

COMMERCIAL DEVELOPMENT AUTHORITY
MINUTES
November 22, 2019

The Commercial Development Authority (CDA) of the City of Jacksonville met on November 22, 2019 at 12:00 p.m. in the Public Safety Complex, 911 Public Safety Drive for a Called Meeting. Chairperson, Andy Green called the meeting to order at 11:58 a.m. The following members were present: Josh Carlegis, Bruce Edmiston, Andy Green, and Mike Hindman. The following member was absent: Jason Sumner. Others present were: City Administrator, Albertha Grant, and City Clerk, Brenda Sandoval.

Adoption of Minutes.

A motion to adopt Minutes from October 10, 2019 was made by Mike Hindman, seconded by Bruce Edmiston. Upon vote on the motion, the following votes were recorded: Yeas: All; Nays: None. Motion carried.

Facade Grant Application Discussion.

• **Heirloom Tacos**

Amount of \$4975.79 was shown as total due and check was written for said amount to Stan Gowen, signed by Andy Green and Josh Carlegis. City Clerk, Brenda Sandoval will take check back to City Hall, make a copy and contact Mr. Gowen for pick-up.

Discussion on making copies of all checks written before they are given to Grant Applicants. City Clerk, Brenda Sandoval stated there was no record of previous checks written. All members agreed this was a good practice to put into place. Copies of all checks written on account will be made and attached with all other Grant paperwork.

Started discussion of showing appreciation to new business owners opening in the City (some kind of coin, plaque, letter, ect...)

• **Recollected Books**

Motion made by Bruce Edmiston, seconded by Mike Hindman to approve Grant application submitted by Recollected Books. City Clerk, Brenda Sandoval will email John Hendricks letting him know that his application has been approved, set up a time/date for him to come in and sign the agreement, and remind him that he will have 30 days from signing to start the project and 6 months from signing for the project to be completed. Once all signatures have been acquired, City Clerk, Brenda Sandoval will send a copy of the Façade Grant Application to Mark Williams. He will review the progress of work on the Façade Improvement Grant pursuant to the agreement. Ongoing work should be inspected, and an assessment provided when all work is completed. At the end of the project the CDA would reimburse up to \$3590.70 according to what was submitted with the application.

All Grant applications should go to the Planning Commission before bringing to the CDA.

Financial Report:

Bank statement dated 10/31/2019 was read by City Clerk, Brenda Sandoval and made part of the minutes. Current balance is \$ 22,582.08.

Any Other Business:

- Mike Hindman-request for reimbursement reminder. Calhoun County Chamber of Commerce fees paid out of pocket by Mr. Hindman. Andy Green stated that reimbursement had been approved at a previous meeting. City Clerk, Brenda Sandoval can write a check for \$91 for reimbursement without another meeting once she receives receipt of payment made.
- Continued discussion on New Business appreciation. Members want to look into different ideas. Bruce Edmiston will check with various local businesses to get ideas under \$25 that can be presented to new businesses at their ribbon cutting. All members agreed that they wanted something that can be displayed in the business. Discussion tabled until next meeting.
- Rent Subsidy discussion-Bruce Edmiston sent proposal to all members about his idea of the CDA offering rental subsidy to help new businesses. Members discussed and agreed on the idea. Andy Green will be drafting a postscript with the following provisions included: new businesses or relocation with a valid reason, only for the first 12 months, maximum dollar amount given, amount paid will not be more than half of applicants rent, qualifications must have applied for City Business License, with no arrears to City. City Clerk, Brenda Sandoval will work on getting a letter that can be put with Grant application stating that the business has applied for the Business License to begin the process. Before final payment will be made, the business must purchase and provide copy of current business license. CDA will do a site visit. Postscript will be discussed at the next meeting. If no quorum is established at the next meeting, Andy Green will e-mail the postscript to all members and an approval will be done via e-mail. All members want this to be in effect by January 1, 2020.
- The Board agreed to meet again on December 12, 2019 at 5:30 p.m. in the Public Safety Complex, 911 Public Safety Dr for a regular meeting.

Adjournment:

Motion to adjourn was made by Mike Hindman, seconded by Josh Carlegis. Upon vote on the motion, the following votes were recorded: Yeas: All; Nays: None. Motion carried. Meeting adjourned at 12:50 p.m.


Brenda Sandoval, City Clerk


Andy Green, Chairperson