

# **Perry Downtown Development Authority**

## ***Minutes - June 23, 2015***

1. Call to Order: Chairman Grossnickle called the meeting to order at 5:02 p.m.

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

Absent: Bryan Fountain and Tish Hayward.

Staff: Catherine Edgemon – Main Street Coordinator, and Christine Sewell – Recording Clerk.

Press: Kristin Moriarty – Houston Home Journal

2. Invocation : was given by Chairman Grossnickle
3. Guests/Speakers : Ms. Susan Scragg – Main Street Advisory Board President. Ms. Scragg first thanked the board for their nomination to the Main Street Advisory Board and provided a brief update of the board activities, along with the Promotion and Design Committees.
4. Old Business

- a. Discuss BOOST Design Committee review process and applicant eligibility criteria

Ms. Edgemon advised applications approved would be submitted to the Main Street Design Committee for their review, and the BOOST application would be reflected to note this procedure. Chairman Grossnickle inquired of a case scenario where an application received that was a tenant of a DDA director; the board agreed that the tenant would be eligible to apply and the director would abstain from a vote if necessary. Discussion ensued on the eligibility items and if non-profits should be allowed; it was the consensus of the board to allow as long as the guidelines were followed.

Ms. Edgemon advised the cycle billing would be at the end of June and December with the grants being awarded in July and January. Discussion ensued briefly on the award presentation, which all agreed that with this being the initial cycle it be given as much press and promotion as possible.

- b. BOOST promotional materials quotes

Ms. Edgemon provided five quotes; three from local vendors and two from on-line and advised Sphinx was the low bidder. Director Hillis motioned to allow Ms. Edgemon to proceed with ordering of BOOST related materials; Director Jones seconded; all in favor and was unanimously approved.

- c. Review work plan status

Ms. Edgemon provided and reviewed an updated work plan, which reflected FY 16 funding for various tasks as based on budget. Discussion ensued on the Revolving Loan Fund balance, which was less than anticipated; Chairman Grossnickle was in favor of moving forward with the process. Discussion also centered on other grant options that could be pursued to enhance the DDA's lending ability.

Director Hillis motioned to approved the updated work plan for FY 2015 – FY 2016 as presented; Director Lumpkin seconded; all in favor and was unanimously approved.

5. New Business

a. Review and approve May 26, 2015 minutes

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

b. Review and approve May 2015 financial statements

Ms. Edgemon advised she had spoken with State Bank and the monthly service fee of \$15 would be removed and \$60 will be credited for past charges.

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

c. Review mission and vision statements

Ms. Edgemon reviewed both current statements and asked for any input/changes; their being none Director Burnham motioned to approve as written; Director Hillis seconded and was unanimously approved.

d. Adoption of FY 16 budget

Director Hillis motioned to approve the FY 16 budget as presented; Director Burnham seconded; all in favor and was unanimously approved.

e. Review Main Street accreditation status

Ms. Edgemon provided for review the Georgian Main Street Annual Standards for Accreditation that the Main Street Advisory Board utilizes to accomplish its goal for accreditation. The board was encouraged to review, and if there were any questions, Ms. Edgemon would be glad to answer.

6. Chairman Items – Chairman Grossnickle thanked the board for all being present at the budget hearing before Mayor and Council; and although funding wasn't what was requested, things are being accomplished, the board is on the right path, and he appreciates all of the members' efforts.
7. Main Street Coordinator's Report – Ms. Edgemon reviewed the monthly report.
8. Update on Main Street Board Advisory Board - Ms. Scragg previously provided update.
9. Certificates of Appropriateness issued - Ms. Edgemon reviewed the monthly report.
10. Adjourn: There being no further business to come before the board the meeting was adjourned at 6:09 p.m.