

**AGENDA**  
**DAWSONVILLE DOWNTOWN DEVELOPMENT AUTHORITY**  
**G.L. Gilleland Council Chambers on 2<sup>nd</sup> Floor**  
**Monday, January 27, 2020**  
**5:30 P.M.**

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- I. Call to Order
- II. Roll Call
- III. Invocation and Pledge
- IV. Approve Agenda
- V. Approve Meeting Minutes
  - a. September 30, 2019
  - b. October 21, 2019
- VI. Approve Financial Report
- VII. 2020 Strategic Plan Projects Updates/Discussion
  - a. Improve Streetscape and parking
  - b. Establish and promote incentives for business and property development
  - c. Increase Civic Engagement
- VIII. Main Street Park Walking Trail Grant Commitment
- IX. Board Member's Terms Expiring – February 2020
  - a. Keith Stone
  - b. Gordon Pirkle
  - c. Misti Moore
- X. Appoint Secretary
- XI. Grant application revisions/discussion of checklist
- XII. City Staff Announcements/Report
  - a. 2020 Meeting Schedule
- XIII. Announcements from Partner Agencies
- XIV. Other/New Business
- XV. Adjourn

*Those persons with disabilities who require reasonable accommodations in order to allow them to observe and/or participate in this meeting or who have questions regarding the accessibility of the meeting, should contact the Clerk at Dawsonville City Hall at 706-265-3256 at least two (2) business days prior to the meeting.*

## V. APPROVE MEETING MINUTES

**DAWSONVILLE DOWNTOWN DEVELOPMENT AUTHORITY**  
**G.L. Gilleland Council Chambers, City Hall 2<sup>ND</sup> FLOOR**  
**Tuesday, September 30, 2019**  
**5:30 P.M.**

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1. Meeting was called to order by Keith Stone at 5:28 pm.
2. **ROLL CALL:** K. Hammond, T. Howell, S. Tolson, K. Stone, M. Moore, J. McCracken. G. Pirkle arrived at 5:34 pm.
3. Invocation and Pledge was led by K. Hammond.
4. **APPROVAL OF THE AGENDA:** Motion by S. Tolson and 2nd by K. Hammond to approve the agenda. Vote carried unanimously in favor.
5. **APPROVAL OF THE MINUTES:** Motion by T. Howell and 2nd by S. Tolson to approve minutes from 5/28/19. Vote carried unanimously in favor.
6. **DESIGN GUIDELINE COMMITTEE NOMINATION:** Motion to nominate Tasha Howell to the Design Guideline Committee by S. Tolson and 2nd by M. Moore. Vote carried unanimously in favor.
7. **DDA OFFICER ELECTIONS:** Motion to remove Kevin Hammond as Treasurer and appoint to Vice Chair and to appoint Tasha Howell to Treasurer made by S. Tolson and 2nd by J. McCracken. Vote carried unanimously in favor.
8. Discussion on participating in a training with the Planning Commission conducted by Miles, Hansford & Tallant on December 9, 2019 after the Planning Commission meeting.
9. **STAFF REPORTS:**
  - Food Truck Night on Oct 4.
  - Main Street Park and Farmer's Market are progressing
  - Moonshine Festival on October 25-27
10. **DDA MEMBER REPORTS:** Kevin Hammond stated he will get together with Keith Stone and Stephen Tolson to address the grant application revisions on October 22 at 5:30 at City Hall
11. Motion by S. Tolson and 2nd by K. Hammond to adjourn at 5:55 pm. Vote carried unanimously in favor.

DAWSONVILLE DOWNTOWN DEVELOPMENT AUTHORITY  
G.L. Gilleland Council Chambers, City Hall 2<sup>ND</sup> FLOOR  
Tuesday, September 30, 2019  
5:30 P.M.

