

No meeting for January, April, August, November, 2020

Hiawassee Downtown Development Authority Meeting Agenda

Date: Monday, February 10, 2020
Time: 3:00 PM
Location: Hiawassee City Hall
50 River Street, Hiawassee, GA 30546

- I. Call to order
- II. Welcome Alec Therrell – first official meeting
- III. Approval minutes of December 9, 2020
- IV. Treasurers report
- V. Directors Update
- VI. Old Business
 - a. Murals
 - b. Redevelopment of Buildings
 - c. Trucks / Treats
 - i. Local participation
 - 1. Students / families
 - 2. End of summer / schools out
- VII. New Business
 - a. Madison Training Review
 - i. One take away that we can implement here
 - b. March 7 – joint workshop DDA/Council
 - c. Fundraising
 - i. upscale
 - 1. spring / fall
- VII. Open Discussion
- VIII. Executive Session
- IX. Adjourn

Hiawassee Downtown Development Authority

February 10, 2020

Hiawassee City Hall

Present: Theresa Andretta, Liz Ordiales, Lindie Wright, and Alec Therrel

Absent: Denise McKay, Tamela Cooper, Herbert Bruce, and Margaret Oliver

Staff: Marta Izquierdo, Billing Technician

Visitors: John Andrews, Pat Malone, and Chad Stack

Minutes:

The February 10, 2020 Downtown Development Authority meeting was called to order at 3:09 PM by Mayor Liz Ordiales.

Alec Therrel was welcomed to his first official DDA meeting.

Approval of the December 9, 2019 minutes will be made at the March 9, 2020 meeting.

Treasurers report – Liz Ordiales, reported the Downtown Development Authority does not have any funds at this time.

Liz Ordiales gave Directors Update– Denise is feeling better, part two of her surgery was completed and she should be back by end of February or middle of March.

Old Business:

Murals- Met with John Christian, the artist that will be painting the mural on the wall of the Archery building and explained to him that we wanted a colorful “Mountain” look. He will have a few designs for approval soon.

Redevelopment of Buildings- The buildings have been cleaned out. Next step will be to clean/pressure wash the front of the Delco building. Picnic tables, benches, planters, and flowers have been ordered. Water has been installed. This will be completed by end of March, when the hikers start arriving.

Trucks and Treat – discussed various options for fund raising, such as food trucks every first Friday of the month and movies at the beach on July 3, 2020.

There was also a discussion of having a dinner at Top of Bell Mountain for a fund-raising event.

New Business:

Madison Training- Training on January 13, 2020 through January 14, 2020 was a success. Much information was given on ways to receive Grants and the trip around the Madison square gave us vision on how to beautify our town. We will apply for two Grants that will give us \$99,000 for each building which will be used for roof repair and dry in of the buildings.

Approved 3/9/2020

March 7- City Council Retreat will be held. DDA will be invited to share the vision.
Location to be announced.

Open Discussion:

JDA was approved by the City, Towns County, and Young Harris. The committee includes Josh Alex, Joe Ruf, Vickie Constantinides, Danny Burch, and Stephanie McConnell.

Lindie Wright made the motion to adjourn. It was seconded by Theresa Andretta, all in favor. Meeting adjourned at 3:28 pm.

Hiawassee Downtown Development Authority

Meeting Agenda

Date: Monday, Monday, March 9, 2020
Time: 3:00 PM
Location: Hiawassee City Hall
50 River Street, Hiawassee, GA 30546

- I. Call to order
- II. Approval minutes
 - a. December 9, 2019
 - b. February 10, 2020
- III. Treasurers report
- IV. Directors Update
- V. Old Business
 - a. Projects
 - i. Food trucks – First Friday of month
 - ii. Movies on the Beach
 - iii. Beach Party – “Out of School”
 - iv. Top of Bell Mountain dinner
 - v. Social Dinner/Music – Private residence
 - vi. Wine Tasting/Music - Vineyards
 - b. Website
 - i. Summary of Action added to website
 - ii. Agenda added to website
 - c. Mural Update
 - d. Madison Training Review
 - i. One take away per member
 - e. Obtain e-verify number
 - f. Joint DDA/Council Workshop Plan review
- VI. New Business
- VII. Open Discussion
- VIII. Executive Session
- IX. Adjourn

Wear walking shoes if you would like to tour the buildings after the meeting

Hiawassee Downtown Development Authority

March 9, 2020 Minutes

Present: Herbert Bruce, Liz Ordiales, Alec Therrel, Lindie Wright, Margaret Oliver, Tamela Cooper, Theresa Andretta

Absent: All present

Staff: Denise McKay, Marta Izquierdo

Visitors: Council Representative Amy Barrett, Council Representative Nancy Noblet, Corrina Luckenbach and Chad Stack.

Minutes:

The March 9, 2020 Downtown Development Authority (DDA) meeting was called to order at 3:02 PM by Chairperson Herbert Bruce.

