



Main Street Program / Downtown Development Authority Board Agenda

December 02, 2021 8:45 AM

McCullough Council Chambers – City Hall

Call to Order

Meeting Minutes

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

Amendment to the Agenda

Continuing Business

2. DDA/Main Street By-Laws
Joel Cordle, Main Street/DDA Board Member
3. Proposal to Produce a Strategic Work Plan
Ariel Alexander, Main Street/DDA Interim Main Street Manager
Mary Csukas, Main Street/DDA Director

New Business

4. Appointment of Officers Committee
Mary Csukas, Main Street/ DDA Director
5. Intergovernmental Service Agreement – Downtown Development Authority
Allison Martin, Finance Director
6. 2022 Meeting Dates - City of Dahlonega
Mary Csukas, Main Street/ DDA Director
7. DDA/Main Street Program Financials - October 2021
Mary Csukas, Main Street/DDA Director

Main Street / DDA Monthly Report

8. Main Street – September 2021
Ariel Alexander, Main Street/DDA Interim Main Street Manager

Announcements from Partner Agencies

- A. City of Dahlonega
- B. University of North Georgia
- C. Chamber of Commerce/Tourism Office
- D. Historic Preservation Commission
- E. Planning & Zoning Commission
- F. Dahlonega Downtown Business Association

Adjourn



Main Street Program / Downtown Development Authority Board Minutes

November 04, 2021, 8:45 am

McCullough Council Chambers – City Hall

PRESENT

Chairman Ryan Puckett
Vice-Chairman Tony Owens
Board Member Amy Thrailkill
Board Member AC Moore
Board Member Wendi Huguley

Call to Order

Chairman Ryan Puckett called the meeting to order at 8:52 am.

Approval of Agenda

Chairman Puckett asked for a motion to approve the agenda as written.

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

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

Approval of Minutes

1. MainStreet/DDA Meeting Minutes October 07, 2021
Chairman Puckett called attention to an error on section 2-147 Park Street South Park Street, which should be 147 North Park St. Pending that edit, Chairman Puckett called for a motion to approve.
Motion made by Board Member Moore, Seconded by Board Member Thrailkill.
Voting Yea: Vice Chairman Owens, Board Member Thrailkill, Board Member Moore, Board Member Huguley.

Financial Reports

2. September Main Street/DDA Financials, Mary Csukas, Main Street/DDA Director
Director Csukas presented the financials, introduced the City Marshall George Albert, and explained that he is working on the cameras downtown and using the \$40,000 granted by the Main Street/DDA Program.
Director Csukas and the Board discussed incentive and grant programs available for local businesses, such as grants for wiring, electrical, and sprinkler to bring buildings up to code. Also available are the bronze history plaques that would give historical information about the buildings.
Board Member Huguley brought attention to the Board for the need for curb cuts close to Woody's location. Director Csukas took the information to share with Director Buchanan for assistance.

Director Csukas alerted the Board to Main Street/DDA in-person training in the Summit Conference in Atlanta in January 2022.

Board Member Huguley is looking for collaboration between UNG and the Board to provide growth opportunities within the University and Downtown Dahlonega.

Continuing Business

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

Chairman Puckett noted the recommendations of Board Member Cordle and City Manager Schmid for the proposed bylaws.

Board Member Huguley indicated under Section 8, telephonically may also need to include Zoom meetings. Director Csukas offered that, based on State guidelines, a quorum must be present before a telephonic or virtual board member's vote can be recorded. Director Csukas indicated she would follow up on it.

Chairman Puckett brought attention to Article 4 under officers' duties, which gives the Board an added opportunity to name a Treasurer or Finance Director.

Chairman Puckett questioned the role of the Executive Director and the Chairman in reporting to the Council. Director Csukas suggested a quarterly report in addition to the monthly report that the Interim Manager is providing.

Chairman Puckett had a question about Article 6, indicating that the duties of the Executive Director should be outlined more clearly in the Bylaws. The Memorandum of Understanding follows the Director's duties standard, showing that the Executive Director spends 70% of their time on the Main Street duties. The Board agrees the By-laws should support the MOU.

Vice-Chairman Owens made a motion to accept the bylaws with the change of incorporating the MOU into the Bylaws. Seconded by Board Member Moore. Voting Yea: Vice Chairman Owens, Board Member Thrailkill, Board Member Moore, Board Member Huguley.

New Business

4. Strategic Planning & Annual Work Plan, Ariel Alexander, Interim Main Street Manager

Manager Alexander outlined the Annual Assessment Checklist moving forward to renew GEMS certification this year, due January 15th. Board Member Cordle is assisting in planning a retreat, possibly in January, at Camp Wasaga.

