



Downtown Development Authority Meeting

Monday, April 22, 2024 at 6:30 PM

922 Main Street, Stone Mountain, GA 30083

Agenda

I. Call to Order

1. Attendee Name / Attendee Participation (Present, absent, late for this meeting)

Chair Carl Wright

Vice Chair Thom DeLoach

Treasurer Denise Phillips

Board Member Jenna Barclay

Board Member Michelle Dunbar

Board Member & Council Member Anita Bass

II. Approval of the Agenda

III. Approval of Minutes

[1.](#) Regular Meeting Minutes, March 25, 2024

[2.](#) Special Called Meeting Minutes, March 30, 2024

IV. Citizen Comments

V. Director's Report

VI. Council Report

VII. Old Business

[1.](#) Action Item: 2024 Intergovernmental Agreement (IGA) for the City of Stone Mountain and the DDA

VIII. New Business

[1.](#) Action item: DDA 2024 Regular Meeting Calendar

[2.](#) Discussion Item: Caboose Project

IX. Executive Session to Discuss Personnel, Legal, and/or Real Estate (if needed)

X. Adjournment



Downtown Development Authority Meeting

Monday, March 25, 2024 at 6:30 PM

922 Main Street, Stone Mountain, GA 30083

Regular Meeting Minutes

I. **Call to Order**

- Carl Wright called the meeting to order at 6:31 pm.
- Members Present: Carl Wright, Thom DeLoach, Denise Phillips, Michelle Dunbar, Jenna Barclay, and Council Member Anita Bass.

II. **Approval of the Agenda**

- The DDA Director proposed an amendment to the March 25th agenda to include a discussion item regarding the 2024 Intergovernmental Agreement (IGA) between the City of Stone Mountain and the DDA.
- Treasurer Denise Phillips proposed an amendment to the March 25th agenda to include a discussion item regarding the DDA's financials.
- Motion by Denise Phillips to approve the agenda for March 25th, 2024, with the proposed amendments, seconded by Anita Bass. The vote was unanimous.

III. **Approval of Minutes**

- March 11th, 2024, Regular Meeting Minutes: Motion by Thom DeLoach to approve the minutes, seconded by Jenna Barclay. The vote was unanimous.

IV. **Citizen Comments**

- Theresa Thomas and Sarah Rasmussen presented themselves and stated their interest in serving on the DDA Board.

V. **Director's Report**

- Update on the RFP bidding process for Landscape Maintenance Services: a total of twelve companies submitted their proposals.
- The DDA Director presented the DCA's 2024 Staff Annual Assessment Review.
- 2025 Strategic Planning Session – confirmed meeting date and time: Saturday, March 30th at 10am. Location: 922 Main Street, Stone Mountain, GA 30083.

VI. **Council Report**

- Council and DDA Member Anita Bass, provided a brief update on the last council meeting discussions/action items.

VII. New Business

- 1. Action Item: Thirsty Mona Lisa, Request for an extension for the facade grant that was approved on September 11, 2023:**
 - The applicant will need to contact the Historic Preservation Committee (HPC) for a new HPC approval as the last one expired in October 2022.
 - **Motion by Thom DeLoach to approve the facade grant time extension request, contingent upon HPC approval and completion of the project within six months. Seconded by Anita Bass. The vote was unanimous.**
- 2. Discussion Item: Budget Amendment for FY2024**
 - The DDA members had a brief discussion. The DDA decided to finalize the Budget Amendment for FY2024 at their Special Called meeting on Saturday, March 30, 2024.
- 3. Discussion Item: 2024 Intergovernmental Agreement (IGA) between the City of Stone Mountain and the DDA.**
 - The DDA members requested to review the previously signed IGA's between the City and the DDA, before proposing content changes and approval of the 2024 IGA.
- 4. Discussion Item: DDA's Financial:**
 - DDA requested to receive financial statements. The DDA Director provided feedback on behalf of the City's Finance Department that DDA's financial data will be included in the City's official monthly financial reports, which also will be presented to Council.

VIII. There was no Executive Session

- IX. Adjournment:** Motion by Thom DeLoach to adjourn, seconded by Jenna Barclay. The vote was unanimous.



Downtown Development Authority Special Called Meeting

Saturday, March 30, 2024 at 10:00 AM

922 Main Street, Stone Mountain, GA 30083

Special Called Meeting Minutes

I. Call to Order

- Carl Wright called the meeting to order at 10:05 am.
- Members Present: Carl Wright, Thom DeLoach, Denise Phillips, Michelle Dunbar, Jenna Barclay, and Council Member Anita Bass.

