

# Perry Downtown Development Authority

## *November 24, 2015 – Minutes*

1. Call to Order – Chairman Grossnickle called the meeting to order at 5:01 p.m.

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

Absent: Tish Hayward

Guests: Mitch Greer and Terre Walker

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

2. Invocation – was given by Chairman Grossnickle

3. Guests/Speakers

- a. FY15 audit presentation – Mitch Greer, Mauldin & Jenkins

Mr. Mitch Greer presented and reviewed the authority's FY15 audit, which was in compliance and met regulations/requirements.

4. Old Business

- a. Update on tram ad and fund reallocation request – Ms. Edgemon in follow up to last month's discussion will research and put together a fee structure for tram advertising sales. The City approved the board's request to reallocate the \$1,000 from the audit toward the BOOST program and gave permission to DDA to sell ad space on the tram as a fundraiser.
- b. BOOST grant payment request – Davida's - 1307 Jernigan Street

Ms. Edgemon provided documentation on the completion of the roof project. Director Hillis motioned to approve payment of \$1,000 to the contractor as submitted under the guidelines; Director Fountain seconded; all in favor and was unanimously approved.

5. New Business

- a. Review and approve minutes of October 27, 2015

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

\*Director Burnham arrived at 5:16 p.m.

- b. Review and approve October financial statement

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

c. Review BOOST grant applications and update on application Round 2

Ms. Edgemon provided five applications for round 2 of the BOOST grant. All have been reviewed for eligibility. It was noted the vendor for the proposed work in the application for Vinson was the landlord of the property. In discussing it was agreed the BOOSTers be made aware of this. It was also noted there was \$2,000 in funds available and Ms. Edgemon reminded the board not every application had to be funded and suggested prioritizing them. The board agreed as it did not want to dampen the spirit of the program by limiting the number of applications based on funding available. On conclusion of discussion it was recommended all applications be forwarded for review with the request made to rank in order of priority and awards be given until funding was depleted.

d. Discuss brownfield grant application and participation in process –

e. Request for letter of support and designation of brownfield remediation as DDA project

Mr. Smith provided an overview of what brownfields are and noted they include commercial properties previously using hazardous materials in their operations; an example would be gas stations and dry cleaners. The City has identified a number of such properties that are currently vacant and developers typically avoid them as there is an uncertainty as what type of clean-up may be required to bring the property back into the market. Grant assistance can be garnered in conducting initial assessments on the property to answer the uncertainties pertaining to the property. Mr. Smith advised he is working with a specialist on grant funding and if received, grant monies would go towards assessments of brownfield properties and possible Phase I testing under EPA guidelines. Brownfield funding could potentially lead to additional funding for cleaning up identified properties. It was questioned how access would be given to private property; Mr. Smith advised access agreements would be sought from property owners. The board concurred for the Chairman to sign a letter of support for the grant application.

f. Discuss alley improvements project – Director Hillis noted past discussions concerning alleyways ownership needed to be clarified as that would determine what could and could not be done. Mrs. Walker said as a downtown property owner, she was currently having her property surveyed, which was a three month process, and she personally would not give an easement if asked to do so. Ms. Edgemon noted it had been determined the City does not own the alleyways. Director Hillis said there is so much uncertainty and a lack of common understanding with the owners that perhaps a letter should be sent inquiring what they would like. Item was tabled for future discussion.

6. Work plan review – no comment

7. Chairman Items

- a. Discuss fundraising options – Chairman Grossnickle suggested a car show or duck races as a potential fundraiser.
- b. Announce election of officers in January - Ms. Edgemon requested nominees for the January meeting.

Chairman Grossnickle thanked everyone for their service on the board and said he has enjoyed his time on the board.

8. Main Street Coordinator's Report – Ms. Edgemon reviewed.
9. Update on Main Street Board Advisory Board – Ms. Edgemon advised the board is in full swing planning the Buzzard Drop.
10. Certificates of Appropriateness issued - Ms. Edgemon reviewed.
11. Adjourn – there being no further business to come before the board the meeting was adjourned at 6:14 p.m.