

AGENDA

Griffin Main Street Program Board

January 29, 2025

**CITY OF GRIFFIN MUNICIPAL COURT ROOM, ONE GRIFFIN CENTER, 100 SOUTH HILL STREET
8:15 AM**

January 2025 meeting of the Main Street Program Board

Call to Order

Approval of Minutes

Consider the minutes from December 18, 2024 meeting

Citizen Comment

Financial Report

Financial Report ending December 31, 2024

Old and New Business

- 1 Welcome and introduction of 2025 Mainstreet Board members
- 2 Program update from Main Street Manager, Heather Robinson
- 3 Appointment of Board Officers for 2025
 - Chair
 - Vice-Chair
 - Secretary/Treasurer
- 4 • Main Street 101 for new members
 - 2-hour annual requirement for all board members
- 5 Consider updates to Main Street By-laws
- 6 2025 Board Member Agreement
- 7 Griffin will host on April 29, 2025- Appoint a Committee to assist with planning and hosting

General Outline of day (10AM to 2PM)

- Historic Griffin Hotel- meet and great + tour of hotel
- Presentation by Georgia Downtown Association Member
- Tour of Downtown
- Lunch
- Tour of Downtown
- Conclusion and farewell

- 8 Annual Assessment update by Main Street Manager
- 9 Project update from Economic Development Director Jeremy Stratton or designee

Partner Updates

- 10 Update from Historic Preservation Commission Appointee
- 11 Update from Downtown Development Authority Board Appointee
- 12 Update from Griffin Downtown Council Board Appointee
- 13 Update from the Griffin Spalding Chamber Board Appointee
- 14 Update from City of Griffin Commission Appointee or designee
- 15 Update from Spalding County Commission Appointee

Adjourn

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider the minutes from December 18, 2024 meeting

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

ATTACHMENTS:

[12.18.24 Main Street Meeting Minutes.pdf](#)



GRiffin MAIN STREET PROGRAM BOARD MEETING MINUTES

December 18, 2024

On Wednesday, December 18, 2024, the Griffin Main Street Board held its regularly scheduled monthly meeting at Historic City Hall. Chairman Ross DeBono called the meeting to order at 8:23 a.m.

Attendance: Chairman Ross DeBono, Drew Todd, Todd Gulledge, Kizzy Watts, Mayor Douglas Hollberg, Bruce Ballard. Josh Abernathy arrived at 8:28 am. **The City of Griffin staff in attendance were** Planning and Development Director Michelle Haynes and Main Street Manager Heather Robinson.

Approval of Minutes: The regularly scheduled monthly meeting minutes from November 20, 2024, were shared with the board. Doug Hollberg motioned to approve the November 20, 2024, monthly meeting minutes. Drew Todd seconded the motion. The board unanimously approved the minutes 5-0.

Financial Report: The board took a moment to review the report, which covers July 1- November 30, 2024, five months into the 2025 Fiscal Year. The report showed that \$6,543 was spent from the Main Street budget in November. There were no questions or opposition to the November 2024 financials.

Old / New Business:

A. Main Street Program Update:

- **Training for members:** Heather Robinson reported that the board is close to completing the required training to be included in their annual assessment, which will be presented in February 2025 in Newnan, GA. Heather Robinson explained the GEMS application process to the board.
- **Georgia Downtown Association Regional Meet-up:** Heather Robinson reported that Griffin will host a regional meet-up on April 29, 2025.
- **Board Seat Term Expirations:** Heather Robinson noted that several board members' seat terms expire in December 2025 and gave instructions on how to proceed with renewal if interested.

Partner Updates:

- Historic Preservation Committee:** Drew Todd reported that the commission approved the sign for Smash Burger Bar in November.
- Downtown Development Authority:** Bruce Ballard reported that the Thomaston Mills project is progressing toward bond documentation; the board approved the bond cancel agreement, with phase one of the project set to be completed by the end of 2025. The Firemaker project continues to progress in construction efforts. The DDA and city staff attended Urban Redevelopment Authority training on December 17th and met with potential development for a possible restaurant in the historic church at 202 E. Broad Street.
- Economic Development Project Update:** Bruce Ballard gave a brief update on various projects Jeremy Stratton had discussed with the DDA in their meeting on December 17th.
- Griffin Downtown Council:** Josh Abernathy informed the board that the Downtown Council is revising their bylaws to bring those up to date. Josh Abernathy also added that the Downtown Council will also be working with the City of Griffin to update the MOU and provide more board education on the purpose of the board in relation to the City of Griffin Main Street's program. Main Street and DTC events for 2025 were also discussed.

