



**Pembroke Downtown Development Authority  
Pembroke Better Hometown  
Meeting Minutes**

Wednesday, April 5th, 2023

City Hall

12:00 noon

Type of Meeting: Board Meeting

☐ **Call to order**

- o Tiffany Zeigler called the meeting to order

☐ **Attendance**

- o Members present: Tiffany Zeigler, Jordan McCoy, Doyce Mullis, Brandy Shuman
  - Staff present: Chris Benson
- o Members absent: Dana Dudley, Stephanie Morrison

☐ **Approval of Minutes**

- o Jordan made a motion second by Doyce to approve the minutes from the last DDA meeting.

☐ **Financial Review**

- o Chris Benson provided copies of financial statements to the board for review.

☐ **Old Business**

- o Ongoing projects - Upcoming Events

☐ **New Business**

- o Building Leases
  - 154 W Railroad (Old PD)
    - Chris presented a proposal from a business wanting to lease the space for a florist shop. The board discussed the proposal.
    - Motion by Doyce second by Brandy to authorize the city administrator to negotiate with the tenant, all planned renovations and revise the lease agreement to contemplate overages in power utilization by comparing historical power consumption for the building.



- 18 E Bacon (Old Welcome Center)
    - Chris presented a proposal for a dog grooming business to locate at this property and discussed challenges with infrastructure.
    - The board discussed appropriate types of uses for this building.
    - Motion by Doyce second by Jordan to decline proposal presented and solicit future tenants for office space or similar uses.
    - A work order will be issued for pressure cleaning and Tiffany and Chris will work on pictures and marketing the space for lease.
    - Motion by Brandy second by Doyce to lease the building at \$800 month allowing the city administrator to negotiate the lease no less than \$700.
  - o Interlocal Agreement for transfer of property from City to DDA
    - The board discussed this item and was informed that the city council will be presented this item at the workshop on Monday April 10<sup>th</sup>. Tiffany gave examples of this process being used in the city on several other projects.
  - o RFP – Redevelopment of Old Elementary School and Ball Field
    - Tiffany gave a detailed background on the RFP for redevelopment, GDOT planned roundabout, streetscape project, and downtown streetlight extensions in this area.
    - Motion by Doyce second by Jordan to approve the RFP (with title change) subject to council approval and advertise on City website, legal organ, facebook, and other online RFP portals.
- ☐ **Open Discussion**
- o Staff will work to get Brandy new member training. The board discussed recruitment of new members to be presented to city council.
- ☐ **Adjourn**