HIAWASSEE
DOWNTOWN
DEVELOPMENT
AUTHORITY

Hiawassee Downtown Development Authority
Meeting Agenda

Date: Tuesday, January 14, 2025
Time: 8:30 AM
Location: 50 River Street

I. Call to order
II. Adopt agenda as set or amended
III. Approval of December 10, 2024, minutes
IV. Approval of December 17, 2024, Special Called Meeting Minutes
V. Nomination Officers
   i. Chairperson
   ii. Vice-Chairperson
   iii. Treasurer
VI. Election of Officers
   i. As presented or
      1. Chairperson
      2. Vice-Chairperson
      3. Treasurer
VII. Adjourn – general consent

Hiawassee Downtown Development Authority
Meeting Minutes

Date: Tuesday, January 14, 2025
Time: 8:30 AM
Location: 50 River Street
Board Present: Peggy Gardner, Babette Dunn, Paul Smith, Tamela Cooper, Scott Benton, Tyler Osborn, and Amy Barrett
Also Present: Jim Olsen Towns County Civics Association, Brittany Holbrooks Towns County Herald, Denise McKay Economic Director, Heather Fieldman and Patrick Larson with GMRC

I. Call to order at 8:34 am
II. Motion to amend to add payment for DDA Legal fees: Motion Babette, Second Tyler, Passed
III. Approval of December 10, 2024, minutes and of December 17, 2024, Special Called Meeting minutes: Motion Tyler, Second Paul, Passed
IV. Approval of the election of Officers
    1. Chairperson Scott Benton
    2. Vice-Chairperson Tyler Osborn
    3. Treasurer Paul Smith

    Motion Babette, Second Tamela, Passed
V. Adjourn – general consent 8:37 am

Agenda
Hiawassee DDA Retreat
Hiawassee City Hall, 50 River Street, Hiawassee, GA 30546
Tuesday, January 14, 2025
9:00 A.M.

9:00 a.m.	**Introductions and Housekeeping** • Welcome and Opening Remarks • Overview and Goal Setting
9:15 a.m.	**SWOT Analysis**
11:00 a.m.	**Building Awareness**
Noon	**Lunch**
12:45 p.m.	**Team Building Activity**
1:00 p.m.	**Economic Development** • City Overview • Looking to the future • DDA Vision and Mission Statement **GMRC Programs and Services** • Program Overview • Grants and Loans • Revolving Loan Fund
2:30 p.m.	**Board Member Roles and Expectations**
3:00 p.m.	**Recap/Wrap Up/Next Steps**

HIAWASSEE
DOWNTOWN
DEVELOPMENT
AUTHORITY

Georgia Mountains
Regional Commission

Hiawassee Downtown Development Authority
Meeting Agenda

Date: Tuesday, February 11, 2025
Time: 8:30 AM
Location: 50 River Street

I. Call to order
II. Adopt agenda as set or amended
III. Approval of January 14, 2025 minutes
IV. Approval of January 21, 2025, Special Called Meeting Minutes
V. Approval of the February 3, 2025 Special Called Meeting Minutes
VI. Finances
VII. New Business
    a. Event Insurance
    b. Invoice – Joey Homes $1,056.25
    c. Invoice – Ana Hess $668.28
VIII. Old Business
    a. Sponsorship updates
    b. PBC – Update – Babette
        i. Schedule
        ii. Grant financial update
    c. Night Market Update
        i. Coordinator update – Caitlin
    d. Fund-Raising Update
        i. Event update

Approved 3/11/25

Hiawassee Downtown Development Authority
Meeting Minutes

Date: Tuesday, February 11, 2025
Time: 8:30 AM
Location: 50 River Street
Present Board: Scott Benton, Peggy Gardner, Babette Dunn, Paul Smith present until 9:40 am, & Amy Barrett
Absent: Tamela Cooper, Tyler Osborn
Also Present: Denise McKay, Eco. Dir. , Caitlyn Ayers, Mike Garnder was present at 10:05 am.

I. Call to order
II. Agenda amended to add Invocation and Pledge 1st Peggy, 2nd Scott Pass
Another motion to amend the agenda to include: under VII. New Business a. Nathan Noblet move everything else down add e. Quote for Cabinets, 1st Peggy 2nd Babette Pass
   a. Motion to adopt amended agenda 1st Babette 2nd Paul pass
III. Approval of January 14, 2025 minutes 1st Amy 2nd Peggy pass
IV. Approval of January 21, 2025, Special Called Meeting Minutes 1st Peggy 2nd Paul Pass
V. Approval of the February 3, 2025 Special Called Meeting Minutes 1st Babette 2nd Peggy Pass
VI. Finances
VII. New Business
   a. Event Insurance discussed
   b. Invoice – Joey Homes $1,056.25 1st Peggy 2nd Scott Passed
   c. Invoice – Ana Hess $668.28 1st Paul 2nd Babette Passed
   d. Invoice – The Cabinet Place Inc not to exceed $4,200 1st Amy 2nd Scott passed
VIII. Old Business
   a. Sponsorship updates
   b. PBC – Update – Babette
      i. Schedule
      ii. Grant financial update
   c. Night Market Update
      i. Coordinator update – Caitlin
   d. Fund-Raising Update
      i. Event update
IX. Adjourn – general consent 10:54 am

HIAWASSEE
DOWNTOWN
DEVELOPMENT
AUTHORITY

Hiawassee Downtown Development Authority
Meeting Agenda

Date: Tuesday, March 11, 2025
Time: 8:30 AM
Location: 50 River Street

I. Call to order
II. Adopt agenda as set or amended
III. Photo Session - PBC
IV. Approval of February 11, 2025, minutes
V. Financial Update
VI. Directors Update
   a. DDA program coordinator
   b. Signature Cards
   c. Accounting Software
   d. Hikeawassee
VII. New Business
   a. Post Office Box - DDA
   b. In-Kind Donation - Photographer
   c. PBC Tag-line
   d. PBC Signage
   e. Attorney Invoice – 981.25
   f. Ana Hess Invoice - $1,400
   g. Hikeawassee – Reimbursement, Denise McKay - $757.44
VIII. Old Business
   a. Sponsorship updates
   b. PBC – Update – Babette
      i. Schedule -revisit calendar
      ii. Grant financial update
      iii. Committees
         1. VIP Reception and Open House
   c. Night Market Update
      i. Coordinator update – Caitlin
   d. Fund-Raising Update
      i. Event update
         1. Committee
         2. VIP & Tables
IX. Executive Session
   a. Real-estate
X. Adjourn

HIAWASSEE DOWNTOWN DEVELOPMENT AUTHORITY

APPROVED 4/8/25

Hiawassee Downtown Development Authority
Meeting Minutes

Date: Tuesday, March 11, 2025
Time: 8:30 AM
Location: 50 River Street
Board present: Scott Benton, Babette Dunn, Tyler Osborn, Peggy Gardner, Amy Barrett
Board absent: Tamela Cooper, Paul Smith
Also Present: Caitlyn and William Ayers, Steve Massell, Denise McKay

