

AGENDA

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

Members Present: Casey Smith, Ray DuBose, Jim Thomasson, Graylin Ward, Brant Frost
Staff Present: Abigail Strickland, Courtney Harcourt

1. The meeting was called to order at 8:08am by Chairman Casey Smith.
2. The August Meeting Minutes were reviewed. Jim Thomasson made a motion to approve the minutes. Ray DuBose seconded the motion. The motion passed.
3. Courtney Harcourt reported the following account balances:
 - a. BOZ Primary statement closing on 7/31/18 amounted to \$24,470.01
 - b. BOZ Primary statement closing on 8/31/18 amounted to \$24,480.94
 - c. BOZ MMI statement closing on 7/31/18 amounted to \$100,067.37
 - d. BOZ MMII statement closing on 8/31/18 amounted to \$100,097.18
 - e. UWG- BOC statement closing on 7/31/18 amounted to \$383.59
 - f. UWG-BOC statement closing on 8/31/18 amounted to \$366.58
 - g. Year to Date:
 - i. Income: \$1,340,572.22
 - ii. Expense: \$1,334,593.92

Courtney Harcourt noted that the year to date budget reflected activity related to the University of West Georgia project. Hasco Craver elaborated to explain that the City of Newnan had paid off the remaining project debt earlier than planned by direction from Newnan City Council. Craver referenced additional income that was received through S.P.L.O.S.T.

Courtney Harcourt noted the \$5 dormancy charge that the bank had inquired over time for not moving monies in the MMI account, she recommended that the Authority make a transaction to avoid paying this fee. Hasco Craver informed the authority that staff had been given permission to move monies from the BOZ Primary account each July and December in excess of a certain quantity. Harcourt inquired to see if the Authority would like to take action on the matter. Jim Thomasson noted that there would not be a need, as the permission was already deemed. Staff was asked to look back at the meeting minutes where this occurred, and take action accordingly. Brant Frost suggested that the Authority consider finding a new service provider if the BOZ was unwilling to waive the fee. Hasco Craver suggested that the Bank of the Ozarks may have had leadership changes that was unaware that the accounts were to be without services charges, and encouraged staff to inquire.

4. Continuing Business

Courtney Harcourt informed the Authority that The Newnan Coweta Board of Realtors has applied for a Smart Growth Grant on behalf of the DDA. If awarded, the grant would cover expended to create a strategic plan that looks at potential projects for place making and mixed use. The grant request is to have a reputable national non-profit, Team Better Block, create the plan for the DDA. At that we would address additional expenses that could amount to \$1,000 to pay for the strategic plan, which would normally amount to over \$7,000 in travel, labor and airfare. She told the authority that they would have additional information by late September. Members of the Authority inquired about other options for master plans. Hasco Craver explained the bid process that would take place. Brant Frost questioned Team Better Block, referencing that they could be taking advantage of their position to provide resources. The Authority was in agreement that a variety of service providers should be considered. Hasco Craver informed the Authority that Strategic Plans for Downtown Districts could exceed more than \$25,000 in expenses, and also noted that the Authority had gone through a similar process during the retreat in June. Harcourt noted that the Better Block plan would not be a strategic plan, but that it would provide example projects that the Authority may consider funding. Staff was asked to provide additional information during the October meeting.

Courtney Harcourt informed the Authority that the Newnan Youth Council had been given \$10,000 that they would like to use for improvement projects in Wadsworth Alley. Harcourt noted that staff is planning to increase the timeline to allow for the students to get to work to deplete the resources provided by the Placemaking Micro-grant. Harcourt informed the Authority that the Newnan Coweta Art Association would be painting utility lines in the near future, and that both local high schools had committed to creating murals to install in the alley.

Staff provided an update to the Authority about the Sunrise on the Square Road Race. Courtney Harcourt mentioned that the final debts and payments would be processed by the next meeting. Harcourt noted that there were 218 5K runners that participated in the event, which was 31 runners more than in 2017. Harcourt noted that 61 total runners participated in the 10K, which was 15 additional runners than the prior race. The Authority asked staff to provide a final update after all debts and payments had been processed.

Harcourt noted that the Heart and Soul Workshop is scheduled to take place on October 3, 2018. Harcourt reminded the Authority that Newnan is the host City, whereby 58 statewide elected officials would be visiting and looking at projects from an educational perspective.

Courtney Harcourt noted that the Main Street Program has recently heard concerns about the lack of bike racks and trash cans downtown. Ray DuBose and Jim Thomasson referenced several example products, and Hasco Craver encouraged the Authority to think about creative examples. The Authority was in agreement that it would be worth consideration for a future purchase. Staff was instructed to provide examples and updates

during the October meeting. Jim Thomasson referenced a previous DDA conversation about installing decorative gates in some of the alleys. He told the Authority that he would investigate this option.

5. New Business

Referencing the discussion that took place during the Financial Report, the Authority took action in closing the University of West Georgia Account with the Bank of North Georgia. Chairman Casey Smith made a motion to close the University of West Georgia Account through the Bank of North Georgia. Jim Thomasson seconded the motion. The motion carried.

Courtney Harcourt informed the Authority that BB&T and the Bank of the Ozarks were the only service providers that could issue the Authority a new credit card. She noted that they would have to switch providers before closing accounts through the Bank of North Georgia. Harcourt explained that the main difference in the two accounts was in processing. BB&T has an in-house credit card division, whereas the Bank of the Ozarks uses a third party. Casey Smith made a motion to open a credit card account through BB&T. Ray DuBose seconded the motion. The motion carried.

Casey Smith updated the Authority to note that the group should consider leadership and board appointments during the annual meeting in November. He informed the Authority that Newnan City Council had become more involved in studying leadership within boards and commissions, and that he had presented to council on behalf of the Authority on Tuesday 9/11/18. Brant Frost asked the Authority to elaborate about this process, as he had not been present in the past nominating process as new board member. It was noted that Ray Dubose served as Vice Chair, and that Graylin Ward served as Secretary/Treasurer. Casey Smith noted that he had been the board Chairman for over 6 years, and that he was willing to step down if another board member was interested. He suggested that the Authority consider placing leadership in place that was well experienced if a change were to occur.

6. Manager's Report

Abigail Strickland gave the board an update about the upcoming activities that was to take place during Art Walk. Abigail explained the partnership between Main Street and two local high schools to create live art during the event.

7. The meeting was adjourned at 9:00am

**Next Meeting:
Wednesday, October 10, 2018
8:00 am – Newnan City Hall**