E. Economic Events Update: Heather Robinson reported that the Christmas tree lighting took place on December 6th, 2024, during Christmas in Griffin; this year's event was a little smaller than normal due to cold weather, but there was still a great crowd in attendance. The Mistletoe Market took place on December 8th, 2024, from 12PM to 4 PM. It was well attended and featured some unique vendors and food trucks, as well as free carriage rides throughout downtown. The Hometown Holiday Illuminated parade was held as part of 2nd Saturday Merry & Bright on December 14th, 2024, featuring local businesses and individuals on holiday-lighted floats; this event was very well attended, with over 130 items in the parade and approximately 4000 in attendance. Heather also informed the board of the 2nd Saturday themes for 2025.

F. Chamber of Commerce: No report

G. City of Griffin: Mayor Doug Hollberg gave an update on the city, including the 2025 elections, the city employee choir, and the Salvation Army bell ringers. He thanked the board members and city staff for all their hard work in 2024.

H. Additional Comments/Discussions: Heather Robinson discussed the progress on the Main Street Work plan and thanked the board for all their hard work on that plan this year. She also discussed soil testing for the mixed-use site on the corner of 5th Street and E. Solomon St. She also reminded the board of the new Main Street Program Board meeting location, effective January 2025. Todd Gulleedge mentioned having Downtown Griffin Main shirts made for the board.

Adjourn: Bruce Ballard moved to adjourn the meeting, and Cindy Jones seconded it. Chairman Ross DeBono adjourned the meeting at 8:55 a.m. The board approved it 6-0.

Respectfully Submitted:

Ross DeBono
Chairman

Attest:

Heather Robinson
Main Street Manager

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Financial Report ending December 31, 2024

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

ATTACHMENTS:

[Main Street Financials December 2024.pdf](#)

	FISCAL YEAR 2025			Variance with		PRIOR FYTD	
	Actual		Amended Budget	Amended Budget		12/31/2023	6/30/2024
	MTD	FYTD	\$ Over / (Under) %	Actual	Actual	Actual	Actual
RENTS AND ROYALTIES							
Misc Revenue	\$785	\$4,331		\$4,331		\$3,104	\$6,834
TOTAL RENTS AND ROYALTIES	785	4,331		4,331		3,104	6,834
TOTAL OPERATING REVENUE	785	4,331		4,331		3,104	6,834
OPERATING EXPENSE							
Personal Services and Employee Benefits:							
Salaries and Wages	4,526	24,146	56,162	32,016	42.99%	21,703	47,013
Employee Benefits	1,494	8,477	23,366	14,889	36.28%	6,492	14,501
Total Personal Services and Employee Benefits	6,020	32,623	79,528	46,905	41.02%	28,195	61,514
Purchased or Contracted Services	541	13,420	40,209	26,789	33.38%	13,608	32,270
Utilities:							
Electricity	71	212		(212)			
Gasoline			820	820			37
Stormwater	62	372		(372)			308
Customer Service Fee	4	21		(21)			17
Total Utilities	137	605	820	215	73.78%		362
Supplies	6	6,099	19,940	13,841	30.59%	1,805	8,185
Inter-Departmental Charges	1,592	52,957	111,168	58,211	47.64%	51,439	104,154
TOTAL OPERATING EXPENSE	8,296	105,704	251,665	145,961	42.00%	95,047	206,485
OPERATING INCOME (LOSS)	(7,511)	(101,373)	(251,665)	150,292	40.28%	(91,943)	(199,651)
NON-OPERATING INCOME (EXPENSE)							
Intergovernmental							
State Government Grants							
Operating - Categorical							
Indirect							8,500
Total Operating - Categorical							8,500
Total State Government Grants							8,500
Total Intergovernmental revenue							8,500
Intergovernmental - Exp							(8,000)
Total Intergovernmental - net							500
Contributions and donations							
Contributions & Donations			26,600	(26,600)			12,842
Total contributions and donations			26,600	(26,600)			12,842
TOTAL NON-OPERATING INCOME (EXPENSE)			26,600	(26,600)			13,342
INCOME (LOSS) BEFORE TRANSFERS	(7,511)	(101,373)	(225,065)	123,692	45.04%	(91,943)	(186,309)
TRANSFERS							
Transfers - in			225,064	(225,064)			
TOTAL TRANSFERS - NET			225,064	(225,064)			
CHANGE IN NET POSITION	(7,511)	(101,373)	(1)	(101,372)	10,137,30...	(91,943)	(186,309)
CONTROL TOTALS							
Total Revenues	\$785	\$4,331	\$251,664	(\$247,333)	1.72%	\$3,104	\$28,176
Total Expenditures	8,295	105,703	251,664	145,961	42.00%	95,047	214,486
Revenues less expenditures	(7,510)	(101,372)		101,372	0.00%	(91,943)	(186,310)
Difference	(\$1)	(\$1)	(\$1)		100.00%		\$1