5. Christmas Shop Small in Dahlonega, Skyler Alexander, Downtown Coordinator

Coordinator Alexander presented the Shop Small promotion opportunities to draw shoppers into local business during the holiday season. Part of the promotion is holiday store hours and food trucks on high-volume days.

Vice-Chairman Owens said that most downtown businesses are owner-operated, and lengthy operating hours can be a challenge. Director Csukas offered consideration on supporting downtown businesses and helping them be aware of opportunities within the community to assist them, such as the Work-based Learning Program at the High School.

6. Dahlonaga Christmas 2021, Ariel Alexander, Interim Main Street Manager

The Old-Fashioned Christmas Committee is moving forward with decorations in the Downtown Square area. Food trucks will be at Hancock Park throughout the Christmas celebration, especially on high-volume days. Starbucks is closed for remodeling from November 19-January 2022 for a remodel.

Main Street / DDA Monthly Report

7. Main Street – September 2021, Ariel Alexander, Interim Main Street Manager

The Board discussed the highlights of the Main Street report.

Announcements from Partner Agencies

- A. City of Dahlonaga - Bill Schmid, City Manager, discussed using the variable message board for parking before the weekends. Parking may/may not be available on December 18 during Commencement.
- B. The University of North Georgia – no representation
- C. Chamber of Commerce/Tourism Office – no representation
- D. Historic Preservation Commission – no representation
- E. Planning & Zoning Commission – Jameson Kinley, Planning Administrator, discussed upcoming planning and zoning changes.
- F. Dahlonaga Downtown Business Association – no representation

Additional Community Comments:

First Night Dahlonaga- Karen Shayne, the new Executive Director of Jeremiah's place, the event holders for First Night Dahlonaga, is looking forward to working with the community to ensure this year's event supports Jeremiah's Place annual fundraiser.

Adjourn

Chairman Puckett requested a motion to Adjourn at 10:18 am

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

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

BY-LAWS

DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF DAHLONEGA

ARTICLE I NAME AND PURPOSE

Section 1. Name. The name of this body is the Downtown Development Authority of the City of Dahlonega (the "DDA").

Section 2. Purpose. The purpose of the DDA is to stimulate and sustain economic development in downtown Dahlonega by encouraging cooperation and building leadership; by advancing a positive image of downtown and promoting it as an exciting place to live, shop, and invest; by sustaining and improving the appearance of downtown; and by strengthening and expanding the economic base of downtown. The DDA serves non-profit and public purposes and is an institution of purely public charity. *The DDA uses the "Main Street" system as the economic development tool, and it serves as the board of directors of the city's designated Main Street Program. This includes, but is not limited to, development and execution of a five-year strategic plan and annual work plans.*

Section 3. Effective uses. The DDA is most effectively used when its financing and project administration abilities are reserved for unusual endeavors which include: 1) complex, unique or special projects which the DDA can concentrate on to the exclusion of other things, 2) enterprises which are essentially entrepreneurial and beyond the range of functions of local government, and 3) public/private partnerships.

Section 4. Legal authority. The DDA is enabled by and subject to Chapter 36, Title 42 ~~41~~ of The Code of Georgia, and was created by Resolution 90-1 of the Dahlonega City Council on June 4th, 1990, and after becoming inactive was reactivated by Ordinance 2000-4 on June 5th, 2000.

ARTICLE II DIRECTORS AND SERVICE

Section 1. Management Powers, Number, Qualification and Term. The property, affairs and business of the DDA shall be managed by its directors consisting of seven persons, appointed by city council from time to time as provided by law (O.C.G.A. 36-42-1 ~~41-1~~, et seq.). The qualifications of the directors shall be as provided by law. Directors shall be appointed for a four-year term or to fulfill an unexpired term and terms shall coincide with established terms for Seats 1-7.

Section 2. Powers. The directors shall have such power and authority as is conferred upon them by the Downtown Development Authority Law of 1981, as the same now exists or may hereafter be amended, and such other power and authority as may be contained under the Constitution and the Laws of the State of Georgia as the same may now or hereafter exist.

Section 3. Conditions of Service. No director shall receive compensation for services, but may be reimbursed for reasonable expenses incurred in the performance of director duties. Directors must sign an Oath of Office adopted by the DDA, and be bound by the City of Dahlonega Code of Ethics

as well as these Bylaws. [Directors must successfully complete required DDA training and Main Street training no later than 6 months after appointment.](#)

Section 4. Director Resignation. Any director may resign by giving notice in writing to the Chair of the DDA and the City Council. Such resignations take place as specified in the resignation and upon acceptance by the City Council.

