**Fort Valley Downtown Development Authority**

Regular DDA Board Meeting

January 9nd, 2018 6 p.m.

MINUTES

**Meeting Called to Order:** Bobby Barnes called the meeting to order at 6:06 p.m.

**Attendance:**

Bobby Barnes, Connie Rainey, Kendrick Mathews, & Javier Rodriguez

**Absent:** LeMario Brown and Kelvin Davis

(Bobby Barnes stated Mr. Davis is in violation with three or more meetings. This should be address and Mr. Davis be asked to resign.)

**Guests:** Barbara Davidson, Carol Hunnicutt, Ralph Lambert and Edwina Harris,

Tisa Horton (arrived late).

All were invited to share in some sandwiches, salad, chips and cookies from Panera Bread in Warner Robins. Kathie explained she entered her work business card into a drawing and was the lucky winner so all were invited to have a snack.

**Approval of Minutes:**

Connie Rainey motioned to approve the December 5th, 2017 Minutes as presented. Kendrick Mathews second. All were in approval.

**Treasurer’s Report:**

Accountant’s Treasurer’s Report for Month of November, 2017 was not available for this meeting. The Financial presented were check detail and deposit detail from Quickbooks for month of November 2017. The board reviewed the checks and deposit postings for November. Kendrick Mathews made a motion to accept the financials as presented with review of November at the February meeting. Connie Rainey second the motion. All were in favor.

**BUSINESS:**

**Freight Depot: Ralph Lambert reporting:**

Ralph reported that the conference call with Moreland Altobelli and the Georgia Dept of Transportation on December 15, 2017 went well. They asked that the MOU needed signed between the DDA and the DOT be signed with new commitments from the DDA with the new Tax ID number and E Verify number documented, notarized, signed and sealed to be sent back to Moreland Altobelli by prior to the Christmas holidays. This was done in duplicate and sent back. During the conference call Moreland Altobelli notified the DDA that the bid date has been pushed back to June 2019 in order to secure the parcel of land with the City of Fort Valley and move on to other reports and the Engineering Reports. The request to exchange a DDA owned parcel of land F05D-047 on West Church Street for the parcel needed by the DDA and owned by the City of Fort Valley F05F-06 will be considered by City Council at the January 16th work session and if approved on their regular session on January 18th.

Ralph asked if anyone would like to volunteer on this important project, they are certainly welcomed. A new volunteer from Crawford County, Mr. Marion Repetta, has volunteered to offer his architectural experience to the project. He will be a valuable volunteer with this knowledge.

Moreland Altobelli, has sent a new project workbook and receipt of the MOU back to their firm.

**DDA Funding: Budget**

**Membership**:

Kathie Lambert suggested a DDA Support Membership Drive to merchants in the community with new membership fees for support.

**Volunteers:**

A local volunteer group needs to be utilized to help with committees and events downtown. The first meeting for Promotions Committee (Merchants of Fort Valley) will be held January 11 at 8 a.m. at the Railroad Café’.

**DDA Funding**:

Regarding funding for the DDA Budget, leases need to be submitted with increases to the tenants: Nina’s Beauty Supply, Peach County Motors. Possible Intergovernmental agreements with the City regarding the Public Works Dump Station and the City Police Department need to be drawn up by our attorney and submitted in lieu of rent for a flat support program. Since the DDA has insurance to pay on these properties, this would be included. Maintenance would be the City responsibility along with additional liability insurance. This will be brought to our Attorney for his review.

**Transformation Services**:

Regarding the work required for the Transformation services to IMC by the DDA Director, IMC has agreed they will support in a financial benefit.

**Main Street:**

The four committee Main Street approach will still be followed by the DDA but the Main Street will not have a Program Manager and all committees will not have funding. These committees will have fundraising efforts to move on with all planned ideas.

**Request from Mr. Davis for Fundraising Position:**

Regarding Mr. Ralph Davis’ request to be appointed for fundraising with a salary, after much discussion Bobby Barnes motioned that a response is due Mr. Davis to decline his offer due to the change in the DDA finances. Without the City support, the DDA is unable at this time to consider his request. Connie Rainey second the motion. Without further discussion, all were in agreement. Kathie Lambert will prepare a letter. However, Mr. Ralph Davis, could be a valuable asset with our volunteer program and a letter requesting volunteer hours will also be sent.

**Revised Budget:**

Kathie Lambert stated the new Federal Tax Id # has been received and our accountant office, Steve Oliver, CPA, has ordered payroll checks and will be processing one payroll check each week for the DDA.Judy at Steve Oliver’s office needed a proposed revised budget until such time we have established an approved budget for record keeping.

**DDA Properties:**

**\***Interviewing attorney in Macon on Friday, January 12th. Attorney Representation has not been selected at this time as the board would like to hire an attorney close to Fort Valley. Several in the area would have conflicts with either the City/Council so the search is expanding to the Macon area. Kathie Lambert, Bobby Barnes and anyone else interested in meeting this Macon Attorney, Mr. Matt Hall, on Friday is welcome to attend.

Kathie stated she is meeting with two realtors on Wednesday, January 10th and will check with them regarding commercial leases or this might be handled by the Attorney. If the DDA decides to sell some of their property downtown, these realtors might be considered. They work in the Commercial Division of Flicking – Wendy Pierce and Ciaria Hernandez.

Kathie Lambert reported no formal letter has been received from City Council Woman, Juanita Bryant regarding information on the building insurance, change of date, and the reason for the change in insurance companies.

\*City Administrator’s request regarding Police Station: City to provide Insurance Coverage/ Building Maintenance in lieu of zero rent

Mr. Holly at Valley Insurance is still working on getting a policy for Board Directors and the Executive Director. This quote has not been received at this time.

Austin Theater Roof damage still a concern. Repairs are on hold waiting on weather to repair roof with Wealot Construction. In the meantime, Tisa Horton hired a construction worker to repair the roof and deducted the cost of the repair to the rent. Bobby Barnes asked that this not be how work is done. All maintenance and repair work does go through the DDA only. Kathie Lambert will remind all tenants.

Roof Estimates for Troutman House are being taken at this time. Two roof companies have given quotes. Just waiting for a third and will submit all estimates at the February Board meeting. Roof is leaking in the kitchen and present roof is approaching 20 years old.

**Other Business:**

**Board Vacancy:** Chairman, Bobby Barnes

Reported that he appointed a nominating committee and the nominating committee asked of the City if any applications came into City Hall. Dennis Herbert and Chelle Brennan are the committee. Mr. Herbert went to City Hall to collect any applications and they refused to give any and stated they will appoint from their applications. Bobby Barnes stated the nominating committee wait for advice from our attorney before taking action.

**Office vacancies:**

Downstairs office space is still available. Jill Bowen at Peach County Development Authority will let us know if they wish to share the space with a client of theirs in the next few months.

**Up-Coming Training Schedule:**

* Spring 2018 Georgia Academy for Economic Development: Wednesday, Feb. 14, & Thursdays: March 22, April 19th, & May 17th.

Javier Rodriguez can attend and Kathie Lambert will register him .

Kendrick Mathews cannot attend at this time as his office will be short staffed.

Guest: Carol Hunnicutt expressed interest as a volunteer and business owner from Fort Valley. Kathie Lambert will call and see if there is still room to register her but she will have to pay the registration fee on her own.

**\*Next Regular Board Meeting February 6, 2018**