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*Minutes approved at the November 25, 2019 meeting:*

Signatures:

\_\_\_\_\_  
Keith Stone, Chair

\_\_\_\_\_  
Misti Moore, Secretary

\_\_\_\_\_  
Kevin Hammond, Vice Chair

\_\_\_\_\_  
Tasha Howell, Treasurer

\_\_\_\_\_  
Gordon Pirkle

\_\_\_\_\_  
Jamie McCracken

\_\_\_\_\_  
Stephen Tolson, Councilmember

**DAWSONVILLE DOWNTOWN DEVELOPMENT AUTHORITY  
SPECIAL CALLED MEETING  
G.L. Gilleland Council Chambers, City Hall 2<sup>ND</sup> FLOOR  
Monday, October 21, 2019  
5:00 P.M.**

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1. Meeting was called to order by Keith Stone at 5:04 pm.
2. **ROLL CALL:** K. Hammond, T. Howell, S. Tolson, K. Stone, M. Moore, J. McCracken. G. Pirkle was absent.
3. Invocation and Pledge was led by K. Hammond.
4. **APPROVAL OF THE AGENDA:** Motion to approve the agenda as presented made by S. Tolson; second by K. Hammond. Vote carried unanimously in favor.

**BUSINESS**

5. **2014 BOND REFINANCING:** Bryan Huskey from Stifel spoke to the DDA about the purpose for refinancing the City's 2014 bonds.

Motion to authorize the Chairman and the Secretary to execute all the required documents to refinance the series 2014 bonds to the 2019 bonds made by S. Tolson; second by J. McCracken. Vote carried unanimously in favor.

**REPORTS**

Stephen Tolson announced to the Board he confirmed the date of December 9, 2019 for training with the Planning Commission by Miles, Hansford & Tallant.

**ADJOURNMENT**

Motion to adjourn at 5:11 pm made by K. Hammond; second by T. Howell. Vote carried unanimously in favor.

DAWSONVILLE DOWNTOWN DEVELOPMENT AUTHORITY  
SPECIAL CALLED MEETING  
G.L. Gilleland Council Chambers, City Hall 2<sup>ND</sup> FLOOR  
Monday, October 21, 2019  
5:00 P.M.

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*Minutes approved at the November 25, 2019 meeting:*

Signatures:

\_\_\_\_\_  
Keith Stone, Chair

\_\_\_\_\_  
Misti Moore, Secretary

\_\_\_\_\_  
Kevin Hammond, Vice Chair

\_\_\_\_\_  
Tasha Howell, Treasurer

\_\_\_\_\_  
Gordon Pirkle

\_\_\_\_\_  
Jamie McCracken

\_\_\_\_\_  
Stephen Tolson, Councilmember

# VI. APPROVE FINANCIAL REPORT

**DDA Financials through 12/31/2019**

FY

2019-20

		<u>Deposits</u>	<u>Interest</u>	<u>Checks</u>	<u>Ending Balance</u>
Jul-19		35,388.72	0.00		34,439.69
Aug-19		34,439.69	0.00	949.03	22,439.69
Sep-19		22,439.69	0.00	12,000.00	22,439.69
Oct-19		22,439.69	0.00	0.00	22,439.69
Nov-19		22,439.69	0.00	0.00	22,439.69
Dec-19		22,439.69	0.00	925.80	21,513.89
Jan-20		21,513.89	0.00	0.00	21,513.89
Feb-20		21,513.89	0.00	0.00	21,513.89
Mar-20		21,513.89	0.00	0.00	21,513.89
Apr-20		21,513.89	0.00	0.00	21,513.89
May-20		21,513.89	0.00	0.00	21,513.89
Jun-20		21,513.89	0.00	0.00	21,513.89
		<u>0.00</u>		<u>13,874.83</u>	

6/12/2019	Miles, Hansford & Tallant	5111	949.03	DDA Meeting & Review
9/20/2019	AMIP	5112	12,000.00	2019 Fireworks
10/14/2019	Miles, Hansford & Tallant	5113	225.80	DDA Meeting & Review
11/30/2019	City of Dawsonville	5114	700.00	Trail Grant Commitment - Benches