*(The 2007 By-Laws contained the following, which was stricken resulting in renumbering in the 2019 version): **Section 5. Director Removal.** A director who is absent from three consecutive regular meetings without proper cause shall be subject to removal. A director who conducts themselves in such a fashion as to jeopardize the good public standing of the DDA is also subject to censure, as well as removal. The director may be removed by a majority vote of the DDA, and this action is subject to approval by the City Council.*

Section 5. Vacancies. A seat on the DDA shall be considered vacant upon the expiration of a term, resignation or death. Any person appointed to fill the unexpired term of a director shall serve to the end of the unexpired term.

*(The 2007 By-Laws contained the following language, which allowed continued service unless a successor is appointed) **Section 6. Vacancies.** A seat on the DDA shall be considered vacant upon the expiration of a term, resignation, death, or removal of a member. At the end of any term of office, if a successor has not been appointed, the director whose term of office has expired shall continue to hold the office until his successor is appointed. Any person appointed to fill the unexpired term of a director shall serve to the end of the unexpired term.*

Section 7. Conflict of Interest. Directors shall not use their position to influence the DDA’s decisions or discussions where they have a material financial interest; or where there is an organizational responsibility or personal relationship interest which may result in a real or apparent conflict of interest. Directors shall disclose investments, interest in real property or businesses, and sources of income or gifts that may present a conflict of interest.

Section 8. Business with a Director. The DDA may purchase from, sell to, borrow from, loan to, contract with, or otherwise do business with a director or any organization or person with which a director has a substantial interest or involvement provided the director: 1) disclose the interest in advance to the DDA and have such recorded in the minutes, 2) not be present at that portion of a DDA meeting during discussion or decision on the matter and 3) not participate in any DDA decision relating to the matter. A “substantial interest or involvement” shall mean any interest or involvement which reasonably may be expected to result in a direct financial benefit to such director. The Chair shall seek the advice of legal counsel before the DDA approves any business transaction with a director.

Section 9. Confidentiality. No DDA member shall disclose, either during or after tenure, any confidential information obtained as a result of having served on the DDA, without first having obtained the consent of the DDA. *(This language from 2007 was stricken in the 2019 version, but remains referenced in the By-Laws at Article IX, Section 3).*

ARTICLE III MEETINGS

Section 1. Regular Meetings. The DDA shall meet at a regular time and place established by resolution of the DDA. Notice of this meeting, as well as other public meetings of the DDA, shall

be posted in a conspicuous public place at the regular meeting place. All meetings shall be conducted in accordance with the Georgia Open Code Meetings Act (O.C.G.A. Section 50-14-1 et. seq.)

Section 2. Special Meetings. Special meetings may be held upon the call of the Chairman, Secretary, Treasurer, or any two directors at such time during regular business hours and at such place within the City of Dahunega, Georgia, as shall be specified in the notice of such meeting. In the case of a Special Meeting of the DDA, the directors, the public, and the local legal organ shall be given 24 hours notice of this meeting. Any standing committee of the DDA, such as an Executive Committee, may be called by the Chair of the DDA or the Chair of the Committee, and this shall require 24 hours notice to committee members, the public and the local legal organ. No action of any committee or its members shall be binding upon the Authority until such committee actions have been approved by the Authority.

Section 3. Closed Meetings. The Chair may call for a closed executive session of the DDA, and no notice is required. Closed sessions shall be governed by and consistent with the requirements of Georgia Open Meetings law then in effect.

Section 4. Annual Meeting. At the first meeting of each calendar year, the DDA shall conduct an annual meeting to establish officers and make financial and operational reports and recommendations necessary for the conduct of the DDA's annual affairs.

Section 5. Quorum. A majority of the directors, at a meeting duly assembled shall constitute a quorum for the transaction of business. A majority is defined as a majority of the legal appointments of directors in effect at the time in which the meeting is called. Unless otherwise specifically required by statute or these by-laws, the act of a majority of such directors present at a meeting at which a quorum is present shall be the act of the DDA, and if at any meeting of the DDA there shall be less than a quorum, a majority of those present may adjourn the meeting without further notice, until a quorum shall have been obtained.

Section 6. Parliamentary Procedures. In case of dispute concerning parliamentary procedures governing the conduct of meetings of the DDA, Roberts Rules of Order shall govern.

Section 7. Minutes. Minutes of a regular, special or standing committee meeting must be recorded. Minutes must be made available to the public after they have been approved by the DDA, but no later than immediately following the next regular meeting. Minutes must include the names of the members present at the meeting, a description of each motion or other proposal made and a record of all votes together with the names of those voting for or against the motion. For a closed executive session, minutes are not required unless land acquisition is discussed, but the reason for closing the open meeting must be reflected in the open meeting minutes.