I. Call to order 8:33 am
II. Adopt amended agenda to add insurance as H under new business: Motion Peggy, 2nd Tyler
III. Amy Barrett recused herself from vote. Passed
IV. Photo Session - PBC April 2nd 9:00 am
V. Approval of February 11, 2025, minutes: Motion Amy, 2nd Peggy Passed
VI. Financial with adding in Home Depot reimbursement: Motion Tyler, 2nd Babette Passed
VII. Directors Update
   a. DDA program coordinator
   b. Signature Cards
   c. Accounting Software
   d. Hikeawassee
VIII. New Business
   a. Post Office Box - DDA
   b. In-Kind Donation - Photographer to grant them a donor spot: Motion Scott, 2nd Tyler passed
   c. PBC Tag-line update with a better version : Motion Tyler, 2nd Scott, Passed
   d. PBC Signage not to exceed $10,000,00 Motion: Scott 2nd Tyler. Passed
   e. Attorney Invoice – 981.25 Motion: Peggy, 2nd Amy passed
   f. Ana Hess Invoice - $1,400 Motion: Tyler, 2nd Babette, passed
   g. Hikeawassee – Reimbursement, Denise McKay - $757.44 Motion: Tyler, 2nd Babette Passed
   h. Insurance- Board member Amy Barrett declared that her husband is the agent. She left the room. Motion: Peggy 2nd Tyler Passed with Amy Barrett recusing herself.
IX. Old Business (Amy Barrett enter back into meeting room)
   a. Sponsorship updates
   b. PBC – Update – Babette
      i. Schedule -revisit calendar
      ii. Grant financial update
      iii. Committees
         1. VIP Reception and Open House
   c. Night Market Update
      i. Coordinator update – Caitlin
   d. Fund-Raising Update

i. Event update
    1. Committee Will start next Wednesday at 5:30 pm and will meet every other Wed. Denise will advertise meetings accordingly
    2. VIP & Tables

X. Executive Session Motion to go into: Peggy 2nd Tyler Passed
   a. Real-estate Motion to come out of Executive Session Tyley, 2nd Peggy Passed

XI. Adjourn by consent

HIAWASSEE DOWNTOWN DEVELOPMENT AUTHORITY

Hiawassee Downtown Development Authority
Meeting Agenda

Date: Tuesday, April 8, 2025
Time: 8:30 AM
Location: 50 River Street

I. Call to order
II. Adopt agenda as set or amended
III. Approval of March 11, 2025, minutes
IV. Financial Update
V. Directors Update
  a. DDA program coordinator
  b. Accounting Software
  c. Hikeawassee
VI. New Business
  a. Ana Hess Invoice - $2,120
  b. Hikeawassee – Ratify van rental – amount $3,912.38
    i. DDA to cover rental cost should city not split the cost
  c. Policy – open records request
  d. Secretary – minutes
  e. Made In Georgia Festival – $500, June 28 & 29, 10 AM – 4 PM
  f. Music in The Park – Saturday's
  g. Memory Lane Table – GMFG - $250, April 24 Hamilton Gardens – 6PM
  h. DDA Board members – Upcoming vacancy – nomination committee
VII. Old Business
  a. Sponsorship updates
  b. PBC – Update – Babette
    i. Schedule -revisit calendar
    ii. Grant financial update
    iii. Committees
      1. VIP Reception and Open House
  c. Night Market Update
    i. Coordinator update – Caitlin
  d. Fund-Raising Update
    i. Event update
      1. Committee
      2. VIP & Tables
  e. Fireflies
VIII. Executive Session
IX. Adjourn

Approved

Downtown Development Authority Meeting Minutes

Date: 4/8/25

Time: 8:30 am

Location: 50 River Street

Board Present: Paul Smith, Tamela Cooper Peggy Gardner, Amy Barrett, (Scott Benton Present via Zoom)

Absent: Tyler Osborn, Babett Dunn

Guest: Denise McKay, Caitlin Ayers, & Jim Olsen (Nancy Noblet enter @ 9:02 and left @ 9:18 am)

I. Call to order by Paul: 8:33 am
II. Adopted agenda to amend and add I. to New Business for Façade grant application: Motion Peggy Second Tamela Pass
III. Approval of March 11, 2025, Minutes: Motion Peggy Second Amy Pass
IV. Financials Update: Motion Peggy Second Paul Pass
V. Director update
    a. DDA Program Coordinator
    b. Accounting Software
    c. Hikeawassee
VI. New Business
    a. Ana Hess Invoice-$2120: Motion Peggy Second Tamela Pass
    b. Hikeawassee Bus Ratify rental 50/50 split with City. (Amy Barrett recused herself from the vote): Motion Peggy Second Paul Pass
    c. Policy- Open records
    d. Secretary
    e. Made in Ga Festival: $500 June 28&29 10 am-4 pm: Motion Peggy second Tamela Pass
    f. Music on the square (will rotate DDA board members and Council Representatives)
    g. Memory Lane GMFG $250.00 April 24th 6:00 pm: Motion Peggy Second Tamela pass (Amy will attend with Tim and Scott will attend too)
    h. DDA Board member -Nomination Committee Scott, Paul, Tamela and Tyler
    i. Façade grant approved Pending detail proof of paint price amount and Letter from the Owner of the building allowing painting of restaurant. Motion: Peggy Second Paul Pass
VII. Old Business

a. Sponsorship updates
b. PBC — Update — Babette (Skipped)
   i. Schedule revisit
   ii. Grant Financial update
   iii. Committees
      1. VIP Reception and Open House (June target)
c. Night Market Update

   i. Coordinator update- Caitlin 15 vendors as now, discussed the idea of Theme Nights for First Friday,

d. Fund-Raising update

   i. Event update

      1. Committee

      2. VIP & Tables

e. Fireflies update Peggy

VIII. Executive session

IX. Adjourn by consent 9:30 am

Hiawassee Downtown Development Authority
Meeting Agenda

Date: Tuesday, May 13, 2025
Time: 8:30 AM
Location: 50 River Street

I. Call to order
II. Adopt agenda as set or amended
III. Welcome Christine Osborn – DDA/PBC Program Coordinator
IV. Approval of April 8, 2025, minutes
V. Financial Update
VI. Directors Update
  a. PBC
  b. Hikeawassee
VII. New Business
  a. Scott Benton - Resignation
  b. DDA Board members – Upcoming vacancy – nomination committee
  c. Reimbursement – Denise McKay $541.06
VIII. Old Business
  a. Music in The Park – Saturday's
    i. Sign up
  b. Sponsorship updates
  c. PBC – Update – Babette
    i. Schedule -revisit calendar
    ii. Grant financial update
    iii. Committees
      1. VIP Reception and Open House
        a. Unveiling – donor wall
        b. Reception budget
  d. Night Market Update
    i. Coordinator update – Caitlin
  e. Fund-Raising Update
    i. Event update
      1. Committee
      2. VIP & Tables
  f. Fireflies
IX. Executive Session
X. Adjourn

