

Minutes of the Regular Scheduled DDA Meeting
Friday, September 6, 2013
8:30 a.m.
City Hall - Room 220

Present: Chairperson Monica Hagewood; Attorney Dan McRae; Ralph Mills; Charles McMillan; Dave Schmit; Councilmembers Nancy Diamond and Betty Price.

Absent: David Lyon; Lonnie Mimms; and Richard Hessler

Chairman Hagewood called the meeting to order.

A motion was made by Dave Schmit, seconded by Ralph Mills to approve the agenda. The motion passed unanimously.

A motion was made by Ralph Mills, seconded by Charles McMillan to postpone consideration of the minutes until the October meeting due to some required amendments. The motion approved unanimously.

Treasurer's Report – Dave Schmit reported that the fiscal year end information has been submitted to City; July 1st began the new fiscal year; and the DDA currently has approximately \$233,475 in funds including the City's contribution.

Dan McRae noted that the regular meetings of the DDA shall be properly recorded and such minutes must be posted and approved at the next regular meeting. If there is something in the minutes that should not be there – the DDA could approve a shorter version until such time they are approved.

A motion was made by Charles McMillan, seconded by Ralph Malls to approve the minutes as amended. The motion passed unanimously.

Chairman Hagewood provided an update on the DDA website and the Downtown Development Plan.

Chairman Hagewood discussed a potential contractual employee to assist the DDA with working on projects, public relations, website, etc.

A motion was made by Dave Schmit, seconded by Charles McMillan to approve the independent contract position of DDA Coordinator to include the scope of duties and responsibilities as stated in the job description, compensation, working approximately 80 hours per month. The candidate will utilize their own office, transportation, etc. for a six-month term. A contract will be prepared by Counsel with associated conditions. The Chair and Treasurer were authorized to execute the agreement. The motion passed unanimously.

There was brief discussion regarding the proposed job description, day to day activities, project related activities, benchmarks for accomplishments, structure of the position, supervision, accounting of time, monthly invoicing, etc.

There was brief discussion regarding the status of the facade easement program.

A motion was made by Dave Schmit, seconded by Ralph Mills to adjourn the meeting at 9:24 a.m. The motion passed unanimously.