

**Athens Downtown Development Authority  
Board of Directors Meeting  
Tuesday, January 10, 2017 3:00pm – 5:00pm  
ADDA Office  
250 W. Broad Street, Suite 108  
Athens, GA 30601**

MEMBERS PRESENT: Chris Blackmon, Lori Paluck, Shayne Jordan, Richie Knight, Mike Hamby, Shawn Butcher, Jim Warnes.

OTHERS PRESENT: Christi Christian, Elise LeQuire, Chuck Horton, Jim Thompson, Ashley Travieso, Gene Dixon, Suki Janssen, Andrew Bielecki, Richard Kennedy.

**ANNUAL MEETING MINUTES**

The Annual Meeting was called to order at 4:24 PM.

1. Election of Officers- The 2017 ADDA Officers are Lori Paluck- Chair, Shayne Jordan- Vice-Chair, and Christi Christian will serve as recording secretary until the new Executive Director is hired.

**REGULAR MEETING MINUTES**

The regular meeting was called to order at 3:04 PM.

1. Approval of Minutes – December 12, 2016, ADDA Board Meeting and December 20, 2016 Special Called Meeting.

Lori Paluck motioned, seconded by Shayne Jordan, to approve the minutes of the December 12, 2016, ADDA Board Meeting and December 20, 2016, Special Called Meeting. Motion carried.

2. Public Input – Three-minute limit per person

Ashley Travieso and Gene Dixon gave an update on the Twilight street closures and asked for a recommendation from the ADDA Board. They have been unable to agree upon a mutually acceptable closure time with DABA. It was suggested by the Board that 3:30 would be a good compromise, but that they should continue to work with DABA to reach resolution. The ADDA will send a letter of support for a 3:30 street closure. The Board reiterated that ADDA would not be planning the fireworks event this July, but would share what we learned last year with the planning group.

3. Community Reports

DABA- Gift Certificate sales reached almost \$100,000 in 2016 thanks to targeted advertising campaigns. The DABA membership drive is ongoing. There will be an Open Forum held on January 18, 2017 at 3:00 PM in the Athens First Bank Boardroom. The impact of food trucks on downtown restaurants will be up for discussion.

#### 4. Director's Report

A. Work Plan Update- The Board was provided with the work plan spreadsheet showing progress on ongoing projects. ADDA staff is halfway through the current two-year work plan.

B. Downtown Cleaning Update- Suki Janssen and Andrew Bielecki updated the Board on current efforts to clean downtown. They thanked the Board for their support which helped approve the hiring of an additional litter technician. Richard Kennedy was introduced as the new litter technician. He is cleaning trash receptacles and swapping out and cleaning the roll carts. The Solid Waste Department is updating the trash cans around downtown with new, powder-coated lids, making the cans easier to keep clean. There will be a group of volunteers cleaning cans and cleaning stickers off of signs downtown on MLK Day. In the future, a partnership between ADDA and ACC Solid Waste would be beneficial to keeping downtown clean. Currently, there is a part-time person running the sidewalk scrubber, weather permitting. There has been some frustration with the bulkiness of the scrubber and the inability to reach small spaces. Other equipment has been tested, but nothing worthwhile has been found. A scrubber route map is being made as the operator figures out the most efficient paths. New cigarette receptacles are available to locations that may want them.

#### 5. Unfinished Business

None

#### 6. New Business

A. Economic Impact Report proposal- Wes Clarke from the Carl Vinson Institute updated the Board on the kind of economic reports he can provide. The Board chose to focus on the Business Core Analysis Report, with a separate report on the effect of student spending downtown. Mike Hamby motioned, and Shayne Jordan seconded, to move forward with the Carl Vinson Institute Business Core Analysis Report, and a Student Spending Analysis Report/Survey. Carl Vinson will send a MOU to ADDA.

B. Rooftop Garden- Request for fee waiver- This matter was settled before the meeting, and the fee was paid.

C. FY18 Parking Budget- The Parking Budget Request to ACC Mayor and Commission is past due, and the Parking Committee will not meet until January 12, 2017. Mike Hamby motioned to allow the Parking Committee to send the proposed budget forward. Richie Knight seconded the motion, Motion carried.

D. ADDA Part-Time Office Assistant- Mike Hamby motioned, seconded by Richie Knight, to allow ADDA to retain their part-time holiday assistant until the ADDA is once again fully-staffed with an Executive Director.

E. ADDA Micro Loan Program- The Loan Program was again tabled to allow additional time for the Board to consider.

#### F. Main Street MOU

ADDA staff recommends continuing our Main Street membership as an affiliate member only, since Athens is too large to benefit from the majority of the Main Street Programs. Lori Paluck motioned, seconded by Richie Knight, to continue Main Street membership at the affiliate level. Motion carried.

7. Financial Report - ADDA and DAPS  
The Board was presented with the expense and budget reports as well as the parking income reports.
8. Suggest agenda topics for following month's meeting  
Wes Clarke- Economic Impact Report, Micro Loan Program, more community reports, Parking Budget update.
9. Executive Session – Personnel  
Motion to enter closed session to discuss personnel issues made by Richie Knight and seconded by Lori Paluck at 4:30 PM. Motion made to exit closed session made by Shayne Jordan and seconded by Lori Paluck at 5:05 PM.
10. Adjourn  
Meeting was adjourned by consensus at 5:05 PM.

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Lori Paluck, Board Chairman