

CORNELIA



DOWNTOWN  
DEVELOPMENT  
AUTHORITY

# DDA/Main Street Board Meeting

## AGENDA

Thursday, September 7, 2017 8:30AM  
Cornelia Depot

1. Meeting called to order- Brian Horton at 8:32 AM
2. Adopt Agenda- Motion made by Brentt Cody, seconded by Melany Ward
3. Financials- Loan Fund: \$70,836.44; Façade Grant: \$3,956.95; Operating: \$4,516.48
4. Old Business
  - A) Work Plan 2017- Update- Jessie said that most everything on the Work Plan has either been completed or is in progress. The things that have not been started are things that can't be done at this time.
  - B) BRAF Update- Jessie to update everyone on the progress. Jessie is ready to go with the Big Red Apple Festival. She just needs to do the layout and have a logistics meeting. She also needs to do last minute things. The only thing she needs help with is volunteers. She has a link for volunteers and will send it out to all board members to try and help recruit volunteers
  - C) Chenocetah Tower- Lonny has the tower open every Saturday from 9AM until 1PM until November 4<sup>th</sup>. After that, it will be too cold. Brentt mentioned that he is excited to see all the traffic at the tower and that it will just continue to grow. Bill Loyd also said he was happy to see people at the tower.
5. New Business
  - A) Freedom Run- Brian spoke about the Freedom Run this year and the good changes that the Chamber has made in planning and organizing this event. He asked how the DDA would feel about doing a sponsorship in the amount of \$250. It was discussed that since we are a part of the chamber and support its efforts, and because the VFW and the Veterans Wall of Honor is in Cornelia, we should sponsor this event. A motion was made to approve by Brentt and seconded by Amanda.
  - B) Business complaints- There was a discussion about complaints from new businesses having problems with the building inspector. Dee said that he had not been made aware of some of the complaints. We discussed ways that businesses can work more cohesively with the DDA, so we can troubleshoot any problems that prospective businesses may foresee with acquiring permits and Certificates of Occupancy. Jessie said that the City has been proactive with trying to handle that before it starts by streamlining the process of opening a business. The building inspector has been told that when a business wants to come to Cornelia, they need to be sent to Jessie first so that she can talk to them about the different buildings, financing options, grant opportunities, and protocols. Then if the prospect wants to look a building, Jessie, the building inspector, and the fire marshal all take the prospect to look at

the building together so that the prospect can have all their questions answered at the same time and so that everyone stay accountable for their conversations. It was suggested that maybe a board member go with the building inspector for inspections. Dee also made note that the building inspector now has a body cam that he wears at work so that if any new complaints arise, the actions or conversations are reviewable. The hope is that all of these actions steps that the City has already taken will be enough to steer clear of any future complaints.

- C) Annual Retreat November 9<sup>th</sup> – The retreat will be at Sweet Acre Farms on November 9<sup>th</sup> in lieu of the November 2<sup>nd</sup> meeting that we would usually have. Please come having already had breakfast. We will finish the day with lunch from *At the Tracks* out of Lula. Georgia Downtowns will be our facilitators for this retreat.
- D) Sign Grant Application- Shear Perfection Salon- Ashley Irvin applied for a sign grant. She has already bought and installed the new sign. On the application she only asked for half of the production cost. She didn't ask for half the total (production, hardware, installation). Ashley is very involved in the Cornelia Business Association and is always a sponsor for city events. She is expanding her business and changed her logo. A motion was made Brentt to approve the sign grant, and was seconded by Melany. All were in favor
- E) Executive Session to Discuss Real Estate- Motion was made by Brentt to move into executive session, seconded by Amanda, all were in favor. No action was taken. Don Higgins and Tim Lee excused themselves.

- 6. Upcoming Events: Big Red Apple Festival, October 7
- 7. Next Regular Board Meeting: **Thursday, October 5, 2017** at the Depot
- 8. Adjourn

Present: Donald Anderson, Brian Horton, Amanda Chosewood, Don Higgins, Joshua Barrett, Bill Loyd, Melany Ward, Heath Barrett, Jessie Owensby

Absent: Matt Cathey

Guest: Tim Lee