# VIII. MAIN STREET PARK WALKING TRAIL GRANT COMMITMENT

Georgia Recreational Trails Application  
 Appropriation Year 2015

<b>ITEM DESCRIPTION</b>	<b>GRANT FUNDS (\$)</b>	<b>MATCHING IN-KIND (\$)</b>	<b>MATCHING CASH (\$)</b>	<b>TOTAL (\$)</b>
<b>Design &amp; Engineering (10% maximum)</b> Break down costs and purpose: Illustrative Plan - \$2,765 Land Disturbance Permit - \$190 Engineering - \$5,000		\$2,765 - City \$190 - City \$5,000 - City		\$7,955
<b>Direct labor costs</b> Salaries or actual costs: City labor - 4 workers/10 days/8 hrs/\$20 per hr. - trail & parking lot pre-paving site work	(not applicable)	\$6,400 - City labor		\$6,400
<b>Special service purchase contract</b> Dawson BoE - 5 Trail Lesson Plans Dawson Chamber of Commerce Trail Promotion		\$380 - BOE \$480 - Chamber of Commerce		\$860
<b>Purchase or rental of equipment</b> Backhoe & Loader/3-5 days/\$80 a day C-70 Dumptruck/10 days/\$80 a day Takuchi Excavator/4 days/\$80 a day		\$1,520 - City Equipment		\$1,520
<b>Construction contract</b> Contract to include - labor, grading, base & asphalt for 8ft wide linear trail - estimate provided by contractor but will be bid out according to federal, state and local procurement regulations	\$100,000		\$25,000 - City	\$125,000
<b>Purchase of Materials</b> Trash cans (10) - \$900 Directional trail signs (10) - \$500 Materials for (3) handicapped accessible kiosks - \$3,000 Materials for (3) benches - \$2,100 Pogo Logo RTP sign - \$70 Interpretive Braille signs (10) - \$350		\$900 - City \$500 - City \$3,000 - City \$2,100 - DDA & Atlanta Motorsports \$70 - City \$350 - City		\$6,920
<b>Other (please be specific)</b> Parking lot construction & paving with (4) handicapped spaces near trailhead - \$10,000		\$10,000		\$10,000.00
<b>TOTALS:</b>	\$100,000	\$33,655	\$25,000	\$158,655

Volunteers who donate job specific skills and/or equipment (for example, grading contractors, plumbers) can value their time and/or equipment at their standard rates for this purpose.



City of Dawsonville  
Downtown Development Authority  
P.O. Box 6  
Dawsonville, Georgia 30534

December 16, 2015

ATTN: Taylor Brown  
Parks Trails/Grants Coordinator  
DNR Parks, Recreation & Historic Sites Division  
2600 Hwy. 155 SW, Suite C  
Stockbridge, GA 30281

RE: Recreational Trails Program Application  
Letter of Commitment

Dear Ms. Brown,

The Dawsonville Downtown Development Authority is pleased to partner with the City of Dawsonville in its application for a Recreational Trails Program grant to build the Main Street Park and Trail. The Dawsonville Downtown Development Authority hereby commits to playing a large part in promoting activities with 500 brochures and 500 maps at a cost of \$600.00 in the park for the citizens and commits to purchasing a \$700.00 park bench to be placed along the trail during construction. Our support for this project is demonstrated in the commitment stated above. The new park and trail will play an important role in the beautification of our city and in the promotion of outdoor activity.

The Dawsonville Downtown Development Authority is proud to play an active role in beautifying the community, and the Park and Trail would be a valuable, attractive commodity for the residents of Dawsonville. We urge your favorable consideration of this worthwhile project.

