



# City of Ball Ground Downtown Development Authority

## Regular Meeting Minutes

**Thursday, March 3, 2022, at 5:30 PM**

- Item 1: Motion to Call Meeting to Order by Gloria Bartko-Thomas, Second by Ryan Turnage, all in favor. Meeting called to order at 5:30 PM  
Board members in attendance: Gloria Bartko-Thomas, Brent Richardson, Ryan Turnage, Charles Jenkins, Sheri Little, Vicki Benefield and Darrell McNeal.  
Staff in Attendance: Chris Luly, Eric Wilmarth
- Item 2: Vicki Benefield moved to approve meeting minutes from the regular meeting on February 3, 2022.  
Second by Ryan Turnage second, all in favor. Minutes approved
- Item 3: Financial report given by Charles Jenkins
- Item 4: Business report given by Gloria Bartko-Thomas
- Item 5: Old Business
- Review of By Laws
    - DDA needs to email changes to Sheri Little for a March 24 target date to adopt by laws
    - Vicki Benefield stated the DDA needs a mission statement
    - Sheri Little stated the mission statement can be based off the purpose of DDA as stated in the ordinance
  - T Shirt sales report
    - Gloria Bartko-Thomas overviewed the current status of sponsorships, sizing of shirts and sales.
    - Brent Richardson stated she's been asked what DDA is doing with the money made from t-shirt sales
    - Sheri Little would like to know more about sales tax, what we're charging Gary Lamb
    - Eric Wilmarth stated the remitting of sales tax to state is City's main concern
    - Charles Jenkins stated the City has to remit sales tax to state monthly

- Standalone Entity Discussion
  - Eric Wilmarth presented the idea of creating a stand alone entity to engage in fundraising and other activities that DDA's cannot engage in
  - Vicki Benefield stated that an Advisory committee can be set up as a non-profit a
  - Darrell McNeal stated the DDA is regulatory, but a different organization can set its own guidelines
  - Vicki Benefield stated that nonprofits sell and raise money but do not have to file income taxes
  - Eric Wilmarth stated the government accounting standards and segregation of duties
  - Gloria Bartko-Thomas: for sponsorships, did meet with Donna and are doing procedures she suggested
  - Ryan Turnage asked how we pay for the fees that come with setting up a new organization
  - Vicki Benefield stated that it is not much money to set up 501C3
- DDA Link to Website
  - DDA discussed the new webpage and changes need to be made
- FB Group Page
  - Darrell McNeal stated the purpose is to be informational and suggested the DDA contact the BG Main Street Page and ask to be a contributor.
  - Everyone is in favor of this
  - Gloria Bartko-Thomas tasked Darrell McNeal to follow up with Karla

Item 6:

New Business

- DDA Email Account
  - Gloria Bartko-Thomas asked if the City can provide the DDA with an email account that can be accessed by numerous members
  - Eric Wilmarth stated that it can be done but with restrictions. Will need to discuss with attorney
- BGBA Intro
  - Charles Jenkins will make the intro on March 9<sup>th</sup> at the end of the meeting, Sheri Little presents
- Top 2 Priorities
  - Vicki Benefield suggested the Veterans Memorial is a great opportunity for the DDA to work on
  - Eric Wilmarth stated that customer can opt to contribute a dollar to help fund on utility bills,
  - Gloria Bartko-Thomas stated that it is important to come up with ideas of what DDA is going to do, which goes back to questions from sponsors of what we do with the money, and come back next month with legitimate priorities
  - Charles Jenkins wants to know how DDA gets grants for projects and will look back into GMA training for developing

Sheri Little suggested that the DDA put together a beautification project, possibly the Courtyard area, with a \$5000 possible budget

Eric Wilmarth suggested the DDA ask business owners what greatest need is for them

Ryan Turnage stated that the DDA needs a downtown business database with good contact info, Emails especially

- DDA Goals and Objectives

Sheri Little asked the DDA for a List of goals

Darrell McNeal stated the DDA should Target associate members for specific duties, target skill sets

Sheri Little stated the DDA needs to Meet and Greet with City Council and Mayor to introduce ourselves

Item 7: There were no Public Comments

Item 8: Charles Jenkins made a motion to adjourn the meeting. Second by Darrell McNeal. All in favor, meeting adjourned at 6:50 PM