**Toccoa Downtown Development Authority (DDA)** **Notes:** Friday, August 11th, 2023

Regular Meeting Minutes

The DDA held its regular meeting on Friday, August 11th, 2023, at 8:00 a.m. in the Commission Courtroom of Toccoa City Hall. In Chairman Hall’s absence, Mr. Clay Fisher called the meeting to order via phone call-in at 8:00 a.m. Mr. Westmoreland gave the invocation. The following were in attendance:, Mrs. Sarah Addison, Mr. Bryan Westmoreland, Mrs. Terri Goethe, TCC Liaison Terry Carter, Mr. Clint Sanders, Mr. Clay Fisher, Chamber President Julie Paysen, Mrs. Connie Tabor, Mr. Jeremy Ward, Ms. Kristen Deal, Mrs. Richardson, Ms. Mayhugh. Mr. Stephen Caudell, Mr. Jon West, and Mrs. Lanesha Swilling were also in attendance. Mr. Clint Sanders, Mr. Clay Fisher, Chamber President Julie Paysen and Chairman Marilyn Hall, Vice-Chairman Letha Phillips SCDA President Brittany Ivey were absent.

Upon a motion made by Mrs. Goethe and seconded by Mr. Sanders, the August 11th, 2023 agenda was unanimously approved. Upon a motion made by Mr. Westmoreland and seconded by Mr. Sanders, the July 14th, 2023 Regular Meeting Minutes were unanimously approved.

**Reports**

1. **DDA Training Update.** Ms. Deal stated that 2 of the DDA members had already completed the Switch to Six training: Mr. Fisher and Mr. Westmoreland. She thanked them for completing it and reminded the other members that it was required to be completed by the end of the year.
2. **Main Street Events Update.** Mrs. Richardson stated that Ida Cox Music Series continued to go well. She also reported that Masquerade on Main Sip N’ Stroll had taken place August 4th and was a great success, with positive comments from businesses and attendees. The total attendance was approximately 400 people.
3. **Ritz Theatre Events Update.** Ms. Mayhugh stated that the Summer Movies at the Ritz had concluded. She discussed other recent successful shows, including the Allman Brothers Band, and shared that the 3rd annual Back to School Bash was also a great turnout. She had 11 businesses/organizations volunteer to be involved and many of them ran out of supplies. Lastly, she stated that Season Seven of Night at the Ritz would begin September 1st 2023 with a Beach Boys Tribute.
4. **July 2023 Financial Report.** Ms. Deal provided the document.

 **Unfinished Business.**
	1. **N/A**
5. **New Business.**
6. **Façade Grant Reimbursement: Mr. Stephen Caudell for property located at 119 Falls Road.** Ms. Deal reminded the DDA that Mr. Caudell, who was in the audience, had applied for this façade grant during the last July DDA meeting. The completed work included repainting the exterior, installation of a new front door, installation of poured concrete steps and a handicap ramp, and the replacement of gutters with bronze coloring. The total costs, as shown in the attached documentation , were $16,350. Upon the DDA’s approval, Mr. Caudell is requesting façade grant reimbursement in the amount of $5,000. Mr. Fisher, the owner of Tru Vista that occupies the building as a tenant, abstained from the discussion. Mr. Sanders motioned to approve the façade grant reimbursement in the amount of $5,000. With a second from Mrs. Addison, the motion carried unanimously.
7. **Façade Grant Reimbursement: Mrs. Lanesha Swilling for property located at 55 Doyle Street.** Ms. Deal explained that Mrs. Swilling was approved for this façade grant at the June 9, 2023 DDA meeting. The renovations to 55 Doyle Street, the location of her business Just Right Catering, included re-screening the porch, installing a privacy fence over half the porch, restoring the screen door, replacing the door steps, and painting. Photos are attached in the meeting packet showing the work completed. The cost of the work totaled $2,650. As originally approved, 50% of the total is $1,325. Upon approval today, Mrs. Lanesha Swilling is requesting façade grant reimbursement in the amount of $1,325. The DDA members all noted that the renovations looked great. Mrs. Swilling stated that they also planned to have the steps pressure washed soon. With this Mrs. Goethe motioned to approve the façade grant reimbursement in the amount of $1,325. Mr. Westmoreland seconded, and the motion carried unanimously.
8. **Façade Grant Extension: Mr. Jon West for property located at 102 N. Sage Street.** Ms. Deal explained that Mr. West was in the audience requesting an extension on the façade grant for 102 North Sage Street, the building also known as Stewart’s Drugs. Mr. West had originally applied and been approved for the façade grant at the August 2022 DDA meeting for $15,000. Because the project is considered major, the original deadline was 12 months from the approval date. As stated in the attached packet, the remaining renovations left to complete consist of the rear deck. Thus, Mr. West is requesting an extension to the façade grant. Mrs. Addison inquired about the remaining work left till it was completed. Mr. West explained that the interior had taken most priority, and that it was almost done as well. He stated that the rear deck and some exterior paint touch-ups were all that was left of the exterior renovations. Mr. Fisher asked how long of an extension Mr. West was requesting. When Mr. West stated he believed it could be completed by end of October, Mrs. Tabor suggested to have the deadline be November 10th, in accordance with the November DDA meeting. With this, Mr. Sanders motioned to approve the extension to said date, and Mr. Westmoreland seconded the motion. It carried unanimously.
9. **Application Submission Update for Georgia Cities Foundation Revolving Loan Fund: Mr. Stephen Caudell for property located at 176 North Pond Street.** Ms. Deal explained that while no action was required from the DDA at this time, she intended to provide an update on the status of the 3rd Georgia Cities Foundation Revolving Loan Fund application submitted. As with Mr. Jon West and Mr. & Mrs. Addison, Mr. Stephen Caudell had recently submitted an application for the same loan where the DDA acts as a pass-through entity with Georgia Cities Foundation and the applicant. Once Mr. Caudell’s application is returned approved, the DDA will be presented with a Resolution to sign thereby issuing the loan.
10. **Other Business.**
	1. **Chamber Report.** Mrs. Paysen shared that meetings for Currahee Military Weekend had been going well, and that the annual Swing Dance would be held on Friday October 6th in Downtown Toccoa. Because the VFW was paying for the band this year, there would be no cost to attendees. She also stated that the Annual Awards would be held on September 28th at the Venue at Broken Bridge Farms. Looking ahead to the Christmas Parade, she stated it would be held on December 9th in the evening. Lastly, she stated that the Chamber had been awarded a grant that would fund a Business Incubator that is set to launch on September 1st. They had organized 6 small business owners that did not currently have retail storefront space to be able to set up inside the Antique Market, with the goal of helping the vendors to eventually rent storefront spaces Downtown.
	2. **Mr. Clint Sanders.** Mr. Sanders stated that the demands of his work schedule had increased and he was not able to be at many of the meetings throughout the year. To be fair to the DDA, he announced his decision to step aside and allow his position to be filled with another member who could be more consistent. Mrs. Tabor thanked Clint for his contributions and dedication over the years. Mr. Sanders agreed to stay on the board until his replacement would be secured.

There being no further business, upon a motion made by Mrs. Goethe and seconded by Mr. Westmoreland, the regular meeting of the Downtown Development Authority was adjourned at 8:23 a.m.

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Kristen Deal Marilyn Hall

Main Street Manager Chairman