



CITY OF GUYTON

PO Box 99, Guyton, Georgia 31312
Telephone – 912.772.3353 . Fax – 912.772.3152
www.cityofguyton.com
Working Together to Make a Difference

Mayor
Andy W. Harville
City Manager
Bill Lindsey
City Clerk
Moses Walker

Downtown Development Authority (DDA) Meeting

Guyton City Hall
310 Central Blvd., Guyton, GA 31312

March 18, 2026

Agenda

1. Call to Order
2. Invocation and Pledge of Allegiance
3. Consideration to Approve Agenda
4. Consideration to Approve the Minutes
 - ❖ 01/21/2026 DDA Meeting
5. Financial Report
6. Old Business
 - a) Discussion on downtown Guyton development project
 - b) Discussion on installed downtown planters and ongoing maintenance
7. New Business
 - a) Discussion and consideration to appoint a new DDA executive secretary
 - b) Review of DDA Board Members' term of appointment
 - c) Discussion on DDA Board member duties
 - d) Final review and adoption of updated bylaws
 - e) Review of prospective DDA board member application
 - f) Discussion on filling two vacant board seats
8. Consideration to adjourn

City of Guyton
Downtown Development Authority (DDA) Meeting
January 21, 2026 — 10:00 A.M.

MINUTES OF MEETING

Call to Order – The City of Guyton Downtown Development Authority held a meeting on January 21, 2026, at the Guyton City Hall, 310 Central Blvd., Guyton, GA 31312. The meeting was called to order by Miller Bargeron, Jr. at approximately 10:05 A.M.

Miller Bargeron, Glen Montgomery, Tamela Mydell, Carl Heindel, and Keith Lancaster were present at this meeting.

Additional Administrative Staff Present – City Manager Bill Lindsey was present.

Guest Present – The guest sign-in sheets are filed in the Office of the City Clerk.

Invocation – The invocation was led by **Tamela Mydell**.

Pledge of Allegiance – The Pledge of Allegiance was led by **Tamela Mydell**.

Approval of Agenda – **Tamela Mydell** made a motion to approve the agenda with the addition of item G (Discussion about Effingham Day at the Capitol) under New Business. **Glen Montgomery** seconded. **Motion passed unanimously**.

Approval of Past Meeting Minutes – **Carl Heindel** made a motion to approve the minutes from the following past meetings. **Glen Montgomery** seconded the motion. **Motion passed unanimously**.

Minutes included in approval:

- 08/20/2025 Meeting
- 10/15/2025 Meeting
- 11/05/2025 Public Forum
- 11/12/2025 Meeting and Retreat
- 12/17/2025 Meeting

Financial Report – **Glen Montgomery** gave the financial report

Old Business – **None**

New Business

- a) **Review initial draft of updated bylaws** – The first review of the updated bylaws was conducted. The final review of the updated bylaws will be conducted at the next meeting, and a motion was presented to approve the updated bylaws.
 - b) **Review draft of DDA's social media policy** – A review of the newly drafted social media policy for the DDA was conducted. **Carl Heindel** made a motion to adopt the social media policy. **Tamela Mydell** seconded the motion. **The motion passed unanimously.**
 - c) **Discussion on downtown Guyton development project** – A presentation by Lindsey Gerow from Effingham Artist was made for a potential downtown Guyton development project. A proposal from SCADPro was also presented for discussion. The DDA board decided to continue looking at downtown project options. **No action was taken.**
 - d) **Discussion on downtown properties usage** – **Carl Heindel** led a discussion on potential property usage in the City of Guyton. **No action was taken.**
 - e) **Discussion on installed downtown planters and ongoing maintenance** – A discussion occurred regarding the downtown planters which contained dying plants. **Miller Bargeron** informed the board that **Wright's Market**, the awardee of the planters installation, is going to replace the dead plants in the planters. A long-term maintenance proposal was also submitted by **Wright's Market** for the planters. The proposal was reviewed. The board decided to consider additional options for ongoing maintenance before making any decisions. **No action was taken.**
 - f) **Discussion on Foodie Friday events for 2026** – A discussion occurred regarding consolidating Foodie Friday events with events sponsored by the City foster greater community impact. A decision was not made. Additional discussion will occur as events are planned. **No action was taken.**
 - g) **Discussion about Effingham Day at the Capitol** – A discussion occurred regarding DDA Board members attending the 2026 Effingham Day at the Capitol. **Tamela Mydell** made a motion authorizing travel expense reimbursement for board members who attend Effingham Day at the Capitol and represent the DDA. **Glen Montgomery** seconded the motion. Both **Tamela Mydell** and **Glen Montgomery** indicated they would not be seeking reimbursement for their expenses to attend Effingham Day at the Capitol because they will be attending the event in a different capacity. **Motion passed unanimously.**
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Consideration to move from Regular Meeting into an Executive Session Referencing Personnel – Carl Heindel made a motion to move from the Regular Meeting into an Executive Session referencing Personnel. Tamala Mydell seconded the motion. Motion passed unanimously.

