



DOWNTOWN DEVELOPMENT AUTHORITY MEETING AGENDA

Monday, August 25, 2025 at 6:30 PM

Council Chambers

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **ELECTION OF OFFICER (CHAIRMAN)**
4. **ADOPTION OF AGENDA**
5. **APPROVAL OF MINUTES**
 - a. 06-17-2025 DDA Meeting Minutes
6. **TREASURER'S REPORT**
7. **OLD BUSINESS**
8. **NEW BUSINESS**
 - a. Georgia Municipal Association - Planning Workshop Proposal
9. **PUBLIC COMMENT**
10. **ADJOURNMENT**

Unless otherwise announced and posted, the Loganville Downtown Development Authority meets regularly on the third Thursday of each month at 6:30 in City Council Chambers.

The DDA may choose to go into executive session as needed in compliance with Georgia Law.

The DDA reserves the right to make changes to the agenda as necessary. Any additions and/or corrections to the agenda will be posted immediately at City Hall.



DOWNTOWN DEVELOPMENT AUTHORITY

**Minutes of the
Loganville Downtown Development Authority
Called Meeting
June 17, 2025, 6:30 p.m.
City Council Chambers
4303 Lawrenceville Road**

Attendance:

Directors Present:

Dana Russell
Jamey Towler
Mike Lee
Tara Argo
Brax Roberts IV

Other Present:

Mayor Skip Baliles
Paul Rosenthal

Directors Not Present:

Iranetta Willis

1. Call to Order – Chairman Russell called the meeting to order at 6:30 pm.

2. Approval of Agenda – Tara Argo made a motion to add an item in new business and approve the agenda, Brax Roberts seconded the motion and it was approved 5-0.
3. Minutes – Brax Roberts made a motion to approve minutes from the April 17, 2025, Tara Argo seconded the motion, approved 5-0.
4. Treasurer's Report – Tara Argo presented report – no changes (see attached)
5. Old Business
 - a. Planning Consultant RFQ – A long discussion was had about the RFQ's for 254 Main Street, the budget, and the bidders. After no consensus was reached, Brax Roberts made a motion to table the issue with Jamey Towler second. The vote was 5-0 to table the matter.
 - b. Grant Consultant – Chairman Russell gave an update on conversation with another company about grants for the DDA. A discussion was had and it was decided that more research was needed.
 - c. Web Site- Tara Argo gave an update on design and will get with the city to update the website for the DDA.
6. New Business

- a. Georgia Downtown Association Conference – Chairman Russell brought up the conference, advised of the training and networking it provided, and encouraged all members to attend. Brax Roberts made a motion to approve reimbursement up to \$1500 for each member staying overnight at the conference (including registration, class fees, hotel, meals, and travel) and \$800 for those not staying overnight. Mike Lee seconded the motion and it was approved 5-0.
 - b. Project – Tara Argo brought up a possible project to help a citizen located just off main street with house painting. Paul Rosenthal advised that the DDA could not directly give funds for this but will research starting a façade grant for the downtown district and will come up with a model and regulations at a future meeting. Brax Roberts was a motion to investigate a façade grant, Jamey Towler seconded the motion, and it was approved 5-0. Paul Rosenthal will handle research.
7. Public Comment – Two people spoke at public comments, Jo Ann Byrne (Citizen) and Sadie Krawczyk (GMA).
 8. Adjourn – Jamey Towler made a motion to adjourn and it was approved. Adjourned at 8:59pm

Chairman

Mike Lee, Secretary

SERVICES AND COMPENSATION FOR PLANNING WORKSHOP FOR THE LOGANVILLE DDA

1. Scope of Services: GMA Staff will provide facilitation services for a Planning Workshop for the Loganville DDA Board Members on a mutually agreed-upon date and time between the parties. The Workshop will take place at a mutually agreed-upon location. In preparation for the session, GMA Staff will prepare an agenda for the Workshop for the Board to review. The Loganville DDA will provide GMA with copies of documents related to agenda items to discuss during the workshop. Workshop attendees will be selected and invited by the Loganville DDA. Sherri Bailey and another Member Services Consultant will serve as the main facilitators for this event.

GMA staff is not providing legal advice or directing the Loganville DDA on any decisions made during the Workshop or provided in the written summary report.

2. Objectives: GMA staff will guide the Loganville DDA in the planning, programming, and execution of their goals and objectives. GMA will work with the board to identify items they would like to address during the retreat. GMA staff will facilitate a workshop to train the board members and guide them in setting their priorities. GMA will provide the DDA board with a summary report summarizing the results of the retreat, which will be presented to the board within sixty (30) days of the completion of the planning retreat.

2. Fees: The fee for this service is \$1,000.00 **per day** plus travel expenses (meals, mileage, and lodging if required) for GMA staff.

3. Invoices: Upon receipt of the invoice from GMA, the agreed-upon fee plus GMA travel expenses will be due and payable to GMA by 30 days from the invoice date. GMA will send all invoices via email to:

Title of Individual
Email of Individual
Loganville DDA
Mailing Address
Loganville, GA Zip

All payments to GMA shall be made in accordance with an electronic payment arrangement agreed to by both parties or sent with a copy of the invoice to:

Finance Department
Georgia Municipal Association, Inc.
201 Pryor Street, SW
Atlanta, GA 30303-3606

4. Program Location and Set-Up: The Workshop will take place at a mutually agreed-upon location. The room should be arranged with tables and chairs for group seating to best accommodate the interactive learning environment. The board will set up the room, provide audiovisual support for the Workshop, and be responsible for notice requirements.