

Downtown Development Authority of Augusta, Georgia
Meeting Minutes
January 21, 2016

The regularly scheduled meeting of the Downtown Development Authority of Augusta, Georgia was rescheduled from January 14, 2016 at 8:30 a.m. to January 21, 2016 at 2:00 p.m. and was held at the DDA office located at 936 Broad Street, Suite 107. Those members in attendance were Commissioner Fennoy, David Hutchison, Rick Keuroglan, Cameron Nixon, Scylance Scott, Jr., Executive Director Margaret Woodard, and Legal Counsel Byrd Warlick. Guests and observers included DDA Office Manager Roxanne Walls, Randy Griffin and Diane Masters of CSRA Business Lending, Camille Price of Augusta Tomorrow, Janie Peel of Prime Commercial Properties, Barry White of the Augusta Convention and Visitors Bureau, Sheri Chambers of Chambers Design, Damon Cline of *The Augusta Chronicle*, and Matt Aitken of Sherman and Hemstreet.

Mr. Nixon called the meeting to order at 2:03 p.m.

Mr. Nixon presented for approval the previous meeting minutes from November 17, 2015. With no additions or corrections, Mr. Nixon asked for a motion to approve. Mr. Scott made the motion. Mr. Hutchison seconded the motion. Mr. Nixon asked if any further discussion. Hearing none all were in favor and the motion passed unanimously.

In the Treasurer's Report, Mr. Nixon presented the November 2015 financials in the absence of Ms. McLeod.

The balance sheet as of November 30 reflected our cash accounts and fixed assets.

The Profit & Loss Budget Performance (DDA Operating) Report reflected the following: total income for the month of November in the amount of \$13,208.35 which is largely due to city funding; total income for year-to-date in the amount of \$148,396.79; year-to-date budget for total income in the amount of \$164,432.37; total expense for year-to-date in the amount of \$159,836.37; year-to-date budget for total expense in the amount of \$177,965.76; year-to-date net ordinary income in the amount of -\$11,439.58.

The difference in total income between year-to-date and the amount budgeted is mostly due to the year-to-date amount budgeted for sponsorships for retail recruitment and GRU Day.

The November and December 2015 financials are in board books. Our accountant is in the process of reconciling fourth quarter and reviewing year-end accruals so the December 2015 financials are marked as draft. Salaries for fourth quarter have been accrued and are reflected in the December 2015 financials.

Mr. Nixon asked for a motion to accept the Treasurer's Report as information. Mr. Keuroglan made the motion. Mr. Scott seconded the motion. Mr. Nixon asked if any further discussion. Hearing none all were in the favor and the motion passed unanimously.

In the Director's Report, Ms. Woodard updated the Board on the following:

Active Economic Development Projects

Georgia Cities Foundation (GCF) Loans

- We are on hold for the Georgia Cities Revolving Loan program as we have reached the limit on what we can apply for but can probably begin applying again in 9 to 12 months.
- The loan for 905 Broad Street was approved prior to us being put on hold and will go through after completion of fire investigation. The owners have requested an extension letter through April in order for them to get their paperwork in order as they are still recovering from the fire that happened at Perry's Salon.
- The loan for 1162 Broad Street is in underwriting at GCF and was submitted prior to us being put on hold. The loan will be approved if all paperwork is in order. Owner has plans and is in process of completing budgets. This will be a two-story walk in apartment building with 10 market rate units.

Other

- We have met with three interested property owners for GCF loans with letters of intent forthcoming. It is a total of approximately 30,000 SF and \$650,000 in loan requests. We can begin working on the applications and submit to GCF once we are eligible.
- A ribbon cutting was held on January 13 for Lowery Wagon Works (Boots Factory) and it is 85 percent leased.

SPLOST VI Project/Riverwalk

- The MOU was approved by the Augusta Commission and we are awaiting an executed copy.
- A meeting was held on January 13 with Cooper Carry, Augusta Recreation, Parks and Facilities, Augusta Canal Authority and Administrator's Office to coordinate efforts. The Augusta Canal Authority received a TAP Grant this year and they are going to pave the top level of the Riverwalk from 10th Street (Marriott) to the 13th Street Bridge.
- Cooper Carry will finalize plan and complete budgets with possibility of presentation of projects to the Board at the February meeting.
- The next step is final approval from the Augusta Commission. We would then proceed with design work and once we have an MOU we will receive our SPLOST reimbursements from the city.