Consideration to move from Executive Session to Regular meeting – Glen Montgomery made a motion to move from the Executive Session back to the Regular Meeting. Tamela Mydell seconded the motion. Motion passed unanimously.

Consideration to take any action needed arising from Executive Session – No action needed.

Consideration to Adjourn – Keith Lancaster made a motion to adjourn. Carl Heindel seconded the motion. Motion passed unanimously.

The meeting adjourned at approximately 11:57 A.M.

The Guyton Green & Arts Trail

A Collaborative Revitalization Initiative for Historic Downtown Guyton

The Guyton Green & Arts Trail will transform an existing asset into a treasured community space — where gardens bloom, history speaks, art inspires, and families thrive.

Overview

The Guyton Green & Arts Trail is a placemaking initiative designed to revitalize historic downtown Guyton walking trail through the strategic integration of **native gardens, interactive public art, and interpretive storytelling** along the existing rail-trail corridor.

This collaborative project brings together:

- **City of Guyton**
- **Effingham Georgia Green (EGG)**
- **Effingham Artists**
- **Downtown Development Authority (DDA)**
- **Local businesses and civic organizations**

The result will be a walkable, destination-quality cultural landscape that enhances economic activity, strengthens community identity, and positions Guyton as a model small-town arts and environmental corridor.

Goals

Economic Development

- Increases foot traffic
- longer visitor stays
- business visibility
- Creates a signature attraction

Community & Cultural Identity

- Celebrates Guyton's railroad heritage and historic roots
- Showcases Georgia artists through paid commissions
- Creates intergenerational gathering spaces
- Enhances civic pride

Environmental Stewardship

- Establishes pollinator, woodland, children's, and sensory gardens
 - Expands native habitat and green infrastructure
 - Provides outdoor educational opportunities for Guyton Elementary
-

Project Structure

The trail will be organized into **thematic stops**, each including:

- A native garden element
- A sculpture created by Effingham Artists and local machine shops
- Interpretive signage (history + ecology)
- QR-enabled digital storytelling
- Solar or low-voltage lighting
- Business sponsorship recognition

Conceptual Pillars

1. The Influence of the Rail Industry
2. Achievements of Great Georgians
3. Family & Community

Phased Implementation

Phase 1 (Year 1)

- 1 anchor sculpture
- Pollinator Garden
- Official Trailhead signage
- Sponsorship launch
- Public unveiling event

Phase 2

- Children's Garden near elementary school
- Additional sculptures
- Woodland garden enhancements

Phase 3

- Sensory Garden
- Corridor completion
- Rotating annual sculpture program

Funding Model

Estimated Phase 1 Cost:

Approx. \$25,000–\$35,000

Funding Sources:

- City contribution: \$10,000–\$20,000
- Business sponsorships (\$3,000–\$5,000 per stop)
- Arts & green infrastructure grants
- In-kind donations

This blended model minimizes municipal burden while ensuring artists and organizers are compensated.

**STATE OF GEORGIA
CITY OF GUYTON**

RESOLUTION #2023-07

**RESOLUTION FOR ACTIVATION OF THE
DOWNTOWN DEVELOPMENT AUTHORITY OF GUYTON,
GEORGIA**

A RESOLUTION TO DECLARE THE NEED FOR A DOWNTOWN DEVELOPMENT AUTHORITY TO FUNCTION IN THE CITY OF GUYTON, GEORGIA, PURSUANT TO THE PROVISIONS OF THE DOWNTOWN DEVELOPMENT AUTHORITIES LAW (O.C.G.A. 36-42-1, et seq.); TO APPOINT A BOARD OF DIRECTORS FOR THE DOWNTOWN DEVELOPMENT AUTHORITY; TO DESIGNATE A DOWNTOWN DEVELOPMENT AREA; TO PROVIDE FOR THE FILING OF A COPY OF THIS RESOLUTION WITH THE SECRETARY OF STATE OF THE STATE OF GEORGIA AND THE GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS; TO REPEAL CONFLICTING RESOLUTIONS; TO PROVIDE FOR AN EFFECTIVE DATE; AND FOR OTHER PURPOSES:

