



**AGENDA  
CITY OF DAWSONVILLE  
DOWNTOWN DEVELOPMENT AUTHORITY  
City Hall, G.L. Gilleland Council Chambers  
Monday, September 26, 2022  
5:30 P.M.**

- 
1. Call to Order
  2. Roll Call
  3. Invocation and Pledge
  4. Approval of the Agenda
  5. Approve Meeting Minutes
    - Regular Meeting held July 25, 2022
  6. Review Financials through August 2022

**BUSINESS**

7. Introduction of the Downtown Development Manager
8. DDA Grant Funds Request
9. Donation from Amicalola EMC
10. Discuss Advertising for Downtown during Moonshine Festival

**ANNOUNCEMENTS**

**ADJOURNMENT**

*The next scheduled meeting is Monday, November 28, 2022*

*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.*



DOWNTOWN DEVELOPMENT  
AUTHORITY  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 5

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SUBJECT: APPROVE MEETING MINUTES

DDA MEETING DATE: 09/26/2022

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PURPOSE FOR REQUEST:

**TO REQUEST APPROVAL FOR THE MINUTES**

- **REGULAR MEETING HELD JUNE 25, 2022**
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HISTORY/ FACTS / ISSUES:

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OPTIONS:

**APPROVE, AMEND OR DENY**

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RECOMMENDED SAMPLE MOTION:

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REQUESTED BY: Beverly Banister, City Clerk

**MINUTES**  
**CITY OF DAWSONVILLE DOWNTOWN DEVELOPMENT AUTHORITY**  
**G.L. Gilleland Council Chambers, City Hall 2<sup>nd</sup> Floor**  
**Monday, July 25, 2022**  
**5:30 P.M.**

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1. **CALL TO ORDER:** Keith Stone called the meeting to order at 5:31 pm.
2. **ROLL CALL:** Present were members William Illg, Jamie McCracken, Keith Stone, Kevin Hammond and Jonathan Campbell.  
  
Dwight Gilleland and Tasha Howell were not present at the meeting.  
  
Also present was City Clerk Beverly Banister.
3. **INVOCATION AND PLEDGE:** Invocation and pledge were led by Jonathan Campbell.
4. **APPROVAL OF THE AGENDA:** Motion to approve the agenda as presented made by W. Illg; second by J. McCracken. Vote carried unanimously in favor.
5. **APPROVE MEETING MINUTES**
  - Regular Meeting held March 28, 2022Motion to approve the minutes as presented made by K. Hammond; second by W. Illg. Vote carried unanimously in favor.
6. **REVIEW FINANCIALS THROUGH JUNE 2022:** City Clerk Banister reviewed the recent financial activity of the Board through June 2022.

**BUSINESS**

7. **DDA LOGO:** Motion to approve the logo as presented with the correction of the misspelled word (development) made by J. McCracken; second by K. Hammond. Vote carried unanimously in favor. (Exhibit "A")
8. **APPROVE DDA BASIC TRAINING:** Motion to approve the DDA basic training and mileage in the amount of (approximately) \$343.75 for Jonathan Campbell made by W. Illg; second by J. McCracken. Vote carried four in favor (Illg, McCracken, Stone, Hammond) with one abstained (Campbell).

**ANNOUNCEMENTS:** City Clerk Banister reported on the recent advertisement to hire a Downtown Development Director; Family Connections is having a free family friendly event at Main Street Park on Friday, July 29, 2022; the next Food Truck night is August 1, 2022. The Board briefly discussed the new businesses coming to Downtown. Keith Stone informed the Board about a project he is involved with called Backpack Buddies.

**ADJOURNMENT:**

At 5:51 p.m. a motion to adjourn the meeting was made by K. Hammond; second by W. Illg. Vote carried unanimously in favor.

