



Main Street Program / Downtown Development Authority Board Minutes

December 02, 2021, 8:45 AM

McCullough Council Chambers – City Hall

PRESENT

Chairman Ryan Puckett
Vice-Chairman Tony Owens
Board Member Amy Thraikill
Board Member A.C. Moore
Board Member Wendi Huguley

ABSENT

Board Member Joel Cordle
Board Member Donna Logan

Call to Order

Chairman Puckett called the meeting to order at 8:49 am

Amendment to the Agenda

Chairman Puckett called for a motion to accept the agenda.

Motion made by Board Member Moore, Seconded by Board Member Huguley.

Voting Yea: Vice Chairman Owens, Board Member Thraikill, Board Member Moore, Board Member Huguley

Meeting Minutes

1. MS/DDA Minutes November 4, 2021, Danna Foster, Assistant City Clerk

Chairman Puckett offered the minutes as written and called for a motion to accept.

Motion made by Board Member Thraikill, Seconded by Board Member Moore.

Voting Yea: Vice Chairman Owens, Board Member Thraikill, Board Member Moore, Board Member Huguley

Continuing Business

2. DDA/Main Street By-Laws, Joel Cordle, Main Street/DDA Board Member

Chairman Puckett asked Director Csukas to walk them through the By-Laws Agenda item. Director Csukas explained the item was on the agenda again because the vote last month asked for the MOU to be included in the By-laws, and they need to be separate items. She stated that the MOU and the By-Laws are separate items and are still active. Chairman Puckett offered to entertain a motion if there were an agreement to accept the By-Laws as written.

Motion made by Board Member Huguley, Seconded by Board Member Moore.

Voting Yea: Vice Chairman Owens, Board Member Thraikill, Board Member Moore, Board Member Huguley

3. Proposal to Produce a Strategic Work Plan, Ariel Alexander, Main Street/DDA Interim Main Street Manager, Mary Csukas, Main Street/DDA Director

Interim Manager Alexander indicated the enclosed document was an agreement showing the services provided to help facilitate the strategic plan. Director Csukas stated the City is now using DocuSign for document signatures.

Chairman Puckett asked if the Board had any questions and asked for a motion to accept.

Motion made by Vice-Chairman Owens, Seconded by Board Member Moore.

Voting Yea: Vice Chairman Owens, Board Member Thraikill, Board Member Moore, Board Member Huguley

New Business

4. Appointment of Officers Committee, Mary Csukas, Main Street/ DDA Director

Chairman Puckett introduced it was time to make nominations for appointments of officers.

Director Csukas offered guidance on the process and suggested the vote could be held at the January meeting. Director Csukas also reminded the Board that Allison Martin can be the treasurer as stated in the By-laws.

After some discussion, the Board decided it would be appropriate to have Board Member Logan come off the Board based on attendance and open the seat up as a vacancy. Chairman Puckett called for a motion.

Motion made by Board Member Moore to have Board Member Donna Logan come off the board, Seconded by Board Member Thraikill. Voting Yea: Vice Chairman Owens, Board Member Thraikill, Board Member Moore, Board Member Huguley

Director Csukas indicated she would notify Board Member Logan.

Chairman Puckett decided to form a committee with himself, Vice-Chairman Owens, and Board Member Moore.

Director Csukas inquired if the Board knew what they were looking for to fill the vacancy and upcoming vacancies, and it was agreed they would like one seat to be a business owner on the square who has a vested interest in the square.

Board Member Thraikill made a motion, Seconded by Board Member Thraikill.

Voting Yea: Vice Chairman Owens, Board Member Thraikill, Board Member Moore, Board Member Huguley.

5. Intergovernmental Service Agreement – Downtown Development Authority, Allison Martin, Finance Director

Director Csukas indicated there was not an agreement on file.

Chairman Puckett called for questions and, without questions, called for a motion to approve the Agreement as written.

A discussion was had reviewing options for using the funds and discussed that grants had to be reviewed before work started. The information will be shared to the DDA Website to educate potential applicants to the grant.

Motion made by Vice-Chairman Owens, Seconded by Board Member Moore.

Voting Yea: Vice Chairman Owens, Board Member Thraikill, Board Member Moore, Board Member Huguley

6. 2022 Meeting Dates - City of Dahlonega, Mary Csukas, Main Street/ DDA Director
Chairman, Committee, and Director discussed the dates and suggested moving the meet time from 8:45 am to 8:30 am and later deciding on excluding the July 7th meeting date as the Authority decided that was not a necessary meeting month.
Director Csukas discussed the differences between Community Events and Programs which will be applied for through OpenGov. There was discussion regarding support for July 4th, Halloween, and happenings such as Farmers Market, and how the Main St/Downtown Development Authority and the City can work together to streamline these events.
Motion made by Board Member Thraikill to accept dates with change to 830 am, Seconded by Board Member Moore. Voting Yea: Vice Chairman Owens, Board Member Thraikill, Board Member Moore, Board Member Huguley

Main Street / DDA Monthly Report

7. DDA/Main Street Program Financials - October 2020, Mary Csukas, Main Street/DDA Director
Director Csukas indicated surplus monies were available and suggested working during the strategic planning how you would like to use those funds over the next year for what the Downtown needs. Administrator Kinley will bring updated Downtown Development Authority Boundary maps for review and discussion.
Chairman and Committee accepted the financials as written.
8. Main Street – September 2021, Ariel Alexander, Main Street/DDA Interim Main Street Manager
Manager Alexander announced upcoming Part Time Event Coordinator Assistant Positions. Coordinator Alexander discussed the success of Shop Small Saturday, including the distribution of Shop Small canvas bags through the Christmas committee, which included a business directory in the bags. The committee and staff agreed the Christmas tree lighting was a huge success with numerous people and extensive amounts of Hot Chocolate. She also advised the Wayfinding sign program was being utilized well, and adjustments were made for new and closed businesses.
A discussion concerning garbage scheduling during events is a topic for further Main St/DDA consideration and as multiple trash pickups are made during the Christmas weekends. Director Csukas suggested a possible need for a garbage fee associated with events comparable to Gold Rush, which provides their own dumpsters and is paid by the committee.
Board Member Huguley brought attention to the need for upgrades to the public restrooms for the number of people visiting. We want our visitors to get a good impression. Main St/DDA Board discussed using some of their monies to assist in upgrades. The Board indicated they would be willing to share with the Lumpkin County Tourism Committee for their Committee's portion with Lumpkin County Government and the City of Dahlonega. The Board encourages an agreement quickly on these improvements.

Announcements from Partner Agencies

- A. City of Dahlonega- A presentation was made by Public Works Director and City Engineer Mark Buchanan about specific curb designs in high pedestrian areas of the Downtown area and areas addressed during the Streetscapes projects. He also shared the upcoming plans for sidewalks to make a complete circle around the Downtown area connecting the Downtown, UNG, Lake Zwerner, and Shopping areas.
- B. University of North Georgia – Board Member Huguley is in conversation with Assistant Vice President Ken Crowe to update projects at the University.
- C. Chamber of Commerce/Tourism Office – not in attendance

- D. Historic Preservation Commission - not in attendance
- E. Planning & Zoning Commission – not in attendance
- F. Dahlonaga Downtown Business Association – not in attendance

Adjourn

Chairman Puckett called for the adjournment at 9:55 am.

Motion made by Board Member Thrailkill, Seconded by Board Member Huguley. Voting Yea: Vice Chairman Owens, Board Member Thrailkill, Board Member Moore, Board Member Huguley