WHEREAS, it has been determined by the Mayor and Council of the City of Guyton, Georgia (the "City") that there is a need for the revitalization and redevelopment of locations within the City's downtown area in order to develop and promote for the public good and general welfare, trade, commerce, industry, and employment opportunities, and to promote the general welfare of the State of Georgia by creating a climate favorable to the location of new industry, trade and commerce, and the development of existing industry, trade and commerce within the City; and

WHEREAS, it has been determined by the Mayor and Council of the City that revitalization and redevelopment of areas within the City's downtown area by financing projects under the Downtown Development Authorities Law (1981 Ga. Laws p. 1744; O.C.G.A. 36-42-1, et seq. - the "Downtown Development Authorities Law") will develop and promote for the public good and general welfare trade, commerce, industry and employment opportunities and will promote the general welfare of the State of Georgia; and

WHEREAS, it has been determined by the Mayor and Council of the City that it is in the public interest and is vital to the public welfare of the people of the City and of the people of the State of Georgia to revitalize and redevelop areas within the City's downtown area; and

WHEREAS, the Downtown Development Authorities Law creates in and for each municipal corporation in the State of Georgia a downtown development authority for the purpose of revitalizing and redeveloping areas specific to the Downtown Development Authority's boundaries of such municipal corporation and promoting for

the public good and general welfare, trade, commerce, industry and employment opportunities and promoting the general welfare of the State of Georgia; and

WHEREAS, the Mayor and Council of the City, after thorough investigation, have determined that it is desirable and necessary that the Downtown Development Authority of the City be activated immediately, pursuant to the Downtown Development Authorities Law, in order to fulfill the needs expressed herein;

NOW, THEREFORE, be it resolved, by the Mayor and Council of the City, that there is hereby determined and declared to be a present and future need for a Downtown Development Authority (as more fully described and defined in the Downtown Development Authorities Law) to function in the City.

BET FURTHER RESOLVED that there is hereby activated in the City the public body corporate and politic known as the "Downtown Development Authority of Guyton, Georgia" which was created upon the adoption and approval of the Downtown Development Authorities Law.

BE IF FURTHER RESOLVED that there are hereby appointed as members of the first Board of Directors of the Downtown Development Authority of the City the following named seven persons, each of whom shall be: (1) a taxpayer residing in the municipal corporation for which the authority is created; (2) an owner or operator of a business located within the downtown development area and a taxpayer residing in the County in which is located the municipal corporation for which the authority is created; or (3) persons having a combination of the foregoing qualifications. One such director may be a member of the governing body of the municipal corporation and not less than four shall be or represent a party who has an economic interest in the redevelopment and revitalization of the downtown development area (hereinafter defined). Notwithstanding the foregoing, one director appointed to the board may reside outside the county; provided, however, that such appointed director owns a business within the downtown development area and is a resident of the State of Georgia.

Name:	Term of Office:	Representation:
T. Marshall Reiser	Coincides w/ Term	City Council Member
Carl Heindel	Two Years	County Taxpayer/ Business Owner with economic interest in redevelopment and revitalization of the DDA
Kaitlyn Thayer	Two Years	Taxpayer in City/ Business Owner with economic interest in redevelopment and revitalization of the DDA
Tamela Mydell	Four Years	Taxpayer in City/ Business Owner with economic interest in redevelopment and revitalization of the DDA
Keith Lancaster	Four Years	County Taxpayer/ Business Owner with economic interest in redevelopment and revitalization of the DDA

Miller Bargeron	Six Years	Taxpayer in City/ Business Owner with economic interest in redevelopment and revitalization of the DDA
Glenn Montgomery	Six Years	County Taxpayer/ Business Owner with economic interest in redevelopment and revitalization of the DDA

BE IT FURTHER RESOLVED that the Mayor and Council of the City of Guyton find that the above-named members of the Board of Directors of the Downtown Development Authority of the Guyton, Georgia have an economic interest in the redevelopment and revitalization of the downtown development area.

BE IT FURTHER RESOLVED that commencing with the date of adoption of this resolution each of the persons named above as directors shall serve in such capacity for the number of years set forth opposite their respective name, however, that the terms shall be four years for those directors appointed or reappointed after the adoption of this resolution. The term of a director who is also a member of the governing body of the City shall end when such director is no longer a member of the governing body of the City.

BE IT FURTHER RESOLVED that the Board of Directors herein elected shall organize itself, carry out its duties and responsibilities and exercise its powers and prerogatives in accordance with the terms and provision of the Downtown Development Authorities Law as it now exists and as it might hereafter be amended or modified.

BE IT FURTHER RESOLVED that the "Downtown Development Area" shall be that geographical area described in Exhibit A, attached hereto and made a part hereof by reference, which area, in the judgment of the Mayor and Council of the City, constitutes the "Downtown Development Area Boundaries" of the City as contemplated by the Downtown Development Authorities Law.

