

Meeting Minutes

City of Newnan Downtown Development Authority Wednesday, December 12, 2018 8:00 am – Newnan City Hall

Members Present: Brant Frost, Jim Thomasson, Ray Dubose, Martha Ann Parks, Casey Smith, Graylin Ward, Keith Brady

Staff Present: Courtney Harcourt, Abigail Strickland

Visitors: Winston Skinner

1. The meeting was called to order at 8:03am.
2. The Authority reviewed the previous meeting minutes. Jim Thomasson made a motion to accept the previous meeting minutes. Ray Dubose seconded the motion. The motion carried.
3. Courtney Harcourt report the following account balances:
 - a. BOZ Primary 10/31/18 \$32,103.42
 - b. BOZ Primary 11/30/18 \$32,119.34
 - c. BOZ MMI 10/31/18 \$100,166.94
 - d. BOZ MMI 11/30/18 \$100,200.69
 - e. UWG 10/31/18 \$324.47
 - f. UWG 11/30/18 \$307.45
 - g. YTD Income \$1,413,086.50
 - h. YTD Expense \$1,399,386.42
 - i. Net Income \$13,700.08

Harcourt provided an update regarding the new BB&T credit card. The card has been received and activated. Harcourt informed the Authority that Hasco Craver would have to close the Synovus credit card account. Harcourt stated a transfer from the BOZ Primary to BOZ MMI would be made once all remaining checks had cleared.

4. Staff provided the Authority with an update of ongoing projects.

Harcourt informed the Authority that the fifteen bistro sets that the Authority had purchased had arrived and will be debuted during the Spring Art Walk.

Harcourt provided an update regarding the Team Better Block project. Staff has received the first draft of the Placemaking Master Plan. The plan was reviewed by staff, staff provided Team Better Block with revisions. The Better Block Placemaking Master Plan will be presented in the next meeting on January 9, 2019. Harcourt informed the Authority that the funds granted by Newnan-Coweta Board of Realtors have not been received, but that all paperwork had been submitted and should be receiving the funds soon.

Harcourt informed the Authority that staff had visited the Old Jail and noticed that one of the back doors of the jail was left ajar and that there was ivy entering the side of the building. The City's Beautification crew was able to address the ivy issue during the site visit. Harcourt asked the Authority if the Old Jail was to be added to the 2019 Plan of Work. Brant Frost inquired about the use of the Old Jail. Casey Smith stated that the Old Jail was not large enough to be its own entity. Graylin Ward stated that the Old Jail had historical significance and could be a tourist attraction. Keith Brady suggested that all members go on a "field trip" to the Old Jail.

5. Harcourt presented the proposed 2019 event schedule. Harcourt identified proposed changes to the calendar. The changes included pushing Spring Art Walk, Fall Art Walk, and Holiday Sip and See back a week to align with season of the events. Harcourt proposed that the Summer NewnaNights event last one hour longer due to many requests from event goers. Oktoberfest would be moved up a few weeks to align with traditional Oktoberfest. The Tucked Away Music Festival would move from the spring to the fall to replace the fall Taste of Newnan. Martha Ann Parks informed that the dates chosen would coexist well with the plans that the Newnan Cultural Arts Commission had for 2019. Keith Brady made a motion to accept the 2019 event calendar. Martha Ann Parks seconded the motion. The motion carried.

Harcourt presented the proposed 2019 budget. Harcourt identified aspects of the budget that were not transferring from 2018 to 2019. These items included Event Expense Screen on the Square, The University of West Georgia account, and Main Street Money. Staff recommended that the Authority consider eliminating Main Street Money due to many of the downtown merchants no longer accepting Main Street Money as a form of payment. Casey Smith agreed that Main Street Money is a "mess" and stated that other cities use a visa card and not just a certificate. Harcourt noted that the sponsorship line items had been adjusted to show program sponsorship and event sponsorship. Harcourt also noted potential options for a MMA transfer for wayfinding and placemaking. Harcourt stated the funds could be used for the Authority to rent property to offer a pop-up location for merchants to generate interest to transfer to a long-term tenant. Harcourt inquired if the Authority wanted to purchase banners. The Authority agreed to not purchase banners in 2019. Keith Brady made motion to accept the 2019 budget. Brant Frost seconded the motion. The motion carried.

Harcourt presented the proposed 2019 Plan of Work. Harcourt inquired if the Authority wanted to add the Old Jail to the Plan of Work. The Authority agreed to accept the Plan of Work with the addition of the Old Jail. Keith Brady made a motion to accept the 2019 Plan of Work. Ray DuBose seconded the motion. The motion carried.

Harcourt provided a map of the current Downtown Development Authority boundaries. The map included potential additions to the district. Casey Smith suggest that the Authority review the boundaries during the next meeting on January 9, 2019. Keith Brady asked staff to provide a list of pros and cons of why a property would need to be added into to district.

6. Harcourt informed the Authority that members could not miss more than two meetings per calendar year. Martha Ann Parks inquired if the absences included excused absences. Harcourt asked the Authority if there was a time that would work better for all members for the monthly meetings and a decision could be made to alter meeting times, if necessary, during the next meeting on January 9, 2019. Jim Thomasson requested that staff send each member their attendance record.

Abigail Strickland provided an update about the events that took place before the meeting including the Holiday Sip and See and the December Market Day. Harcourt informed the Authority of the Downtown Participants renewal on February 14, 2019. Keith Brady stated that 2018 was a great year for the Authority.

7. The meeting was adjourned at 8:50am.

**Minutes written by Abigail Strickland.*

**Next Meeting:
Wednesday, January 9, 2019
8:00 am – Newnan City Hall**