A motion to adopt the final minutes for the December 9, 2019 meeting was made by Margaret Oliver and seconded by Alec Therrel, motion carried unanimously.

A motion to adopt the final minutes for the February 10, 2020 meeting was made by Lindie Wright and seconded by Theresa Andrett, motion carried unanimously.

Treasurers report – Denise McKay reported the Downtown Development Authority does not have any funds at this time.

Denise McKay gave Directors Update—The grants to redevelop the buildings at “Paris Pocket” are underway, resumes are needed to qualify for the first grant by March 31, 2020. First grant is for \$99,000 building stabilization. The second grant application is for approximately \$500,000 and is due in June. The purpose of this grant is for redevelopment of both parcels.

Old Business:

Projects-

Food trucks— discussed having a hot dog stand, along with music, vendors, artist and clubs on the first Friday of every month. The first event will begin on May 1, 2020 between 11 AM through 2 PM. The events will run until November 6, 2020.

Motion to adopt the First Friday events was made by Alec Therrel and seconded by Tamela Cooper, motion carried unanimously.

Volunteers for this project will be Lindie Wright, Theresa Andretta, Alec Therrel, Margaret Oliver, Corrina Luckenbach and Denise McKay.

Movies on the Beach- discussed ideas and the cost for this community event.

Motion to proceed with this event was made by Lindie Wright and seconded by Theresa Andretta, motion carried unanimously.

Volunteers for this project will be Alec Therrel, Denise McKay, Herbert Bruce, and Corrina Luckenbach.

Beach Party- Agreed to put on hold until next year.

Top of Bell Mountain dinner- Agreed to put on hold until next year.

Social Dinner/Music- Discussed a fund raiser at Hamilton Gardens with an upscale dinner and music.

Volunteers for this event will be Liz Ordiales, Denise McKay, and Marta Izquierdo.

Wine tasting/Music- Agreed to put on hold until next year.

Website - the agenda and minutes have been added to the DDA page.

Mural Update- Mural ideas/samples will be emailed to all committee members for approval.

Madison Training Review- One take-away was given by the members that attended the training in Madison:

- The training educated the Committee members on the grant and funding possibilities that are available for a DDA
- “Pocket Parks”, gives residents a place to sit and enjoy the beautiful views in our community, creates a sense of place, community.
- Plan implementation has many layers and timelines to complete. Immediate, short-term, long-term.

Obtain e-verify number- Denise McKay is applying for an e-verify number. Also is looking into obtaining a 501 C3 Status, Tim Barrett to assist with that. He is an attorney.

Discussed an Inter-Governmental Agreement (IGA) between the the City of Hiawasse and DDA. The IGA would outline expectations of the DDA and in return the City will fund the DDA, potentially up to 20K annually, for a given number of years with the purpose of providing the DDA an operating budget that allows them to work.

DDA Workplan Development scheduled for March 23, 2020, from 8 AM to 12 PM, location to be determined. The DDA will present final workplan to the Council.

New Business:

There was not any new business

Open Discussion:

JDA was approved by the City, Towns County, and Young Harris. The Authorities will work together, and support each other, but are independent.

Motion to adjourn was made by Alec Therrel, seconded by Tamela Cooper, motion carried unanimously. Meeting adjourned at 4:47 PM.

Hiawassee Downtown Development Authority Meeting Agenda

Date: Monday, Monday, May 11, 2020
Time: 3:00 PM
Location: Hiawassee City Hall
50 River Street, Hiawassee, GA 30546

- I. Call to order
- II. Approval minutes of March 9, 2019
- III. Treasurers report
- IV. Directors Update
- V. Old Business
 - a. Grant Update
 - b. Mural Update
 - c. E-verify number
- VI. New Business
 - a. Intergovernmental Agreement
 - b. Resignation of Theresa Andrett
 - c. Nomination to fill board vacancy
 - d. Committee Presentations
 - i. Occupants – Alex, Lindie, Eric
 - ii. Competition – Lindie, Maggie
 - iii. Partners – Liz & Tamela
 - iv. Marketing – Alex, Lindie, Eric
 - v. Management – Herb & Denise
 - vi. Operations – Herb & Denise
 - e. Project List
- VII. Open Discussion
- VIII. Executive Session
- IX. Adjourn

Hiawassee Downtown Development Authority

May 11, 2020 Minutes

Present: Herbert Bruce, Liz Ordiales, Alec Therrel, Margaret Oliver, and Tamela Cooper

Absent: Lindie Wright

Staff: Denise McKay, Marta Izquierdo

Minutes:

The May 11, 2020 Downtown Development Authority (DDA) meeting was called to order at 3:04 PM by Chairperson Herbert Bruce.

A motion to adopt the final minutes for the March 9, 2020 meeting was made by Alec Therrel and seconded by Margaret Oliver, motion carried unanimously.