BE IT FURTHER RESOLVED that the City shall furnish promptly to the Secretary of State of the State of Georgia and the Georgia Department of Community Affairs a certified copy of this resolution in compliance with the provisions of the Downtown Development Authorities Law.

BE IT FURTHER RESOLVED that the action taken by the Mayor and Council of the City as herein specified is not intended in any way to affect any public corporation, industrial development, downtown development, or payroll authority previously created by legislative act or constitutional amendment including, without limitation, its existence, purpose, organization, powers, or function.

BE IT FURTHER RESOLVED that any and all resolutions in conflict with this resolution be and the same are hereby repealed.

BE IT FURTHER RESOLVED that this resolution shall be effective immediately upon its adoption by the Mayor and Council of the City, and from and after such adoption the Downtown Development Authority of the City shall be deemed to be created and activated.

Adopted this 9th day of May, 2023.

CITY OF GUYTON

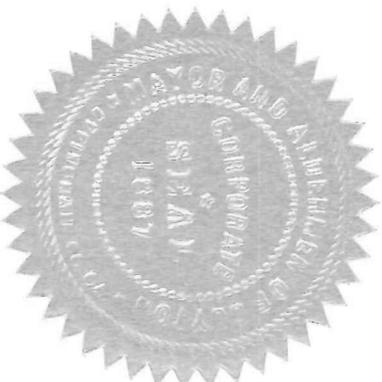


Russ Deen, Mayor

ATTEST:



Matthew D. Walker, City Clerk



What is A Downtown Development Authority (DDA)?

The Downtown Development Authority (DDA) is primarily a policy-making and major decision-making entity that plans and manages the downtown area. The DDA is a corporate body recognized by State law and used for the last three decades as an important tool in downtown redevelopment. The DDA is eligible to receive certain grant monies, whereas, a local business or merchants association may not qualify. From an Internal Revenue perspective the DDA is considered to be governmental tax-exempt.

The DDA can utilize a variety of financing tools outlined in the Official Code of Georgia. Money created from the implementation of these tools can be used in a number of ways to bring about revitalization and economic development of the central business district.

The DDA can work with volunteers from the local business association, citizens, the city and county to bring about the revitalization of the downtown area or depending on a set of criteria for qualification, a DDA may choose to initiate a Main Street or Better Home Town Redevelopment

Program Since the passage of the 1981 Downtown Development Authorities Law, cities of all sizes have created DDAs. Many of these became inactive after changes in federal tax codes in 1986 removed certain tax incentives for downtown improvement loans, but many others have continued to work to strengthen their downtowns. Often simply having a well-structured and focused organization with a comprehensive and long-term view of downtown, cities have seen positive results and have prevented opportunities from being lost.

The Downtown Development Authorities Law of 1981 created "in and for each municipal corporation in the State a public body corporate and politic to be known as the Downtown Development Authority of such municipal corporation..." This law authorizes a DDA in every city in Georgia. It eliminated the need for individual local legislation to establish such authorities, which had previously been the case. These DDAs must be activated by city government before they can function. This is done by first designating the downtown area boundaries with the city; appointing the initial directors of the authority; creating a resolution which also declares that there is a need for such an Authority; pass the resolution and file copies of the resolution with the Secretary of State and the Georgia Department of Community Affairs.

The DDA Law indicates that each authority shall consist of a board of seven directors. These directors must be taxpayers residing in the county in which the authority is located. At least four of the directors must also be owners or operators of downtown businesses. Directors of authorities created under the DDA law are appointed by the governing body of the municipality. Directors appointed after January 1, 1992 are required to attend and complete at least eight hours of training on downtown development and redevelopment programs.

Each authority can undertake commercial, business, office, industrial, parking, or public projects where these will have a benefit for the downtown. (Certain public projects such as the construction of government buildings and streets are not permissible DDA projects.)

A 1988 amendment added hospitals, skilled nursing homes, and intermediate care homes where such facilities are operated on a not-for-profit basis.

The following are powers that are specifically provided to the DDA created under the Downtown Development Authorities Law of 1981:

1. To sue and be sued.
2. To adopt and to change as necessary a corporate seal.
3. To make and execute contracts and other agreements, such as contracts for construction, lease or sale of projects or agreements to finance projects.
4. To purchase and own property, real or personal and to sell or otherwise dispose of property, lease or rent property. The authority's property is tax-exempt.
5. To finance projects by loan, grant, lease or otherwise.
6. To finance projects using revenue bonds or other obligations of authority.