INTERIM STATEMENTS by Fund
952-Main Street Program Fund
For the Six Months Ending Tuesday, December 31, 2024

1/9/2025
10:19 AM

FISCAL YEAR 2025			Variance with		PRIOR FYTD	
Actual	Amended		Amended Budget		12/31/2023	6/30/2024
MTD	FYTD	Budget	\$ Over / (Under)	%	Actual	Actual

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Welcome and introduction of 2025 Mainstreet Board members

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Program update from Main Street Manager, Heather Robinson

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Appointment of Board Officers for 2025

- Chair
- Vice-Chair
- Secretary/Treasurer

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

- Main Street 101 for new members
- 2-hour annual requirement for all board members

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Consider updates to Main Street By-laws

SPECIAL CONSIDERATIONS OR CONCERNS:

Changes include updating the meeting location from Historic City Hall to a location designated by the City of Griffin, removing facsimile as a notification method, and adding designee to City Manager ex-officio membership.

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

ATTACHMENTS:

[**PROPOSED - Main Street Bylaws Amendment 2025.pdf**](#)

Griffin Main Street Program Board By-Laws and Procedures



Prepared for the
City of Griffin Board of Commissioners
City of Griffin Main Street Program Board

Adopted: October 23, 2007

Amended: February 9, 2010

Amended: February 12, 2013

Amended: August 9, 2022

Amended: November 28, 2023

Amended:

Mission and Vision Statement:

The City of Griffin's Main Street Program is dedicated to creating a thriving, vibrant, exciting destination where people and businesses want to be by promoting, organizing, inspiring commerce, and creating community in Downtown Griffin for those who live, work, visit or otherwise come in contact with our City.

Section 1: Purpose

To organize, administer and promote the City of Griffin's Main Street Program through the preservation of its historic resources and the continued stability of its businesses via:

- **Organization** - by encouraging cooperation and building leadership through its local businesses;
- **Promotion** - by creating a positive image for downtown by promoting downtown as an exciting place to live, work, play and shop;
- **Design** - by providing improvements to the appearance of downtown through education, restoration, and preservation; and
- **Economic Restructuring** - by working with existing and new businesses, using all four points of the Main Street Program and available state programs, to enhance their properties and expand their operations.

Section 2: Name

The name of this organization shall be Griffin Main Street Program Board (hereafter Main Street) and shall be organized under the Griffin Board of Commissioners as a Division of the Economic Development Department.

Section 3: Program Area

The Griffin Main Street Program boundaries shall be the geographic area indicated on the attached *Griffin Main Street Program Boundaries Map* (Exhibit 1).

Section 4: Board Membership

Policy 4.1: Membership shall be comprised of twelve (12) appointed members from each of the following organizations and governmental units:

- City of Griffin Elected Official
- Spalding County Elected Official
- Downtown Council Chair or Appointee
- Downtown Development Authority Chair or Appointee
- Historic Preservation Commission Appointee
- Griffin Spalding Chamber of Commerce President or Appointee
- Local Architectural Firm / Building Contractor
- Business/ Property Owners (3 Positions)
- Neighborhood-district resident (someone living within the Main Street District)
- At-Large Member (someone who lives outside of the city, but within Spalding County)

The City Manager, or his/her designee, Main Street Program Manager, and Director of Economic Development shall serve as ex-officio members of the Main Street Board.

Policy 4.2: Terms of Membership shall be as follows:

Policy 4.2(a): The City of Griffin appointee shall be the Mayor of the City of Griffin Board of Commissioners or his/her designee.

