

# Holly Springs Downtown Development Authority

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Meeting Minutes

October 19, 2016

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

Members Absent: Chris Deluca

Staff Members Present: Rob Logan, City Manager and Donna Sanders, Assistant City Clerk

Chairman Steve Adcock called the meeting to order at approximately 6:05 p.m.

## **Old Business**

None to discuss

## **Treasurer's Report**

Sonia Carruthers presented the quarterly Treasurer's Report for April 2016-June 2016. Kevin Moore made a motion to approve the April 2016-June 2016 report. Phyllis Long seconded the motion. The motion was approved 5-0-0.

Sonia Carruthers presented the quarterly Treasurer's Report for July 2016-September 2016. Phyllis Long made a motion to approve the July 2016-September 2016 report. Kevin Moore seconded the motion. The motion was approved 5-0-0.

## **New Business**

Sonia Carruthers made a motion to pay the Stormwater fee for DDA to the City of Holly Springs on December 20, 2016. Kevin Moore seconded the motion. The motion was approved 5-0-0.

City Manager, Rob Logan presented the lease agreement for Heritage Roof Truss. The lease matures on February 1, 2017. Rob Logan recommended giving Heritage Roof Truss a six (6) month lease and go month to month thereafter. Steve Adcock made a motion to approve the six (6) month lease with month to month thereafter, or until we give them notice of construction plans. Kevin Moore seconded the motion. The motion was approved 5-0-0.

City Manager Rob Logan presented the Proposed Budget for the Fiscal Year 2017 which includes the six months' rental for Heritage Roof Truss. If the lease goes past six months, the budget will be amended. Phyllis Long said the revenue should be for eight months since the lease renews in February. Per Rob he will change the revenue to reflect two additional months by \$3,200. Kevin Moore made a motion to

approve the Proposed Budget for the Fiscal Year 2017 with the additional funds added to the revenue to reflect a total of \$12,950. Phyllis Long seconded the motion. The motion was approved 5-0-0.

City Manager, Rob Logan updated the DDA on the Rickman Industrial Drive Realignment Project. The project was awarded to Southeastern Site Development. The pre-construction meeting is scheduled for October 25<sup>th</sup>. The project will start at the end of the year. We are working on one outstanding issue with GDOT and the Railroad to upgrade the railroad equipment.

City Manager, Rob Logan updated the DDA on the Industrial Connector Scoping Project. This project has been awarded to AECOM. The first meeting with AECOM and GDOT representatives will be on November 1. Rob said the purpose of the meeting will be to identify the route, preliminary engineering and determine environmental issues. The City plans to have one or two public informational meetings to meet with the affected property owners to get feedback on the route. Rob will let the DDA know at the next meeting when the public information meetings will be held.

City Manager, Rob Logan gave an update on the LCI Project. Georgia Development Partners are ahead of schedule on the project. The guardrails and sod have been installed. The completion date is expected to be in December or January. Phase I stops at J.C. Mullins park sign. Per Rob the lamp posts will accommodate banners. Working with the American Legion to install banners for the veterans to be displayed on Memorial Day and Veterans Day. We will also use the lamp posts to display special events for the City of Holly Springs.

The Board approved the April 20, 2016 meeting minutes. Kevin Moore made a motion to approve the minutes. Sonia Carruthers seconded the motion. The motion was approved 5-0-0.

Discussion about when the Board Members terms expire. Rob Logan asked Donna Sanders to check with the City Clerk, Karen Norred for the term dates. Phyllis Long asked Rob Logan to give recommendations for two new board members for the January meeting.

Rob Logan updated the DDA on several projects including the high-end luxury apartments going before Council at the November meeting. Also, he updated the DDA on the AT&T, Starbucks and Taco Bell project located at Sixes Road and Holly Springs Parkway.

Rob Logan told the DDA the City will be sending out a Request for Proposals for a master developer for the Town Center Project. Once the master developer is in place the activity for the DDA may increase. Per Steve Adcock, if the activity increases the DDA will resume monthly meetings.

Kevin Moore made a motion to adjourn the meeting at approximately 6:46pm. Sonia Carruthers seconded the motion. The motion was approved 5-0-0.

Meeting Adjourned

Respectfully Submitted

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Steve Adcock, Chairman

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Date