

DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF HAHIRA

BOARD OF DIRECTORS

ORGANIZATIONAL MEETING

FEBRUARY 22, 2016

2:00 P.M.

HAHIRA COMMUNITY CENTER

The scheduled Organization Meeting of the Board of Directors of the Downtown Development Authority of the City of Hahira was held at 2:00 p.m. on Monday, February 22, 2016 at the Hahira Community Center.

BOARD MEMBERS PRESENT: Ted Raker, Kenneth Davis, Bert Chancy, Tim Coombs, Vicki Rountree, Barry Robinson and Keith Barrett.

STAFF PRESENT: City Manager Jonathan Sumner, City Clerk Lisa Mashburn, Police Chief Terry Davis and Fire Chief Dwight Bennett. Mayor Bruce Cain and City Attorney Rob Plumb were also present.

CALL TO ORDER: Attorney Rob Plumb

ESTABLISH QUORUM: Attorney Rob Plumb

PLEDGE OF ALLEGIANCE: City Manager Jonathan Sumner

INVOCATION: City Manager Jonathan Sumner

ELECTION OF OFFICERS:

City Attorney Rob Plumb ask for a nomination for Chairperson and Vice Chairperson.

A. CHAIRPERSON:

Board member Vicki Rountree nominated Ted Raker. Ted Raker accepted the nomination. **A motion was made to appoint Ted Raker as Chairperson by Board member Vicki Rountree which was seconded by Board member Tim Coombs. Board members Kenneth Davis, Bert Chancy, Tim Coombs, Vicki Rountree, Barry Robinson and Keith Barrett all voted in favor of the motion.**

B. VICE-CHAIRPERSON

Board member Tim Coombs nominated Councilman Kenneth Davis as Vice-Chairperson. **Councilman Davis accepted the nomination. A motion was made to appoint Councilman Kenneth Davis as Vice-Chairperson by Board member Tim Coombs which was seconded by Board member Vicki Rountree. Board members Bert Chancy, Tim Coombs, Vicki Rountree, Barry Robinson, Keith Barrett and Chairperson Ted Raker all voted in favor of the motion.**

DISCUSSIONS:

A. BYLAWS

City Attorney Rob Plumb stated that this is a set of internal operational rules to run the meetings and it is modeled after the City of Athens DDA. The DDA is a separate entity and independent agency. City Manager Sumner said that if you review the Bi-laws it states under officers that the City Clerk may serve as Secretary of the Authority and the City Manager may serve as the Treasurer of the Authority. The Secretary and Treasurer will have no voting powers. The City Clerk will hold the seal of the DDA Authority and the City Manager will do reporting on accounts to the Board members. The City Clerk and City Manager will not be on signature cards, this will be two Board members. City Manager Sumner stated that the DDA Authority will follow the Georgia open meetings and records laws and will post all meetings on the marquee and on the front door. Chairperson Ted Raker asked if anyone had any questions regarding the bi-laws. Board member Vicki Rountree stated she felt that we should have more meetings than two scheduled per year. City Manager Sumner said that it is always better to call a Special Meeting than to cancel a Regular Meeting. Board member Rountree said that she felt the Special Meetings would be the norm. City Manager Sumner stated that you could wait until after the DDA training and decide at that time to set the bi-laws. Board member Bert Chancy stated that if we are not working on something there is no need for a meeting so he thinks that it is better to call a Special Meeting if you are working on a project. Vice Chair Kenneth Davis ask for clarification regarding the quorum of the DDA. City Attorney Plumb said that 4 of the 7 Board members would be considered a quorum but that you may have a tie if vote is needed. Board member Tim Coombs stated that he thinks we should move forward and adopt the bi-laws. **Board member Tim Coombs made a motion to accept the bi-laws as presented which was seconded by Board member Barry Robinson. Board members Tim Coombs, Bert Chancy, Vicki Rountree, Barry Robinson, Keith Barrett, Chairman Ted Raker and Vice Chairman Kenneth Davis all voted in favor of the motion.**

B. TRAINING OPPORTUNITIES

Treasurer Jonathan Sumner stated that information regarding the Hahira DDA training has been sent to all Board members. It is required that all Board members attend training but the method is not prescribed by the state. The Board members must be certified. We have choices, I spoke with Bruce Green a native of Lowndes County and he has offered to the DDA for on-site training. He was at the DDA panel discussion and is an expert regarding DDA training. He requested that the site be in the downtown so that everyone can get out and walk the downtown. His fee is \$1500.00. This training would be open to the public. The other option is to attend training at one of the locations that the training is offered by the Carl Vinson Institute. This would require travel to that location and the cost of that would be around \$5,000.00. Board member Roundtree said if this is open to the public, will we pay for them to attend as well. Sumner stated you could get other DDA's to come in to help with the cost if you wanted to. Board member Coombs said that he thinks it would be beneficial to use Mr. Green. Board member Robinson agreed with him because of the cost and the time commitment and his instinct is to limit the training to Hahira only. Sumner stated that both options would be fine, we will take whatever they decide to the Mayor and Council for the February 29th meeting for approval. Board member Tomlinson stated that if you do off site training that it is easier to stay focused, going off site has its benefits. **Vice Chairman Davis made a motion to go with option one and have Mr. Green do on-site training at the cost of \$1,500.00 which was seconded by**

Board member Chancy. Chairman Raker, Vice Chairman Davis, Board members Tim Coombs, Bert Chancy, Vicki Rountree, Barry Robinson and Keith Barrett all voted in favor of the motion. A motion was made by Vice-Chairman Davis and seconded by Board member Rountree for an amendment to set training for March 14, 2016 Chairman Raker, Vice Chairman Davis, Board members Tim Coombs, Bert Chancy, Vicki Rountree, Barry Robinson and Keith Barrett all voted in favor of the motion.

PRIORITIES

Chairman Raker stated that we need to adopt priorities. After discussion by all the priorities are listed as parking downtown, vacant buildings downtown, recruit business to Hahira and communications with County and Development Authorities.

SET NEXT MEETING DATE:

The next meeting date will be March 21, 2016 at 2:00 p.m. This is set pending training. **A motion to approve was made by Board member Rountree which was seconded by Vice Chairman Davis. Chairman Raker, Vice Chairman Davis, Board members Tim Coombs, Bert Chancy, Vicki Rountree, Barry Robinson and Keith Barrett all voted in favor of the motion.**

REPORTS:

A. DIRECTORS

Chairman Raker asked if anyone had anything that they would like to add.

Board member Barrett said that he feels we should get training completed first and then move forward from that.

Board member Coombs said that he is excited that the DDA is now in place.

Board member Chancy said that he hopes we can make a difference in the City of Hahira.

Board member Rountree said that she is thankful for the opportunity and working with everybody, this is a long time coming.

Board member Robinson said he is glad we are all here and getting started.

B. TREASURER

Treasurer Sumner said that the Mayor and Council and staff are always here to help. He stated that he would send out information on the paving project and information regarding future parking in the City. He stated that the City is moving forward.

C. CHAIRPERSON

Chairman Raker said that he wants everybody to know that the City of Hahira is open for business. He thanked everyone for participation and let them know that their time is appreciated.

A motion was made by Board member Robinson to adjourn which was seconded by Board member Coombs. Chairman Raker, Vice Chairman Davis, Board members Tim Coombs, Bert Chancy, Vicki Rountree, Barry Robinson and Keith Barrett all voted in favor of the motion.

ADJOURNMENT

Chairman Ted Raker

Vice-Chairman Kenneth Davis