

**Jefferson Downtown Development Authority**  
**Tuesday, June 28, 2016 6pm**  
**Jefferson Station Community Room**

**Members Present**

Steve Quinn  
Willie Hughey  
Christine Dalton  
Tracey Kerlin  
Shawn Watson  
Pat Levinge, Treasurer

**Members Absent**

Joel Harbin  
Terry Liles

**City Staff**

Beth Laughinghouse

**Guest**

Greg Laughinghouse

1. Call to Order
  - Meeting was called to order by Steve Quinn at 6:03pm
2. Approve Minutes
  - Approval motion was made by Willie Hughey, second by Shawn Watson.
  - Beth made mention that the "\$174.xx" should read "\$174.33".
  - Motion was amended with about correction and unanimously approved.
3. Approve Budget Report
  - Pat Levinge presented the financials for May
  - Bank statement is reconciled.
  - In Pat's notes, per Steve Quinn, the \$174.33 is no longer going into escrow but is part of the rent. The escrow amount will remain the same as when we received the financial numbers from the city.
  - YTD we have received \$19,200.40 in income and \$7,572.58 in expenses. There is a question on the report as to the \$3019.89 electrical reported for 55 College Street. Beth stated we do not pay any bills for College Street. Pat will check her records and confirm where the amount should be posted.
  - Willie questioned if Georgia Power could combine all three meters for a cheaper bill for the bank; Beth pointed out that in the future the DDA may want to separate the two buildings, making it a different business in the future.
  - Motion made by Christine Dalton, second by Shawn Watson. Motion passed unanimously.
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4. Committee Reports
  - a) Lee Street
    - Beth & Joel have not drafted a letter to Regions regarding the difference in rent payments. They will address it when Joel returns from vacation.

- Joel & Pat will draft the letter to Regions regarding the final 2015 numbers. Joel has the numbers as provided by the city.
- No service request during June.
- Only one service request in June..one HVAC call in the main building.
- Michael Carr has not been able to complete an inventory of the units at the building due to the amount of other service calls he is making.

b) College Street

- Steve gave an update on the sell...we countered, the prospective buyer countered and we did not respond. The last offer was \$100,000.
- Justin has not paid the June rent yet. He will be making a payment by July 5. Another \$50 late fee will be accessed to the June payment.
- Beth will provide the DDA information on how many late fees are owned at this time.
- Justin is on a month-to-month lease so he can be given a 30 day notice to vacate the building.
- Tracy questioned about getting a different renter in the location. Steve said it is an option but we want to sell it. A new buyer does not have to honor a renters prior agreement unless it is specifically mentioned in the contract.
- Beth said it would be hard to find a new renter knowing their time could be short in the building.
- Steve...when Justin pays his June rent, let him know the DDA is concerned about the late paying of the rent and he needs a plan to catch up with the late fees and how he is going to get back on the regular payment date. Beth will discuss with Justin. Let him know the DDA does have options. We need a plan by the end of July from Justin on how to catch up the late fees and get back on the normal payment date.
- Andy Garrison has been working with Justin on alternative locations but nothing has fit Justin's needs yet.
- No maintenance calls for the property.
- Shawn asked about the mulch patch at the corner of the building. Beth will ask Legacy Landscape to make sure they are maintaining that spot.

5. New Business

a) Façade Grant Applications

- No new applications for June.
- Beth will email the Façade Grant paperwork to the DDA for their review.
- The DDA needs to address the issue of multiple requests from the same address. This request has not come in but the issue needs to be addressed before it happens.
- Steve stated that the DDA in Bowden does not use their Façade Grants for signs.
- Steve asked if the program could be used for the back of the buildings; that needs to be discussed by DDA as to if it is a covered item. Steve stated the rear is very visible when you are driving up from Gordon Street...Shawn agreed.

6. Old Business

a) Downtown Advertising

- Shawn...all is good with the billboard program.
- Steve made some pictures of the entrance signs and will be talking to the Mayor and Council about monument signs. Beth stated that signs would roll into the RSVP session coming up.
- Beth explained the RSVP interview sessions that are coming up. She sent an email to the DDA, looking for dates that are good for members to participate. The DDA will need to be split up due to public meeting laws.

b) Winter Wine Fest/Fundraising

- Tracy..the October 22 event with the Courthouse has fallen through but Beth stated Real Deals will be doing an event on October 22. Beth will follow up with Marsha and see if the DDA can participate.
- Tracy...there was talk about doing something different (Mardi Gras) but that is a huge event.
- Winter Wine Fest...leave it on the agenda for 2017.

c). Purchasing Policy & Audit Items:

- Steve and Beth need to get the document wording pulled together.

7. Public Input

- None

8. Adjourn

- Motion was made by Willie to adjourn, second by made by Shawn. Motion passed unanimously. Meeting was adjourned at 6:41pm.

Respectfully submitted,

Beth Laughinghouse