

**Jefferson Downtown Development Authority**  
**Tuesday, October 22, 2019**  
**Jefferson Public Library Conference Room**

**Members Present**

Les Crane  
Christine Dalton  
Mac Gramley  
Angela Haun  
Terry Liles  
Shawn Watson

**Staff**

Beth Laughinghouse  
Pat Levinge

**Public**

Sabrina Sanderson  
Danny Sanderson  
Coleman Sanderson

1. Call to Order
  - Meeting was called to order by Shawn Watson at 6:01pm.
2. Approve Minutes: August, 2019
  - Approval motion was made by Les Crane, second by Angela Haun.
  - Motion was approved unanimously.
3. Approve Budget Report: August, September 2019
  - Pat: Reports were presented. YTD totals are: Collected: \$25,965.00, Spent: \$24,386.08, Overage: \$1578.92.
  - Pat: Invoice to CBRE for lease negotiations was paid; required a second signature because of the amount.
  - Motion made by Terry, Second by Angela. Approved unanimously.
4. Committee Reports
  - a) Lee Street:
    - Shawn: Nothing new in repair and maintenance.
    - Hardware Store Remodel: Les discussed potential plans for the hardware space and the back of the main bank space
    - Shawn: Need to look at our plumbing and electricity and determine where they should go. HVAC exterior units need to go on the roof...need to talk with Janet Pugh.
    - Beth: outside changes should be approved/signed off on by the DDA as the property owners pending approval of HPC.
5. New Business
  - a) Façade Grant Applications: Mike Martin/Revival Hall Taproom
    - Beth: Explained difference between being in a historic district and out of a historic district and the difference in the approval process.
    - Beth will rewrite guidelines to include outside the historic district properties.
    - Motion to approve Mike Martin's Façade Grant was made by Mac, second by Terry. Motion approved unanimously.
  - b) Fundraising-Roosevelt Theatre
    - Beth requested to use the 501c3 arm of the DDA for fundraising for the Roosevelt Theatre. Angela made the motion, second by Les to open a separate checking account at Mountain Valley Bank for those donations. Motion approved unanimously.

- Shawn: Motion to receive monies for the Roosevelt Theatre. Terry made the motion, Angela made the second. Approved unanimously.

c) Chairman, Vice-Chairman Positions; New prospective members

- Shawn: Les is willing to step up as Chairman, unless there is someone else that is interested, and I would like to step back to Vice-Chair. Vote at the end of Old Business.
- Les: Sabrina Sanderson is here to understand what the DDA does and consider joining.
- Angela made the motion, Les made the second to recommend Angela to City Council. Motion approved unanimously.
- Members will invite prospective members to the November meeting.

6. Old Business

a. Land Deed to the City

- City will get the survey and the city attorney can do the closing. The city will pay the closing cost since the land is being given to them for free.

b. Service Station Clean Up

- Clean up is progressing. Need to make sure building is secured and no one can access any part of the building.

c. Insurance:

- Les: Joel strongly recommends DNO insurance. We cannot be covered by the city's policy. A small general liability policy is also recommended. The cost will not exceed \$1,000 per year for both policies.
- Les will follow up with Joel for the November meeting.
- Angela made the motion; Tony made the second to get the DNO and general liability policy with Harmony Insurance. Motion approved unanimously.

d) The Chevron Station

- Level 1 study is completed and clean and Level 2 will be next.

f) Vision & Mission Statement

- Put off until next month.

g) Terry's Resignation

- Beth read Terry's resignation

h) Vote on Les as Chair, Shawn as Vice-Chair

- Terry made the motion, Les made the second. Motion was approved unanimously.

7. Public Input

8. Adjourn

- Motion was made by Terry to adjourn, second made by Mac. Motion passed unanimously. Meeting was adjourned at 7:22pm.

Respectfully submitted,

Beth Laughinghouse