Treasurers report – Denise McKay reported the Downtown Development Authority has \$20,000 at this time. The bank account has not been set up yet. This was obtained by the Intergovernmental Agreement with the Council and the DDA.

Denise McKay gave Directors Update– Businesses are opening back up, some with reduced hours or curbside service. Because we are a tourist driven community, we feel businesses will bounce back. Citizens are enjoying the beautiful outdoor environment along with their families.

Old Business:

The grant for \$67,050.00 to stabilize the buildings at “Paris Pocket” has been submitted. This is for the replacement of the roofs on the two buildings. Any leftover funds will be used to stabilize the walls. Metal roofing material should be used to keep the same look as the Anderson building.

The Tagline name for the business center “Vision, Solutions, A Future, Nothing is Impossible” was presented to be incorporated into all marketing.

A motion to adapt the tagline name was made by Alec Therrel and seconded by Margaret Oliver, motion carried unanimously.

Denise has a meeting on May 13, 2020 with ARC and the Regional Committee to review the business plan.

The mural was accepted. The hang glider will be changed to a parasailer. We will also get the artwork for production of t-shirts and bags. The grant has been extended until November 2020 and project should begin in June 2020.

The E-verify number will be applied for very soon.

New Business:

The Intergovernmental Agreement (IGA) between the DDA and the City of Hiawasse, outlines the expectations, terms and funding of \$20,000 per year, between the DDA the City.

A motion to adapt the IGA was made by Margaret Oliver and seconded by Alec Therrel, motion carried unanimously.

Theresa Andretta submitted a notice of resignation due to a new business and a new home. She does have plans to help wherever needed in the future.

The motion to accept the resignation of Theresa Andretta was made by Tamela Cooper and seconded by Alec Therrel, motion carried unanimously.

The Board discussed Rob Sollie to fill the vacancy and made a formal recommendation to the Mayor requesting he be appointed to serve on the DDA.

The Committee presentation for "Occupants" will be given by Lindie Wright at a future date. This committee will help occupants who are interested in starting a business with various opportunities within the two buildings.

The Committee presentation for "Competition" was given by Margaret Oliver. The business incubation center will be different from other programs. It will have a client selection process which will help with the start up of early stage companies with professional onsite management.

The Committee presentation for "Partners" was given by Liz Ordiales. The committee will supply recognized advocates to add value through mentorship, coaching, guidance, and resources that contribute to the success of the start up businesses. Partner specialties include Legal, Financial, Business Development- SCORE, Insurance, Banking, Marketing, and Work Promotion.

The Committee presentation for "Marketing" was given by Alec Therrel. The committee will implement a Marketing Plan through social media, printed media such as signage and brochures, and post on the DDA website. This will reach potential entrepreneurs with awareness to resources and education to help them move forward.

The Committee presentation for “Operations” and Management was given by Herbert Bruce. The accepted entrepreneurs would be given access to the Business Advisory Board, SCORE representative, training program, local business leaders, DDA partners for mentoring and coaching, and space based upon needs. Entrepreneurs will complete an application and an evaluation at a cost of \$50.00. There will be three-month service at no cost to the entrepreneurs. At the end of this period, an evaluation will be conducted to determine if expectations have been met. An evaluation will be completed at three, six, nine, and twelve months to determine the next phase of the business development and if a stipend is appropriate.

The project list will consist of “1st Friday” starting on August 7, 2020 after business hours of 4:00 to 8:00 PM. It will include yoga, crafts, open air markets, music, and a food truck. The planning committee includes Lindie Wright, Alec Therrel, Denise McKay, and Jacklyn.

The “Hamilton Gardens Dinner” will be held on October 17, 2020 as the first fundraiser. It will include a catered sit-down dinner at Hamilton Gardens. Cost to be determined. The planning committee includes Liz Ordiales, Denise McKay and Marta Izquierdo. Alec Therrel will do the marketing for this project.

Open Discussion:

JDA is coming along. We will be meeting with them in the next several months.

Motion to adjourn was made by Alec Therrel, seconded by Margaret Oliver, motion carried unanimously. Meeting adjourned at 4:07 PM.

Hiawassee Downtown Development Authority

Meeting Agenda

Date: Monday, Monday, June 8, 2020
Time: 3:00 PM
Location: Hiawassee City Hall
50 River Street, Hiawassee, GA 30546

- I. Call to order
- II. Welcome Rob Sollie
- III. Approval minutes of May 11, 2020
- IV. Treasurers report
- V. Directors Update
- VI. Old Business
 - a. Stabilization Grant of \$67,050 Update
 - b. Business Plan/ARC Grant of \$500,000 Update
 - c. Mural Update
 - d. Bank Account Update – United
- VII. New Business
 - a. Officer – Secretary/Treasurer
 - b. Name Change – Paris Pavilion to Paris Plaza
 - c. First Friday Committee Update
 - i. Budget
 - ii. Activities
 - d. Hamilton Gardens Committee Update
 - i. Budget
 - ii. Silent Auction
 - iii. Music
 - e. New Project - Safety Vest Distribution
 - f. Façade Grant Program
 - i. Committee
- VII. Open Discussion
- VIII. Executive Session
- IX. Adjourn

Hiawassee Downtown Development Authority

June 8, 2020 Minutes

Present: Herbert Bruce, Liz Ordiales, Alec Therrel, Margaret Oliver, Tamela Cooper, Lindie Wright, and Rob Sollie.

