

**Jefferson Downtown Development Authority**  
**Tuesday, May 24, 2016 6pm**  
**Jefferson Station Community Room**

**Members Present**

Joel Harbin  
Willie Hughey  
Christine Dalton  
Tracey Kerlin  
Terry Liles  
Pat Levinge, Treasurer

**Members Absent**

Shawn Watson  
Steve Quinn

**City Staff**

Beth Laughinghouse  
Jon Herschell

1. Call to Order
  - Meeting was called to order by Joel Harbin at 6:02pm
2. Approve Minutes
  - Approval motion was made by Christine Dalton, second by Willie Hughey. Motion was unanimously approved.
3. Approve Budget Report
  - Pat Levinge presented the financials for April.
  - Pat confirmed that the \$174.xx is going into escrow each month. Jon Herschell is under the impression that there was a sum of money escrowed when the lease was “inherited”. Joel stated that this could not be correct...the real estate investment company that owned the building prior to the city would not have “given” us money.
  - Beth says there are a couple of different interpretations of the lease as to what to do with the overages. CBRE and Ronnie Hopkins agree the overage is returned to Regions at the end of the year (Section 4.4.4)
  - Joel will check his notes from previous meetings in regards to the three amounts on the check: \$3582.85 (rent), \$3840.08 (ops), \$174.30 (?). Beth says there is a chart in the lease that list the rent (\$3582.85) and that is a 2015 amount...it did not increase for 2016. Joel...they owe us the new amount for 2016.
  - Terry...is the operations part of the check going into escrow? No per Pat. The theory is that in the past that amount WAS going into escrow but it is not going there now; only the \$174.30 is going into escrow.
  - Beth...do we need to draft a letter to Regions about the difference in the rent amount? Yes per Joel. Joel and Pat need to get together and send a letter to Regions with the final numbers for 2015.
  - Motion made by Terry, second by Willie. Motion passed unanimously.
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4. Committee Reports

a) Lee Street

- No service request during May
- Do we need inspections on the HVAC and roof and report any potential repairs due to age or condition? Per Joel, never hurts to have an inspection at the beginning of the hot season? Units are serviced on a regular basis (filter change). Units are on the roof and in the basement of the 2<sup>nd</sup> building.
- Provide model and serial numbers of all units...can age be determined with this information?
- Joel...Regions will fund capital expenditures but it will be amortized over the life span of the repair.
- Balloon payment due at the end of 2023 is \$142,000.

b) College Street

- Joel has spoken with Andy Garrison and the listing is now active. He does have an interested person and will be showing the building soon.
- Andy went by to put a sign in the window and Justin asked to not put a sign up...Justin is concerned that his client base would think he is going out of business. Andy said he would take the concern to the DDA.
- Jon...Justin needs to meet with his client base and bring them up to date on the plans for sale of the building. Does he have plans to move?
- Terry...the sign is important so people know which building is for sale (if they are unfamiliar with Jefferson and searching for the location).
- Signs will be put in window on June 1<sup>st</sup>, giving him 10 days to talk with his client base. Joel will call Justin and advise him of the deadline.

5. New Business

a) Façade Grant Applications

- No new applications for May.

6. Old Business

a) Downtown Advertising

- Shawn was not in attendance, but had advised Beth there were no new updates regarding advertising.

b) Winter Wine Fest/Fundraising

- Beth...It was not clear at the last meeting what was the pleasure of the DDA as to fundraising. Do you want to do the BBQ, take Jon's suggestion as to the big event, a 5K...no motion was made but some direction is needed.
- Christine...I am in favor of the BBQ; it's not a huge money maker but for the new folks on the board a smaller, successful event will be easy to build on. Include a flyer with each plate as to what DDA does.

- Jon....a big event is great in the spring. 5ks are good, low country boil...anything to get folks out after the winter.
- Beth...would like to be able to advise the Historic Courthouse of the interest of DDA in participating in their October 22 event. Their meeting is the 2<sup>nd</sup> Monday in June.
- Christine....the BBQ is a good event to use the Brasstown Bald gift certificate with; purchase a BBQ ticket, get a raffle ticket.
- Motion was made by Christine, second by Terry for Tracey to head this committee. Tracey will ask folks to serve on this committee. Dates need to be confirmed with the Historic Courthouse committee and then Tracey will contact Iron Pig with a date. Motion passed unanimously.
- Raffle Tickets: Beth will ask Diana to help design tickets.

c). Purchasing Policy & Audit Items:

- Steve and Beth need to get the document finalized.

7. Public Input

- None

8. Adjourn

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