*Approved this 26<sup>th</sup> day of September 2022.*

**By: DOWNTOWN DEVELOPMENT AUTHORITY**

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

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

\_\_\_\_\_  
Tasha Howell, Treasurer/Secretary

**MINUTES**  
**CITY OF DAWSONVILLE DOWNTOWN DEVELOPMENT AUTHORITY**  
**G.L. Gilleland Council Chambers, City Hall 2<sup>nd</sup> Floor**  
**Monday, July 25, 2022**  
**5:30 P.M.**

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\_\_\_\_\_  
Dwight Gilleland

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

\_\_\_\_\_  
Jonathan Campbell

\_\_\_\_\_  
William Illg, Councilmember

Attested: \_\_\_\_\_  
Beverly A. Banister, City Clerk

DRAFT

design | print

**DAWSONVILLE DOWNTOWN DEVELOPMENT AUTHORITY**  
LOGO RENDERINGS VERSION 3

MOCKUP OPTION 1



Exhibit "A"

oneoauo



DOWNTOWN DEVELOPMENT  
AUTHORITY  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 6

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SUBJECT: REVIEW FINANCIALS THROUGH AUGUST 2022

DDA MEETING DATE: 09/26/2022

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PURPOSE FOR REQUEST:

**TO REVIEW DDA CHECKING ACCOUNT ACTIVITY THROUGH AUGUST 2022**

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HISTORY/ FACTS / ISSUES:

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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**FY 2022-2023 DDA Checking Account Activity**

<u>FY</u> <u>2022-23</u>	<u>Cleared Activity</u>	<u>Beg. Balance</u>	<u>Deposits</u>	<u>Interest</u>	<u>Checks</u>	<u>Ending Balance</u>
Begin Bal.		\$ 39,468.20				
Jul-22	DDA Basic Training - Jonathan Campbell	\$ 39,468.20	\$ -	\$ -	\$ 275.00	\$ 39,193.20
Aug-22	No Activity	\$ 39,193.20	\$ -	\$ -	\$ -	\$ 39,193.20
Sep-22		\$ 39,193.20				\$ 39,193.20
Oct-22		\$ 39,193.20				\$ 39,193.20
Nov-22		\$ 39,193.20				\$ 39,193.20
Dec-22		\$ 39,193.20				\$ 39,193.20
Jan-23		\$ 39,193.20				\$ 39,193.20
Feb-23		\$ 39,193.20				\$ 39,193.20
Mar-23		\$ 39,193.20				\$ 39,193.20
Apr-23		\$ 39,193.20				\$ 39,193.20
May-23		\$ 39,193.20				\$ 39,193.20
Jun-23		\$ 39,193.20				\$ 39,193.20
			\$ -		\$ 275.00	

<u>Checks Cleared</u>			
<u>Date</u>	<u>To Whom</u>	<u>Check #</u>	<u>Amount</u>
7/27/2022	Payback to City - J. Campbell Training	5141	\$275.00

\_\_\_\_\_  
\$275.00



DOWNTOWN DEVELOPMENT  
AUTHORITY  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 7

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SUBJECT: **INTRODUCTION OF THE DOWNTOWN DEVELOPMENT MANAGER**

DDA MEETING DATE: 09/26/2022

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PURPOSE FOR REQUEST:

**TO INTRODUCE AMANDA EDMONDSON AS THE NEW DOWNTOWN DEVELOPMENT MANAGER  
FOR THE CITY**

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HISTORY/ FACTS / ISSUES:

**SEE ATTACHED RESUME**

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OPTIONS:

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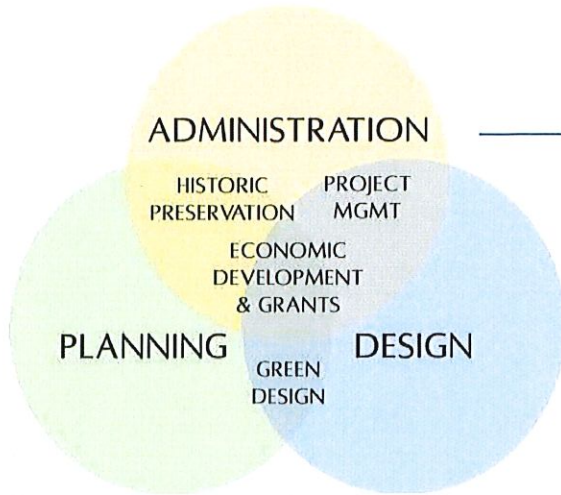
RECOMMENDED SAMPLE MOTION:

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# AMANDA M. EDMONDSON

An Integrated Approach.