Absent: all present

Staff: Denise McKay, Marta Izquierdo

Minutes:

The June 8, 2020, Downtown Development Authority (DDA) meeting was called to order at 3:00 PM by Chairperson Herbert Bruce.

Rob Sollie from Trailful Outdoor Company was welcomed to his first official DDA meeting.

A motion to adopt the final minutes for the May 11, 2020 meeting was made by Alec Therrel and seconded by Tamela Cooper, motion carried unanimously.

Changes to the Agenda was made by Denise McKay for a donation box at Mayor's Park under VII. New Business item G.

Treasurers report – Denise McKay reported the Downtown Development Authority has \$20,000 at this time, donated by the City of Hiawassee. The bank account will be set up with United Community Bank.

Denise McKay gave Directors Update – The \$500,000.00 ARC Grant is almost completed. This application is due by the middle of June 2020. Eight solid partnerships have been obtained with private parties.

Old Business:

The grant for \$67,050.00 to stabilize the buildings at "Paris Plaza" has been submitted. An announcement on the update will be made soon.

The Mural is confirmed to begin in July 2020.

Thank you to Corrina Luckenbach for the first painted mural at "Paris Plaza".

New Business:

Margaret Oliver volunteered to serve as the Secretary/Treasurer for the DDA.

A motion to adapt Margaret Oliver as the DDA Secretary/Treasurer was made by Alec Therrel, and seconded by Tamela Cooper, motion carried unanimously.

Approved

Paris Pavilion, a recommendation was made to change the name from “Paris Pavilion” to “Paris Plaza” as Paris Pavilion is used at Hamilton Gardens as a memorial for Dick Paris.

The motion to accept the name change to “Paris Plaza” was made by Margaret Oliver and seconded by Tamela Cooper, motion carried unanimously.

“1st Friday Night Market” will start on August 7, 2020 after business hours of 5:00 to 10:00 PM. It will run from August through November 2020. The Night Market will include crafts, an open-air markets/vendors, music, art, yoga, games for families/friends and food trucks. There will be a \$50.00 Vendor’s fee which will include a 10 X 10 tent. Vendors are to bring their own table with an elegant presentation. The DDA will provide advertisement. The budget for this project will be \$3000.00.

A motion to adopt the \$3000.00 budget was made by Rob Sollie, and seconded by Alec Therrel, motion carried unanimously.

The “Hamilton Gardens Dinner” will be held on October 17, 2020 as the first fundraiser. It will include a upscaled catered sit-down dinner with music and a silent auction at Hamilton Gardens. Cost will be \$50.00 per person. The DDA will provide advertisement. The budget for this project will be \$3000.00.

A motion to adopt the \$3000.00 budget was made by Rob Sollie, and seconded by Tamela Cooper, motion carried unanimously.

The Façade Grant Program will provide help for businesses to improve the exterior of their storefronts. Liz Ordiales has volunteered to research this project with a presentation to be ready for the Board by October to discuss adopting a façade grant program.

The Safety Vest Project is on hold and will be discussed in the future.

A donation box was discussed for Mayor’s Park. The purpose of the box is to collect donations from citizens using the “Mayor’s Park” Parking Lot. Denise McKay will search for a mailbox and Alec Therrel will donate the graphics.

Motion to adjourn was made by Alec Therrel, seconded by Margaret Oliver, motion carried unanimously. Meeting adjourned at 3:45PM.

Hiawassee Downtown Development Authority

Meeting Agenda

Date: Monday, July 13, 2020
Time: 3:00 PM
Location: Hiawassee City Hall
50 River Street, Hiawassee, GA 30546

- I. Call to order
- II. Welcome Steven Harper
- III. Approval minutes of June 8, 2020
- IV. Treasurers report
- V. Directors Update
- VI. Old Business
 - a. Stabilization Grant of \$67,050 Update
 - b. Business Plan/ARC Grant of \$500,000 Update
 - c. Mural Update
 - d. First Friday Committee Update
 - i. Budget
 - ii. Activities
 - e. Hamilton Gardens Committee Update
 - i. Budget
 - ii. Silent Auction
 - iii. Music
 - f. Collection Box
 - i. Beautification
- VII. New Business
 - a. Election of Officer(s)
 - b. Bank Account – Signatures
 - c. Meeting Time
 - d. DDA Work Plan
 - e. Cross Walk Flags
 - f. Marketing - DDA
- VII. Open Discussion
- VIII. Executive Session
- IX. Adjourn

Hiawassee Downtown Development Authority

July 13, 2020 Minutes

Present: Steve Harper, Liz Ordiales, Alec Therrel, Tamela Cooper, Lindie Wright, and Rob Sollie via phone.