7. To borrow money.
8. To apply for and receive government grants, loans, loan guarantees or other financial assistance.
9. To receive and use city tax monies. (The City can levy a tax up to three mills for the support of the authority. See Official Code of Georgia Annotated 48-5-350).
10. To employ an executive director for the downtown revitalization efforts.
11. To prepare plans for the downtown area or to hire others to prepare plans.
12. To exercise any power of public or private corporations under state law, which does not conflict with the authority's public purpose.

The 1992 Amendments (Act No. 1334) added the following powers:

1. To serve as an urban redevelopment agency under the Urban Redevelopment Law.
2. To serve as a redevelopment agency under the Redevelopment Powers Law.
3. To contract with a city government to carry out City Business Improvement District services in a downtown.
4. To acquire real property through eminent domain (subject to the approval of the City and the meeting of other requirements.)

These amendments also gave cities the express authorization to create special tax, fee, or assessment districts within the area of operation of downtown authorities. This authorization is pursuant to Article IX, Section II, Paragraph VI of the Georgia Constitution.

Before the enactment of the Downtown Development Authorities Law in 1981, some two dozen Georgia cities persuaded the General Assembly to create individual downtown development authorities for each of their communities. At the time this was the only way that such authorities could be established. Because special local legislation was used it was possible to tailor each law for particular local desires. For example, some of the authorities were given the ability to operate anywhere in the city. Many were given very substantial powers such as the power to levy taxes within a downtown tax district or the power of eminent domain. Composition of the board of directors could also be tailor-made for particular local needs.

There were three methods by which these authorities were created:

1. Statute

Under this method a statute of local application was passed by the General Assembly. The statute detailed the duties, powers and responsibilities of the authority. This method was the least used and generally was the most restrictive with regard to the authority's powers and flexibility to act. (Examples: Albany, Fitzgerald, Gainesville, Perry).

2. Local Constitutional Amendment with Enabling Legislation

To begin this process the General Assembly passed a resolution which proposed an amendment to the constitution that would authorize it (the General Assembly) to create the development authority by local law. This proposed constitutional amendment was then put on the ballot in the next general election. If the local voters ratified the amendment, a local law was passed at a following session of the General Assembly which defined the powers of the authority, provided for qualifications of the directors, and specified other details concerning the authority's operation. The authority was not operational until the local law took effect.

Generally, the constitutional amendment was kept short, stating only that the General Assembly was granted the authority to create the development authority, define its powers, and appoint the authority members, etc. (Examples: Athens, Dalton, LaGrange, Marietta, Waycross).

3. Local Constitutional Amendment without Enabling Legislation

In this method, the General Assembly passed a resolution that proposed a constitutional amendment that, if passed, directly created the authority. The constitutional amendment generally appeared on the ballot in the general election. If the voters ratified it, the authority became active January 1 following the general election or whenever members were appointed by the local government after January 1. (Examples: Acworth, East Point, Powder Springs, Valdosta).

The current constitution permits only constitutional amendments of general application. Because of this limitation, it is no longer possible to create individual downtown development authorities by local constitutional amendment.

(For the sake of brevity, those authorities which were created individually by local constitutional amendment or by statute may be referred to in this manual as "local legislation authorities" or "LLA's".)

Source: Except from Downtown Development Authority Training Manual, The University of Georgia and Georgia Cities Foundation

BYLAWS OF THE DOWNTOWN DEVELOPMENT AUTHORITY OF GUYTON, GEORGIA

PREAMBLE

WHEREAS, on May 9, 2023, the Downtown Development Authority of Guyton, Georgia (hereinafter referred to as the “DDA”) was activated by the Mayor and Council of the City of Guyton (hereinafter referred to as “City Council”) as provided in City of Guyton Resolution 2023-07;

NOW THEREFORE, the directors of the DDA appointed and charged in said Resolution, hereby adopt the following bylaws.

ARTICLE I: PURPOSE, POWERS, AND DIRECTORS

Section 1. Directors, Qualifications, and Term.

The property, affairs, and business of the DDA shall be managed by its directors consisting of seven persons (hereinafter referred to as the “Board”), appointed by City Council pursuant to City of Guyton Resolution 2023-07, which is hereby incorporated in its entirety as if set forth verbatim in these Bylaws. The directors shall possess such qualifications and serve such terms as provided in City of Guyton Resolution 2023-07.

Section 2. Conflict.

In the event of a conflict between the provisions of these Bylaws and the provisions of City of Guyton Resolution 2023-07 and the Downtown Development Authorities Law (O.C.G.A. § 36-42-1, *et seq.*), the provisions of City of Guyton Resolution 2023-07 and the Downtown Development Authorities Law shall control.

Section 3. Purpose.

