertain as an Authority and start addressing some of these things to help change downtown.
- Les: What I've done is have Beth highlight this list and give me a little bit of explanation. We do not have a lot of dollars attached to each projects until we get a little closer to each situation. We are just looking at it at the 30,000 foot level at the moment. I want to talk to everyone about the projects, and let you be looking at the list and what the projects mean to the city and talk about what we might want to take on as an Authority. We can then get together over the next meeting or two and start moving forward on some stuff. Right now what we have done historically is the Crossfit building was purchased and sold and we are managing the Regions Bank right now. I know parking is an issue in town right now but that isn't something we can tackle financially. There is no reason we can't help out with some of the maps Beth has proposed; they would be attached to buildings and enclosed in glass as to where businesses are...those maps could be changed out as the makeup of downtown changes.
- Les: I will email this list out to everyone that is not here and maybe next meeting we can start having some full discussions on this, if we have a full house
- Mac: Work on the parking lot behind the courthouse, Beth has been putting the signs off until they are through with the work at the courthouse.
- Les: Quite frankly, Beth is going to be here for the next conversation because she knows the status of most of these projects. I know that those glassed in panels are going to run in the neighborhood of 2-3 grand a piece...I don't know if we take on 1 or 2 of those. Maybe some of the landscaping improvements, we could do.
- Wes: Were you there at council last night? Council approved the gateway signs, the design as well as 3 locations. Whatever is going to go up, we don't want to do back in 3-5 years and have to redo them.
- Les: I think where 129 and old 129 meet. Crow's Lake and another one at the civic center area.
- Mac: I know there is money in this year's budget for the signs.
- Les: My reasons for doing this is to start going forward with some of these projects, but also as a partnership with the city. The city has taxing authority and can do a lot of things; there is no reason as a DDA that we can't help with some of these things, the best we can. We can at least start tackling some of these smaller projects, if that's what we vote to do.
- Les: I appreciate you looking at these and taking them under consideration. I will email this out to the missing members and when we have a full board, we can discuss it in greater details.
- Mac: Is there going to use the city logo or the DDA logo?

- Les: There is opportunity to do either but I don't know if that is what the goal is.
- Mac: I was just wondering on the gateway signs....it's just the nature of the beast.
- Les: I think to the great extent, is that a lot of this stuff was hammered out in the beginning...we're not here to review it all again but just to get it done.
- Wes: I think the DDA is the proper vehicle is to get a lot of this stuff done or at least becoming a partner.
- Les: If we can take this all under consideration, I would appreciate it.

6. Old Business

a. Land Deed to the City

- Joel: I have an update from Beth on this one...the strip behind Picky Peach down to the parking lot...we've talked about deeding this to the city so Georgia Power can move the poles off that property for free. Beth has said she is still waiting on response from the City Manager and has requested the information again.

b. Service Station Clean Up

- Joel: This is the old transmission shop down from my old office...down from the stone house on Sycamore. The tenants have moved out and are up on Washington Street. Their lease on the station is through the end of the month...they have until August 31st to clean up that area. At that point if it is not cleaned up, Code Enforcement office Nick Smith will follow up with them. There are still some cars there.
- Mac: There is a container behind that place too....does anyone know about that?
- Joel: Behind the station?
- Mac: Yes, there is also a lift there too. But I have no idea who it belongs to. I don't know if that belongs to them or the city. It will take a roll back to get it out of there. Another thing that has come up is, apparently we have gone through a Stage 1 and Stage 2 inspections for soil...someone asked the other day about the in ground hydraulic lifts and how we're going to deal with them.
- Les: The ones inside the building?
- Mac: Yes, you've got the lifts and then reservoirs inside the lifts.
- Les: Were these buried? Mac: yes they are under the concrete floor.
- Joel: I'm assuming the city knew this when they bought the building?
- Mac: I don't know what that will involve when it comes to cleaning up. I just mentioned it, but no need for a discussion.
- Joel: It depends on what the city wants to do with the building.

c. Insurance:

- Joel: Let's go back to where this conversation started. In March there was an initial email between the City Manager and GIRMA insurance folks. GIRMA insures a lot of municipalities. This all started with D&O insurance. That type of insurance covers us as a board. Any board you serve on should have D&O coverage. If you don't think you need this type of insurance, just ask any board member that sat on the Freedom Bank board when it went under. Granted we have a lot less here to manage but we have managed to accumulate some funds. So historically, we have always had the impression that we fell under the city for that coverage.