Best regards,

Gordon Pirkle, Chair  
Dawsonville Downtown Development Authority



**City of Dawsonville**  
 415 Hwy 53 E, Suite 100  
 Dawsonville, GA 30534

(706)265-3256

Payment Due Upon Receipt

<b>INVOICE #</b>
12000351

INVOICE DATE: 11/25/19

DUE DATE: 11/26/19

ACCOUNT ID: P-000236 PIN: 7030
DOWNTOWN DEVELOPMENT AUTHORITY
415 HIGHWAY 53 EAST
DAWSONILLE GA, 30534

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
		MSP TRAIL - BENCH DONATION		
1.0000	F-013	MISC FEE - GENERAL BENCH DONATION FOR MSP TRAIL	700.000000	700.00
			TOTAL DUE:	<u>\$ 700.00</u>

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**PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT**

City of Dawsonville  
 415 Hwy 53 E, Suite 100  
 Dawsonville, GA 30534

INVOICE #: 12000351  
 DESCRIPTION: MSP TRAIL - BENCH DONATION  
 ACCOUNT ID: P-000236 PIN: 7030  
 DUE DATE: 11/26/19  
 TOTAL DUE: \$ 700.00

DOWNTOWN DEVELOPMENT AUTHORITY  
 415 HIGHWAY 53 EAST  
 DAWSONILLE GA, 30534



**XI. GRANT APPLICATION  
REVISIONS/DISCUSSION OF  
CHECKLIST**



Downtown Development Authority:  
Keith Stone, Chairperson  
Kevin Hammond, Vice Chairperson  
Misti Moore, Secretary  
Tasha Howell, Secretary

415 Highway 53 East, Suite 100  
Dawsonville, GA 30534  
Office (706) 265-3256 Fax (706) 265-4214  
[www.dawsonville-ga.gov](http://www.dawsonville-ga.gov)

Jamie McCracken  
Steven Tolson  
Gordon Pirkle

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## Dawsonville Downtown Development Authority Grant Checklist

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***The following items MUST be adhered to and submitted with your application  
BEFORE your request will be considered.***

- Business must be located within the Dawsonville Downtown Development Area  
Is the location inside the Historic District? \_\_\_ yes \_\_\_ no  
If yes, prior approval may be required from Historic Preservation Commission
- Proof of Corporate Status (Secretary of State)
- Proof of Business License (City of Dawsonville)
- Background check from Dawson County Sheriff's Office
- Fee \$50.00 (check made payable to DDA)
- Two (2) Project Cost Estimates

**Estimated project start date:** \_\_\_\_\_

*\*Project must commence within sixty (60) days of the grant award*

**Estimated project completion date:** \_\_\_\_\_

*\*Project must be completed within one (1) year of commencement*

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***The following items MUST be completed prior to grant disbursement.***

- Project as submitted must be 100% complete.
  - Inspection of completed project by DDA member to their satisfaction.
  - Submission of paid itemized invoices reflecting project work and cost.
-

## **DAWSONVILLE DOWNTOWN DEVELOPMENT PROJECT GRANT FUND GUIDELINES AND APPLICATION PACKET**

The Downtown Development Project Grant Fund was created by the City of Dawsonville, Georgia in order for the Dawsonville Downtown Development Authority (“DDA”) to award grants for Projects that promote the development of trade, commerce, industry, and employment opportunities within the Dawsonville Downtown Development Area.

### **GRANT AMOUNTS AND GUIDELINES**

Subject to budgeted funds, there is no pre-determined amount for grant awards. Instead, the applicant is to provide in the written application a description of the proposed Project including itemized estimated costs of the Project and a description of how the Project will benefit the citizens of the City of Dawsonville and fulfill the established guidelines set forth herein. Amounts of awards are subject to current budget funds available for the program. Awards will not be disbursed until the Project is complete and itemized invoices or other evidence of Project completion is submitted to the satisfaction of the DDA following inspection of the completed Project by the DDA or its designee. Awards will be made in an estimated amount, but only disbursed to the extent of actual cost incurred or the amount of the award, whichever is less. For example, a grant award is made for an estimated amount of \$5,000, but the actual Project construction costs \$4,824 would result in disbursement of \$4,824. By way of further example, if the grant award is made for an estimated amount of \$5,000 and the actual Project construction costs \$5,824, the disbursement would be \$5,000. Further guidelines include:

1. Each grant award must promote the development of trade, commerce, industry, and employment opportunities in the downtown development area;
2. Each Project for which a grant is awarded must meet the following definition of “Project”: The acquisition, construction, installation, modification, renovation, or rehabilitation of land, interests in land, buildings, structures, facilities, or other improvements located or to be located within the downtown development area, or other improvement for the essential public purpose of the development of trade, commerce, industry, and employment opportunities in the Dawsonville Downtown Development Area;
3. The Project must be within the Dawsonville Downtown Development Area;
4. Any Project within the Dawsonville Historic District must receive the prior approval of the Dawsonville Historic Preservation Commission as a pre-condition to any grant award.
5. The amount of the grant will be determined by the DDA based on the information provided in the Application, the funds available, and the number of requests under consideration;
6. Eligible applicants are Downtown Development Area commercial property owners, as well as business owners (with the property owner’s permission);
7. Projects funded with grants must commence within sixty (60) days of the grant award and must be completed within one (1) year of commencement in order to be eligible for grant disbursement. If a Project is not in compliance with the requisite timeframe, the grant award will lapse and the applicant shall not be entitled to any funds;
8. All property taxes, licenses and permits must be current at all times during the applicant period and up until completion of the Project;

9. Grant applicants are fully responsible for all aspects of the Project, including any relationships between contractors and supplies and securing all necessary permits and approvals. Grant applicants that are entities shall provide proof of corporate status along with their application (such as a print out of good standing from the Georgia Secretary of State).
10. Grant applicants or their principal(s) shall consent to a background check by the Dawson County Sheriff's Office at the expense of the applicant. No grant award may be made to any applicant or entity managed by an applicant that has a felony conviction or a misdemeanor conviction of high and aggravating circumstances.
11. The grant application fee shall be \$50.00. The DDA will use the application fee to fund the cost of completed Project inspections prior to disbursement of funds and such other administrative costs of the DDA as arise in the Grant process.
12. Each grant application shall be accompanied by at least 2 estimates of Project costs from individuals or entities independent of the Applicant.
13. The most important factor in granting awards considered by the DDA shall be the number and type of jobs that will be created by the Project. Within that consideration, priority shall be granted to Projects creating higher income jobs over those creating lower income jobs.
14. As a general rule and subject to modification on a case by case basis for substantial reason(s), Projects to expand established businesses and their employment opportunities shall be favored over Projects for start up businesses and their employment opportunities.
15. The DDA may issue a matching grant for any Project whereby the Applicant would agree to match the funds awarded. For example, an estimated \$5,000 Project cost could result in a \$2,500 award from the DDA upon completion and proof that the Applicant had spent at least \$2,500 on the Project.



**DAWSONVILLE DOWNTOWN DEVELOPMENT GRANT PROJECT  
FUND APPLICATION**

**APPLICANT**

Name of Business: \_\_\_\_\_

Name of Person Filing Application: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Description of Applicant's Business: \_\_\_\_\_  
\_\_\_\_\_

Description of Products/Services Offered by Applicant's Business: \_\_\_\_\_  
\_\_\_\_\_

**OWNER OF PROPERTY, IF OTHER THAN APPLICANT**

Owner: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**DESIGNATED PROPERTY**

Address: \_\_\_\_\_  
\_\_\_\_\_

Within Dawsonville's Downtown Development Area? \_\_\_\_\_ (Y) \_\_\_\_\_ (N)  
Within the Dawsonville Historic District? \_\_\_\_\_ (Y) \_\_\_\_\_ (N)

**PROJECT**

Cost of Project (attach at least 2 estimates): \$ \_\_\_\_\_

Description of Project (use additional pages if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Description of Number of New Jobs that will be created by the Project and range of New Job income levels: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_