The purpose of the DDA is to encourage quality economic growth and development while preserving Guyton’s unique architectural and community heritage. This purpose will be accomplished by facilitating public and private efforts to revitalize, redevelop, and enhance that which improves the quality of life for those that live, work, and visit Guyton. The DDA will work collaboratively with partners towards achieving it goals in addition to mutual goals identified within the City of Guyton’s Comprehensive Plan.

Section 4. Powers.

The directors shall have such power and authority as is conferred upon them by City of Guyton Resolution 2023-07 and the Downtown Development Authorities Law (O.C.G.A. § 36-42-1, *et seq.*), as the same now exists or may hereafter be amended

Section 5. Training.

Pursuant to O.C.G.A. § 36-42-7(d), each director shall attend and complete at least eight hours of training on downtown development and redevelopment programs within the first 12 months of a director's appointment to the DDA.

Section 6. Oath of Office.

Upon appointment, each director shall sign an Oath of Office in a form adopted by the DDA.

Section 7. Attendance

If a director has three (3) consecutive absences or four (4) or more unexcused absences in the course of one year, at any of the aforementioned meetings, the Chair may, with majority approval from the Board, remove such director from the Board. Extenuating circumstances, such as, but not limited to, personal or employment circumstances, will be considered.

Section 8. Compensation.

The directors shall receive no compensation for their services but shall be reimbursed for actual expenses incurred by them in the performance of their official duties. In order to be reimbursed for actual expenses incurred in the performance of their official duties, directors must submit receipts by the earlier date of: (1) thirty days after incurring such expenses or (2) the last day of the fiscal year in which the expense was incurred.

Section 9. Resignation.

Any director may resign by giving notice in writing to the Chair of the Board. Such resignations shall be effective as specified in the written notice or upon acceptance of the Board, whichever occurs later.

Section 10. Censure and Removal.

A director who conducts themselves in such a fashion as to jeopardize the good public standing of the DDA may be subject to censure or removal by a majority vote of the Board at two consecutive meetings.

Section 11. Vacancies.

A seat on the Board shall be considered vacant upon the expiration of the term, resignation, death, or removal of a member. If necessary, a director whose term of office has expired shall continue to hold office until a qualified successor is appointed. If a vacancy is created by the death, resignation or removal of a director, a successor shall be appointed in the same manner as the original appointment, but for the unexpired term only.

Section 12. Conflict of Interest.

Directors shall not use their position to influence the Board's decisions or discussions where they have a material financial interest, or where there is an organizational responsibility or personal relationship interest which may result in a real or apparent conflict of interest. Directors shall disclose investments, interest in real property or businesses, potential conflicts, and sources of income or gifts that may present a conflict.

Section 13. Business with a Director.

Notwithstanding Article I, Section 12, the DDA may purchase from, sell to, borrow from, loan to, contract with, or otherwise do business with a director or any organization or person with which a director has a substantial interest or involvement, provided the director:

1. Discloses the interest in advance to the Board and has such recorded in the minutes;
2. Is not present at that portion of the Board's meeting during discussion or decision on the matter; and
3. Does not participate in any Board's decision relating to the matter.

A "substantial interest or involvement" shall mean any interest or involvement which reasonably may be expected to result in a direct financial benefit to such director. The Chair shall seek the advice of legal counsel before the Board approves any business transaction with a director.

Section 14. Regular Meetings.

The Regular meeting of the Board shall be held on the third Wednesday of each month at 10:00 AM in the Council Chamber of Guyton City Hall. All meetings shall be conducted in accordance with the Georgia Open Meetings Act (O.C.G.A. §§ 50-14-1, *et seq.*)

Section 15. Special Meetings.

Special meetings may be held upon the call of the Chair or Vice-Chair or any two directors, by giving written notice of the meeting to the Board and by posting a public notice of the meeting at Guyton City Hall at least 24 hours prior to the special meeting in accordance with the Georgia Open Meetings Act (O.C.G.A. §§ 50-14-1, *et seq.*). For purposes of this section, written notice to the Board may be provided via electronic mail.

Section 16. Quorum.

A quorum shall consist of at least four directors attending a meeting in person. Unless otherwise specifically required by statute or these by-laws, the act of a majority of such directors present at a meeting at which a quorum is present shall be the act of the Board.

Section 17. Parliamentary Procedures.

The most current Roberts Rules of Order, or a reasonable interpretation thereof, shall govern the parliamentary procedures of the Board when not in conflict with these by-laws. The order of business may be altered or suspended at any meeting by a majority vote of the directors present..

Section 18. Nominations of Members.