Approved 6/10/25

Hiawassee Downtown Development Authority
Meeting Minutes
Tuesday, May 13,2025

Present: Tyler Osborn, Peggy Gardner, Paul Smith, Amy Barette, Babette Dunn

Staff: Denise McKay, Christine Osborn

Guest: Caitlin Ayers, William Ayers, Stacy Green, Shawn from Crane Creek, Jim from Movers & Shakers

Meeting was called to order by Co-Chairperson Tyler Osbor at 8:32AM

A motion was made to amend the agenda and include under new business item B: the resignation of Paul Smith by Peggy Gardner, seconded by Babette Dunn, Motion Carried

A motion was made to adopt the agenda as amended by Peggy Gardner, Seconded by Babette Dunn. Motion Carried

Denise McKay welcomed Christine Osborn, DDA/PBC Program Coordinator

A motion was made to approve the April 8, 2025 minutes as presented by Peggy Garnder, seconded by Paul Smith, motion carried.

Denise McKay reported on DDA finances – available balance general fund $34,741.90 with $4,818.55 restricted for beautification and $29,925.35 unrestricted. Board members requested to have loan principal and interest payments listed out separately in financial report.

Directors Update
PBC

- Introduction of Stacey Green PBC Incubator tenant (Green Creative Collective). Peggy suggested she participate in the Night Market
- The donor wall will take 4-6 weeks for installation. Paul suggested mural and schedule donor wall unveiling at a later date.
- It was suggested that a photographer be present at the June 7th event and could capture any photos needed for the donor wall. Peggy to coordinate, Kristen is pretty flexible.
- In need of music for the June 7th event. Printed invites going out in mail today 5/13/2025
- Catering quote for $840 from Mama's Concierge (for approximately 50 people- wine not included) Motion: Amy B. Second: Babette D.

Approved 6/10/2025

- Final Walk Thru with contractor will be May 28.
- Need to create Constant Contact or Mailchimp account up and running. Peggy suggested more frequent updates to donors. Christine suggested quarterly updates.
- Alec at Mountain Graphics needs design rendering. Peggy to work with him to get sorted out.

Hikeawassee

- May 29th is the appreciation lunch.
- Peggy ordered thank you bags
- 1800 people were transported using the Hikeawassee bus and approximately $88,000 was spent in our community collectively. These numbers do not include stats from when the bus was down and volunteers were using their personal vehicles.
- Peggy suggested forming a committee for the bus. Paul to talk with Rob & Eric at Trailful. Green Dragon was another suggestion.
- We will talk about next season at the appreciation event.

New Business

Scott Benton submitted his resignation from the DDA as he is now a council representative. A motion was made Amy Barrett, Second: Babette Dunn to accept Scott Benton's resignation. Motion carried

Paul Smith has been rehired with by the City of Hiawassee as the Chief of Police, and submitted a verbal resignation. A motion was made by Amy Barrette, second: Peggy Gardner, motion carried.

DDA Board members – Upcoming vacancies - currently have 2 vacancies and will have 3 vacancies in August. Tyler agreed to stay on until the end of the year if no one could be found to replace him.

Nominating committee for new board members: Tyler, Babette, Tamela, Denise & Peggy. Tyler to coordinate interview meetings. Babette is out May 26th – June 5th and Tyler is out Memorial Day weekend.

Potential board members were discussed: Brad Baso, Molly Siviking with Chatuge Wood Smith, Shawn (event coordinator for Crane Creek, lives in city limits), Annette Rivera with Kimsey, Kelly Benton, and Cale Crawford with Discovery Homes.

Reimbursement Denise McKay $541.06 for the purchase of a printer and toner and check paper. Motion: Tamela C. Second: Babette D. motion carried

Old Business

Music in The Park – Saturday's

Approved 6/10/2025

Music in the park has asked for help with the events and for a DDA member to be on their checking account. Suggested to create a spreadsheet for rotating DDA member shifts to thank sponsors. Tamela is pretty available except for June 7th & 14th and Babette is available Aug 9th. Denise to email spreadsheet

Sponsorship updates

- Received $5000 from United Community Bank for the Night Market Stage Sponsorship
- Sponsors needed for the July fund-raising event.

PBC – Update – Babette

- Babette has punch list created of outstanding tasks that need to be completed or addressed before Denise leaves.
- Cannot distribute flyers or any marketing assets until website is complete.
- Website graphics need to have stock images swapped about before site can go live.
- Distribution of the 6 page brochure will begin after Christine is updated and trained with Babette.

Night Market - Coordinator update – Caitlin

- The May 9th Night Market was cancelled due to weather. We had 17 vendors scheduled for this night market, 10 of those being food/drink vendors. We have 8 food/drink vendors scheduled for next market.
- Suggested to NOT do a May night Market next year – 5 Night Markets between June-Oct
- Night Market is working with Towns County Soccer Team for setup and take down. They might be available for DDA fundraiser or other events.
- Caitlin has created coloring sheets for kids that can be given out at the DDA booth. Caitlin to bring crayons as donation.
- It was suggested to do Theme Nights for the Night Markets. June to be Pirates, Beach and Buffett. August was suggested a Disney Back to School theme with a backback givbeaway. Suggested to get YHC sports and TC athletes & teachers involved. Oct is suggested fall theme, maybe photography session giveaway to capture fall colors.

Fund-Raising Update
Event update

- VIP & Tables - 28 sold and a little over 200 tickets sold
- Committee is meeting Wednesday at 5:30P
- Amy to put together beach basket for June Night Market Giveaway. She will work with Caitlyn to complete. Babette is contributing 2 beach towels for this basket. Include July event tickets in basket.

Grand Openings

- Denise has 3 Ribbon Cuttings Scheduled: Cabin Cross Stitch, Blue Line Nutrition and Chatuge Woodsmith.

