

**Hiawassee Downtown Development Authority  
Meeting Agenda**

Date: Wednesday, May 12, 2021  
Time: 8:30 AM  
Location: 50 River Street

- I. Call to order
- II. Adopt addenda as set
- III. Approval minutes of April 14, 2021 minutes
- IV. Financial Report
  - a. Collection tubes
  - b. Night Market
- V. Directors Update
  - a. Intern – May - September, Mikayla Jerominek
  - b. Building Stabilization
- VI. Old Business
  - a. Night Market
    - i. Advertising (spreadsheet)
  - b. Director Insurance
- VII. New Business
  - a. Banking
  - b. Allowable expenditure's
  - c. Vision and Mission Statements – revisit
    - i. Current: The Downtown Development Authority of Hiawassee, GA shall be composed of seven (7) members appointed by the Mayor and approved by the City Council and recognized by the State of Georgia as a public corporation with a specified set of powers and a specific purpose and mission to:
      - 1. Revitalize and redevelop the commercial corridor of the city, particularly the Hiawassee Enterprise Zone Area.
      - 2. Develop and promote for the public good and general welfare, trade, commerce, industry, and employment opportunities.
      - 3. Finance projects within the city limits that will develop and promote the public good and general welfare.
      - 4. Issue bonds to finance projects.

- ii. Recommendation for Vision Statement
  - 1. *Rebuilding Downtown: The Heart and Soul of Hiawassee.*
- iii. Recommendation Mission Statement
  - 1. *"Build upon our Vision Statement of rebuilding the Heart and Soul of Hiawassee by creating a revitalized, livable, family-focused, and entertainment-rich, historic and economically-vibrant downtown."*
- d. Paris Business 101
  - i. Incubator space usage
  - ii. Restaurant

VIII. Adjourn

Hiawassee Downtown Development Authority

May 12, 2021 Minutes

Present: Steve Harper, Margaret Oliver, Tamela Cooper, Liz Ordiales and Ashlyn LaPorte

Absent: Lindie Wright

Staff: Denise McKay, Marta Izquierdo

Guest: Tim Barrett from Barrett and Associates Insurance

Minutes:

The May 12, 2021 Downtown Development Authority (DDA) meeting was called to order at 8:41 AM by Chairperson Steve Harper.

A motion to amend the Agenda for the resignation of Alec Therrel under New Business letter e. was made by Margaret Oliver, seconded by Tamela Cooper, motion carried unanimously.

A motion to adopt the final minutes for the April 14, 2021 meeting was made by Tamela Cooper, seconded by Margaret Oliver, motion carried unanimously.

Financial Report:

Margaret Oliver reported the DDA checking account has balanced with \$16,556.28, with outstanding checks in the amount of \$503.00 and an ending balance of \$16454.28.

The total collection from the four collection tubes at Mayor's Park and Lloyd's Landing was \$99.00 for the past month. The DDA has collected \$958.81 to date.

The income brought in from the vendors for the Night Market was \$2,214.00. The expenses for the May Night Market were \$1,269.85. Leaving a profit of \$990.15.

Director's Update:

The Façade Grant Program was presented for review. Will be added to the agenda as new business in June. Members were asked to send recommendations to Denise.

Mikayla Jerominek will intern with the DDA beginning May 17, 2021 through September 2021. She is completing her master's degree in Urban Development and planning.

The DDA received one quote for the Paris Buildings Stabilization Project. The Engineer from Source Urbanism will be here next week to help define a revised scope of work to prioritize stabilization. Work will be completed in stages. Storm Construction will be given notice of award.

Old Business:

The First Friday Night Market was a success. The set up and breakdown crew did a great job. The advertisement will continue through October 2021. The bands will be playing until 9 PM instead of ending at 8 PM.

Tim Barrett from Barrett and Associates explained the Property coverage, Liability coverage, Management Liability coverages and Events coverage for the DDA. A quote was given and a motion to implement the insurance for the DDA was made by Tamela Cooper, seconded by Margaret Oliver, motion carried unanimously.

New Business:

A recommendation was made to change the approved signers of the DDA checking account to be the officers and the director, officer positions are as listed: Chairperson, Co-Chairperson, Treasurer, and Secretary. Continue to require two signatures on all checks.

A motion was made to appoint Ashlyn LaPorte to Secretary made by Margaret Oliver seconded by Tamela Cooper, motion carried unanimously.

A motion to approve the Officers to sign the DDA checks was made by Margaret Oliver, seconded by Ashlyn LaPorte, motion carried unanimously.

Current officers: Chairperson, Steven Harper, Co-Chairperson, Tamela Cooper, Treasurer, Margaret Oliver, Secretary, Ashlyn LaPorte.

Director: Denise McKay

Discussion to allow expenditures of \$300 or less without board approval was agreed. A motion to allow \$300 or less of expenses without an approval was made by Margaret Oliver, seconded by Tamela Cooper, motion carried unanimously.

The Vision and Mission Statements were reviewed and changed to:

***Rebuilding Downtown: The Heart and Soul of Hiawassee.***

*“Build upon our Vision Statement of rebuilding the Heart and Soul of Hiawassee by creating a Dynamic, Livable, Family-focused, and Entertainment-rich, Historic and Economically-vibrant Downtown.”*

Paris Business 101: Building #1 will consist of a leased-out Restaurant with Roof Top Entertainment, building #2 will have Incubator space usage with two retail stores on the ground level.

Alec Therrel has resigned the DDA due to work/family time requirements. He will be greatly missed. A motion to regrettably accept Alec Therrel’s resignation was made by Tamela Cooper, seconded by Ashlyn LaPorte, motion carried unanimously.

Meeting adjourned with general consent at 10:13 AM.