Policy 4.2(b): The Spalding County appointee shall be the Chairperson of the Spalding County Board of Commissioners or his/her designee.

Policy 4.2(c): The City of Griffin Board of Commissioners shall appoint the local Architectural Firm/Building Contractor, Business/Property Owner and Neighborhood-district resident and the At-Large members for a three (3) year term.

Policy 4.2(d): All other participating organizations shall appoint one of its members to serve on the Griffin Main Street Board.

Policy 4.3: Any member may resign from the Main Street Board upon giving written notification to the Board Chairman or staff. Such resignation shall specify the reason(s) thereof and the effective date thereof.

Policy 4.4: More than three (3) absences in one (1) year from regularly scheduled meetings will be deemed an implied resignation from the Main Street Board. Notification of absence shall be given to either the Griffin Main Street Program Manager or Board Chairperson.

Policy 4.5: ALL Main Street Board members are required to complete mandatory annual training as required by Georgia Main Street in accordance with annual assessment criteria to maintain accreditation. MS 101 certified training must be completed within six months of their appointment to the Main Street Board.

Section 5: Officers

Policy 5.1: Officers of the Main Street Board shall be elected annually by the membership and shall consist of a Chairperson, a Vice Chairperson and such other officers as may be deemed necessary, with the exception of the Secretary/Treasurer which shall be the Main Street Manager.

Policy 5.2: Officers shall be elected at the first calendar meeting of the Main Street Board.

Policy 5.3: Except as hereinafter provided, Main Street Board officers shall each have such powers and duties as generally pertain to their office, as well as those that from time to time may be conferred by the Board.

Policy 5.3(a) Chairperson. The Chairperson shall preside at all business meetings, but may at his or her discretion or at the suggestion of the Board arrange for another officer to preside at other meetings. The Chairperson shall perform such duties as are usually incumbent upon that officer and such duties as may be directed by a vote of the Officers of the Board. The Chairperson shall be one of the officers who may sign official documents for the Program.

Policy 5.3(b) Vice Chairperson. The Vice Chairperson shall perform the duties of the Chairperson in the event of his/her absence, serve as an assistant to the Chairperson, coordinate the activities of the committees and keep the Chairperson informed. The Vice Chairperson shall be one of the officers who may sign official documents for the Program.

Policy 5.3(c) Secretary/Treasurer: The office of Secretary/Treasurer shall be held by the Main Street Manager who shall ensure that (1) minutes of all Program Board meetings are accurately recorded (2) all Program minutes, records and correspondence are maintained in good order (3) accurate financial records are provided by the City of Griffin Finance Department (4) copies of the minutes for the previous Board meeting are attached to the agenda of the next regular Board meeting, and (3) regular meetings of the Main Street Board are scheduled. The Secretary/Treasurer shall be one of the officers who may sign official documents for the Program.

Section 6: Meeting

Policy 6.1: The Board shall hold its regular meetings on the Fourth (4th) Wednesday of each month at 8:15 a.m. at a meeting location designated by the City of Griffin; if such date is a City holiday, notice of the cancellation or postponement shall be posted at the meeting location, with notice given by email to local news media and those persons requesting notice.

Policy 6.2: Called meetings may be noticed by the Griffin Main Street Program Manager, at the direction of the Chairman, by email to local news media and those persons requesting notice. Notice of the called meeting must be posted at the meeting location at least 24 hours prior to the scheduled date, time and location.

Policy 6.3: All Main Street Board meetings shall be considered public meetings, held and conducted in accordance with the Georgia Open Meetings Law; regular meetings scheduled for the year shall be advertised at the beginning of each calendar year by posting a notice at the meeting location designated by the City of Griffin.

Policy 6.4: All Main Street Board meetings shall follow meeting procedures typically used by the City of Griffin's Board of Commissioners and other government entities.

Policy 6.5: A quorum shall consist of five (5) voting members of the Main Street Board that are in attendance at a regularly scheduled Main Street Board meeting or a called meeting of the Main Street Board.

Section 7: Finances

Policy 7.1: The Griffin Main Street Program and Board shall comply with the City of Griffin and Spalding County purchasing and financial recording policies.

