

Perry Downtown Development Authority

Minutes - April 28, 2015

1. Call to Order : Chairman Grossnickle called the meeting to order at 5:03 p.m.

Roll: Chairman David Grossnickle; Directors Brian Burnham, Carl Lumpkin, Lee Jones, and Tish Hayward.

Absent: Directors Bryan Fountain and Kelly Hillis.

Staff: Catherine Edgemon – Main Street Coordinator, Robert Smith – Economic Development Director, and Christine Sewell – Recording Clerk.

2. Invocation: was given by Chairman Grossnickle.
3. Guests/Speakers: Darlene McClendon – Perry Chamber of Commerce, and Don Moncrief – Houston Home Journal

Ms. McClendon provided an overview of the recent Perry Dogwood Festival which was very successful this year.

Mr. Smith advised the board of the upcoming ribbon cutting for the new location of the Perry Farmers Market on Carroll Street on Saturday, May 2, at 11 a.m.

4. Old Business
 - a. Review work plan progress

Ms. Edgemon reviewed the board's current work plan and the progress made to date.

- b. Finalize BOOST program materials

Ms. Edgemon in follow up to previous discussions made the noted changes and the City Attorney has reviewed and approved. Ms. Edgemon requested launch of the program next week to coincide with Small Business Week and reminded the board they will need to start talking with community members to promote the program. Chairman Grossnickle inquired if a handout could be provided for distribution when board members are out in the community promoting the program; Ms. Edgemon will provide one. The board also requested a BOOST donation marker be placed on the DDA's webpage. Chairman Grossnickle advised a future date would need to be set to contact potential project partners; the board concurred. Director Burnham inquired of window clings for BOOSTers; the board concurred this should be pursued.

Director Jones motioned to approve the BOOST application as submitted with the noted changes and to launch the program; Director Hayward seconded; all in favor and was unanimously approved.

- c. Review Local Revolving Loan Fund application

Ms. Edgemon advised, in follow up to the question about allowing charitable organizations to participate, a DCA representative advised her that as long as there is no federal money is provided, charitable organizations would be eligible to apply if the board desired; it was also noted the City

Attorney reviewed and approved the application. Director Burnham questioned if charitable organizations could meet the job creation criteria as noted. Discussion ensued to allow for charitable organizations to be eligible to apply, and the board could determine whether the charity meets the job criteria at the time of application. The board concurred to launch the program after the budget was passed for FY 16, and it was noted there was \$10,000 currently available to start the program.

Director Jones motioned to approve the Revolving Loan Fund program as submitted; Director Lumpkin seconded; all in favor and was unanimously approved.

d. Review bylaw amendments for membership and voting and meeting participation

Ms. Edgemon advised in follow up to previous discussion the bylaws have been amended to reflect state law, and teleconference meeting participation and proxy voting have been added; it was noted the City Attorney has also reviewed and approved.

Director Jones motioned to approve the bylaw amendments as submitted; Director Lumpkin seconded; all in favor and unanimously approved.

5. New Business

a. Review and approve March 24, 2015 minutes

Director Burnham motioned to approve the minutes as submitted; Director Hayward seconded; all in favor and was unanimously approved.

b. Review and approve March 2015 financial statements

Director Lumpkin motioned to approve the financial statements as submitted; Director Burnham seconded; all in favor and was unanimously approved.

c. Nominations for Main Street Advisory Board

Ms. Edgemon advised the Main Street Advisory Board has now come under the City and the partners of the advisory board (Chamber of Commerce, Convention & Visitors Bureau, DDA, UPP, Perry Area Historical Society, Perry Downtown Merchants Association, and Perry Public Arts Commission) were asked to make nominations for appointees to the Main Street Advisory Board. It was advised these partnerships would only make a nomination, with the ultimate decision of the appointee being decided by Mayor and Council. The DDA's representative on the Main Street board has been Ms. Susan Scragg, and Ms. Scragg said she would like to continue to serve if the DDA so desired to nominate her. Director Burnham also suggested Director Hayward for the nomination. On discussion the board elected to submit two nominations and advised Ms. Edgemon once the appointments were made that the DDA's representative updated their board.

Director Jones motioned to nominate Susan Scragg and Tish Hayward for an appointment on the Main Street Advisory Board; Director Lumpkin seconded; all in favor and was unanimously approved.

6. Chairman Items

Chairman Grossnickle requested when the BOOST program launched that all members participate as much as they can in its promotion.

- a. Main Street Coordinator's Report – Ms. Edgemon reviewed the monthly report and advised the cleanup day planned on Saturday, April 25, had been cancelled and will advise of the rescheduled date that will allow for greater participation.
7. Update on Perry Main Street Board, Inc. – Ms. Edgemon advised of two programs she received information on at the recent National Main Street Conference and would bring back further information at a later date for discussion and possible implementation as both programs appeared to be beneficial in assisting business owners.
 8. Certificates of Appropriateness issued – Ms. Edgemon reviewed the monthly report
 9. Adjourn: there being no further business to come before the board the meeting was adjourned at 6:27 p.m.