



Downtown Development Authority of Millen

Minutes November 11, 2025

The Downtown Development Authority of Millen met on November 11, 2025, at 5:15 pm at the newly renovated Kirkland Building. Talmadge Fries called the meeting to order. A motion was made by Dale Wiggins to accept the minutes and financial statements as presented. Shana Brinson seconded the motion, motion carried.

Business:

Kirkland Building Update: Ms. Underwood reported that the Kirkland Building is now ready to be leased. After discussion, the group agreed to set the lease rate at \$3,000 per month. Any prospective tenant must submit financial statements and a business plan for review and approval prior to finalizing the lease. The Downtown Development Authority reserves the right to offer complimentary rent during the initial build-out phase of the property if deemed appropriate. The tenant must occupy the facility within 90 days of signing the contract, and subletting will not be permitted. The lessee will have the option to renew the lease after five years at a negotiated rate.

Windows for Kirkland Building: Ms. Underwood provided an update on the windows for the Kirkland Building and asked the board whether they wished to proceed with bidding out the construction work. After discussion, the board directed Ms. Underwood to prepare a bid package that includes two window options: pricing for standard windows and pricing for custom windows. The board requested that the bid specify a 90-day completion requirement from the date of contract award. Contractors must be licensed, insured, and carry workers' compensation coverage, with proof required at the time of bid submission.

Additionally, the board requested a bid option for installing a door in the back room of the building. Ms. Underwood will prepare the bid package with all required specifications and present it to the Authority for approval prior to advertising.

Adjournment: Robin Scott made a motion to adjourn the meeting. The motion was seconded by Steve Rathum. With no further discussion, the motion carried unanimously, and the meeting was adjourned.