**APPLICANT'S CERTIFICATION**

I, (applicant name) \_\_\_\_\_ agree that the above constitutes the proposal for the Project at this time and that any changes or additional will require additional information. My signature certifies that I have read, understand, and agree to all of the grant program guidelines, regulations, and deadlines and that I consent to any and all background checks done by the Dawsonville DDA. I represent and warrant that I have not been convicted of a felony or a misdemeanor of a high and aggravating nature. I hereby submit this Application for the proposed Project and understand that this application is pending review by the Dawsonville DDA. I understand that the Project must commence within sixty (60) days of the award of the grant and that the Project must be completed within one (1) year of the date of commencement or the award shall lapse. I understand that I will not receive any grant funds until after completion of the Project, submission of itemized invoices reflecting actual completed Project costs to the satisfaction of the DDA and an inspection for completion by the DDA.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing below, the Property Owner consents to this Application and to the Project work being done on the identified property:

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STAFF USE ONLY**

Project located within the Dawsonville Downtown Development area: yes \_\_\_\_\_ no \_\_\_\_\_

Project located within the Historic District: yes \_\_\_\_\_ no \_\_\_\_\_

HPC approval acquired: yes \_\_\_\_\_ no \_\_\_\_\_ n/a \_\_\_\_\_

Proof of corporate status received: yes \_\_\_\_\_ no \_\_\_\_\_

Proof of Business License received: yes \_\_\_\_\_ no \_\_\_\_\_

Background check from Dawson County Sheriff's Office received: yes \_\_\_\_\_ no \_\_\_\_\_

Application fee paid (\$50): yes \_\_\_\_\_ no \_\_\_\_\_

Two (2) project cost estimates received: yes \_\_\_\_\_ no \_\_\_\_\_

Date reviewed by DDA: \_\_\_\_\_

Application: \_\_\_\_\_ Granted in the amount of \$ \_\_\_\_\_ on \_\_\_\_\_.

Application: \_\_\_\_\_ Denied \_\_\_\_\_

Project Completion Inspection Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

Paid itemized invoices received: yes \_\_\_\_\_ no \_\_\_\_\_

Project Funds Disbursement Date: \_\_\_\_\_ Approved by: \_\_\_\_\_

## XII. 2020 MEETING SCHEDULE



## PUBLIC NOTICE

### 2020 Meetings of the City of Dawsonville

The City of Dawsonville City Council, DDA, Planning Commission and HPC shall conduct regular meetings on the dates and time below:

#### 2020 City Council Regular Meetings at 5:00 pm

JAN 6 FEB 3 MAR 2 MAY 4 JUN 1  
AUG 3 OCT 5 NOV 2 DEC 7

#### 2020 City Council Regular Meetings and Work Sessions at 5:00 pm

FEB 17 MAR 16 APR 20 MAY 18 JUN 15  
JUL 20 AUG 17 SEP 21 OCT 19 NOV 16 DEC 21

#### 2020 Planning Commission Meetings at 5:30 pm

JAN 13 FEB 10 MAR 9 APR 13 MAY 11 JUN 8  
JUL 13 AUG 10 SEP 14 OCT 12 NOV 9 DEC 14

#### 2020 Historic Preservation Commission Meetings at 5:30 pm

FEB 24 APR 27 JUN 22 AUG 24 OCT 26 DEC 28

#### 2020 Downtown Development Authority Meetings at 5:30 pm

JAN 27 MAR 23 MAY 26 JUL 27 SEP 28 NOV 23

All meetings according to the dates set forth above will be upstairs in the G.L. "Pete" Gilleland Council Chambers at City Hall located at 415 HWY 53 E, Dawsonville, GA. The public is invited to attend all of these meetings.

*Those persons with disabilities who require reasonable accommodations in order to allow them to observe and/or participate in these meetings or who have questions regarding the accessibility of these meetings, should contact the Clerk at Dawsonville City Hall at 706-265-3256 at least two (2) business days prior to the meeting.*