Approved 6/10/2025

Fireflies – waiting on artist

Executive Session – no need

Adjourn – general consent Time – 9:45 AM

Hiawassee Downtown Development Authority
Meeting Agenda

Date: Tuesday, June 10, 2025
Time: 8:30 AM
Location: 50 River Street

I. Call to order
II. Adopt agenda as set or amended
III. Welcome Lily Ponitz – Economic Development Director
IV. Approval of May 13, 2025 minutes
V. Financial Update
VI. Directors Update
  a. VIP event recap
    i. Unveiling – donor wall
  b. Grant financial update
  c. Ribbon Cutting – Chatuge Woodsmith – June 12 at 2 PM
  d. PBC – Christine
    i. Hours of operation
    ii. Opening date
    iii. Miscellaneous
  e. Hikeawassee
    i. Final numbers
VII. New Business
  a. PBC account – South State bank - Deposit $500
  b. Signature cards
  c. True South proposal
  d. Ana invoice – $1,840
  e. Mamas invoice – ratify – $1,332.93
  f. Visaprint invoice – ratify – $986.03
  g. Radio fundraiser
  h. Meeting location
  i. DDA website – Tyler
    i. Business directory
  j. Amazon business account
VIII. Old Business
  a. Music in The Park – Saturday's
    i. Sign up
  b. Sponsorship updates
  c. PBC – Update – Babette
  d. Night Market Update
    i. Coordinator update – Caitlin
  e. Fun-Draising Update
    i. Event update
      1. Committee
      2. VIP & Tables
      3. Silent Auction – Amy
  f. Fireflies
IX. Executive Session
X. Adjourn

Hiawassee Downtown Development Authority
Meeting Agenda

Date: Tuesday, June 10, 2025
Time: 8:30 AM
Location: 50 River Street

Attended Board: Babette Dunn, Peggy Gardner Tyler Osborn, Amy Barrett, Tamela Cooper (arrived 8:46 am)
Other Guest: Denise McKay, Lily Ponitz, Caitlyn Ayers, William Ayers, Paul Smith, Shelly Knight

I. Call to order 8:40 am
II. Adopt to amended agenda to add item K, Façade Grant and accept Motion Peggy 2nd Babette Unanimously passed
III. Welcome Lily Ponitz – Economic Development Director
IV. Approval of May 13, 2025 minutes Motion Amy 2nd Peggy Unanimously Passed
V. Financial Update Motion Amy 2nd Babette Unanimously Passed
VI. Directors Update
    a. VIP event recap
        i. Everything went well with the event. The donor wall will be unveiled at a later date when it is ready.
    b. Grant financial update
        i. The grant is ready to close out and Denise will be helping to finish that.
    c. Ribbon Cutting – Chatuge Woodsmith – June 12 at 2 PM
    d. PBC – Christine
        i. Hours of operation for the MBC are M-W 10a-2p, T-F appointment only
        ii. Opening date set for June 16
    e. Hikeawassee Amy and Peggy meet w/DCA ARC
        i. Final numbers were discussed with the board
VII. New Business
    a. PBC account – South State bank - Deposit $500 Motion Amy 2Nd Tamela Unanimously Passed
    b. Signature cards – United Community Bank accounts – add Christine Osborn and Lily Ponitz, remove Denise McKay and Steve Harper
    c. True South proposal to tint windows in PBC to reduce heat in the building was discussed. Amy suggested taking the proposal to Council since it is a City owned building. Babette suggested checking to ensure it will not void any window warranty.
    d. Ana invoice – $1,840 Motion Peggy 2nd Babette Unanimously Passed
    e. Mamas invoice – ratify – $1,332.93 Motion Tamela 2nd Babette Unanimously Passed
    f. Visaprint invoice – ratify – $986.03 Motion Babette 2nd Amy Unanimously Passed
    g. Radio fundraiser Motion to invest up to $600.00 Peggy 2nd Tamela Unanimously Passed
    h. Meeting location was discussed if we should start having them at the PBC or continue at City Hall. It was decided that due to the space in the board rooms at PBC, we would continue at City Hall to

allow for more guest to join the open meetings. Committee meetings can be held at the PBC as space allows.

i. DDA website – Tyler suggested not renewing with Locable and going to Wix Motion Amy 2nd Babette Unanimously Passed
    i. Business directory on the new website will be updated as well

j. A discussion to open an Amazon business account Motion Babette 2nd Peggy Unanimously Passed

k. (amended) Facade Grant Hiawassee Family Restaurant Motion Peggy 2nd Babette Unanimously passed

VIII. Old Business
- a. Music in The Park – Saturday's
    - i. Sign up
- b. Sponsorship updates
- c. PBC – Update – Babette
- d. Night Market Update
    - i. Coordinator update – Caitlin
- e. Fun-Draising Update
    - i. Event update
        1. Committee
        2. VIP & Tables
        3. Silent Auction – Amy, Lily, and Christine
- f. Fireflies

IX. Executive Session to discuss -Real Estate Motion Amy 2nd Tamela Unanimously Passed

X. Motion to come out of executive session Amy 2nd Peggy Unanimously Passed

XI. Opened doors to the public

XII. No motion was made to accept the proposed PBC incubator client.

XIII. Adjourn by consent 9:55 am

Hiawassee Downtown Development Authority
Meeting Agenda

Date: Tuesday, July 8, 2025
Time: 8:30 AM
Location: 50 River Street

I. Call to order

II. Adopt agenda as set or amended

III. Approval of June 10, 2025 minutes

IV. Financial Update – Lily

V. Directors Update - Lily
   a. USDA Grant Closeout
   b. PBC HVAC Improvements
   c. Ribbon Cuttings
   d. Lake Chatuge Living Article
   e. Update Board Roster & Terms
   f. Organizational Chart
   g. PBC Operations Update – Christine

VI. New Business
   a. Internal Financial Control Policy Update - Lily
   b. UCB Loan - Amy
   c. PBC Board - Lily
   d. New DDA Board Member Appointees – Tyler
   e. DDA & PBC Budgets

VII. Old Business
   a. Night Market Update
      i. Coordinator update – Caitlin
   b. Fun-Draising Update – Peggy, Tyler & Amy
   c. Radio Ad – Ratify Invoice $1,500

VIII. Executive Session

IX. Adjourn

Approved

Hiawassee Downtown Development Authority
Meeting Agenda

Date: Tuesday, July 8, 2025
Time: 8:30 AM
Location: 50 River Street
Board Present: Tyler Osborn, Amy Barrett, Tamela Cooper, Peggy Gardner & Babette Dunn
Staff Present: Lily Ponitz & Christine Osborn
Guest Present: Daysha Pandolph, Caitlin Ayers, William Ayers, Shawn Farmer, Paul Smith & Jim Olson

I. Call to order

Tyler called the meeting to order at 8:32 AM and welcomed all members, staff and guests present.

II. Approval of Amended Agenda

Motion to adopt amended agenda to include:

- **Item F.** (Catering for Band)
- **Item G.** (Babette Dunn Resignation) under New Business
- **Item D.** (Website) under Old Business

Motion: Peggy | **Second:** Babette | **Approved**

III. **Approval of June 10, 2025 minutes as presented**

Motion: Amy | **Second:** Tamela | **Approved**

IV. Financial Update - Presented by Lily

USDA grant fully spent; reimbursement of $93,047 expected. Lily will revise fundraising numbers to include ad costs and send band W9.

Motion: Amy **|** **Second:** Babette **|** **Approved**

V. Directors Update - Lily

a. USDA Grant Closeout

Lily to check management agreement for designation of where that money needs to be deposited.

b. PBC HVAC Improvements

Ductlines have been reconnected. Remaining work includes return air sensor on roof and dehumidifier install. Mold testing to be scheduled post-completion.

c. Ribbon Cuttings

Ribbon Cutting Events held at Hiawassee Family Restaurant and Lake Chatuge Wood Designs.

d. Lake Chatuge Living Article

PBC to be featured in August issue with positive coverage. Lily to request extra copies for DDA and to keep at the PBC.

e. Update Board Roster & Terms

Reviewed for accuracy; clarified appointment, term expirations and training requirements.

f. Organizational Chart

Updated with mayor and staff input; defined reporting channels. The Mayor will be the responsible party reporting to the City council unless ED Director is instructed to.

g. PBC Operations Update – Christine

Co-working interest growing; confidentiality and eligibility requirements reiterated.