Section 8. Telephonic Participation. Upon a motion by the Chair which is duly seconded and approved by a majority of Directors present, a director may participate in discussion and voting telephonically, and shall be considered to have been present at the meeting. *(This 2007 By-Laws language was stricken in the 2019 version but may merit reconsideration in light of COVID.)*

Section 9. ~~8.~~ Nominations of Members. Prior to the expiration of the term of any director of the DDA, the DDA members and the city council may submit names of nominees to the mayor who will appoint new DDA members with the approval of the council.

ARTICLE IV

OFFICERS

Section 1. Officers. Officers of the DDA shall be a Chair, a Vice Chair, a Secretary and a Treasurer. The Chair and Vice Chair ~~who~~ shall constitute an Executive Committee. No members shall hold more than one office at a time. The Executive Committee shall meet as needed and particularly in situations requiring timely or urgent actions from the DDA. The directors may elect or appoint a Recording Secretary, who may be, but need not be, a director. A Treasurer may be elected, or the DDA may choose, in agreement with the city manager and city council, to allow the city Finance Director ~~clerk~~ to serve as Treasurer.

Section 2. Election and Tenure. All officers of the DDA shall be directors of and selected by the DDA at the Annual Meeting held in January each year. During the last meeting of the DDA each calendar year, nominations shall be made for officers for the upcoming year. Nominations from the floor may also be made at the Annual Meeting. Officers shall be elected by a majority of directors. New officers shall assume office immediately upon election. Officers shall serve for one year and may be re-elected to the same office for no more than two consecutive years. At least one year must expire before a member is re-elected to an office previously held.

Section 3. Term and Removal. All officers shall be elected by and serve at the discretion of the directors and any officer may be removed from office, either with or without cause, at any time, by the affirmative vote of the majority of the directors of the authority then in office. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, shall be filled by the directors for the unexpired portion of the term. Resignation shall be submitted in writing to the Chairman.

ARTICLE V OFFICER DUTIES

Section 1. Chair. The Chair shall be the principal officer of the DDA and shall preside at all meetings. The Chair shall have the authority to sign and execute on behalf of the DDA all documents, notes, contracts and obligations authorized by the DDA. The Chair shall appoint committees and committee chairs as may be necessary. The Chair shall be a member of all committees, except the nominating committee. The Chair, or its designee, shall be responsible to the City Council for reports and information on the DDA. The Chair shall have general oversight and supervision of the finances of the DDA in coordination with the Executive Director and the city Finance Director ~~city clerk~~. The Chair, or their designee, shall make quarterly reports to the City Council regarding progress toward the annual Work Plan.

Section 2. Vice-Chair. The Vice-Chair shall perform duties such as may be assigned by the Chair. In the absence of the Chair, or in the event of the disability, inability or refusal to act of the Chair, the Vice-Chair shall perform the duties of the Chair.

Section 3. Secretary. The Secretary shall provide for the keeping and reporting of the minutes of meetings of the DDA. The Secretary shall give appropriate notices in accordance with the bylaws and as required by law. The Secretary shall act as custodian of Authority records as well as the Seal of the Authority.

Section 4. Treasurer. The Treasurer shall have the responsibility of keeping financial records and accounts. The Treasurer shall review the DDA's Annual Audit and Annual Budget. The Treasurer shall make reports to the DDA as to its financial condition.

Section 5. Assignment of Duties. The Chair of the DDA may assign other duties to any officer from time to time. Officer duties may be designated to executive or administrative personnel by the DDA as is practical to conduct the daily affairs of the DDA. The DDA may hire, contract or otherwise engage professional, legal and other assistance as needed.

ARTICLE VI EXECUTIVE DIRECTOR

Section 1. Duties. The Executive Director shall be an employee of the City of Dahlonega loaned to the DDA to be the primary administrative and executive officer for the DDA and the Main Street Program. The Executive Director is a non-voting member of the DDA as well as all other committees. The Executive Director shall serve as advisor to the Chair and assist the DDA with issues, policies, reports, information, committees, and actions as needed according to the policies and regulations of the DDA. The Executive Director shall present to the City Manager recommendations regarding personnel decisions associated with other city employees loaned to the DDA. The Executive Director, with the Chair, the City Manager, and the Treasurer, shall prepare an Annual Budget for approval by the DDA as a recommended budget for review by the City Council. The Executive Director, with the Chair and the City Manager, shall draft an Annual DDA Work Plan consistent with the five-year Strategic Plan for review and approval by the DDA as a recommendation to the City Council.

Section 2. Employment. The Executive Director shall be hired by the City Manager under the requirements set forth by ordinance. The performance and compensation of the Executive Director shall be reviewed annually by the Executive Committee with the City Manager and reviewed for approval by the City Council as part of the annual budget process. The Executive Director may be is a regular or contract employee of the City of Dahlonega and is subject to the contract terms.