Potential board members are encouraged to submit an application to the DDA and are encouraged to have attended at least one (1) board meeting in the last six (6) months. The Executive Committee, as hereinafter defined, may review applications, interview the candidate, and make a recommendation to the Board. If the recommendation is approved by the Board, it will then be forwarded to City Council for approval in accordance with City of Guyton Resolution 2023-07.

Section 19. Guidelines for Vacant Position Showcasing.

The DDA is committed to transparent communication to fill vacant positions. The DDA may utilize commercially reasonable platforms for showcasing such opportunities, including but not limited to:

- **Social Media:** The DDA may feature vacant positions on its official social media accounts (e.g., Facebook, etc.).
- **City/DDA Website:** Vacant positions may receive placement on the official City or DDA website.
- **Local Media:** When financially feasible and appropriate, the DDA may place advertisements in the legal organ of Effingham County or other local publications.
- **Word of Mouth:** The DDA encourages the dissemination of information through word of mouth and email blasts to the local business community.

Section 20. Ad-hoc Committees.

At the discretion of a majority vote of the Board, ad-hoc committees may be formed to handle specified tasks and serve under the direction of the full authority. Formalization of ad-hoc committees must be approved by a majority affirmative vote of the Board. All ad-hoc committee meetings shall be conducted in accordance with the Georgia Open Meetings Act (O.C.G.A. §§ 50-14-1, *et seq.*) Ad-hoc committee members can be comprised of directors and non-directors. Non-director committee members can be chosen to serve on the ad-hoc committee by appointment of the directors and affirmed with a majority vote. Ad-hoc committee members can be removed at any time, either with or without cause, by the affirmative vote of the majority vote of the Board.

Section 21. Personnel

City Council may appoint an employee to serve as personnel for the DDA (hereinafter referred to as the “Employee”). The Employee shall be a non-voting member of the DDA and shall be present at all meetings held by the Board. The Employee shall manage and coordinate the DDA’s policies and projects and perform other duties as required. The Employee, with the advice of the DDA Chair and/or Executive Committee, shall prepare the DDA’s agendas for all regular and special meetings and send them to the Board in accordance with Section 14 and Section 15 of this Article. Any director may request that an item be placed on the agenda, but all such requests shall be submitted through the Chair and/or Executive Committee.

ARTICLE II: OFFICERS

Section 1. Number.

The directors shall elect from one of their numbers a Chair, a Vice-Chair, a Secretary, and a Treasurer. The Chair, the Vice-Chair, the Secretary, and the Treasurer shall be referred to collectively as the Executive Committee.

Section 2. Election.

Officers shall be elected by a majority vote of the Board at the second regular meeting of each fiscal year.

Section 3. Term and Removal.

All officers shall be elected by and serve at the discretion of the Board, through the remainder of the fiscal year in which they were elected to serve. Any officer may be removed from office, with or without cause, by the affirmative vote of the majority of the Board at two consecutive meetings. A vacancy in any office shall be filled by the directors for the unexpired portion of the term.

Section 4. Chair.

The Chair shall be ultimately responsible for the overall planning, direction and control of the affairs and business of the DDA and shall preside at all meetings of the Board. The Chair shall sign, with the Secretary, any deeds, mortgages, revenue bonds, contracts, obligations or other instruments which the Board has authorized to be executed, except in any case where the signing and execution thereof shall be expressly delegated by the Board or by law to some other officer or agent.

Section 5. Vice-Chair.

In the absence of the Chair, the Vice-Chair shall perform the duties of the Chair, and, when so acting, shall have all the powers of and be subject to all the restrictions upon the action of the Chair. The Vice-Chair shall perform such other duties as from time to time may be assigned to him or her by the Chair or by the Board.

Section 6. Secretary.

The Secretary shall be responsible for keeping a record of the proceedings of the DDA and shall be the custodian of all books, documents and papers filed with the DDA, the minute book of the DDA and the DDA's official seal. The Secretary shall have authority to cause copies to be made of all minutes and other records and documents of the DDA and to give certificates under the official seal of the DDA to the effect that such copies are true copies, and any person dealing with the DDA may rely upon any such certificate. The Secretary shall sign, with the Chair any deeds, mortgages, revenue bonds, contracts, obligations or other instruments which the Board has authorized to be executed, except in any case where the signing and execution thereof shall be expressly delegated by the Board or by law to some other officer or agent.

Section 7. Treasurer.

The Treasurer shall be responsible for the custody of all funds and securities belonging to the DDA and for the receipt, deposit or disbursement of such funds and securities under the direction of the Chair. The Treasurer shall cause full and true accounts of all receipts and disbursements to be maintained and shall make reports of the same to the Board and Chair upon request. The Treasurer shall perform all duties as may be assigned to him or her from time to time by the Chair as authorized by the Board. Nothing in this Section 7 shall prevent the DDA by resolution from delegating to any director the authority to receive and endorse, as provided in such resolution, any checks or other negotiable instruments.