VI. New Business

a. Internal Financial Control Policy Update - Lily

Policy updates suggested. Motion made to update changes to the purchasing policy.

Motion: Peggy | **Second:** Amy | **Approved**

b. **UCB Loan – Amy**

$702,890 spent; $300,000 remains; $4,000 principal repaid; $34,000 in interest. There is still a final draw to be requested for the final draw for the contractor, see contract for retainage amount. Motion made to draft interest-reducing letter specifying the remainder of the funds will not be used and letter to be given to UCB.

Recused: Amy

Motion: Tamela | **Second:** Peggy | **Approved**

UCB is requesting a vote to remove Denise McKay & Scott Benton from the bank accounts and they are requesting another vote to add new members to the account. These changes cannot be made until after the voting meeting minutes have been approved. Special called meeting to be scheduled 7/9/25 to approve 7/8/25 minutes.

Motion made to remove Denise McKay & Scott Benton from the UCB accounts.

Motion: Amy | **Second:** Tamela | **Approved**

Motion made to add Lily Ponitz & Christine Osborn to the UCB accounts.

Motion: Amy | **Second:** Tamela | **Approved**

c. **PBC Board – Lily**

3 appointed members with 4-year terms. Roles include CEO, CFO, Secretary. Focus on sustainability and policy. Babette and Lily performing interviews. DDA board to approve candidates.

d. **New DDA Board Member Appointees – Tyler**

Recruitment underway. 2 interviews have been performed thus far with 4 more interviews needed to fill all upcoming vacant seats. Candidates will be brought to the DDA board at one time in August and then sent to Council.

e. **DDA & PBC Budgets**

Lily to compile using historical expenses as reference and current expenses. Lily requested for ideas via email from the board of things they would like to add to the budget if money were to become available. Babette has created a DRAFT PBC budget.

f. **Amended - Catering for Band**

Motion made for approval up to $700 for catering coordination.

Motion: Babette | **Second:** Amy | **Approved**

g. **Amended - Babette Dunn Resignation**

Resignation letter presented to the board. Babette to remain involved through upcoming fundraiser. Motion made to accept resignation.

Recused: Amy

Motion: Peggy | **Second:** Tamela | **Approved**

VII. **Old Business**

a. **Night Market Update**

i. **Coordinator update – Caitlin**

Next market: August 2 | Theme: Disney + Back to School. 10 vendors confirmed, additional recruitment ongoing. Band: *Dawn Loves Nash.* Giveaways: Backpack + school supplies & teacher basket.

b. **Fun-Draising Update – Peggy, Tyler & Amy**

Planning continues; costs to be updated in budget. Further discussion to happen at fundraising committee meeting on 7/9/25.

c. **Radio Ad – Ratify Invoice $1,500**

Invoice for $1500 ratified; ad airing

Motion: Tamela | **Second:** Babette | **Approved**

d. **Amended - Website**

Final site being reviewed, Tyler to send out for final revisions; go-live expected before current expiration. New site to reduce costs and improve back end usability for staff.

VIII. **Executive Session –** No need

IX. Adjourn – general consent time: 9:45 AM

HIAWASSEE
DOWNTOWN
DEVELOPMENT
AUTHORITY

Hiawassee Downtown Development Authority
Special Called Meeting Agenda

Date:	Wednesday, July 9, 2025
Time:	5:30 PM
Location:	50 River Street

I. Call to order

II. Adopt agenda as set or as amended

III. Approval of July 8, 2025 minutes

IV. Adjourn

Hiawassee Downtown Development Authority
Special Called Meeting Minutes

Date: Wednesday, July 9, 2025
Time: 5:30 PM
Location: 50 River Street – Upstairs Training Room

Board Present: Tyler Osborn, Tamela Cooper, Peggy Gardner, Babette Dunn
Board Absent: Amy Barrett
Staff Present: Lily Ponitz
Guest Present: Kelly Benton

I. Call to order
Tyler called the meeting to order at 5:34 PM.

II. Approve the agenda as set or as amended
Motion to adopt the agenda as distributed.
Motion: Peggy | **Second:** Tamela | **Approved**

III. Approval of July 8, 2025 minutes
Motion to adopt the agenda as distributed.
Motion: Peggy | **Second:** Babette | **Approved**

IV. Adjourn
General consent. Time: 5:35 PM.

Hiawassee Downtown Development Authority
Meeting Agenda

Date: Tuesday, August 12, 2025
Time: 8:30 AM
Location: 50 River Street

I. Call to order

II. Adopt agenda as set or amended

III. Welcome the new board member candidates

IV. Approval of July 9, 2025 special called meeting minutes

V. Financial Update – Lily

VI. Directors Update – Lily
   a. Farewell and thank you to Tamela, Peggy, and Babette
   b. Program Coordinator Hiring
   c. PBC Operations Update

VII. Night Market Update – Caitlin

VIII. New Business
   a. Non-Disclosure Agreement Review
   b. Hikeawassee 2026 Updates
   c. Todd Kirkland Concert Sound & Lights Invoice – Ratify – $850
   d. Joey Homans Attorney Services Invoice – Ratify – $1,387.50
   e. Shook House Security Deposit – Ratify – $1,600
   f. Accufund 3-month Subscription Invoice – Ratify – $780
   g. Kelly Benton Expense Report – Approve – $1,526.94
   h. Hookfire Silent Auction Trip Invoice – Ratify – $3,500
   i. Auction Packages Silent Auction Trip Invoice – Ratify – $5,540
   j. Joey Homans Attorney Services Invoice – Approve – $1,018.75

IX. Old Business
   a. Set Date for Fun-Draiser Debrief
   b. New DDA Board Member Appointees – Tyler
   c. Donor Wall Project Succession – Peggy
   d. Firefly Project Succession – Peggy
   e. DDA Budget – Lily
   f. PBC Budget – Lily

X. Executive Session

XI. Adjourn

Hiawassee Downtown Development Authority
Meeting Minutes

Date: Tuesday, August 12, 2025
Time: 8:30 AM
Location: 50 River Street
Board Present: Tyler Osborn, Amy Barrett, Tamela Cooper, Peggy Gardner & Babette Dunn
Staff Present: Lily Ponitz
Guests Present: Leslie Howard, Brad Baso, Brittany Holbrooks, Shawn Farmer, Doug Schober, Tonya Schober, Caitlin Ayers, William Ayers, & Nancy Noblet (arrived late)

I. Call to order

Tyler called the meeting to order at 8:34 AM.