Downtown Programs

Retail Strategy

- We have two mixed-use projects that Retail Strategies is assisting with in the Medical District. One project is located at 15th Street with the second project on Walton Way.
- Jimmy John's will be in town next week to look at downtown sites.
- IHOP is doing a smaller downtown product and possible sites are in the works.
- In communication with Barberito's and locating possible sites as well as a visit.
- Newk's is a fast-casual restaurant that has opened a lot of locations in the last year. They have opened in Arkansas, Tennessee, Florida, and two Atlanta locations. We will follow-up with them in February as they are interested in Augusta.

- We are working very closely with a brewery who wants to make a site selection by spring 2016.
- We are continuing to assist Discovery Plaza, Woolworth, and Paine College (old Wife Saver property on 15th Street).
- The Laney-Walker Corridor has been added to the strategy with all of the new development that is happening in that area.
- Retail Strategies has hired Tetrad for demographic reports. Tetrad does demographics for retailers such as Costco and J. Crew. Their demographic reports are much more sophisticated and detailed versus what we had previously. These reports have been uploaded to the retail portal.
- We are meeting with the Augusta Metro Chamber of Commerce next week to discuss other ways to get the demographic reporting information out with a possible event with chamber members and invite downtown property owners to discuss.
- The updated GAP Analysis will be available to downtown businesses via a mailing and on the website.
- Mr. Wade Robinette and Retail Strategies will be in Augusta and will give the Board an update at the March Board meeting.
- Retail Strategies will continue to focus on regional restaurants and retail brands to bring to the downtown core and are also working on a strategy to present to property owners who have not bought into the retail vision for downtown.
- Affordables Apparel will have a pop-up store at 600 Broad Street on March 4 and March 5. They are located in downtown Charleston, Hilton Head, Savannah, Pawley's Island, Summerville, Mt. Pleasant, and downtown Aiken. We have been working very closely with the owners, Lyndon and Melanie Amick, and they are very interested in the downtown Augusta market.

Grant Projects

James Brown Boulevard Phase I

- The project is 95 percent completed and have one more handicap ramp to do at Ellis Street (west side) which should be completed in the next two weeks as we had to wait for AT&T to move a manhole.
- The final walkthrough will then be scheduled and get final signoff from GDOT.
- Ribbon cutting will be scheduled at project completion.

James Brown Boulevard Phase II

- This phase will begin at Twiggs Circle and come back towards Walton Way or as far as the money will go.
- We have received the approval letter for the TAP Grant and are awaiting contracts from GDOT.
- The project will then go out for bid.
- We are working closely with Mr. Steve Cassell, assistant director of traffic engineering, and the RFQ for design work has been completed.

Jones Street Alley

- The MOU has been approved by the Augusta Commission and awaiting executed copy.
- The project scope is Macartan Street to James Brown Boulevard and it will become one-way to vehicular traffic.
- We will oversee design of the project which includes new paving, new signage, a loading zone, and a dumpster farm. The dumpster farm was formerly the satellite farm for WAGT and will be enclosed.
- A revised parking layout will provide 25 additional spaces.
- Once we have received an executed copy of the MOU, we will begin design work with Cranston Engineering Group, P.C. and go back to the Augusta Commission for approval.

Office Inventory

- We are working on a comprehensive office inventory of all the downtown buildings.
- This project will assist the DDA and other ED Agencies in assessing current conditions and future needs in the downtown core.

Laney-Walker Corridor

- We are working with Augusta Housing and Development on a building inventory and possible sites that are available for a retail strategy.

Other

- The annual Christmas Light-Up Spectacular was held December 5 and was well attended.
- The Downtown Advisory Panel meeting will be scheduled once appointees are recommended and approved.
- The 2015 audit is underway.
- The 2015 statistics report for DCA is underway.
- The 2016 budget will be completed for Board approval in February as well as a 2015 year in review and project plan for 2016.