- Joel: Then there was an email that went out in early March from GIRMA to Priscilla and from Priscilla to Beth stating per our conversation authorities and commissions are automatically covered if they met all three of these criteria. 1) at least one member is appointed by the city (we met that requirement). 2) partial funding provided by the city (we don't met that requirement). 3) City has control over the authority; they cannot act independently from the city (we don't met that requirement). With that being said, Lindsay, the account rep at the Willis Group, recommended that we get our own D&O policy.
- Joel: If I go back to some of my previous emails, the first email was originally communicated to the city in March but it wasn't until May that it was communicated to Beth and we didn't get answers until the first of July. I've called Lindsay and left her a voicemail with some questions: 1) Are we currently under the city's D&O insurance, if not, we need to get that fixed. That prompted me to think "what about the Regions building?" ...is it on the city's plan and I don't know the answer to that. I've left another message for Lindsay and I expect she will call me back in a few days.
- Joel: I did reach out to Jeri with CBRE and say I know this is a long shot and the answer is probably No but if the DDA has to purchase their own policy to cover the Lee Street building and the drive thru, can we add that to the escrow? She emailed me back and said Yes you can. So if we do have to purchase our own policy outside the city, on the building, whatever the premium is, we can turn around and bill them through the escrow and get reimbursed through their monthly rent checks. It sounds like the thing to do
- Joel: The lease reads "you can add the insurance to the budget to provide the monthly estimates to include this amount." Regions will pay the prorated share just like they do any other operating expense. Cost of all insurance including but not limited to fire, casualty, liability, terrorism and any required by any mortgagee". This is standard landlord policy wording.
- Les: Of course this will be on a prorated basis since the square footage of the building will be changing. Joel: That's right. They will be responsible for what they are leasing.
- Joel: That is typical in a owner/landlord situation...normally the landlord pays for the entire building because that is his investment. Tenants insure their contents only. I will have answers on that ASAP and communicate that to you.

d) Bills

- Joel: This involves getting the bills out of the city's name and into the DDA's name. This involves Georgia Power and Scanna Energy. The Georgia Power bill is now in the DDA's name and Shirley is working on the Scanna bill.

e) The Chevron Station

- Joel: We had voted at the last meeting to offer up a revolving loan if you will to the owner to do a Level 1 & 2. There is no good news on that...the restaurant has stopped responding to calls. As Beth understand is there is a convenience store now looking at that property and has a contract. We don't know if that is a full blown store with gas or something like Tabo's.
- Mac: On that Level 1 & 2...I'm trying to remember...I was mentioning this to someone that works with the federal epa and she said, "don't do that...get ahold of us and we will

pay the Level 1 &2 inspections.” I think I gave the name to Beth so it may be before you get too far into it, you may check with Beth.

- Joel: It’s not going to be on us now....the potential buyer will be paying for that. We were willing to do that to attract the right buyer, like a restaurant.

f) Vision & Mission Statement

- Joel: Beth says put this off until next month when she can be here.

Joel: If I can, go back to New Business for just a second. You’ve all been to DDA training and know that you have to live inside the city limits or own a businesses within a certain district and I no longer meet either of those things. My business has moved outside the city and the new house that we are building is not in the city limits. So with that being said, I no longer met the requirements to serve. I wanted to see the contract with Regions through to the end. Les has been there with me through all that and he knows exactly what is going on. With that, I guess as of tonight I tender my resignation. I don’t have it written but I would kindly ask that you accept my resignation. I will always support you all and although we don’t live in the city, I will continue to support you all. Jefferson and especially downtown is near and dear to my heart. With that I will turn it over to the Vice-Chair to close out the meeting.

Shawn: Thank you for your service Joel. You’ve been here a long time.

Joel: I told Beth when I started it was Jim Joiner, Fred Gurley, Willie Hughey, Janice Wilbanks and Reggie Metheny.

Shawn: I think what we will do is discuss everything else at the next meeting. I will say that we do need to be thinking of potential recommendations of anyone that could be a DDA board member and we will discuss at the next meeting.

7. Public Input

8. Adjourn

- Motion was made by Les to adjourn, second made by Mac. Motion passed unanimously. Meeting was adjourned at 7:12pm.

Respectfully submitted,

Beth Laughinghouse