II. Motion to approve the agenda as set

Motion: Amy | Second: Tamela | Approved

III. Welcome the new board member candidates

IV. Motion to approve July 9, 2025, special-called meeting minutes

Motion: Peggy | Second: Tamela | Approved

V. Financial Update – Lily

- The USDA grant funds were received.
- The annual Fun-Draiser made about $34,000.
- The ARC grant is still open, and we will receive the retainage when it is closed.
- The current monthly loan payment includes excess interest that is being credited toward the principal.

VI. Directors Update – Lily

a. Farewell and thank you to Tamela, Peggy, and Babette

- Everyone expressed gratitude to these board members for laying a strong foundation for the DDA's work in its nascent stages.

b. Program Coordinator Hiring

- The position is posted on the City's website, and applications are due August 22.

c. PBC Operations Update

- We are hosting the Lake Chatuge Chamber of Commerce Business After Hours tonight at 5:30 pm.
- There have been a few inquiries about co-working memberships.
- Board member recruitment is ongoing.

VII. Night Market Update – Caitlin

- 221 people were in attendance in the 7-9 pm hour at the August First Friday Night Market.
- 17 vendors are signed up for September, so it will be the largest so far this year.
- September's theme is local school spirit.

VIII. New Business

a. Non-Disclosure Agreement Review

Motion to approve with the addition of the existing personal disclosure agreement.
Motion: Peggy | Second: Babette | Approved

b. Hikeawassee 2026 Updates

- An organizing meeting is scheduled for Tuesday, August 19, at 9 am at Trailful. The topics of discussion will include the schedule and Monday cookouts.
- We will need replacements/trainees for key volunteers (Mike, Marc) who want to take a step back.
- Discussed the sponsorship packets and recruiting corporate sponsors. We will add the statistics on the global reach of Hikeawassee.
- Discussed the run fundraiser that is being planned for next year.

c. Motion to approve and ratify all invoices listed below.

Motion: Peggy | Second: Tamela | Approved Recuse: Amy

- Todd Kirkland Concert Sound & Lights Invoice – Ratify – $850
- Joey Homans Attorney Services Invoice – Ratify – $1,387.50
- Shook House Security Deposit – Ratify – $1,600
- Accufund 3-month Subscription Invoice – Ratify – $780
- Kelly Benton Expense Report – Approve – $1,526.94
- Hookfire Silent Auction Trip Invoice – Ratify – $3,500
- Auction Packages Silent Auction Trip Invoice – Ratify – $5,540
- Joey Homans Attorney Services Invoice – Approve – $1,018.75

IX. Old Business

a. Set Date for Fun-Draiser Debrief

Set for Wednesday, August 20, at 5 pm.

b. Motion to forward new DDA candidates to the City Council for appointment.

Recuse: Amy
Motion: Peggy | Second: Tamela | Approved

c. Donor Wall Project Succession

Lily will be the new lead on this project – contacting donors, designing plaques, and getting them made.

d. Firefly Project Succession

Peggy will hand off the firefly committee leadership to a new board member and remain on the committee.

e. DDA Budget

- Discussed funding the Hikeawassee social media manager position if we raise enough money.
- Discussed doing a Hikeawassee fundraiser mailer to raise money for the van.

f. PBC Budget

No discussion.

X. Executive Session

Motion to enter executive session to discuss potential litigation.
Motion: Amy | Second: Peggy | Approved

Entered executive session at 9:38 AM.

Motion to come out of executive session.
Motion: Amy | Second: Peggy | Approved

Came out of executive session at 10:07 AM.

XI. Adjourn by general consent at 10:07 AM

Hiawassee Downtown Development Authority
Meeting Agenda

Date: Tuesday, September 9, 2025
Time: 8:30 AM
Location: 50 River Street, Upstairs Training Room

I. Call to order

II. Swear in new Board Members
   a. Kristi Bryant
   b. Shawn Farmer
   c. Doug Schober

III. Adopt agenda as set or amended

IV. Welcome the new board member candidates

V. Approval of August 11, 2025 meeting minutes

VI. Financial Update – Lily

VII. Directors Update – Lily
   a. Program Coordinator Hiring
   b. PBC Operations Update
   c. Georgia Downtowns Conference Recap

VIII. Night Market Update – Caitlin

IX. New Business
   a. Date and time of regular meetings
   b. DDA Basic Training
   c. Schedule date for a DDA retreat
   d. Officer positions: Co-Chair and Secretary
   e. Treasurer candidate: Tonya Schober
   f. Georgia Economic Placemaking Collaborative (GEPC)

X. Old Business
   a. Hikeawassee 2026 Updates
   b. Firefly Project Succession

XI. Executive Session

XII. Adjourn

Hiawassee Downtown Development Authority
Meeting Minutes

Date: Tuesday, September 9, 2025
Time: 8:30 AM
Location: 50 River Street, Upstairs Training Room
Board Present: Tyler Osborn, Amy Barrett, Kristi Bryant, Shawn Farmer, Doug Schober, Tonya Schober
Staff Present: Lily Ponitz, Jinelle Wagner
Guests Present: Jim Olson, Caitlin Ayers, William Ayers, Nancy Noblet (left early)

I. Call to order

Tyler called the meeting to order at 8:32 AM.

II. Swear in new Board Members

a. Kristi Bryant
b. Shawn Farmer
c. Doug Schober

III. Adopt agenda as set or amended

- Amended the agenda to add New Business item g. Partial refund for silent auction item - $700

Motion: Amy | Second: Doug | Approved

IV. Welcome the new board members and new Program Coordinator

V. Approval of August 11, 2025 meeting minutes

Motion: Amy | Second: Kristi | Approved

VI. Financial Update – Lily

- Explained structure and purpose of the various accounts.

Motion: Amy | Second: Shawn | Approved

VII. Directors Update – Lily

a. Program Coordinator Hiring

- Jinelle Wagner was hired as the Program Coordinator.

b. PBC Operations Update

- This update will be prepared monthly.
- After the DDA reviews this update, send it to the City Council for their information.
- Discussed expanding the PBC region to include Hall County.

c. Georgia Downtowns Conference Recap

- Discussed joining Main Street. There would need to be separate board members on DDA and Main Street.
- Discussed hosting a DDA/Main Street mixer to network with local groups.

VIII. Night Market Update – Caitlin

- This is the 6th year of the Night Market.
- The maximum number of vendors is 33 – September's Night Market had 23.
- The October theme is Fall Finale.
- Discussed integrating Night Market with the PBC through a holiday shopping event.

IX. **New Business**

a. Date and time of regular meetings

- Decided to move regular meetings to the 3rd Tuesday of each month at 8:30AM to enable timely financial reviews.

b. DDA Basic Training

- Decided to bring a trainer up after January 2026, so that the whole new board can be trained together.
- Options for trainers include Monica from Madison and possibly GMRC.
- Consider pairing up with other regional DDAs to share the cost of group training.

c. Schedule date for a DDA retreat

- Decided to wait until the new board members and city council members are onboard after January 2026.
- GMRC will facilitate this.
- This could be a joint retreat where DDA meets in the morning, then DDA and Council meet in the afternoon.

d. Officer positions: Co-Chair and Secretary

- Jinelle Wagner was nominated for Secretary and Kristi Bryant was nominated for Co-Chair.