Absent: Margaret Oliver

Staff: Denise McKay, Marta Izquierdo

Minutes:

The July 13, 2020 Downtown Development Authority (DDA) meeting was called to order at 3:00PM by Co-Chairperson Tamela Cooper.

Steve Harper was welcomed to his first official DDA meeting.

A motion to adopt the final minutes for the June 8, 2020 meeting was made by Alec Therrel and seconded by Lindie Wright, motion carried unanimously.

Changes to the Agenda was made by Steve Harper, to incorporate the DDA and Paris Plaza as non-profit organizations under VII. New Business item G. Motion to change the agenda was made by Lindie Wright and seconded by Alec Therrel, motion carried unanimously.

Treasurers report – Denise McKay reported the Downtown Development Authority has \$20,000 in holding, donated by the City of Hiawassee. The bank account will be set up with United Community Bank.

Denise McKay gave Directors Update – Mr. Tony Land will be the on-site manager for “The Paris Plaza” Business Center. Mr. Land will provide 20 hours a week, 40 weeks a year of his services at no charge. The DDA will provide office space to Mr. Land at no charge for this purpose.

EMC will be helping the DDA with the website.

Old Business:

The grant for \$67,050.00 to stabilize the buildings at “Paris Plaza” has been approved. The grant money should arrive in approximately two weeks.

The ARC grant for \$500,000 is almost completed. This package will be mailed out next week after a conference call with ARC.

The Mural is confirmed to begin on the last week of July 2020.

The First Friday Night Market has availability for 19 vendors. The DDA will provide each vendor with a covered tent and lighting. There will be games, food trucks, vendors, and the music will be provided by Jack Collins at no charge for the first event. A motion to add \$1000 to the budget was made by Alec Therrel and seconded by Steve Harper, motion carried unanimously.

The Hamilton Garden's Dinner will be held on October 17, 2020. The pavilion will hold 10 tables with seating for six people per table. The DDA will provide tents for more private accommodations. Donations are needed for the silent auction. The committee will begin to contact businesses soon via email.

The donations from the Collection boxes that will be placed at Mayor's Park will be used for the Facade Beautification program. A motion to use the donations for the Beautification program was made by Steve Harper and seconded by Alec Therrel, motion carried unanimously.

New Business:

Steve Harper was nominated to be the next DDA Chairperson.

A motion to adopt Steve Harper as the DDA Chairperson was made by Alec Therrel, and seconded by Lindie Wright, motion carried unanimously.

The members that will have signature authorization for the DDA checking account will be Steve Harper, Alec Therrel, Denise McKay, and Rob Sollie. Two signatures will always be required on the checks. Motion to adopt the members for the signature on the DDA checking account was made by Lindie Wright and seconded by Tamela Cooper, motion carried unanimously.

The DDA meetings will now be held on the second Wednesday of every month at 8:30 AM. The next meeting will be held on August 12, 2020 at 8:30 AM. Motion to adopt the meeting changes was made by Alec Therrel and seconded by Lindie Wright, motion carried unanimously.

The DDA work plan was established by Denise McKay. Each committee was assigned a Committee Chairperson with a Transformation Strategy, Projects, Goals, Objectives, and Partners. A motion to adopt the Work Plan was made by Steve Harper and seconded by Lindie Wright, motion carried unanimously. Motion to accept the Work Plan was subject to a slight amendment to properly reflect the change in name from Paris Pavilion to Paris Plaza.

The DDA will provide Crosswalk Flags for the safety of our citizens. The budget for this project will be \$100.00. A motion to adopt the Crosswalk Flags was made by Steve Harper and seconded by Lindie Wright, motion carried unanimously.

Posters and banners will be made to market all DDA events. The City of Hiawassee will also make announcements on Facebook. The DDA will also make announcements when the DDA Facebook page is completed.

The DDA and The Paris Plaza will apply to incorporate as a “Non Profit” organization.

Open Discussion:

Alec Therrel and Lindie Wright will begin to work on a DDA Facebook page.

Motion to adjourn was made by Lindie Wright, seconded by Alec Therrel, motion carried unanimously. Meeting adjourned at 4:05 PM.

