

Jefferson Downtown Development Authority
Tuesday, February 23, 2016 6pm
Jefferson Station Community Room

Members Present

Christine Dalton
Joel Harbin
Willie Hughey
Terry Liles
Steve Quinn
Shawn Watson
Pat Levinge

Members Absent

Tracy Kerlin

City Staff

Beth Laughinghouse

Guest

Greg Laughinghouse

1. Call to Order
 - Meeting was called to order by Joel Harbin at 6:01pm
2. Approve Minutes
 - Correction to January minutes: Add Pat Levinge as present at the January meeting
 - Approval motion was made by Terry Liles, second by Steve Quinn. Motion was unanimously approved.
3. Approve Budget Report
 - Pat pointed out the report is still incomplete as she is still trying to get numbers from the city. The capital expense numbers from 2015 are needed. Steve will work with Amie Pirkle to get those figures to Pat as soon as possible.
 - Joel Harbin was concerned about Pat's fees...was she receiving them. Pat said she brings the invoice to Beth, she approves and Pat writes herself a check.
 - Steve wanted clarification on the signatures required on the checking account. Per Pat, right now all that is required is one signature. Once the purchasing policy is in place, there should be two signatures required on larger dollar amounts and that dollar figure will be determined during the writing of the purchasing policy.
 - Motion was made by Willie, second by Steve to approve the budget report. Motion passed unanimously.
4. Committee Reports
 - a) Lee Street
 - Steve and Beth had a conversation with CBRE about the capital expenses and what amortization schedule should be used. Initially they were told CE projects would be amortized over the life of the lease (which has 4 years remaining). Later Steve received a phone call stating that was incorrect; the projects would be amortized according to the xxxxx. In the past, any capital project that was

requested by Regions was done; now we will be reviewing those projects on a case by case request. If repairs are more appropriate, repairs will be done.

- A management company needs to be hired to funnel all repair and replacement request too. This company would handle the day-to-day management of the 15 Lee Street property.

b) College Street

- Beth reported that Justin is late for February and still owes late fees for December and January. Joel said to give him until Thursday, February 25 to pay and then he (Joel) will follow up with Justin. Beth will send contact information to Joel.
- Joel reported that Lee Hemmer with Simpson Company had contacted him with a proposed sales price of \$100,000.00 When Joel first contacted Lee and told him of the property we wanted to sell and what we had it posted on the website for, Lee stated that he thought that was low. Collectively the DDA thought the proposed sale price was low. Joel pointed out we have signed no agreement with Lee. Joel will contact Lee again, remind him of the conversation from last year regarding the price and give him an opportunity to come in with a different sale price. Joel also pointed out that Andy Garrison with Inland Brokers is interested in listing the property. When the original RFP was posted, Inland Brokers was not in Jefferson so did not know of the bid package. Andy had contacted Beth several weeks back with an inquiry on price. Andy had a potential client. Beth and Joel talked and based on Lee's statement of \$165K being too low, came up with a price of \$185K. Joel talked with Andy again today (2/23/16) and asked his opinion on what a listing price should be; Andy made a recommendation of \$160,000.00. The plan for marketing the property is:
 1. Joel will ask Lee to reassess his recommendation.
 2. Beth will work with the Tax Assessors office to get the purchase price to \$0.
 3. If Lee's recommendation is still \$100K, Joel will ask Andy for a listing. Shawn suggested that we ask Lee and Andy to adhere to the same time frame in getting us a proposed selling price.

5. New Business

a) Façade Grant Applications

- No new applications for February

b) Purchasing Policy & Audit Items

- Steve stated that he had discussed the Purchasing Policy with Jon Herschell and what the DDA needed to do to be in compliance at the audit. Jon recommended two signatures on the checking account. Discussion was had on a spending limit. Steve made a motion and Willie made the second to create a purchasing limit of \$2500 requiring one signature and anything over \$2500 would require two signatures.
- Shawn stated that is a purchase will affect the budget and the budget would need to be amended, that purchase would need to come to the DDA for

approval. Any purchase above \$10,000 would need board approval also. Steve and Willie amended their motion to include that wording.

- Steve shared that the reason for the purchasing policy is so that we can be included in the city audit and to make sure we are in compliance. Steve asked Pat if she could email the financial numbers out to the board on Monday before the meeting on Tuesday so they DDA members could review and she agreed.

6. Old Business

a) Downtown Advertising

- Shawn said everything is going well.

b) Winter Wine Fest/Fundraising

- Steve stated that we still need to do the Winter Wine Fest but start early and get buy in from everyone. Christine pointed out the Braselton DDA does a lot...Chocolate Walk, Zombie Run. Joel suggested doing the Winter Wine Fest every two years with maybe a 5K on the alternate year. 5Ks are hot right now and it would be great to run it through downtown. Steve wants to do some event that will highlight what the DDA does and what they do. Beth stated that we need to start planning now for the Winter Wine Fest 2017 if we were going to do it. Steve questioned if we could do a 5K in January (on the alternative years). Christine mentioned a Bubble Run, a Color Run or a Fun Run. Steve will ask Tracy about chairing the 2017 event and to bring suggestions to the March meeting.

7. Public Input

- None

8. Adjourn

- Motion was made by Christine to adjourn, second by made by Steve. Motion passed unanimously.