II. Approval of the Agenda

- **Motion by Denice Phillips to approve the agenda for March 30th, 2024, seconded by Thom DeLoach. The vote was unanimous.**

III. Old Business

1. **Action Item: Budget Amendment for FY2024.**
 - **Motion by Thom DeLoach to Amend the DDA Budget for FY2024, to include training expenses for \$325.00.**

IV. New Business

1. **Discussion Item: 2024/2025 Strategic Planning Session**
 - The DDA members discussed ideas and goals for 2024/2025.
 - The 2024 Workplan includes the following goals:
 - Goal 1: Beautifying the downtown district: Enhancing the visual appeal and cultural richness of a downtown area, to create an attractive and vibrant environment by improving the landscaping.
 - Goal 2: Economic impact and tourism enhancement with a mural in downtown.
 - Goal 3: Red Caboose (next to City Hall): preparing a draft RFP for the project.
 - The 2025 Workplan includes some of the following goals:
 - Renovating and leasing the Red Caboose to potential business that will help activate the area and the trailhead entrance to Stone Mountain Park.
 - Increasing the scope of the landscaping project- improving the landscaping in additional areas (for example around the gazebo and the small alley located between 951 and 953 Main Street).
 - Updating and converting the Façade Grant into a Commercial/Enhancement Grant.

V. Executive Session to Discuss Personnel, Legal, and/or Real Estate

- **Motion by Denise Phillips to enter an executive session, seconded by Michelle Dunbar. The vote was unanimous.**
- **Motion by Council Member Bass to exit the executive session, seconded by Jenna Barclay. The vote was unanimous.**

VI. Adjournment

- **Motion by Michelle Dunbar to adjourn the special meeting, seconded by Denise Phillips. The vote was unanimous.**



DDA Agenda Item

Meeting Date: April 22, 2024

SUBJECT: 2024 INTERGOVERNMENTAL AGREEMENT (IGA) FOR THE CITY OF STONE MOUNTAIN AND THE DDA

Item: Action Item

Department: DDA

Fiscal Impact: \$214,317.80

Presented By: Maggie Dimov, Economic Development Director/DDA

Action Requested: Motion to Approve the 2024 Intergovernmental Agreement (IGA) for the City of Stone Mountain and the DDA

Summary: Intergovernmental Agreement (IGA) is a written contract required under the Georgia Law when two or more public agencies agree to jointly exercise common powers, contract for services, or enter into joint or cooperative actions.

The City of Stone Mountain Downtown Development Authority (SMDDA) is entering into an IGA for one of the six major categories, which is Contract for Services. (Contract for Services are when two or more public agencies agree to contract for services with one party paying and the other performing services or division of tasks between the parties).

Attachments/Exhibits: Attached draft 2024 Intergovernmental Agreement (IGA) for the City of Stone Mountain and the DDA

INTERGOVERNMENTAL CONTRACT

THIS INTERGOVERNMENTAL CONTRACT (this “Contract”), made and entered into as of the _____ day of _____, 20____, by and between the **CITY OF STONE MOUNTAIN, GEORGIA**, a municipal corporation of the State of Georgia (the “City”), and the **DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF STONE MOUNTAIN**, a body corporate and politic and political subdivision of the State of Georgia (the “DDA or Authority”).

WITNESSETH:

WHEREAS, the 1983 Constitution of the State of Georgia, Article IX, Section III, Paragraph 1 (a) provides that: “The state, or any institution, department, or other agency thereof, and county, municipality, school district, or other political subdivision of the state may contract for any period not exceeding 50 years with each other or with any other public agency, public corporation, or public authority for joint services, for the provision of services, or for the joint or separate use of facilities or equipment; but such contracts must deal with activities, services, or facilities which the contracting parties are authorized by law to undertake or provide;” and

WHEREAS, the DDA was created pursuant to the provisions of Article IX, Section VI, Paragraph III of the 1983 Constitution of the State of Georgia, the Downtown Development Authorities Law of the State of Georgia, O.C.G.A. § 36-42-1, et seq., as amended (“DDA Law”), and an activating resolution of the Council of the City of Stone Mountain, duly adopted on September 18, 2006, and is now existing and operating as a public body corporate and politic; and

WHEREAS, the DDA finds as its purpose in the DDA Law (O.C.G.A. § 36-42-2) the revitalization and redevelopment of the central business district of the municipal corporation (Stone Mountain, Georgia) and promotes for the public good and general welfare trade, commerce, industry, and employment opportunities and promote the general welfare of this state by creating a climate favorable to the location of new industry, trade, and commerce and the development of existing industry, trade, and commerce within the municipal corporation of this state. Revitalization and redevelopment of the central business districts by financing projects under this chapter will develop and promote for the public good and general welfare trade, commerce, and industry and employment opportunities and will promote the general welfare of this state. It is, therefore, in the public interest and is vital to the public welfare of the people of this state and is declared to be the public purpose of this chapter, so to revitalize and redevelop the central business districts of the municipal corporations of this state. No bonds, notes, or other obligations, except refunding bonds, shall be issued by an authority under this chapter unless its board of directors adopts a resolution finding that the project for which such bonds, notes, or other obligations to be issued promote the foregoing objectives: and

WHEREAS, the City and the DDA wish to enter into this agreement to better set out the parties’ responsibilities and to better define the relationship of staff, management of programming, and financial obligations with respect to the City and DDA;

NOW, THEREFORE, for and in consideration of the premises and undertakings as hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the DDA do hereby agree, as follows:

1.

Contract Term. This contract shall become effective upon the date of execution and shall continue in effect until January 20, 2025.

2.