Hiawassee Downtown Development Authority

Meeting Agenda

Date: Wednesday, September 9, 2020
Time: 8:30 AM
Location: Hiawassee City Hall
50 River Street, Hiawassee, GA 30546

- I. Call to order
- II. Approval minutes of August 12, 2020
- III. Treasurers report
- IV. Directors Update
 - a. Bios
 - b. Ribbon Cuttings
 - c. Leave of absence
- V. Old Business
 - a. Business Plan/ARC Grant of \$500,000 Update
 - b. Hamilton Gardens Dinner
 - c. Window murals update
 - d. Facebook update
 - e. Collection boxes
- VI. New Business
 - a. Main Street Program – changes in program
 - i. Bylaws
 - ii. Mission & Vision Statement
 - iii. Training
 - b. Support Our Heroes – tents & games
- VII. Open Discussion
- VIII. Executive Session
- IX. Adjourn

Hiawassee Downtown Development Authority

September 9, 2020 Minutes

Present: Steve Harper, Liz Ordiales, Alec Therrel, Tamela Cooper, Lindie Wright, Rob Sollie, and Margaret Oliver.

Absent: All present

Staff: Denise McKay, Marta Izquierdo

Minutes:

The September 9, 2020 Downtown Development Authority (DDA) meeting was called to order at 8:37 AM by Chairperson Steven Harper.

Changes to the agenda was made by Steve Harper to add a "Rap Up" of 1st Friday events under V. Old business item F. Motion to change the agenda was made by Margaret Oliver and seconded by Lindie Wright, motion carried unanimously.

A motion to adopt the final minutes for the August 12, 2020 meeting was made by Alec Therrel and seconded by Lindie Wright, motion carried unanimously.

Treasurer's report – Margaret Oliver reported the Downtown Development Authority has a balance of \$15,831.60. The second "1st Friday" food court had a profit of \$480.94 after paying the musicians. Vendor fees collected are not included in this total.

Denise McKay gave Directors Update – Ribbon cutting for Tilted Café will be held on 9/16/2020 at 5PM. The Mural dedication will be held on 9/16/2020, time to be announced. Auto Zone, Fortitude, and Hiawassee Honey ribbon cutting will be announced for October 2020.

Denise will be on a leave of absence for her final surgery between September 17 through October 1, 2020.

Old Business:

Director's Bios are needed to complete the ARC grant application.

Bids for the Architect of record for the Paris project will be opened today at 2:00 PM. The bids for the engineering design will be reviewed within one week.

Hamilton Garden's Dinner will be postponed until further notice due to COVID. A motion to postpone the Hamilton Garden's Dinner was made by Margaret Oliver and seconded by Alec Therrel, motion carried unanimously.

The window murals completed by Corrina Luckenbach and Art Works have been installed. Bazya Smith, Chelsea Berrong and the DDA will complete the other available windows very soon. When the buildings are undergoing renovation, the murals will be moved to the wall between Trailful and Paris Pocket and market lights will be added to the alley. Liz Ordiales will follow up with Blue Ridge EMC for electricity at the buildings and lights will be installed on the outside to show off the murals.

Lindie Wright and Jennifer Garner will be updating the DDA Instagram and Facebook pages. They want to reach out to our college students as well and will contact Student Affairs at Young Harris College.

The Collection boxes that will be installed at Mayor's Park and Lloyd's Landing are being made and all determined to choose a bright "Life Jacket" Orange color. Name will be determined and a label with the DDA logo and brief explanation will be attached to the front.

"1st Friday" event will be changed to 5:00pm through 9:00pm. VFW will be serving the hot dogs and hamburgers, the DDA will provide the tables and chairs for the food court. Sundance wants to participate with beer, wine, and food. A Cuban food truck will also be attending. The volume and schedule of the music will be adjusted to allow for more shopping time. Shutdown procedures for the vendors will be implemented. A smoking area will be designated, and parking signs will be installed. An announcement schedule will also be implemented. Volunteer recruitment is still much needed.

New Business:

The DDA oversees the Main Street Program, the program has 10 standards that must be met each year to remain a Main Street Affiliate City. Monthly reporting is now required. The memorandum of understanding addresses the requirements. The DDA by-laws will need to be updated to include Main Street Program management. A Main Street 101 training will be provided to all DDA directors.

Support our Heroes event will be held on September 26, 2020 from 12:00 through 4:00 PM. This is a fundraising event for "Shop with a Hero". They will be using the DDA tents and games for this event.

"Tribute to our Heroes" event will be held on September 11, 2020 at 9:45 AM on the square to honor all the heroes from 9/11.

Open Discussion for incorrect information in the paper on an article was announced.

A motion to enter Executive session for personnel was made at 9:35 AM by Tamela Cooper and seconded by Margaret Oliver, motion carried unanimously.

Motion to adjourn Executive Session and return to regular meeting at 9:42 AM was made by Lindie Wright and seconded by Margaret Oliver, motion carried unanimously.

Motion to adjourn was made by Margaret Oliver, seconded by Alec Therrel, motion carried unanimously. Meeting adjourned at 9:42 AM.

