



Downtown Development Authority of Millen

Minutes March 11, 2025

The Downtown Development Authority of Millen met on March 11, at 5:15 pm at the Jenkins County Senior Citizens Center. Talmadge Fries called the meeting to order. A motion was made by Susan Welch to accept the minutes and financial statements as presented. Shana Brinson seconded the motion, motion carried.

Business:

Elect Officers: Ms. Underwood reviewed the current slate of officers. Susan Welch made a motion to retain the existing officers, which was seconded by Shana Brinson. The officers will remain as follows: Talmadge Fries as Chairman, Steve Rathum as Vice Chairman, and Mandy Underwood, as Executive Director, will serve as Secretary/Treasurer by declaration of job title as outlined in the bylaws.

Kirkland Building Update: The closeout for the grant on the Kirkland Building will take place on March 27th at 11:00 AM at the building, including the final building inspection. All board members are welcome to attend.

Stairs for the Kirkland Building: The contractor for the new stairs at the Kirkland building will be on site to take final measurements on March 20th at 9:00 AM. Installation of the stairs is scheduled to take place after the grant is closed out following March 27th.

Bylaws Update: Ms. Underwood provided a copy of the updated bylaws for all board members to sign. As Mr. Wiggins was absent and Mr. Scott was attending by phone, Ms. Underwood will obtain signatures from Robin Scott and Dale Wiggins at a later time.

Code of Ethics - Ms. Underwood presented the Code of Ethics document, which outlines the responsibilities and expectations of each board member. Copies were distributed to all members to review prior to signing the official document. The signed copies will be retained as part of the board's records.

Adjournment

Gwen Watson made a motion to adjourn the meeting. The motion was seconded by Shana Brinson. With no further discussion, the motion carried unanimously, and the meeting was adjourned.