



DOWNTOWN DEVELOPMENT AUTHORITY MEETING MINUTES

CITY OF DULUTH

3167 MAIN ST
DULUTH, GA 30096

AUGUST 15, 2023, at 5:30PM

AUTHORITY MEMBERS:

Ken Odum, Chair
Jim Graham, Vice Chair
Richard Meehan, Secretary
Slade Lail, Treasurer

Fred Butler
Tammy Lopez
Robb Watson

PRESENT:

Jim Graham, Vice Chair
Richard Meehan, Secretary

Fred Butler
Robb Watson

ABSENT:

Ken Odum, Chair
Slade Lail, Treasurer
Tammy Lopez

I. CALL TO ORDER

DDA Vice Chair Jim Graham called the August 15, 2023 meeting to order at 5:30pm.

II. ROLL CALL

III. APPROVAL OF MINUTES

A motion was made by Mr. Butler and seconded by Mr. Meehan to approve the July 18, 2023 meeting minutes as presented. All voted in favor.

IV. RED CLAY REPORT

Eddie Owen came forward and presented on several items. In July there were 14 shows in total and 1,825 people in attendance. To date, there have been 1,888 shows with 206,644 in attendance. In addition, the City has posted an RFP for an upgrade to the sound system. The due date for bid submissions is Monday, August 21, 2023. Lastly, the HVAC system was assessed and 5 units may need to be replaced in the near future.

V. FINANCE REPORT - NO UPDATE PROVIDED

VI. UNFINISHED BUSINESS

A. DUMPSTER CLUSTERS MAINTENANCE BUDGET AMENDMENT {A}

Economic Development Director Chris McGahee provided an update of the planned maintenance items for the downtown dumpsters. The cost estimate for painting was \$15,505 and a bid to pressure wash the enclosers was added at a cost of \$1,050 for a total cost of \$16,555.

A motion was made by Mr. Butler and seconded by Mr. Watson to approve ordinance BA-FY24-01 to amend the FY24 budget as presented. All voted in favor.

B. THRIVE PARKING LOT COMPLETION UPDATE

Chris McGahee presented the progress of the project including information on the new parking marketing campaign.

C. EV PARKING SPACE PAINTING REQUEST {B}

Chris McGahee presented the cost of the project at \$815.

A motion was made by Mr. Meehan and seconded by Mr. Watson to approve ordinance BA-FY24-02 to amend the FY24 budget as presented. All voted in favor.

VII. NEW BUSINESS

A. CHOCOLATERIE AWNING REPLACEMENT FAÇADE GRANT

Chris McGahee presented the need for an awning replacement at Chocolaterie.

A motion was made by Mr. Meehan and seconded by Mr. Butler to approve the Façade Grant for Chocolaterie not to exceed \$2,000.

B. DOWNTOWN MARKETING CAMPAIGN REQUEST

The Authority briefly discussed marketing strategies.

C. BRANDED MERCHANDISE PROJECT

Chris McGahee presented ideas for City of Duluth merchandise that could be made available to the public for purchase.

D. PIZZA BOX WASTE CONTAINER INSTALLATION

The Authority discussed the addition of pizza box waste containers.

VIII. EXECUTIVE SESSION - NO MEETING NECESSARY

IX. ADJOURNMENT

Being no further business, a motion was made by Mr. Vice Chair Jim Graham and seconded by Secretary Richard Meehan to adjourn the regular session of the DDA. All voted in favor. The meeting adjourned at 6:26pm.

The next regularly scheduled DDA meeting is September 19, 2023.

Chairman, Ken Odum

Secretary, Richard Meehan

KJ