

Date: Wednesday, April 20, 2016
Location: 3235 Holly Springs Parkway

Holly Springs Downtown Development Authority

Agenda 6:00 pm Regular Meeting

I. CALL TO ORDER

ROLL CALL

Steve Adcock
Kimberly Atlee
Kevin Moore
Phyllis Long
Kyle Whitaker
Sonia Carruthers
Chris Deluca

II. OLD BUSINESS

III. TREASURER'S REPORT

IV. ELECTION OF 2016 OFFICERS

V. NEW BUSINESS

1. Discussion/allocation of funds to renew annual membership with the Cherokee County Chamber of Commerce
2. Discussion/allocation of funds to support the City of Holly Springs special events
3. Update on Downtown Development Projects presented by City Manager, Rob Logan
4. Approve/Deny October 20, 2015 meeting minutes

V. ADJOURNMENT

QUARTERLY FINANCIAL REPORT

OCT 15-DEC 15

| Opening Balance: | | | | | \$ | 54,763.02 | |
|-------------------------------|---------|--------------------------|---------------|--------------------------|----|-----------|--|
| Less: Cash Disbursements | | | | | | | |
| DATE | CHECK # | VENDOR | AMOUNT | DESCRIPTION | | | |
| 10/16/2015 | ACH | Cherokee Cty Water/Sewer | \$ (10.10) | Water/Sewer Fees | | | |
| 10/21/2015 | 1356 | City of Holly Springs | \$ (500.00) | Donation For Xmas Parade | | | |
| 11/9/2015 | ACH | Cherokee Cty Water/Sewer | \$ (11.20) | Water/Sewer Fees | | | |
| 12/9/2015 | ACH | Cherokee Cty Water/Sewer | (10.10) | Water/Sewer Fees | | | |
| 12/16/2015 | 1357 | City of Holly Springs | (2,508.00) | 2015 Stormwater Fees | | | |
| Total | | | \$ (3,039.40) | | | | |
| Add: Deposits & Other Credits | | | | | | | |
| 10/7/2015 | | Heritage Roof Truss | \$ 1,600.00 | October 2015 Rent | | | |
| 11/10/2015 | | Heritage Roof Truss | \$ 1,600.00 | November 2015 Rent | | | |
| 12/7/2015 | | Heritage Roof Truss | \$ 1,600.00 | December 2015 Rent | | | |
| Total | | | \$ 4,800.00 | | | | |
| Ending Bank Balance | | | \$ 56,523.62 | | | | |
| Plus CDR | | | \$ 35,542.37 | | | | |
| Total Funds | | | \$ 92,065.99 | | | | |

Holly Springs Downtown Dev Authority
Quarterly Treasurer's Report
January 2016 - March 2016

Opening Balance:

\$ 56,523.62

Less: Cash Disbursements

| DATE | CHECK # | VENDOR | AMOUNT | DESCRIPTION |
|-------------------------------|---------|--------------------------|--------------|------------------|
| 1/12/2016 | ACH | Cherokee Cty Water/Sewer | \$ (11.20) | Water/Sewer Fees |
| 2/11/2016 | ACH | Cherokee Cty Water/Sewer | \$ (21.70) | Water/Sewer Fees |
| 3/10/2016 | ACH | Cherokee Cty Water/Sewer | (11.20) | Water/Sewer Fees |
| Total | | | \$ (44.10) | |
| Add: Deposits & Other Credits | | | | |
| 1/20/2016 | | Heritage Roof Truss | \$ 1,600.00 | JAN 2015 RENT |
| 2/2/2016 | | Heritage Roof Truss | \$ 1,600.00 | FEB 2016 RENT |
| 3/8/2016 | | Heritage Roof Truss | \$ 1,600.00 | MAR 2016 RENT |
| Total | | | \$ 4,800.00 | |
| Ending Bank Balance | | | \$ 61,279.52 | |
| Plus CDR | | | \$ 35,542.37 | |
| Total Funds | | | \$ 96,821.89 | |



CHEROKEE COUNTY CHAMBER OF COMMERCE

connecting • creating • cultivating

April 1, 2016

Steve Adcock
Holly Springs Downtown Development Authority
P.O. Box 990
Holly Springs, GA 30142-0990

Dear Steve,

I want to take this opportunity to personally thank you for your membership in the Cherokee County Chamber of Commerce. I know that you work hard to earn your membership dollars, and you deserve a return on your investment!

