**Toccoa Downtown Development Authority (DDA)** **Notes:** Friday, July 14th, 2023

Regular Meeting Minutes

The DDA held its regular meeting on Friday, July 14th, 2023, at 8:00 a.m. in the Commission Courtroom of Toccoa City Hall. Chairman Hall called the meeting to order via phone call-in at 8:00 a.m. Mr. Westmoreland gave the invocation. The following were in attendance: Chairman Marilyn Hall, Vice-Chairman Letha Phillips, Mrs. Sarah Addison, Mr. Bryan Westmoreland, Mrs. Terri Goethe, TCC Liaison Terry Carter, Mrs. Connie Tabor, Mr. Jeremy Ward, Ms. Kristen Deal, Mrs. Richardson, Ms. Mayhugh were in attendance. Mr. Stephen Caudell was also in attendance. Mr. Clint Sanders, Mr. Clay Fisher, Chamber President Julie Paysen and SCDA President Brittany Ivey were absent.

Upon a motion made by Mr. Westmoreland and seconded by Mrs. Addison, the July 14th, 2023 agenda was unanimously approved. Upon a motion made by Mrs. Addison and seconded by Mr. Westmoreland, the June 9, 2023 Regular Meeting Minutes were unanimously approved.

**Reports**

1. **Main Street Events Update.** Mrs. Richardson stated that recent events included the 2nd Annual Juneteenth Celebration that was a big success among all participating organizations. In addition, the recent Cruzin’ Down Doyle events had gone well, and that the Ida Cox Music Series were achieving record attendance, averaging 600+ people every Saturday. She also stated that Main Street Toccoa would be bringing back Sip N’ Stroll on August 4th, 2023 with a theme called “Masquerade on Main.”
2. **Ritz Theatre Events Update.** Ms. Mayhugh stated that the Summer Movies at the Ritz had been going well, especially thanks to the new projector. There had not been any attendance lower than 100 people, which was a significant increase from the previous year. She also discussed the Back To School Bash coming up with a number of partnering businesses donating school supplies.
3. **June 2023 Financial Report.** Ms. Deal provided the document. She noted that the Fiscal Year 2022-2023 had come to a close at the end of June. The Main Street Department finished the year slightly over budget, but only due to the increase in façade grants. The budgeted amount was $25,000 for the year, and the grants awarded totaled $41,085.26.

 **Unfinished Business.**
	1. **N/A**
4. **New Business.**
5. **Resolution for Georgia Cities Foundation Revolving Loan Fund: Mr. & Mrs. Addison for property located at 26 Doyle Street.** Ms. Deal reminded the DDA that at the April Meeting, the DDA had authorized Chairman Hall to sign the Addison’s application for the GCF Revolving Loan for the renovations to the property at 26 Doyle Street, also known as R&R Terminal. The application was returned approved, so the DDA is now being presented with a Resolution to sign. The Resolution is attached in the meeting packet, explaining that the Toccoa DDA will act as a “pass through entity” to issue the loan. Chairman Hall noted that the DDA had completed this process for Mr. Jon West previously. Mrs. Sarah Addison abstained from the conversation. With no further discussion, Mrs. Phillips motioned to approve the Resolution, and with a second from Mrs. Goethe, the motion carried unanimously.
6. **Façade Grant Application: Mr. Stephen Caudell for property located at 119 Falls Road.** Ms. Deal stated that Mr. Caudell, who was in the audience, was submitting a façade grant application for the property located at 119 Falls Road, which is the permanent home of Tru Vista. Mr. Caudell is the owner of the property, and will be acting as the general contractor overseeing the renovations. The scope of work includes repainting the exterior, installation of a new front door, installation of poured concrete steps and handicap ramp, and the replacement of gutter with bronze coloring. Mr. Caudell has provided an estimate total cost of $19,800. Mr. Caudell is requesting façade grant reimbursement in the amount of $5,000. Should the DDA approve and determine this as a minor renovation project, Mr. Caudell will have up to 120 days to complete the work. Some of the work had already been completed due to the urgency in timelines involving Tru Vista. Mr.Caudell explained that Tru Vista had 45 days to completely remodel the interior and exterior of the building to keep the business in Downtown Toccoa. Because of the remodel, Tru Vista has signed a lease to stay in the building for an additional 10 years. With no further discussion, Mr. Westmoreland motioned to approve the façade grant in the amount of $5,000. Mrs. Goethe seconded, and the motion carried unanimously.
7. **Georgia Main Street: Switch to Six Training.** Ms. Deal stated that Georgia Main Street had restructured their standards for accreditation, simplifying them from 10 down to 6. The core of the content remains, but it has been refreshed and modernized. The Six Standards make up the outline of the Annual Report submitted to maintain accreditation each January. Therefore the Switch to Six training is mandatory for all new Main Street staff and Board Members that have not completed the 2023 version of Main Street 101. This means each of the DDA board members must complete the training by December 31st, 2023. The training is available via an online course that’s free to enroll, and can be completed in one sitting in about an hour or less. Ms. Deal stated that she could send out the link for board members to complete the training on their own time. Alternatively, if it would be more convenient, board members are welcome to arrange a time to come in-person to go through the training with Ms. Deal either independently or in groups. As long as all board members have completed training by the end of the year, Main Street Toccoa will remain in compliance with our Georgia Main Street accreditation.
8. **Other Business.**
	1. **N/A**

There being no further business, upon a motion made by Mr. Westmoreland and seconded by Mrs. Phillips, the regular meeting of the Downtown Development Authority was adjourned at 8:17 a.m.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kristen Deal Marilyn Hall

Main Street Manager Chairman