Service Area. In accordance with the procedures defined by state law, the City has designated the Downtown Development District (“District,” *Attachment I*) in which the DDA may provide services in accordance with the purposes for which it was created.

3.

Support.

In accordance with the directives stipulated by the City Manager, the City undertakes the commitment to furnish the Downtown Development Authority (DDA) with the following services:

- Staffing support facilitated by the Economic Development Director/DDA Director.
- Financial Accounting Services / DDA monthly detailed financial reports consistent with those provided to the City Council; and an independent financial audit.
- Additionally, the city will provide a fully furnished meeting space for the DDA, situated at 922 Main Street, Stone Mountain, GA 30083.

4.

Payment for Services.

The City will fund the DDA in the amount of \$214,317.80 over the term of the contract, payable in two equal installments, the first due on January 31, 2024, and the remaining installments to be paid by the City to the DDA no later than July 31, 2024 after deducting staff support costs listed under *Total Personal Services/Benefits* in the FY2024 DDA budget.

This meticulously structured framework underscores a commitment to financial precision, accountability, and adherence to stipulated timelines throughout the fiscal year. The expenses of the financial accounting and annual audit, and a furnished meeting space at 922 Main Street, Stone Mountain 30083 (at a calculated rental amount of \$210.00 (two hundred ten dollars) per month) will be paid by the City. Expenses for staff support by the Economic Development Director/DDA Director will be paid by the DDA. Contributions (monetary and in-kind) made by the City to the DDA will be accounted for in budgeted allocations, and liability account line items maintained by the City's financial accounting office will account for the DDA liability to the City.

5.

General Obligation & Tax Treatment of Note Payments. As per state law, the City shall not be responsible for any general obligations incurred by the DDA. All funds procured by the DDA shall be in accordance with the DDA Law.

6.

Amendments. It is contemplated by the City and the DDA that this agreement may be amended to address other projects which may be desired by the City and the DDA. If DDA selects a Downtown Development Project requiring in-kind or financial support from the City of Stone Mountain beyond the scope of this general service agreement, it shall prepare a project-based Intergovernmental Agreement for the City of Stone Mountain's consideration. The City of Stone Mountain hereby makes no assurances that such Intergovernmental Agreement shall be approved.

7.

Annual Report & Plan. The DDA agrees to provide to the City an annual report specifying programs, projects and achievements of the Authority during the immediately preceding fiscal calendar year and the impact of the programs and projects on the Downtown Development Area. The DDA also agrees to provide to the City the annual work plan submitted to the Department of Community Affairs for the Main Street Program for the fiscal year 2025, including the necessary steps for achievement.

8.

Joint Meeting. If desired by the Mayor and Council, the City and the DDA agree to hold a joint meeting of the City Council and the DDA on an annual basis at a time and place agreeable to each party.

9.

Should any phrase, clause, sentence or paragraph herein contained be held invalid or unconstitutional, it shall in no way affect the remaining provisions of this Contract, which provisions shall remain in full force and effect.

10.

This Contract may be executed in several counterparts, each of which shall be an original but all of which shall constitute one and the same instrument.

11.

This Contract shall be construed and enforced in accordance with the laws of the State of Georgia.

12.

Failure to insist upon strict compliance with any of the terms herein (by way of waiver or breach) by either party hereto will not be deemed to be a continuous waiver in the event of any future breach of any condition hereunder.

IN WITNESS WHEREOF, the parties hereto, acting by and through their duly authorized officers, have caused this Contract to be executed in multiple counterparts, under seals, as of the day and year first above written.

SIGNED FOR THE DDA OF STONE MOUNTAIN ON _____ (DATE):

BY: _____ (SEAL) ATTEST: _____
Carl Wright, Chairperson Thom Deloach, Vice Chairperson

.....

SIGNED FOR THE CITY OF STONE MOUNTAIN ON _____ (DATE):

BY: _____ (SEAL) ATTEST: _____
Dr. Beverly Jones, Mayor Shawn Edmondson, Assistant City Manager

Approved as to form:

Jeff Strickland, City Attorney



DDA Agenda Item
Meeting Date: April 22, 2024

SUBJECT: DDA 2024 REGULAR MEETING CALENDAR

Item: Action Item

Department: DDA

Presented By: Maggie Dimov, Economic Development Director/DDA

Action Requested: Motion to Approve the DDA 2024 Regular Meeting Calendar as presented.

Attachments/Exhibits: Attached DDA 2024 Regular Meeting Calendar

CITY OF STONE MOUNTAIN DOWNTOWN DEVELOPMENT AUTHORITY

**922 Main Street,
Stone Mountain, GA 30083**

2024 Regular Meeting Calendar

*Regular meetings are held on the fourth Monday of each month, at 6:30PM unless otherwise noted. The DDA meetings are held at the DDA's Office building located at:
922 Main Street, Stone Mountain, GA 30083.*

January 8; January 22; January 30th.

February 12; February 26.

March 11; March 25.

April 22

*Tuesday, May 28 (due to Memorial Day Holiday)

June 24

July 22

August 26

September 23

October 28

*Monday, November 18 (due to Thanksgiving Holiday)

*Monday, December 26 (due to Christmas Holiday)