Section 3. Spending Authority. The Executive Director shall have authority for expenditures as reflected within the Director's contract and/or as authorized by the City Manager.

ARTICLE VII FISCAL YEAR

Section 1. Time. The fiscal year of the DDA shall begin on the first day of October of each year and end on the last day of September of each year.

Section 2. Annual Meeting. An annual meeting of the DDA shall be held in January. Notice of the time and place of such meeting shall be given by the Chairman.

(2019 draft) Section 3. Annual Audit. The DDA is subject to an annual audit which shall be conducted by the City of Dahlonega. The Director shall assist in the conduct of the audit at the direction of the City Manager.

ARTICLE VIII BYLAWS, SEAL, TITLE CONVEYANCE

Section 1. Bylaw Amendments. The by-laws of the DDA shall be subject to alteration, amendment or repeal, and new by-laws not inconsistent with any laws of the State of Georgia creating this DDA may be made by affirmative vote of a majority of the directors then holding office at any regular or special meeting of the directors. Proposed amendments shall be submitted in writing to

all directors of the Authority ten (10) days prior to the meeting at which such amendment will be considered. If such written proposed amendment is submitted by mail, it shall be deemed to be delivered when deposited in the United States mail properly addressed and with sufficient postage thereon.

Section 2. Seal. The Seal of the DDA shall consist of an impression bearing the name “Downtown Development Authority of Dahlonega” around the perimeter and the word “SEAL” and the year of activation in the center thereof.

Section 3. Conveyance of Title. Upon the action of the DDA resolving to convey title or take title to real property, the signature of the Chair, or Vice Chair in place of the Chair, as well as the signature of a second officer shall be required.

ARTICLE IX
ASSOCIATE MEMBERS

Section 1. Associate Members. The DDA may include in its meetings and activities persons known as Associate members who shall be non-voting members representing governments, agencies or institutions in Dahlonega. Associate Members may participate in DDA discussions and activities, provide reports from their respective agencies and serve on DDA committees, subject to approval by the Chair. The DDA may create or disband associate memberships as deemed necessary.

Section 2. Associate Membership. Associate members may include, but are not limited to, representatives from City of Dahlonega; University of North Georgia; Dahlonega/Lumpkin Chamber of Commerce; **Dahlonega/Lumpkin CVB**; and Dahlonega **Downtown Business Merchants** Association.

Section 3. Obligations. Associate members are afforded regular participation in the DDA’s public meetings and discussions, and may thereby contribute information and exercise influence in these discussions. As such, Associate Members shall agree to be bound as are Directors by the rules as they apply regarding Conflicts of Interest and Confidentiality as recorded in these Bylaws and shall take an oath of office.

The foregoing Bylaws were adopted by the Dahlonega Downtown Development Authority the 15th day of February, 2007, and revised on the ___ of _____, 2021.

By: _____
Chair of the Authority

Printed Name

Attest: _____
Secretary to the Authority

Printed Name

CONTRACT FOR SERVICES: DAHLONEGA MAIN STREET PROGRAM AND DDA

JANUARY, 2022

FEEES FOR SERVICES

<ul style="list-style-type: none"> • Survey Work <ul style="list-style-type: none"> ○ Community Survey (up to 200 respondents) <ul style="list-style-type: none"> ▪ Design, Analysis, Organization, Presentation ○ Board Survey (up to 20 participants) <ul style="list-style-type: none"> ▪ Design, Analysis, Organization, Presentation • Retreat Planning and Retreat Facilitation • The Strategic Work Plan <ul style="list-style-type: none"> ○ Executive Summary ○ PowerPoint presentation ○ The Work Plan (in required Georgia Main Street format) ○ Electronic copies of documents (agenda, handouts) 	\$750 \$1,200 \$1,200	\$0 \$0 \$0
TOTAL	\$3,150	\$0

PAYMENT

~~Deposit: Once the contract is signed by the client and invoice is submitted, a deposit of 50% of fees is due within 14 days of the contract signature date.~~

The client is responsible for reimbursement of mileage (.50 per mile) and lodging. **N/A**, if retreat is conducted within a 30 mile radius of Dahlonega.

Please make checks payable to *Joel Cordle, Georgia Downtowns*.



 Joel Cordle, Georgia Downtowns Date

 Client Date

THANK YOU. We appreciate the opportunity to partner with you!

