

# **MEETING MINUTES**

**City of Newnan  
Downtown Development Authority  
Wednesday, September 9, 2020  
8:00 am – Newnan City Hall  
25 Lagrange Street- Council Chamber Room**

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

**Members Absent: Jim Thomasson**

**Staff Present: Courtney Harcourt, Abigail Strickland, Hasco Craver**

**Visitors Present:**

The meeting was called to order at 8:01am.

The previous meeting minutes were reviewed by the Authority. Casey Smith made a motion to accept the meeting minutes from the previous meeting as presented to the Authority. Brant Frost seconded the motion. The motion carried.

Courtney Harcourt presented the Financial Report to the Authority, noting the following account balances:

- a. BOZ primary: \$22,962.30
- b. BOZ MMI: did not receive statement
- c. YTD expense: \$16,173.08
- d. YTD income: \$13,499.29

Courtney Harcourt noted the BOZ Money Market account statement did not arrive in time for the meeting and an update will be provided in the next Authority meeting. Courtney Harcourt recommended that they Authority consider transferring funds from the Money Market account to the Primary account as the Primary will reach under \$20,000 by end of year and the Money Market account has begun incurring a dormancy fee. Casey Smith stated that when the decision was made to transfer monies between the accounts was that if the primary account was over \$20,000, not under \$20,000. Keith Brady stated that there is no need to pay the dormancy fee on the Money Market account. Casey Smith made a motion to transfer \$5,000 from the Money Market account into the Primary account. Martha Ann Parks seconded the motion. The motion carried.

Courtney Harcourt provided an update regarding the two DDRLF projects. 35 Jackson Street which hosts Emily's Skin Care & Spa closed in August and project is complete. Courtney Harcourt noted that Emily's Skin Care and Spa started their business in the Commercial House then opened a storefront on Greenville Street, and now owns 35 Jackson Street and has tenants. 34-36 Madison Street, project known as "The Livery", is scheduled for completion at the end of the month but is having difficulty getting appliances to finish the apartments. Courtney Harcourt noted the brewpub that was originally going to occupy the commercial units downstairs at 34-36 Madison has been denied funding from the Small Business Administration due to funds

going toward Coronavirus Relief for current business owners. The commercial spaces no longer have confirmed tenants.

Courtney Harcourt noted that there has been an increase in Façade Grant applications this year, however, many are incomplete. Keith Brady inquired as to how much money is left for Façade Grant this year. Courtney Harcourt stated that only one Façade Grant has been completed and issued so far for the full allotment of \$1,000. Courtney Harcourt noted the Authority can increase the amount in order to fulfilled current applications. Keith Brady requested staff come before the Authority before denying any Façade Grant applications due to lack of funds.

Courtney Harcourt provided an update regarding the remaining event calendar for 2020.

- i. October Forward Fridays 10.2.2020
  - 1. Motion: Keith Brady
  - 2. Second: Casey Smith
- ii. October Market Day 10.3.2020
  - 1. Motion: Keith Brady
  - 2. Second: Casey Smith
- iii. Tucked Away Music Festival 10.24.2020
  - 1. Staff is recommending that The Authority cancel this event for 2020.
  - 2. Limited success hosting previous events, so it lacks the following and interest to stimulate the experience
  - 3. Costly, would require numerous sponsorships and volunteers
  - 4. Reinvent in 2021
  - 5. Motion: Keith Brady
  - 6. Second: Brant Frost
- iv. Munchkin Masquerade 10.30.2020
  - 1. Remove this event from our 2020 calendar as hosted by the DDA/MSN
  - 2. Offer the opportunity for merchants too independently host Trick-or-Treat if they are interested.
  - 3. Motion: Keith Brady
  - 4. Second: Brant Frost
- v. November Forward Friday 11.6.2020
  - 1. Motion: Keith Brady
  - 2. Second: Casey Smith
- vi. November Market Day 11.7.2020
  - 1. Motion: Keith Brady
  - 2. Second: Casey Smith
- vii. Holiday Sip and See 11.20.2020
  - 1. Host using precedence from the Art Walk
- viii. Santa on the Square 11.27.2020
  - 1. New plan in conjunction with a Leisure Services event
  - 2. Snow Tubing in the park 11/27/2020

3. Host Santa visits in park during this event. Set up a photo-op with Santa in the Firetruck to ensure social distancing. Families can come and take photos beside the fire truck with Santa in the driver's seat. Leave Mail Box near the truck for Santa to collect letters.
4. Santa to stay until right before dusk
5. Host tree lighting on square, Santa to leave after
6. Motion: Brant Frost
7. Second: Keith Brady

The meeting was adjourned at 8:31am.

**Next Meeting:**  
**Wednesday, October 14, 2020**  
**8:00am – Newnan City Hall**