Mr. Nixon asked the Board if there were any questions. Mr. Scott asked Ms. Woodard if the RFQ for design for the Riverwalk has went out yet and it has not. Mr. Hutchison asked Ms. Woodard about the Tetrad demographic reports in regards to who can access. Anyone can request this information. We have asked Retail Strategies to go through the reports and list the top 20 to 30 reports that people would want as there are over 100 reports. We are still working with the city on a new DDA website and once that it up and running the top reports will be available on-line. Our current website is up however, it will be shuttered once the new site is ready.

The Board accepted the Director's Report as information.

Under New Business, Mr. Nixon introduced Mr. Randy Griffin and Ms. Diane Masters of CSRA Business Lending for a presentation to the Board.

The SBA-504 loan program and the CSRA Direct loan fund are two of their prominent loan programs. They have worked with several businesses in downtown.

SBA-504 Loan Program

CSRA Business Lending is a non-profit Certified Development Company licensed by the SBA to partner with banks to provide this low fixed rate loan program to businesses who are buying or building business real estate. The program allows a business to purchase land, acquire or construct buildings, and acquire equipment and fixtures. The loan structure is 50% bank, SBA through non-profit community based organizations like CSRA Business Lending provides 40%, and the business usually only has to put 10% down.

CSRA Direct Loan Fund

Funding comes from excess revenues CSRA Business Lending generates from their SBA-504 loan program and from grants and loans from the Department of Commerce and Department of Agriculture. This loan can be used for land, building, machinery and equipment, fixed assets, start-up costs, working capital, and in some instances debt refinance. Applicants can be for profit, not for profits, and community organizations. The borrower would put 10% down. This loan can be used in conjunction with the Georgia Cities Foundation revolving loan fund.

Handouts were distributed and are in Board books.

The Board thanked Mr. Griffin for his presentation.

Under New Business, Mr. Nixon presented the appointment of a DDA Board member to the Downtown Advisory Panel (DAP). The DAP resolution states that one member of the DDA Board of Directors to be appointed by the DDA Board Chairman.

Mr. Nixon recommended that the Board appoint Mr. Hutchison and he agreed to the appointment. Mr. Nixon asked for a motion to appoint Mr. Hutchison to the Downtown Advisory Panel. Mr. Scott made the motion. Commissioner Fennoy seconded the motion. Mr. Nixon asked if any further discussion. Hearing none all were in favor and the motion passed unanimously.

Under New Business, Mr. Nixon on behalf of the Nominating Committee presented a new Board member recommendation to replace Mr. Hadden who resigned from the Board in November.

The Nominating Committee's recommendation is Mr. Phil Wahl. He is a past board member and local banker. Mr. Nixon asked for a motion to recommend Mr. Wahl for Augusta Commission approval. Mr. Keuroglian made the motion. Commissioner Fennoy seconded the motion. Mr. Nixon asked if any further discussion. Hearing none all were in favor and the motion passed unanimously.

Mr. Nixon recognized Ms. Woodard for her 10 years of service with a service pin and certificate.

The next item on the agenda was the "passing of the gavel" in which the vice-chairman moves up to chairman. Mr. Nixon has served as chairman and it is now time for Mr. Scott to serve as chairman. Mr. Nixon will continue to serve on the Board and he turned the meeting over to Mr. Scott.

Mr. Scott thanked Mr. Nixon for his tremendous leadership, providing us with a very solid foundation and moving us forward.

The next item on the agenda was closed session. The reason for going into closed session was to discuss a real estate acquisition by a third party requesting assistance from the DDA. Mr. Scott asked for a motion to go into closed session. Mr. Hutchison made the motion. Commissioner Fennoy seconded the motion. All were in favor and the motion passed unanimously.

The Board went into closed session at 2:45 p.m.

Mr. Scott asked for a motion to come out of closed session. Commissioner Fennoy made the motion. Mr. Keuroglan seconded the motion. All were in favor and the motion passed unanimously. The Board came out of closed session at 2:57 p.m.

With no further business to discuss, Mr. Scott asked for a motion to adjourn. Mr. Keuroglan made the motion. Mr. Nixon seconded the motion. All were in favor and the motion passed unanimously. The meeting adjourned at 2:58 p.m.

Respectfully submitted,

Scylance Scott, Jr., Chairman