

Meeting Minutes

City of Newnan Downtown Development Authority Wednesday, November 14, 2018 8:00 am – Newnan City Hall

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

Staff Present: Courtney Harcourt, Abigail Strickland

Visitors: Winston Skinner

1. The meeting was called to order at 8:02am.
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. The Authority dismissed the financial report and requested to review it during the December meeting.
4. Staff provided the Authority with an update of ongoing projects.

Courtney Harcourt noted that Team Better Block had completed their sit visit and would prepare their findings in a report that would be presented during the December meeting.

Casey Smith spoke on behalf of the nominating committee, of whom recommended that the Authority consider Ray DuBose for the position of Chairman and Jim Thomasson for the position of co-chair. The nominating committee recommended that Graylin Ward remain in his position of Secretary/Treasurer. Brant Frost made a motion to accept the board nominations as presented by the nominating committee. Martha Ann Parks seconded the motion. The motion carried.

5. Courtney Harcourt announced that the 2019 Main Street Newnan event schedule would be presented in the next board meeting in December

Courtney Harcourt addressed the Authority's concerns about the Taste of Newnan, and presented several recommendations that could aid to make the event more efficient. The presentation included frequency of event, new map layout, closure of state highways, flat rate entry fees, elimination of tickets, allowing nonfood related businesses, and adding more seating options to the event. Staff recommended that the Authority consider hosting the Taste of Newnan only once a year in the Spring. Ray DuBose inquired about projected income for the event. Casey Smith asked staff if the event was only held once a year would it effect the 2019 budget. Harcourt provided the past few years net income and showed that the income is "volatile". Staff recommended to increase participating fees to accommodate profit loss from the sell of tickets, and allowing businesses to take

cash and or credit card. Staff presented the prospective map including the closure of state highways. Jim Thomasson requested that staff review the map and move the planned business section to East Broad Street to make the space more family friendly and safe. Staff recommended that the Authority consider placing chairs throughout the event space to provide a more comfortable, inviting environment. Martha Ann Parks stated that if the changes are approved that it would be imperative for staff to inform previous vendors and new vendors of the changes in hopes to increase participation. Brant Frost made a motion to accept staff's recommendations, which was requested by the Authority in the previous meeting, and to give staff the authority to modify details for the application as needed. Jim Thomasson seconded the motion. The motion carried.

Courtney Harcourt recommended that the Authority grant permission for Abigail Strickland to be able to process promotion related checks for Main Street Newnan, as Strickland oversees the promotion budget. All checks would still need to be endorsed by those who are sited on the signature page and amounts over one thousand should have two signatures. Jim Thomasson made a motion to accept recommendation to allow Abigail Strickland to process promotion related checks for Main Street Newnan. Martha Ann Parks seconded the motion. The motion carried.

Courtney Harcourt informed the board that Main Street Newnan received a \$1000 check from the Georgia Municipal Association as a gift for hosting the Heart & Soul Workshop. Courtney Harcourt recommended the Authority to consider allocating the funds to support placemaking efforts. Harcourt noted that Team Better Block addressed the need for additional seating during Main Street Newnan events of whom suggested adding colorful mobile chairs. Jim Thomasson made a motion to accept the funds and to purchase chairs. Ray Dubose seconded the motion. The motion carried.

6. Abigail Strickland shared information regarding the Holiday Sip & See that took place the week before the meeting. Abigail Strickland informed the board of the upcoming events including Plaid Friday, Santa on the Square, Small Business Saturday and December Market Day.
7. The meeting was adjourned at 8:41am.

Next Meeting:
Wednesday, December 12, 2018
8:00 am – Newnan City Hall