Hiawassee Downtown Development Authority

Meeting Agenda

Date: Monday, Wednesday, Oct 14, 2020
Time: 8:30 AM
Location: Hiawassee City Hall
50 River Street, Hiawassee, GA 30546

- I. Call to order
- II. Approval minutes of September 09, 2020
- III. Treasurers report
- IV. Directors Update
 - a. Windstream
 - b. Ribbon Cuttings
 - c. Collection boxes
 - d. Window Mural – update
- V. Old Business
 - a. Business Plan / ARC Grant Update
 - b. First Friday
 - c. Work Plan - committees
- VI. New Business
 - a. Light up Hiawassee Committee – Vickie C.
 - b. Plaid Friday – Lori (Hob-Nob)
 - c. PPBC – LLC and name
 - d. Every Action
 - e. Chamber Membership
 - f. Main Street Training – 101
 - g. DDA Training
 - h. Board Insurance
 - i. DDA – planning retreat – Dec 9, Jan 13 or weekend
 - j. Volunteer appreciation luncheon – 10/23
- VII. Open Discussion
- VIII. Executive Session
- IX. Adjourn

Hiawassee Downtown Development Authority

October 14, 2020 Minutes

Present: Steve Harper, Alec Therrel, Tamela Cooper, Rob Sollie, and Margaret Oliver.

Absent: Liz Ordiales and Lindie Wright

Staff: Denise McKay, Marta Izquierdo

Visitors: Vicki Constantinides and Lori Yashko

Minutes:

The October 14, 2020 Downtown Development Authority (DDA) meeting was called to order at 8:37 AM by Chairperson Steven Harper.

A motion to adopt the final minutes for the September 9, 2020 meeting was made by Alec Therrel, seconded by Tamela Cooper, motion carried unanimously.

Treasurer's report – Margaret Oliver reported the Downtown Development Authority has a balance of \$16,759.06. The third "1st Friday" vendor income was \$630.00. An additional deposit of \$1150.50 was also made. Expenses totaled \$200.00. All out of pocket expenses will only be done via checks with no cash involvement. To date the Night Market has a loss of \$2052.13.

Denise McKay gave Directors Update – Ribbon cutting for Windstream, Blazin Scoops, and Classy Southern Flair will be scheduled very soon.

The collection boxes for Mayor's Park and Lloyd's Landing will be completed by the end of the month. The collections from these boxes will be used for the beautification of Downtown Hiawassee.

The window murals at the Paris Plaza we be relocated until the Blue Ridge EMC installs the electricity for the buildings. This is requested by the engineers as they are unable to see inside the buildings.

Old Business:

Bracing of the Paris Plaza walls is being evaluated. Blue Ridge EMC will be contacted for the power to the buildings.

Architectural report is due October 30, 2020.

A Capital Campaign Fundraiser consultant and software will be needed to help raise funds for the \$200,000.00 goal. This program will help sustain PPBC-LLC for the next 10 to 20 years. A 501C3 will be a necessary component for the fundraising.

Bios are still needed to complete the grant application. This application will be turned in after the November board meeting.

The First Friday event hours that were changed from 5 to 9 PM was accepted by all the vendors. Set up and breakdown participation was managed well this month. There were request from our citizens for coffee, hot chocolate, and hot apple cider. A request was also made for the DDA to announce- Guest to bring their own chairs so they may relax on the square and listen to the music.

An implementation for work plans for each committee will be done by meeting individually.

New Business:

Light up Hiawassee committee: Vicki Constantinides has advised the event will be held on December 5, 2020 from 4-9 PM. There will be stations for ornament decorating, cookie decorating, letters to Santa, rock painting, storytelling, hot dogs, hot chocolate, and smores. A fund raiser will be done for sponsorship of the Santa's sleigh with 2 Reindeers. There will be a "Holiday mask it" contest with judges. Santa will arrive on the fire truck to greet his guest and there will be a photo opportunity with social distancing. The DDA will attend a Night Market that night and will ask the vendors to provide an area where the children can buy gifts for under \$10.00. The motion to attend the Light up Hiawassee event was made by Alec Therrel, seconded by Tamela Cooper, motion carried unanimously.

Plaid Friday- Lori Yashko from Hob Nob has advised to establish a "Plaid Friday" event on November 27, 2020. This event will integrate the community with the small-town businesses. The small businesses will give discounts, prizes, gifts, and/or give-aways. The DDA will provide flyers to pass out at the November Night Market. Shopping bags, labels, ribbon, and signs provided by the DDA will be given out for the event participants. The Chamber will be asked to assist on this event. The motion to support the "Plaid Friday" and "Shop Small" events was made by Margaret Oliver, seconded by Rob Sollie, motion carried unanimously.

PBC-LLC name will be used for the company to manage the 501C application. The DDA would like to use the \$3000.00 budget allocation to proceed with the incorporating

paperwork. The motion to use the \$3000.00 for the 501C application was made by Margaret Oliver, seconded by Alec Therrel, motion carried unanimously. Fund raising resources are being reviewed for software available to help manage and move forward with the Capital Gain Campaign.