During the past year of your membership, the Chamber offered publicity, exposure, and membership-only avenues in which to market your business as well as many exciting networking functions. We enjoyed your company being represented at our May Good Morning Cherokee breakfast and December Business After Hours. Through your ongoing involvement, you enable the Chamber to enhance Cherokee County's success!

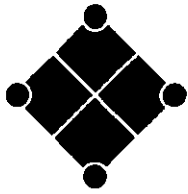
If you haven't visited the Chamber website recently, please take the time to explore the "Member Directory" search function available to the entire public. Our website is known for contributing significant success to Chamber members, and we are happy to report that your business alone was viewed a total of 1,332 times! Visit www.CherokeeChamber.com to view your business listing.

Thank you for standing with us in the past to make Cherokee County a better place to live and work. I have enclosed a copy of your annual membership investment invoice, and I look forward to working with you in the coming year. If you have already renewed on-line, thank you! If I can ever be of assistance, please feel free to contact me.

Sincerely,

Pamela W. Carnes, GCCE
President & CEO

P.O. Box 4998 • 3605 Marietta Highway • Canton, GA 30114
Phone 770.345.0400 • Fax 770.345.0030
Info@CherokeeChamber.com • www.CherokeeChamber.com



CHEROKEE COUNTY CHAMBER OF COMMERCE

connecting • creating • cultivating

Cherokee County Chamber of Commerce
P.O. Box 4998
Canton GA 30114-0030

INVOICE

Phone: (770) 345-0400
Fax: (770) 345-0030
Website: <http://www.cherokeechamber.com>
Email: vicky@cherokeechamber.com

Holly Springs Downtown Development Authority
Steve Adcock
P.O. Box 990
Holly Springs GA 30142-0990

Date: 04/01/2016
Invoice #: 27982
Due: 05/01/2016

| Description | Quantity | Rate | Amount |
|------------------------------|----------|----------|-----------------|
| Annual Membership Investment | 1 | \$290.00 | \$290.00 |
| Invoice: | | | \$290.00 |
| Balance: | | | \$290.00 |

Thank you for your support of the Cherokee County Chamber of Commerce. Questions call 770-345-0400.

Keep this portion for your records.

Please return this portion with your payment.

Holly Springs Downtown Development Authority
Steve Adcock
P.O. Box 990
Holly Springs GA 30142-0990

Date: 04/01/2016
Invoice #: 27982
Due: 05/01/2016

Cherokee County Chamber of Commerce
P.O. Box 4998
Canton GA 30114-0030

Amount Due: **\$290.00**

Credit Card Account #: _____ Name on Card: _____
Billing Address Number: _____ Zip: _____ Expiration Date: _____ CVV Code: _____

You may also pay by credit card by visiting the Member's Only Page at www.CherokeeChamber.com

Mayor
Timothy B. Downing

Council Members
Karen Barnett
Dee Phillips
Jeremy Smith
Kyle Whitaker
Michael Roy Zenchuk II



City of Holly Springs

Post Office Box 990
Holly Springs, GA 30142
www.hollyspringsga.us
Office: 770-345-5536 – Fax: 770-345-0209

City Attorney
Robert M. Dyer

City Clerk
Karen Norred

City Manager
Robert H. Logan

April 18, 2016

RE: Request for 2016 Special Events Sponsorship

In 2015, the Downtown Development Authority generously donated \$500 to support the 14th Annual Easter Egg Hunt as well as \$500 to support the 11th Annual Holly Springs Christmas Parade. Your donations helped to provide free local events for families to enjoy. During the Easter Egg Hunt, 1,400 guests gathered to hunt over 13,000 eggs, while children had their faces painted, spent some time at the petting zoo, and had their picture taken with the Easter Bunny. The City's Christmas Parade had 33 groups march down Holly Springs Parkway, all leading up to the arrival of Santa, who stayed at the Historic Train Depot to take pictures with families while they snacked on Christmas cookies, hot chocolate, and warm apple cider.