Section 8: Main Street Committees

Policy 8.1: Main Street Program shall establish the following Griffin Main Street Program Committees:

- **Design Committee** - The Design Committee plays a key role in shaping the physical

image of Main Street as a place that is attractive to and safe for shoppers, investors, business owners, and visitors. To succeed, the Committee shall endeavor to persuade business and property owners, as well as civic leaders, to adopt approaches for physical improvements to Griffin's buildings, businesses and public areas."

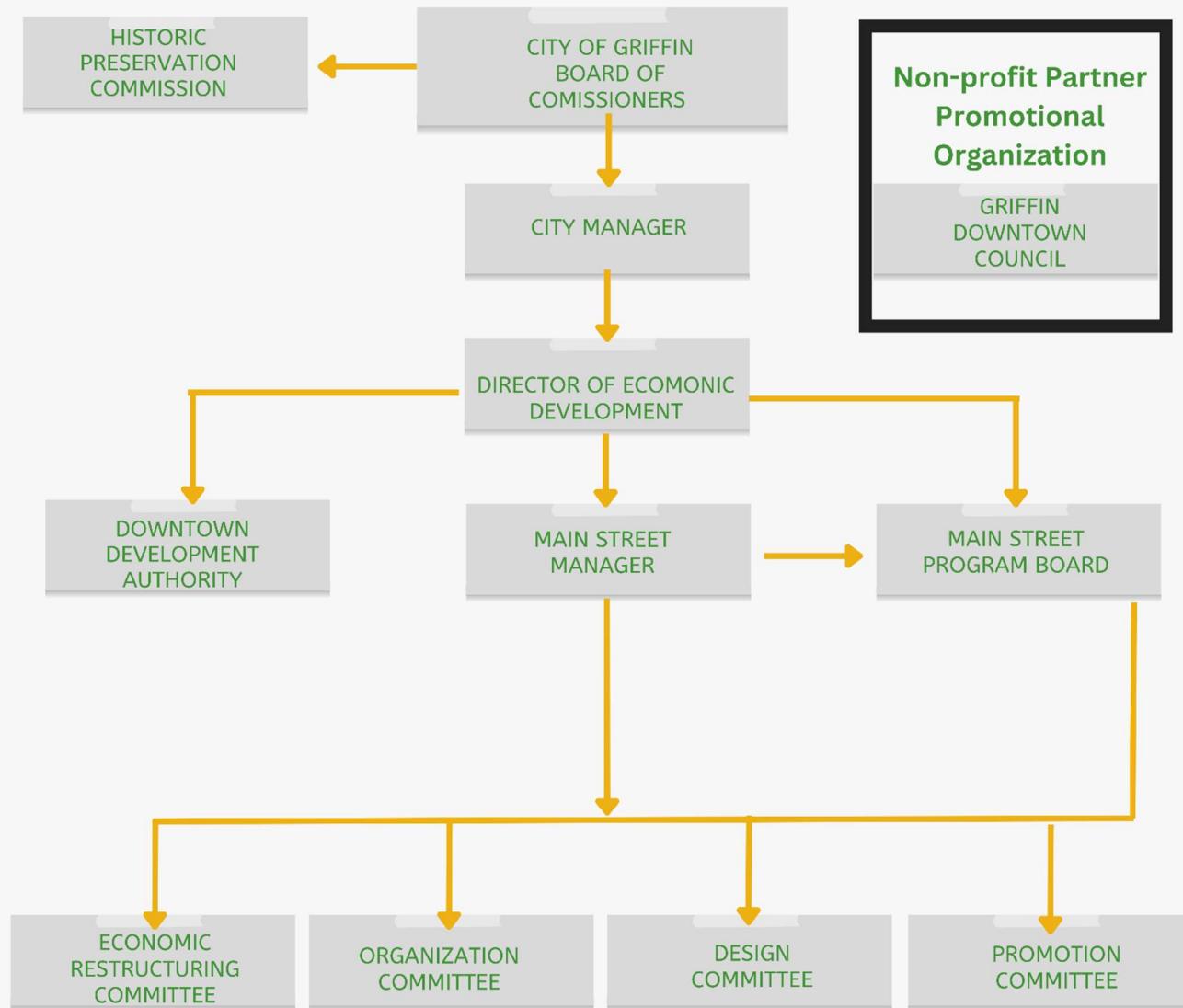
- **Economic Restructuring Committee** - The Economic Restructuring Committee is tasked with analyzing current market forces to develop long-term solutions. Finding ways to recruit new businesses, creatively convert unused space for new uses and sharpen the competitiveness of Main Street's traditional merchants are high priorities of this committee.
- **Organization Committee** - The Organization Committee is also known as the "Executive Committee." This Committee's members include the Chair, Vice Chair, Secretary, and Treasurer of the Griffin Main Street Board. It is the responsibility of this group to establish Board policy and communicate with program staff to ensure that the Griffin Main Street Program is serving its mission.
- **Promotion Committee** - The Promotion Committee is tasked with cultivating the downtown's image as the center of commerce, culture and community life for Griffin's residents, as well as visitors. This is done by hosting special activities and events, working with business and property owners to create incentives for residents to shop and do business downtown, and creating an aggressive marketing strategy that reaches and goes beyond the local community.

