

**DULUTH  
DOWNTOWN DEVELOPMENT AUTHORITY  
Regular Meeting  
April 20, 2010  
MINUTES**

**Present:** Ken Odum- Chairman  
Rob Ponder-Vice Chairman  
Ron Osterloh  
Kathryn Willis  
Shelly Howard  
Dennis Taylor

**Absent:** Ed Gulesserian

**Staff:** Chris McGahee

Chairman Ken Odum called the meeting to order at 6:30p.m. He requested approval of the minutes from the meeting of March 16, 2010. **A motion to approve the minutes as presented was made by Rob Ponder and seconded by Dennis Taylor. All voted in favor, motion passed.**

Chairman Ken Odum then moved onto Old Business.

**Pedestrian Walk Way:** Staff Member Chris McGahee explained that a pre-qualification bid conference was held at the site to familiarize bidders with project constraints. Two contractors visited the site. At least six contractors were contacted to place qualified bids. The bids were due by Thursday, April 22, 2010. Bids will be considered at the next DDA meeting.

**Red Clay Demolition:** Chairman Odum requested an update on Red Clay Demolition. Staff Member Chris McGahee stated that ABATECH was the low bidder and had been awarded the contract for \$31,500 to be paid for by SR120 SPLOST funds. The remainder of the project would be conducted in phases depending upon what conditions were presented by the building. The end wall to stabilize the exposed structure would be a priority, followed by reroofing, and then directed demolition to obtain a buildable structure. FEMA would cost share the roof with DDA, SR120 SPLOST would fund the end wall, and then DDA would fund the directed demolition, and then interior rebuild. Mr. McGahee outlined the street closing and the communication plan to keep merchants informed of activities throughout the demolition.

**Old City Hall Administrative Office Sprinkler Damage Update:** Chris McGahee reported that two companies had submitted cost estimates to bring old city hall back to pre-damage condition. The city is seeking a third estimate before making recommendations to council.

**Chairman Odum the requested that New Business be discussed.**

**Frugally Yours Façade Grant:** Mr. McGahee presented invoices and proof of completion from Frugally Yours for a façade grant to replace a store front door. **Member Rob Ponder made a motion to disburse the façade grant as originally approved by DDA in the amount of \$1,500. Member Kathryn Willis seconded the motion. All present voted in the affirmative. Motion carried.** Ms. Stamper requested consideration of keeping her lease the same in lieu of all her investments. DDA members were sympathetic but referred Ms. Stamper to Mayor and Council as landlords.

**Red Clay Phase Three** – Mr. McGahee stated that Phase Three consisted of interior finish, jewel box, and plaza redevelopment. He explained that Mayor and Council would want to see recommendations before implementation of that phase occurred. DDA members expressed support for theatre related functions.

**Downtown Signage Discussion:** Chairman Odum requested discussion concerning downtown signage for merchants. Mr. McGahee displayed examples from other cities. DDA members deferred to the Way Finding Committee. It was pointed out that Ed Gulesserian was a member of that committee and that they would make sign recommendations.

**Eastern Continental Divide:** Mr. McGahee stated that the path of the divide on West Lawrenceville would be officially surveyed to establish its location for future marking. The idea would be to officially mark the Eastern Continental Divide and create interpretive space. DDA members expressed support for the concept as long as the marking was appropriated for the space and for Mr. McGahee to continue research and the survey.

**Roof Assessments and Lease Terms:** Mr. McGahee reported that roof systems are in various states of disrepair. Some are beyond repair and others could be made to work. Mr. McGahee suggested longer lease terms to allow tenants to possibly cost share repair in return for leases which would allow for return on investment.

**DDA Funding:** Mr. McGahee reported no changes from the previous report other than the just approved façade grant.

**Chairman Ken Odum requested final discussion and comments from the Public.** No discussion from DDA Members. No discussion from citizens.

Chairman Odum requested a motion to adjourn. **A motion was made by Dennis Taylor to adjourn. Rob Ponder seconded the motion. All voted in favor, motion passed.** The meeting was adjourned at 7:45 p.m.

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Chairman, Ken Odum

May 18, 2010

Date

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Secretary, Shelly Howard

May 18, 2010

Date