## NOTABLE EXPERIENCE

**Edmondson Commercial Interiors, LLC:**  
**CEO, Principal Consultant & Project Manager**  
Business Development, Personnel & Fiscal Administration, Project Management, Product Design & Prototype Development, Jurisdictional Liaison & Planning Consulting, Market Projections  
GA / AL / SC / NC / FL / TN: 2010-Present

**Forsyth County Government Department of Community Planning: Planner II**  
**Current Planning:** Project Mgmt. & Review of Construction Plans, Plats, Rezoning and Variance Application Reports, Zoning Board of Appeals.

**Long-Range Planning:** Comprehensive Planning, Economic Development Plan, Public Participation, Draft Code Amendments, Policy Implementation Compliance Research.

**Special Projects:** McFarland – Stoney Point Livable Centers Initiative Update, Opportunity Zone, Transportation Update, Grant Applications.  
Cumming, GA: 2006 – 2011

**Lipscomb, Johnson, Dailey, Sleister & Smith:**  
**Planner & Paralegal**  
Cumming, GA: 2005 - 2006

**Gwinnett County Government Department of Internal Audit – Administrative Support**  
Lawrenceville, GA: 2003 – 2005

**Gwinnett County Public Schools Dept. of Assessment - Administrative Support**  
Lawrenceville, GA: 1998 –2002

## EDUCATION

- Masters of Public Administration - 2005**  
**Specializations in Public Policy & Local Government**  
The University of Georgia School of Public & International Affairs: Athens, GA
- Masters Certificate of Historic Preservation: Summer 2022**  
The University of Kentucky College of Design: Louisville, KY
- Bachelor of Arts : History, Magna Cum Laude - 2003**  
**Minors: Political Science, World Religion**  
Piedmont University: Demorest, GA
- Associate of Applied Science Interior Design - 2022**  
Lanier Technical College: Cumming, GA
- Local Government Financial Officer Certificate - 2005**  
The Carl Vinson Institute of Government  
The University of Georgia: Athens, GA
- Paralegal of Law Certificate - 2004**  
The University of Georgia Center for Continuing Education: Athens, GA
- Project Management Institute Certificate - 2020**  
The University of North Georgia Center for Professional and Continuing Education: Dahlonega, GA

## CREDENTIALS

- Georgia Soil & Water Conservation Commission Level 1A Cert.** Personnel & Level II Cert. Plan Reviewer 2006-2010
- US Green Building Council - LEED Green Associate**
- American Planning Association - AICP Candidate May 2022**
- US Patent & Trade Office – Pro Se Inventor #177872**
- Notary Public**
- Professional Organization Memberships**  
APA - USGBC - ICC – APA - Industry IIDA – ASID - AASLH

## GRANTS ADMINISTRATION

- Home Depot Foundation Grant - 2010**
- GMRC Loan Grant - 2014**
- GMRC Loan Grant - 2021**
- Fundraising as Treasurer on the Executive Board for the Rainbow Children’s Home of Dahlonega, GA.**

**Work Samples & References Available Upon Request.**  
**Thank You for Your Consideration.**



DOWNTOWN DEVELOPMENT  
AUTHORITY  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 8

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SUBJECT: DDA GRANT FUNDS REQUEST

DDA MEETING DATE: 09/26/2022

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PURPOSE FOR REQUEST:

**TO CONSIDER GRANT FUNDS REQUEST FROM APPALACHIAN ARMORY**

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HISTORY/ FACTS / ISSUES:

**SEE ATTACHED APPLICATION**

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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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Downtown Development Authority:  
Keith Stone, Chairperson  
Kevin Hammond, Vice Chairperson  
Tasha Howell, Treasurer  
Jamie McCracken

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)

Dwight Gilleland  
Jonathan Campbell  
William Illg

## **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:* 8/1/2022

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

*Estimated project completion date:* 12/31/2022

*\*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.
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## **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: Appalachian Armory & Off Road, Inc.