Motion: Amy | Second: Tyler | Approved

e. Treasurer candidate: Tonya Schober

- Tonya Schober was nominated for Treasurer.

Recused: Doug | Motion: Kristi | Second: Shawn | Approved

- Discussed dividing responsibility for accounts payable and accounts receivable.

f. Georgia Economic Placemaking Collaborative (GEPC)

- Decided to wait and consider applying next year, after this DDA and Council have gotten to know each other.

g. Partial refund for silent auction item - $700

- DDA will refund the winner of the Argentina trip $700.

Motion: Amy | Second: Doug| Approved

X. **Old Business**

a. Hikeawassee 2026 Updates

- Corporate sponsorship packets have been sent to 4 companies with Trailful's help.
- The next step in fundraising is going to be reaching out to local businesses.

b. Firefly Project Succession

- We need a DDA board member volunteer to lead the Firefly project. Peggy will continue to be involved and help this volunteer to restart the project committee.

XI. **Executive Session**

Motion to enter executive session to discuss potential litigation.
Motion: Amy | Second: Shawn | Approved

Entered executive session at 9:58 AM.

Motion to come out of executive session.
Motion: Amy | Second: Shawn | Approved

Came out of executive session at 10:15 AM.

XII. **Adjourn by general consent at 10:18 AM.**

Hiawassee Downtown Development Authority
Special Called Meeting Minutes

Date:	Tuesday, October 28, 2025
Time:	8:30 AM
Location:	50 River Street, Upstairs Training Room
Board Present:	Tyler Osborn, Shawn Farmer, Doug Schober
Staff Present:	Lily Ponitz, Jinelle Wagner
Guests Present:	Jim Olson, Caitlin Ayers, William Ayers

I. Call to order
Tyler called the meeting to order at 8:32 AM.

II. Adopt agenda as set
Motion: Doug | Second: Shawn | Approved

III. Approval of September 9, 2025 meeting minutes
Motion: Shawn | Second: Doug | Approved

IV. Approval of the resignations of two directors of the Paris Business Center Board of Directors: Steven Harper and Denise McKay.
Motion: Shawn | Second: Doug | Approved

V. Approval of the appointing of two directors to the Paris Business Center Board of Directors: Brooke Whitt and Mike Plummer.
Motion: Shawn | Second: Doug | Approved

VI. Approval of allocating $10,000 to Paris Business Center for use on interior and exterior improvements.
- Allocation is for fixing echo, adding local art (DDA would approve of the mural), front and back doors need smart locks.

Motion: Shawn | Second: Doug | Approved

VII. Approval of allocating $9,000 to funding the Hiawassee Half Marathon & 5K fundraiser for Hikeawassee.
- Trailful and local people have been asking for this race and the planning has been in the works. Half marathon is around the lake, the roads, and a few neighborhoods off shoots. Both races would start and finish at the city center.
- Current start time is 8 am, may move earlier because the dump opens at 9 am on Sunny Side Road.
- Hope to have live music and vendors for the coming years. Great opportunity for people coming from the city to the mountains.
- 100-200 people would make up to $2,000. Funds would be used for upkeep on the Hikawassee van and other Hikeawassee needs.
- This would be happening March 14th 2026.
- Registration and road closures would be the next step and Mayor has approved this.
- There will be aid stations and hope to have in-kind donations for food and so on.

Motion: Shawn | Second: Doug | Approved

VIII. Executive Session
Motion to enter executive session to discuss the lease of property.
Motion: Shawn | Second: Doug | Approved

Entered executive session at 9:13 AM.

Motion to come out of executive session.
Motion: Shawn | Second: Doug | Approved

Came out of executive session at 9:32 AM.

IX. Approval of Paris Business Center incubator tenant lease agreement.

- Approved with the addition of substantive terms discussed.

Motion: Shawn | Second: Doug | Approved

X. Adjourn by general consent at 9:34 AM.

Hiawassee Downtown Development Authority
Meeting Minutes

Date: Tuesday, November 18, 2025
Time: 8:30 AM
Location: 50 River Street, Upstairs Training Room
Board Present: Shawn Farmer, Doug Schober, Amy Barrett, Tyler Osborn (arrived late)
Staff Present: Lily Ponitz, Jinelle Wagner
Guests Present: Leslie Howard, Caitlin Ayers, William Ayers

I. Call to order
Amy called the meeting to order at 8:33 AM.

II. Adopt agenda as set or amended
Motion: Shawn | Second: Doug | Approved | Absent: Tyler Absent

III. Approval of October 28, 2025 special called meeting minutes
Motion: Shawn | Second: Doug | Approved | Absent: Tyler Absent

IV. Approval of Financial Update
Motion: Shawn | Second: Doug | Approved

V. Directors Update
- Discussed switching accounting software from AccuFund to Black Mountain.
- Young Harris is transitioning to Blackbaud and this is another option for the City and DDA to transition to in the future.

VI. Paris Business Center Update
- Hosted the Towns County High School CTAE Advisory Council meeting and Clay County Chamber Business After Hours.
- Incubator Tenant, Brianna Hemphill, moved in.
- New partnerships are being built with Young Harris College, North Georgia Technical College, South State, and NC Extension.

VII. Night Market Season Debrief
- 18-20 artisan vendors were typical each month in 2025.
- May was cancelled due to weather.
- October was the highest attendance month.
- For next year, we're considering moving back a month since May tends to get cancelled. The schedule and themes discussed for 2026 were:
  - June 5 – Pirates/Jimmy Buffett theme
  - July 3 – USA
  - August 7 – Disney/Back to School
  - September 4 – Decades
  - October 2 – Fall
  - November 6 – Holiday
- We will vote in the December meeting on the dates and themes.
- Parking will be an issue next year when the restaurant is open and the night market is happening. Hogsed owns the corner parking lot and we can see if that can be used.

VIII. New Business

a. Appoint final director to the Paris Business Center Board of Directors: Erik Brinke.
   Motion: Shawn | Second: Doug | Approved

b. Recommend director to be appointed to DDA Board of Directors: Bradley Barrett.
   Motion: Shawn | Second: Doug | Approved | Recuse: Amy

c. Approve A1A The Official and Original Jimmy Buffett Tribute Show Contract Agreement for the 2026 Annual FunDraiser set for July 18, 2026 - $9,000.
   Motion: Shawn | Second: Amy | Approved

d. Ratify email vote to approve spending $111,516.68 to pay down the PBC loan.
   Motion: Shawn | Second: Doug | Approved | Recuse: Amy

e. Approve invoice for Ana Hess for accounting services - $640.
   Motion: Shawn | Second: Doug | Approved

f. Approve invoice for Joseph Homans for legal services - $1,975.
   Motion: Shawn | Second: Doug | Approved

IX. Old Business

a. Tabled the approval of the purchase of a new Hikeawassee van, with down payment of $6,500 and total cost of up to $45,000.
   - Need more information on the insurance and whether the City or the DDA will purchase the van.
   - Need more information on the amount of money from the Shook House sale that will be allocated to DDA.