Joel and Alice are great at their work. They really fired up my board. As a matter of fact, I got calls the day after the retreat - people were already working on their projects! - Monica Mitchell, Main Street Director, City of Cordele

Joel's knowledge, vision, commitment and ability to work collaboratively have led him to great success as a leader in downtown development. - Alan Dickerson, Director of Training and Member Service, GA Municipal Association

CONTRACT FOR SERVICES: DAHLONEGA MAIN STREET PROGRAM AND DDA

JANUARY, 2022

FEEES FOR SERVICES

<ul style="list-style-type: none"> • Survey Work <ul style="list-style-type: none"> ○ Community Survey (up to 200 respondents) <ul style="list-style-type: none"> ▪ Design, Analysis, Organization, Presentation ○ Board Survey (up to 20 participants) <ul style="list-style-type: none"> ▪ Design, Analysis, Organization, Presentation 	\$750	\$0
<ul style="list-style-type: none"> • Retreat Planning and Retreat Facilitation 	\$1,200	\$500
<ul style="list-style-type: none"> • The Strategic Work Plan <ul style="list-style-type: none"> ○ Executive Summary ○ PowerPoint presentation ○ The Work Plan (in required Georgia Main Street format) ○ Electronic copies of documents (agenda, handouts, data sets) 	\$1,200	\$250
TOTAL	\$3,150	\$750

PAYMENT

~~Deposit: Once the contract is signed by the client and invoice is submitted, a deposit of 50% of fees is due within 14 days of the contract signature date.~~

Balance: An invoice for the balance of fees for services will be submitted along with the final product, **at the conclusion of the retreat.** Balance is due within 14 days from the date of the invoice.

The client is responsible for reimbursement of mileage (.50 per mile) and lodging. **N/A**, if retreat is conducted within a 30 mile radius of Dahlonega.

Please make checks payable to Joel Cordle, Georgia Downtowns.



Joel Cordle, Georgia Downtowns Date

Client

Date

THANK YOU. We appreciate the opportunity to partner with you!

Joel and Alice are great at their work. They really fired up my board. As a matter of fact, I got calls the day after the retreat - people were already working on their projects! - Monica Mitchell, Main Street Director, City of Cordele

Joel's knowledge, vision, commitment and ability to work collaboratively have led him to great success as a leader in downtown development. - Alan Dickerson, Director of Training and Member Service, GA Municipal Association

www.GeorgiaDowntowns.com PO Box 1417, Dahlonega, GA 30533 GeorgiaDowntowns@gmail.com
706.973.7362

**INTERGOVERNMENTAL SERVICE AGREEMENT
CITY OF DAHLONEGA DOWNTOWN DEVELOPMENT AUTHORITY**

THIS AGREEMENT is entered into as of the 16th day of November, 2021, between the Downtown Development Authority of the City of Dahlonega, hereinafter referred to as "The Authority") and the City of Dahlonega (hereinafter referred to as "the City"), collectively referred to hereinafter as "the Parties".

WHEREAS, the Authority is an instrumentality of the City of Dahlonega, and whereas the City is desirous of funding the Authority for specific purposes in order to carry out tasks beneficial to the City, for which the Authority possesses certain special powers and skill necessary to carry out those purposes and which have been identified and noted in prior actions of the City enabling the Downtown Development Authority, and

WHEREAS, the purpose of the Authority is to stimulate and sustain economic development in Downtown Dahlonega by encouraging cooperation and building leadership; by advancing a positive image of downtown and promoting it as an exciting place to live, shop, and invest; by sustaining and improving the appearance of downtown; and by strengthening and expanding the economic base of downtown. Powers granted to the Authority to accomplish its purpose include: developing and promoting downtown; making long-range plans or proposals for downtown; financing (by loan, grant, lease, borrow or otherwise) projects for the public good; executing contracts and agreements; and, purchasing, leasing and selling property.

WHEREAS, the Authority desires to pursue its work via a budgeted program approved by the City;

NOW THEREFORE, the parties agree as follows:

1. The Authority has provided a proposed budget for fiscal year 2022 beginning October 1, 2021, to the City and the City has reviewed that budget to determine whether the line items represented in the budget are consistent with the City's overall goals for the Authority.
2. The Authority's budget as presented on "Attachment A", attached hereto and incorporated herein as a part of this Agreement, has been approved at a revised amount of three-hundred twenty-two thousand, nine-hundred ninety-eight and no/100's dollars (\$322,988). The Authority's expenditures are funded largely by intergovernmental revenue from the City of Dahlonega totaling \$322,998.
3. A transfer of \$275,382 is required from the City's general fund to fund operating expenditures presented in the budget. Unrestricted Hotel/Motel tax collections of \$47,616 are budgeted to partially fund expenditures related to tourism-related events. Intergovernmental revenue from the City of Dahlonega is accomplished by twelve, monthly cash transfers of equal amount. At the conclusion of the fiscal year, any amount not required for actual expenditures is returned to the City of Dahlonega general fund unless otherwise identified as a multi-year commitment.
4. The City will provide administrative services and maintain the accounts and records for the Authority, and the Authority will follow City policies as applicable. The City currently provides as available the following staff support to the Authority: Executive Director (employee of the City on loan to the DDA), Main Street Manager (loaned employee for downtown business development, tourism/marketing, and public relations); City Manager (project management, as requested and available); Community Development Director (primary, administrative and executive support); and Finance Director (account management, financial reports, audits, and other administrative functions).