As you may know, our Autumn Fest held each year the first Saturday in October, has grown considerably over the past several years. Last year, we added food trucks, an improved stage, carnival games, three inflatables, a rock climbing wall and bungee trampoline for the children's area. *In an effort to increase attendance, I would like to request \$1,000 from the DDA in order to secure musical acts throughout the day of the event.* For your donation to Autumn Fest, the Holly Springs Downtown Development Authority would be listed on our Sponsors banner, receive verbal recognition throughout the day, be offered a 12x12 booth space on Sponsors' Row, and would also be listed as the sole sponsor of the closing band.

I would also request that you continue to support the Christmas Parade with a \$500 donation.

As our events continue to grow, it is important that the City continue to provide high-quality activities for Holly Springs' families, and also strive to attract visitors to Holly Springs. Autumn Fest and our Christmas Parade are great events to do just that. With your help, 2016 will be the best year yet.

Thank you for your consideration.

Respectfully Submitted,

Erin Honea
Main Street Director

Holly Springs Downtown Development Authority

Holly Springs Downtown Development Authority
Meeting Minutes
October 21-2015

Members Present: Steve Adcock, Kevin Moore, Chris DeLuca, Sonia Carruthers, Kyle Whitaker, Phyllis Long

Members Absent: Kimberly Atlee

Staff Members Present: Rob Logan, City Manager

Chairman Steve Adcock called the meeting to order

Old Business:

None Discussed

New Business:

Kevin Moore presented the quarterly Treasurer's Report for the period July 2015-September 2015

Phyllis Long made a motion to approve the Treasurer's Report. Kyle Whitaker seconded the motion. The motion was approved 6-0-0.

City of Holly Springs City Manager, Rob Logan, updated the DDA on the progress of several projects within the City. Mr. Logan reported on the current grant projects including the Livable Centers Initiative (LCI) project and the Community Development Block Grant (CDBG). Other updates presented were for the Tax Allocation District (TAD), Downtown Development Project and the Industrial Connector Road project.

Heritage Roof Truss has requested an extension on their lease for the property owned by the DDA at 100 Palm Street beginning February 2016.

Sonia Caruthers made a motion to extend the Heritage Roof Truss' lease for one year to 2017 and to authorize the DDA Chairman to execute the lease to include additional language provided by the City Attorney. Chris Deluca seconded the motion. The motion was approved 6-0-0.

The proposed 2016 Budget was presented by City Manager/Finance Director, Rob Logan. The DDA directors requested line item changes to the budget – reduce Repairs and Maintenance to \$11,000, increase Training to \$850.00 and increase the Stormwater allocation to \$2,500.

Kyle Whitaker made a motion to approve the proposed 2016 DDA budget with changes reflected above. Phyllis Long seconded the motion. The motion was approved 6-0-0.

Georgia Power has requested easement agreements to move power poles on property owned by the DDA on Hickory Road.

Sonia Caruthers made a motion to authorize the DDA Chairman to execute the easement agreements on behalf of the DDA. The motion was seconded by Phyllis Long. The motion was approved 6-0-0.

Kevin Moore made a motion to allocate funds for the 2015 Stormwater fees in the amount of \$2,508 due to the City of Holly Springs by December 20, 2015. Chris Deluca seconded the motion. The motion was approved 6-0-0.

Kyle Whitaker made a motion to donate \$500 to the City of Holly Springs for upcoming Christmas Festivities. Sonia Caruthers seconded the motion. The motion was approved 6-0-0.

Kevin Moore made a motion to approve the July 15, 2015 meeting minutes. Chris Deluca seconded the motion. The motion was approved 4-0-2 with Phyllis Long and Kyle Whitaker abstaining.

Discussion:

There was a brief discussion regarding the LCI Project. Chris Deluca questioned the timing of the project and Chairman Adcock explained the history of the project and how beneficial the project will be to downtown Holly Springs.

Kyle Whitaker made a motion to adjourn the meeting. The motion was seconded by Phyllis Long. The motion was approved 6-0-0.

Meeting Adjourned

Respectfully Submitted

Steve Adcock, Chairman

(Date)