   Motion: Amy | Second: Shawn | Approved

b. Approve Hikeawassee Sponsorship Agreement template.
   Motion: Amy | Second: Doug | Approved

X. Executive Session – Not needed

XI. Adjourn by general consent at 9:30 AM.

2025 First Friday Night Market Season Wrap-Up and 2026 Discussions

Presented by First Friday Night Market Coordinator, Caitlin Ayers 11/18/25

May
- 26 total vendors [18 artisan + 8 food and drink]
- No theme
- Canceled due to severe weather during set up time

June
- 25 total vendors [18 artisan + 7 food and drink]
- THEME: Pirates, Beach, and Buffett [well received, great promo for the fundraiser in July]
- Rainy, but open

August
- 23 total vendors [18 artisan + 5 food and drink]
- THEME: Disney - Back 2 School
- Fun giveaway of mickey and Minnie Mouse ears to kids, a lot of folks showed up in their Disney gear and were just happy! Additional giveaways: a full backpack and local goods basket
- Hot weather, market was open

September
- 25 total vendors [20 artisan + 5 food and drink]
- THEME: Local School Spirit
- Head count: around 200 people
- Warm night, market was open

October
- 24 total vendors [20 artisan + 4 food and drink]
- THEME: Fall Finale
- Setup a fall photoshoot by the gazebo
- Head count: over 375 people
- Beautiful weather, great sunset, a little cool at sundown

Potential 2026 First Friday Night Market Schedule & Themes

*remove **May 1** from the schedule?
June 5 - Pirates, Beach, and Buffett
July 3 - USA themed? *holiday weekend*
August 7 - Disney - Back 2 School
September 4 - Decades Night (60's-90's?) *holiday weekend/Labor Day*
October 2 - All Things Fall (finale?)
November 6 - Holiday Night Market (too soon?) *additional date compared to years past*

"Off Season" Responsibilities:

- Booking local bands to fit the theme nights
- Work on improving community involvement especially local businesses. Maybe asking businesses close to the square to stay open later?

2025 SPONSORS: United Community Bank, Black Bear Realty, Barrett & Associates Insurance, City of Hiawassee, America's Home Place

Questions & Discussion from the Board

Hiawassee Downtown Development Authority
Meeting Minutes

Date: Tuesday, December 16, 2025
Time: 8:30 AM
Location: 50 River Street, Upstairs Training Room
Board Present: Shawn Farmer, Doug Schober, Amy Barrett, Tyler Osborn, Kristi Bryant, Bradley Barrett
Staff Present: Lily Ponitz, Jinelle Wagner
Guests Present: Leslie Howard, Jim Olson, Samantha Laratta, Caitlin Ayers, William Ayers

I. **Call to order**
Tyler called the meeting to order at 8:30 AM.

II. **Swear in new Board Member: Bradley Barrett**

III. **Adopt agenda as set or amended**
Motion: Amy | Second: Kristi | Approved

IV. **Approval of November 18, 2025 meeting minutes**
Motion: Amy | Second: Kristi | Approved

V. **Financial Update**
- Discussed the possibility of the City paying off the PBC loan using SPLOST funds, then the DDA pay interest to the City, or doing an in-house loan with the bank at a lower interest rate.

Motion to approve financial update: Amy | Second: Kristi | Approved

VI. **Directors Update**
a. Farewell and thank you to Tyler and Amy
- Discussed the new board members needing to get familiar with the bylaws, resolution forming the DDA, city's ordinances (municode), and GMA resources.

b. Hikeawassee / Hiawassee Half Marathon & 5K Updates
- Jinelle and Shawn volunteered to join the Hikeawassee / Hiawassee Half Marathon & 5K committee.

c. DDA Director recruitment
- Drew Backer from Edward Jones Investments expressed interest in joining the DDA.

VII. **Paris Business Center Update**
- Discussed reaching out to Firefly Café in Hayesville to see if they would like to be a client.
- Discussed the incubators and whether the middle wall was constructed to be non-load bearing for the purpose of opening the two incubators into one larger incubator. Doing this could violate the ARC grant terms.

VIII. **Night Market 2026 Season Plan**
- 2 bands have been booked, Dawn Loves Nash (July) and Whiskey Mountain (September)

Motion to approve removing May and adding November: Shawn | Second: Kristi | Approved

IX. **New Business**
a. Review Masonic Lodge Façade Grant application.
Motion to approve pending their completion of the application with a start date, budget summary, and paint sample: Shawn | Second: Kristi | Approved

b. Approve request from PBC Tenant to move from Suite B to Suite A.
   Motion to approve with stipulation that tenant repaints the wall she painted on: Kristi | Second: Amy | Approved

c. Approve 2026 DDA Regular Meeting Schedule.
   Motion: Kristi | Second: Bradley | Approved
   Motion to amend to correct January meeting to January 20: Amy | Second: Kristi | Approved

d. Approve request from Executive Director to raise First Friday Night Market Coordinator pay from $15/hr to $17/hr.
   Motion: Shawn | Second: Amy | Approved

e. Approve switch from AccuFund to Black Mountain Software for DDA Accounting, with first year cost of $3,305 and ongoing annual cost of $1,970.
   Motion: Kristi | Second: Shawn | Approved

f. Approve invoice for Joseph Homans for legal services - $2,006.25.
   Motion: Shawn | Second: Kristi | Approved

X. Old Business

a. Approve spending $35,800 to purchase the van and cover its title, registration, and dealer fees.
   - Discussed that we need to get a mechanic check of what we purchase.
   - After discussion, decided that $25,000 is a more comfortable purchase price for our current finances.

   Motion to spend no more than $10,000 out of current DDA funds to purchase the van and cover its title, registration, and dealer fees: Kristi | Second: Bradley | Recuse: Amy, Tyler | Approved

b. Approve the updated Hikeawassee sponsorship agreement for Trailful.
   - Add to section 2b – how the express permission will be given by Sponsor.
   - Add to section 7 – specify that either party can terminate after a minimum of two years.

   Motion to approve with changes: Kristi | Second: Bradley | Approved

c. Approve the Vehicle Lease Agreement between the City of Hiawassee and the DDA for the Hikeawassee van.
   - Motion: Kristi | Second: Shawn | Recuse: Amy | Approved

XI. Executive Session

Motion to enter executive session to discuss the lease of property.
Motion: Kristi | Second: Shawn | Approved

Entered executive session at 9:55 AM.

Motion to come out of executive session.
Motion: Kristi | Second: Bradley | Approved

Came out of executive session at 10:14 AM.

XII. Adjourn by general consent at 10:15 AM.