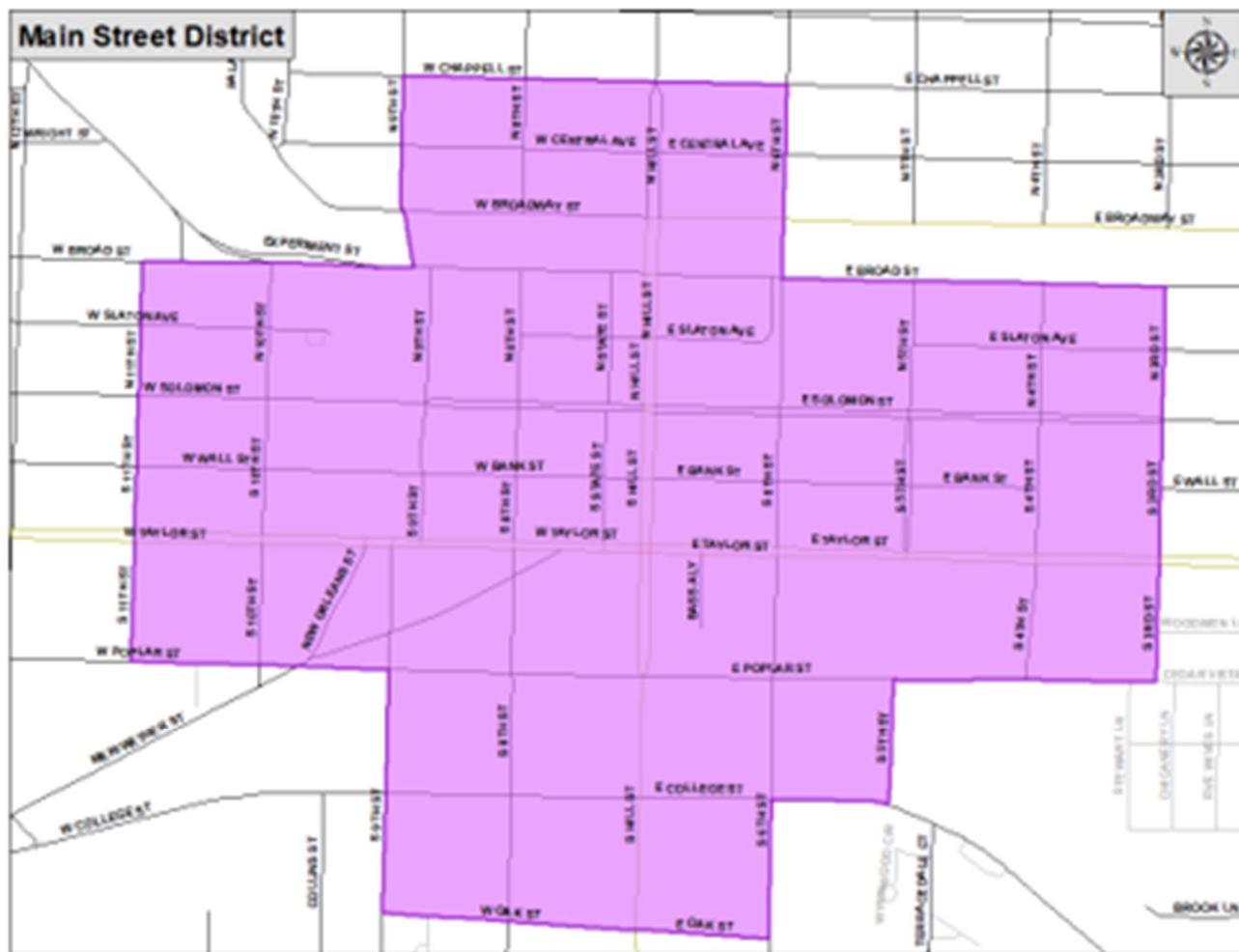
Policy 8.2- All Board Members shall actively participate on at least one Griffin Main Street Program Committee.