ARTICLE III: FISCAL YEAR AND FINANCIAL ADMINISTRATION

Section 1. Time.

The fiscal year of the DDA shall begin on the first day of July and end on the last day of June, to align with the fiscal year of the City of Guyton.

Section 2. Budget.

The Board shall prioritize goals for the DDA and approve a proposed budget outlining necessary details, ideally two months prior to the new fiscal year. The approved budget may be reviewed and revised periodically as deemed necessary by the Board.

Section 3. Revenue and Expenditures.

All revenues and expenditures of the DDA shall be reviewed and approved by a majority vote of the Board. Upon approval by the Board, payment shall be processed and presented as provided in Section 6.

Section 4. Annual Audit.

The Treasurer may cause an annual audit of the books of the DDA, and present such audit to the Board. The City of Guyton shall include the DDA's finances with its copy of the audit that shall be filed with the State Auditor, if necessary, to comply with the Local Government Financial Management Standards Act (Georgia Laws, 1980, p. 1738). Audits may also be caused by a majority vote of the Board.

Section 5. Depositories.

The DDA shall from time to time provide by resolution for the establishment of depositories for funds of the DDA.

Section 6. Execution of Notes, Drafts, and Checks.

All drafts, checks, etc. drawn against accounts of the DDA shall be required to have two signatures. One signature shall be the Chairman or Vice-Chair, and the second signature shall be the Treasurer or the City Manager of the City of Guyton.

ARTICLE IV: CORPORATE SEAL

Section 1. Seal.

The Seal of the DDA shall consist of an impression bearing the name "Downtown Development Authority of Guyton, Georgia" around the perimeter and the word "SEAL" in the center thereof.

ARTICLE V: AMENDMENTS

Section 1. Amendments.

These By-Laws may be altered, amended, or repealed by an affirmative vote of a majority of the directors then holding office at any regular or special meeting. Proposed amendments shall be submitted in writing to all directors at least 10 days prior to the meeting at which such amendment will be considered.

Adopted this _____ day of _____, 2026.

Chair, Downtown Development Authority of Guyton, Georgia

Secretary, Downtown Development Authority of Guyton, Georgia



Downtown Development Authority (DDA) of Guyton, Georgia

Prospective Board Member Application

1. Applicant Information

Full Name: _____

Home Address: _____

City/State/Zip: _____

Phone: _____

Email: _____

Business Name (if applicable): _____

Business Address: _____

Business Role/Title: _____

Are you a property owner or business owner within the DDA district?

- Yes No

If yes, please provide address(es):

Length of residency or business operation in the community:

2. Interest in Serving

Why are you interested in serving on the Downtown Development Authority Board?
(Attach additional pages if needed.)

3. Relevant Experience & Expertise

Please indicate your areas of experience (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Public Policy / Government |
| <input type="checkbox"/> Commercial Real Estate | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Urban Planning / Land Use | <input type="checkbox"/> Construction / Infrastructure |
| <input type="checkbox"/> Finance / Accounting | <input type="checkbox"/> Community Engagement |
| <input type="checkbox"/> Small Business Ownership | <input type="checkbox"/> Grant Writing / Fund Development |
| <input type="checkbox"/> Nonprofit Governance | <input type="checkbox"/> Strategic Planning |
| <input type="checkbox"/> Marketing & Branding | <input type="checkbox"/> Other: |
-

Describe your professional background and how it prepares you to serve on the DDA Board:

Board or Civic Experience (past or present):
Organization | Role | Dates Served

3. Community Commitment

Describe your involvement in the local community:

5. Governance & Accountability

DDA Board Members are expected to:

- Attend regular and special meetings
- Review financial statements and budgets
- Participate in strategic planning
- Uphold ethical standards and conflict-of-interest policies
- Support capital improvement and economic revitalization initiatives

Are you able to commit to attending regular meetings (typically monthly) and committee assignments?

Yes No

Do you have any potential conflicts of interest that should be disclosed?

Yes (please explain) No

Explanation (if applicable):

6. References

Please provide two professional or community references.

Reference #1

Name: _____

Relationship: _____

Phone/Email: _____

Reference #2

Name: _____

Relationship: _____

Phone/Email: _____

7. Certification

I certify that the information provided in this application is accurate and complete to the best of my knowledge. I understand that appointment to the Downtown Development Authority (DDA) of Guyton, Georgia's Board carries fiduciary, legal, and ethical responsibilities.

Signature: _____

Date: _____