



Downtown Development Authority Meeting

Monday, June 24, 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 6:30 pm.
- Members Present: Carl Wright, Thom DeLoach, Denise Phillips, Michelle Dunbar and Jenna Barclay. Council Member Anita Bass was absent from this meeting.

II. **Approval of the Agenda**

- Jenna Barclay made a motion to approve the agenda, seconded by Denise Phillips. Unanimously approved.

III. **Approval of Minutes**

- **Regular Meeting Minutes, May 28, 2024:** Motion by Michelle Dunbar to approve the meeting minutes, seconded by Denise Phillips. Unanimously approved.
- **Special Called Meeting Minutes, June 03, 2024:** Motion by Michelle Dunbar to approve the meeting minutes, seconded by Denise Phillips. Unanimously approved.

IV. **Citizen Comments** – there were no comments.

V. **Director's Report**

- The City of Stone Mountain was preparing to apply for a grant and needed letters of support from local businesses. The Director requested the support of the DDA, and the Chairperson volunteered to sign an endorsement letter on behalf of the Board. If awarded, the grant funds will be used for two murals, hanging flower baskets and the purchase of additional self-watering pots.
- The Director completed her Main Street 101 training.

VI. **Financial Report**

- The DDA Financial Reports for March and April 2024 were presented.

VII. **Council Report**

- Council Member Ryan Smith provided a brief update on the last council meeting discussions/action items.

VIII. **Old Business – No Old Business.**

VII. **New Business**

1. **Approval of the Professional Services Agreement, for Landscaping Maintenance Services**

- Thom DeLoach made a motion to approve the presented agreement between the DDA and the landscaping company, pending the City Manager's written assurance (a written

response from the City Manager to the DDA Board was requested) that the 2024 IGA has been implemented; Seconded by Denise Phillips. Unanimously approved.

- Thom DeLoach made a motion to authorize the DDA Chairperson to execute the professional services agreement with the Crabapple Experts, for a total sum not to exceed \$ 22,896.00; as well as to sign the proposed projects #2725, #4912, #2726, #2932 and #5922 proposal for mulch installation; seconded by Denise Phillips. Unanimously approved.

2. DDA Budget Amendment, June 2024

- Thom DeLoach made a Motion to amend the DDA budget and use bank reserves of the DDA General Fund, to increase funds in the following accounts:
 - Budget Line Item "Advertising" / Account ID 20-5130.52.3300, to be increased to \$756.00, to cover fee for Full Panel Advertisement – Stone Mountain RV Guest Directory.
 - Budget Line Item "Dues & Fees" / Account ID 20-5130.52.3600, to be increased to \$250.00, to cover 2024 annual membership fee for the Georgia Downtown Association.Denise Phillips seconded. Unanimously approved.

3. Discussion Item: Criterium Event for Fall of 2025

- Michael Barman with Creative Works attended the meeting. There was a brief discussion about the event requirements, details and routes.

4. Discussion Item: DDA Social Media Pages

- DDA requested more information to be shared on their social media platforms (such as Board vacancy announcements, business resources and local events).

1. **Executive Session:** Motion by Denise Phillips to enter an executive session to Discuss Personnel, Legal, and/or Real Estate, seconded by Michelle Dunbar. Unanimously approved. / Motion by Michelle Dunbar to adjourn the Executive Session, seconded by Denise Phillips. Unanimously approved.

IX. Adjournment:

Motion by Michelle Dunbar to adjourn the Regular Meeting, seconded by Denise Phillips. Unanimously approved.