Name of Person Filing Application: Keith Hudson

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

Address: 466 Hwy. 9 N  
Dawsonville, GA 30534

Description of Applicant's Business: Retail Sales of Outdoor Sporting  
Equipment

Description of Products/Services Offered by Applicant's Business: Firearms, Accessories,  
Off Road Parts & Accessories & Gunsmithing

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

Owner: K.W. Hudson, Inc. Contact Name: Keith Hudson

Address: 1720 Goldmine Rd.  
Dawsonville, GA 30534

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

**DESIGNATED PROPERTY**

Address: 46 Hwy. 9 N  
Dawsonville, GA 30534

Within Dawsonville's Downtown Development Area?  (Y)  (N)  
Within the Dawsonville Historic District?  (Y)  (N) Per Angie Smith-  
No Changes to the exterior of building. No Approval Required

**PROJECT**

Cost of Project (attach at least 2 estimates): \$ 170,201.00

Description of Project (use additional pages if necessary): Building was wet due to  
roof leakage for years. Removal of all contents and damaged  
ceiling and materials. Asbestos flooring removal is necessary.  
Renovation of the interior, i.e. cleaning, painting + flooring.

Description of Number of New Jobs that will be created by the Project and range of New Job  
income levels: Expanding to the larger location will allow  
for two new sales positions with a income level  
of \$31,200 to \$40,000.

Proposed Start Date: 8/1/2022 Proposed Completion Date: 12/31/2022

Description of How the Project will Benefit the Citizens of Dawsonville and Fulfill the Established Guidelines (use additional pages if necessary):

We acquired the run down vacant building that has not been open to the public for over 20 years. The building has been an eye sore for a very long time. The larger space will allow for the development of trade, commerce, and employment opportunities in the downtown development area.

We are an established business that has been in the same location in the Downtown area for almost 7 years. We are seeking this grant in order to complete this project to expand and grow the business.



**APPLICANT'S CERTIFICATION**

I, (applicant name) Keith Hudson 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: Keith Hudson Date: 9/15/2022

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: Keith Hudson Date: 9/15/2022

**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  check # 215

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: \_\_\_\_\_



DOWNTOWN DEVELOPMENT  
AUTHORITY  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 9

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SUBJECT: DONATION FROM AMICALOLA EMC

DDA MEETING DATE: 09/26/2022

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PURPOSE FOR REQUEST:

**TO REQUEST APPROVAL TO RECEIVE GRANT FUNDS FROM AMICALOLA EMC TO PROVIDE FOR NETTING IN MAIN STREET PARK ALONGSIDE THE PLAYGROUND**

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HISTORY/ FACTS / ISSUES:

- CITY MANAGER WILL PROVIDE DETAILS
  - EXACT DONATION AMOUNT HAS NOT BEEN DETERMINED
  - FUNDS WILL BE DISTRIBUTED TO THE CITY TO PAY FOR THE NETTING
- 

OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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DOWNTOWN DEVELOPMENT  
AUTHORITY  
EXECUTIVE SUMMARY FOR  
AGENDA ITEM # 10

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SUBJECT: DISCUSS ADVERTISING FOR DOWNTOWN DURING MOONSHINE FESTIVAL

DDA MEETING DATE: 09/26/2022

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PURPOSE FOR REQUEST:

**TO DISCUSS ADVERTISING FOR DOWNTOWN DURING MOONSHINE FESTIVAL**

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HISTORY/ FACTS / ISSUES:

- **DWIGHT GILLELAND REQUEST ITEM BE ADDED TO AGENDA**
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OPTIONS:

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RECOMMENDED SAMPLE MOTION:

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