A motion to join the Chamber of Commerce as made by Alec Therrel, seconded by Tamela Cooper, motion carried unanimously.

The Main Street 101 training will take place on a Friday in January 2021. It is a 4 hours class with a test at the end. The cost is \$75.00 per person.

Pricing for Board Insurance will be moved to the November meeting.

There will be a DDA Planning Retreat on either December 9, 2020 or January 13, 2021. The location for this retreat is to be announced. It will be a one day, 6-hour retreat.

A Volunteer Appreciation Luncheon/BBQ, to thank all our volunteers will be held on October 23, 2020 between 11:30 AM to 1:30 PM.

Open Discussion:

Hamilton Gardens is having "Christmas in the Greenhouse" event on November 28, 2020. Approval to use 3 of the DDA's white tents was given by the DDA.

Motion to adjourn was made by Alec Therrel, seconded by Rob Sollis, motion carried unanimously. Meeting adjourned at 9:55 AM.

Hiawassee Downtown Development Authority

Meeting Agenda

Date: Wednesday, December 9, 2020
Time: 8:30 AM
Location: Hiawassee City Hall
50 River Street, Hiawassee, GA 30546

- I. Call to order
- II. Approval minutes of November 11, 2020
- III. Treasurers report
- IV. Directors Update
 - a. Collection boxes
 - i. Signs
 - b. Board Insurance
- V. Old Business
 - a. Business Plan / ARC Grant Update
 - b. Fund Raising Plan- outline
 - i. Hiawassee DDA Inc.
 - c. Main Street /DDA Retreat
- VI. New Business
 - a. Bank Account – signatures
 - b. 2021 meeting schedule
- VII. Open Discussion
- VIII. Executive Session
- IX. Adjourn

Hiawassee Downtown Development Authority

December 9, 2020 Minutes

Present: Steve Harper, Alec Therrel, Tamela Cooper, Rob Sollie, Liz Ordiales, Lindie Wright and Margaret Oliver.

Absent: all present

Staff: Denise McKay, Marta Izquierdo

Minutes:

The December 9, 2020 Downtown Development Authority (DDA) meeting was called to order at 8:40 AM by Steve Harper.

A motion to adopt the final minutes for the November 11, 2020 meeting was made by Alec Therrel, seconded by Rob Sollie, motion carried unanimously.

A motion to amend the agenda under New Business letter c, to discuss a consultant for the DDA Fundraising was made by Lindie Wright, seconded by Maggie Oliver, motion carried unanimously.

Treasurer's report – Margaret Oliver reported the Downtown Development Authority has a balance of \$12,699.62 as of the last bank statement and an actual cash balance of \$12,530.52 as two checks had not cleared the bank. The last "1st Friday" vendor income was \$350.00. The donation boxes at Mayor's Park had an income of \$17.00. The expenses incurring for the month of November were \$3,829.80 for the Fundraising software, \$117.00 for tarps to protect the Paris Business Center roofs, and \$3.00 for a paper statement. Quick Books will be installed for future accounting processing.

Denise McKay gave Directors Update – Additional Donation signs have been ordered for Mayor's Park and Lloyd's Landing. Lloyd's landing has finalized the clean-up of the park, allowing residents to use the park more frequently, to enjoy the kayak ramp and picnic tables.

Old Business:

The ARC Grant application is being reviewed and finalized. The application will be turned in at the end of this month.

The Fundraising Plan will be sent out along with a personalized letter to the Donors. Until will consider opening a new bank account for the deposits of the donations.

The DDA Retreat will be held on January 13, 2021 from 9:00 AM through 2:00 PM.
Location to be announced.

New Business: A motion to add Margaret Oliver as a signee on the DDA bank account was made by Lindie Wright, seconded by Tamela Cooper, motion carried unanimously. Maggie noted that two signatures are always required on each bank transaction. At the present time, the signees are to be Rob Sollie, Alec Therrel, and Denise McKay, and Margaret Oliver. Steve Harper will temporarily be removed from the signature card. There is a 2-person requirement on all checks written on DDA banking.

The 2021 meeting schedule will stay the same, the second Wednesday of the month at 8:30 AM, with no meetings scheduled for July and December. The motion for approval of the meeting schedule was made by Rob Sollie, seconded by Lindie Wright, motion carried unanimously.

There are three proposals for the Fundraising search. The estimated cost for each proposal is from \$2,000.00 through \$4,000.00. There will be additional discussions regarding the proposals at the January meeting before the Retreat. Members are to give ideas and suggestions for the retreat agenda.

There was no Open Discussion or Executive Session.

Motion to adjourn was made by Tamela Cooper, seconded by Lindie Wright, motion carried unanimously. Meeting adjourned at 9:14 AM.