5. The Authority will provide written activity reports to the city to include a monthly financial statement and a goals and accomplishments status report consistent with the monthly report required of City department directors.

6. The City's duty to fund the Authority's work in fiscal year 2022 shall be contingent upon the Authority's timely provision of the reports, compliance with its approved budget, and completion of projects.

7. This agreement shall terminate on September 30, 2022, unless otherwise renewed or modified.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands and seals the day and year first above written.

For the City of Dahlonaga:

For the Downtown Development Authority:

By: _____

By: _____

Title: _____

Title: _____



CITY COUNCIL AGENDA REPORT

DATE: November 5, 2021
TITLE: Intergovernmental Service Agreement – Downtown Development Authority
PRESENTED BY: Allison Martin, Finance Director

AGENDA ITEM DESCRIPTION:

An agreement is presented to continue the City's contractual relationship with the Downtown Development Authority (Authority) for fiscal year 2022 and establish the Authority's budget and funding sources.

HISTORY/PAST ACTION:

The budget for fiscal year 2022 that has been reviewed and determined to be consistent with the City's overall goals for the Authority.

FINANCIAL IMPACT:

The Authority's budget has been established at an amount of \$322,998 of which \$275,392 will be funded from the City's general fund, and \$47,616 will be funded from hotel/motel tax collections.

RECOMMENDATION:

To approve the Intergovernmental Service Agreement with the Downtown Development Authority for FY2022.

SUGGESTED MOTIONS:

I make a motion to approve the Intergovernmental Service Agreement with the Downtown Development Authority for FY2022 and fund its budget from general fund revenue (\$275,392) and hotel/motel tax collections (\$47,616).

ATTACHMENTS:

Intergovernmental Service Agreement – City of Dahlonega Downtown Development Authority



Public Notice

Notice is hereby given that the Dahlongega City Council will hold the Regular Council Meeting on the first Monday of each month at 6:00 pm. pm except for January, July, and September. The month of January will be held Tuesday due to a State Holiday observance by Chief Judge Raymond E. George. The months of July and September will be held on the following Tuesday due to the holiday.

- **Tuesday, January 4, 2022**
- Monday, February 7, 2022
- Monday, March 7, 2022
- Monday, April 4, 2022
- Monday, May 2, 2022
- Monday, June 6, 2022
- **Tuesday, July 5, 2022- Fourth of July**
- Monday, August 1, 2022
- **Tuesday, September 6, 2022 – Labor Day**
- Monday, October 3, 2022
- Monday, November 7, 2022
- Monday, December 5, 2022

The City of Dahlongega **Downtown Development Authority** regular meetings are held the first Thursday of each month at 8:45 am. The meetings for the Downtown Development Authority:

- Thursday, January 6, 2022
- Thursday, February 8, 2022
- Thursday, March 3, 2022
- Thursday, April 7, 2022
- Thursday, May 5, 2022
- Thursday, June 2, 2022
- Thursday, July 7, 2022
- Thursday, August 4, 2022
- Thursday, September 1, 2022
- Thursday, October 6, 2022
- Thursday, November 3, 2022
- Thursday, December 1, 2022

The City of Dahlongega **Historic Preservation Commission** Work Session are held the second Wednesday of each month and the Regular meetings are held on the fourth Monday of each month both are held at 6:00 pm, exception dates are underlined. The meeting dates for the Historic Preservation Commission 2022 are listed below.

Work Session	Regular Meetings
* Wednesday, January 12th	Monday, January 24th
* Wednesday, February 8th	Monday, February 28th
* Wednesday, March 9 th	Monday, March 28th
* Wednesday, April 13 th	Monday, April 25th
* Wednesday, May 11th	Monday, May 23rd
* Wednesday, June 8th	Monday, June 27th
* Wednesday, July 13 th	Monday, July 25th
* Wednesday, August 9th	Monday, August 22nd
* Wednesday, September 14 th	Monday, September 26th
* Wednesday, October 12 th	Monday, October 24th
* Wednesday, November 9th	Monday, November 28th
* Wednesday, December 12th	Monday, December 20th

The Dahlongega City Council will hold a Work Session on the third Monday of each month at 4:00 pm. The January Work Sessions will be held on the following Tuesday due to a holiday. The Work Sessions are open meetings. However, there will be no designated time for public comment. The meetings for the Work Session:

- **Tuesday, January 18, 2022- Martin Luther King**
- Monday, February 21, 2022
- Monday, March 21, 2022
- Monday, April 18, 2022
- Monday, May 16, 2022
- Monday, June 20, 2022
- Monday, July 18, 2022
- Monday, August 15, 2022
- Monday, September 19, 2022
- Monday, October 17, 2022
- Monday, November 21, 2022
- Monday, December 19, 2022

The City of Dahlongega **Planning Commission** regular meetings are held the first Tuesday of each month at 6:00 pm. The months of January, July and September will be held on the following Wednesday due to the holiday The meetings for the Planning Commission:

- **Wednesday, January 5, 2022**
- Tuesday, February 1, 2022
- Tuesday, March 1, 2022
- Tuesday, April 5, 2022
- Tuesday, May 3, 2022
- Tuesday, June 7, 2022
- **Wednesday, July 6, 2022**
- Tuesday, August 2, 2022
- **Wednesday, September 7, 2022**
- Tuesday, October 4, 2022
- Tuesday, November 1, 2022
- Tuesday, December 6, 2022

- ❖ The Regular Council meetings are open public meetings and will have a designated time for public comments.
- ❖ The City Council may meet in Executive Sessions, closed to the public, as part of Regular and Special Called meetings for purposes of discussing certain real estate, personnel and legal matters limited by law. Final actions from Executive Sessions occur in open meetings.
- ❖ Special called meetings of the Council, the Board of Zoning Appeals, Downtown Development Authority, Planning Commission and/or Historic Preservation Commission may be called as needed and require separate advance notice.
- ❖ Cancellations of any of the above-mentioned meetings will be posted on the City of Dahlongega website www.dahlongega.gov, on the bulletin board outside the front door of City Hall and sent to the Dahlongega Nugget.

ACCOUNT DESCRIPTION	2021-22 ORIGINAL BUDGET	2021-22 AMENDED BUDGET	YTD BALANCE 10/31/2021 NORMAL (ABNORMAL)	% BDGT USED
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY				
CHARGES FOR SERVICES	0.00	0.00	208.78	100.00
INVESTMENT INCOME	0.00	0.00	42.38	100.00
CONTRIBUTIONS AND DONATIONS	0.00	0.00	80.00	100.00
MISCELLANEOUS REVENUE	0.00	0.00	175.00	100.00
OTHER FINANCING SOURCES	322,998.00	322,998.00	26,916.50	8.33
TOTAL REVENUES	322,998.00	322,998.00	27,422.66	8.49
PERSONAL SERVICES AND EMPLOYEE BENEFITS	228,669.00	228,669.00	13,822.87	6.04
PURCHASED/CONTRACTED SERVICES	79,629.00	86,216.48	2,610.14	3.03
SUPPLIES	14,700.00	14,700.00	1,405.01	9.56
TOTAL EXPENDITURES	322,998.00	329,585.48	17,838.02	5.41
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY:				
TOTAL REVENUES	322,998.00	322,998.00	27,422.66	8.49
TOTAL EXPENDITURES	322,998.00	329,585.48	17,838.02	5.41
NET OF REVENUES & EXPENDITURES	0.00	(6,587.48)	9,584.64	145.50

Report Title: Main Street – September 2021
Report Highlight: Beginning strategic planning and developing annual work plan.
Name and Title: Ariel Alexander, Main Street/DDA Interim Main Street Manager

Recently Completed:

- Promoted Shop Small Saturday downtown with the distribution of reusable shopping bags, Dahlonega stickers, and business information.
- Created and published social media materials to be shared for Shop Small Saturday.
- Assisted with the arrival of food trucks in Hancock Park to kick off the Christmas season.
- Completed a After-Action Report meeting to assess response to Halloween on the Square.
- Assisted Old Fashioned Christmas Committee with decorating the Christmas tree on the Square.
- Sold four new wayfinding signs for new and exiting businesses.

Underway:

- Working with Joel Cordle to develop a Staff & Board Survey for facilitation of the annual retreat.
- Taking Strategic Planning course through the Department of Community Affairs (Georgia Main Street) to begin annual work plan creation.
- Evaluating our status on completing the Annual Assessment of the Dahlonega Main Street Program (due at the end of the year).
- Ensuring all board members and staff have completed up-to-date training and have provided proof of completion to the DCA.
- Revising the organization of responsibilities and reassessing our special event and rental applications.
- Renovation of the dahlonegadda.org website will begin soon. These changes will include a “leave a comment” tab, more developed “shop, dine, stay” materials, and more accessible resources for small businesses.