Section 9: Amendments

Policy 9.1: The Main Street Board shall make recommendations to the City of Griffin Board of Commissioners to alter, amend or repeal provisions of these By-Laws and Procedures.

GRiffin MAIN STREET PROGRAM ORGANIZATIONAL CHART





AGENDA ITEM SUMMARY

ITEM SUMMARY:

2025 Board Member Agreement

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

ATTACHMENTS:

[Board Member Agreement 2025.pdf](#)

Board Member Agreement

I, _____ understand that as a member of the Griffin Main Street Program Board, I have a legal and ethical responsibility to ensure that the organization does the best work possible in pursuit of its mission and goals. I believe in the purpose and the mission of the organization, and I will act responsibly and prudently as one its stewards.

I hereby affirm my understanding and commitment to my responsibilities as a board member of the Griffin Main Street Board, as signified by initialing each statement below and affixing my signature hereto:

____ I will interpret and convey the organization's work and values to the community.

____ I will follow the by-laws of the Griffin Main Street Program Board, which were voted on and approved by the Griffin Main Street Board and the City of Griffin Commissioners.

____ I understand that missing more than 3 meetings in one year's time is an implied resignation from the Griffin Main Street Program Board. A year will be defined as a calendar year from January to December.

____ I will actively participate on at least one board committee or task force. Each committee member must complete an annual training that supports the role of their committee.

____ I will complete Main Street 101 and Main Street Board Orientation within 6 months of appointment to the board.

____ I will complete 2 hours continuing education on a downtown development related topic each year.

____ I will actively participate in Main Street events when able and will volunteer my time at least once per year at a Main Street event.

____ I will act in the best interests of the organization, and recuse myself from discussions and votes where I have a conflict of interest.

____ I will stay informed about what is going on in the organization. I will ask questions and request information. I will participate in and take responsibility for making decisions on issues, policies, and board matters.

____ I will work in good faith with staff and other board members as partners toward the achievement of our goals.

____ I will support the decisions of the board to the best of my ability and as my conscious allows.

If I am not fulfilling these commitments to the organization, I will expect the board chairman to call me and discuss my responsibilities with me.

In turn, the organization will be responsible to me in several ways:

- Each month, I will be sent all information necessary for me to be fully informed of the Griffin Main Street Program's current activities, including meeting notices, financial statements, agendas, and minutes prior to the Main Street Board meeting.
- Opportunities will be offered to me to discuss with the director and the board president the organization's programs, goals, activities, and status; additionally, I can request such opportunities.
- Board members and staff will respond in a straightforward fashion to questions that I feel are necessary to carry out my fiscal, legal and moral responsibilities to this organization. Board members and staff will work in good faith with me towards the attainment of our goals.
- If the organization does not fulfill its commitments to me, I can call on the board president and the director to discuss the organization's responsibilities to me.

Griffin Main Street Board Member:

Griffin Main Street Board Chair:

Signed:	Signed:
Printed Name:	Printed Name:
Date:	Date:

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Griffin will host on April 29, 2025- Appoint a Committee to assist with planning and hosting

General Outline of day (10AM to 2PM)

- Historic Griffin Hotel- meet and great + tour of hotel
- Presentation by Georgia Downtown Association Member
- Tour of Downtown
- Lunch
- Tour of Downtown
- Conclusion and farewell

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Annual Assessment update by Main Street Manager

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Project update from Economic Development Director Jeremy Stratton or designee

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Update from Historic Preservation Commission Appointee

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Update from Downtown Development Authority Board Appointee

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Update from Griffin Downtown Council Board Appointee

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Update from the Griffin Spalding Chamber Board Appointee

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Update from City of Griffin Commission Appointee or designee

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025

AGENDA ITEM SUMMARY

ITEM SUMMARY:

Update from Spalding County Commission Appointee

Submitted By:

Heather Robinson

Meeting Date:

29/01/2025