

Meeting Minutes

City of Newnan Downtown Development Authority Wednesday, April 10, 2019 8:00 am – Newnan City Hall

Members Present: Ray DuBose, Martha Ann Parks, Keith Brady, Brant Frost

Staff Present: Hasco Craver, Courtney Harcourt, Abigail Strickland, Ashley Copeland

Visitors Present: Winston Skinner

1. The meeting was called to order at 8:00am
2. The previous meeting minutes were reviewed by the Authority. Martha Ann Parks made a motion to accept the meeting minutes as presented to the Authority. Keith Brady seconded the motion. The motion carried.
3. Courtney Harcourt presented the financial report and noted the following account balances:
 - a. BOZ Primary- \$21,371.93
 - b. BOZ MMI – \$118,604.58
 - c. BOC UWG - \$253.59
 - d. YTD Income - \$17,176.60
 - e. YTD Expense - \$30,261.35
4. Courtney Harcourt provided an update regarding ongoing projects. The Wadsworth Alley community clean up dates were scheduled to take place during lunch hours on multiple dates during Georgia Cities Week. Harcourt noted that the Newnan-Coweta Board of Realtors made volunteer commitments for the project. It was also noted that Newnan High School would be volunteering in the alley on Saturday, April 27 as a part of their “Newnan Serves” project.

Courtney Harcourt informed the Authority of the discussion during the last Placemaking Committee meeting. The Placemaking Committee primarily discussed transportation and walkability. The next project for the Placemaking Committee would be focusing on the alleyway between the Newnan Carnegie Library and Central Baptist Church. This alley would serve as a corridor to and from the LINC trailheads. Harcourt noted that there has been an increase of traffic in this alley since the closure of Brown Street. The alley would be a quick project; the alley is in need of repaving/patching, art, signage, foliage, and lighting.

Courtney Harcourt noted that many grant cycles including The National Association of Realtor’s (NAR) Placemaking Microgrant, NAR’s SmartGrowth Grant, and the American Associations or Retired Persons’ (AARP) Liveable Cities Grant are quickly approaching. The NAR Placemaking Microgrant ends in May and there is potential to reapply for the grant. The authority was awarded the Georgia Department of Economic

Development's Tourism Product Development Grant as mentioned in the last authority meeting. Harcourt informed the authority that she was submitting an application to the AARP Livable Cities Grant.

The Authority attendance policy is in need of review. Keith Brady requested an excused absence policy. Brady missed the last Authority meeting due to being in New York with Georgia Municipal Association. Brant Frost agreed that as long as the chairperson was aware of the absence and it was excusable that it should be an approved excused absence. Brady agreed that the chairperson should be notified but that it would also need to be included within the meeting minutes moving forward. The authority approved Keith Brady's absence from the March meeting as an excused absence.

Staff updated the Authority about the non-profit partner application process for the Sunrise on the Square Road Race. Courtney Harcourt noted that three non-profits had applied, and that staff had interviewed each of the three groups. It was noted that each group interviewed had the potential to serve as a volunteer team to meet the outlined requirements, and that all of the applications were very competitive. The difference in 2 of the 3 applications was a need to use the race as a fundraiser. The Boys and Girls Club of Coweta County submitted a strong application with the intent of using the race as a means to give back to the community and pursue a greater outreach- they did not intend to rely on the race as a primary mode of fundraising. Coweta CASA submitted a very strong application, but they intend to rely on the race as matching money for grant funding, and if selected, this group would be reliant on the SSRR as their main fundraiser, thereby canceling their existing race (and main fundraiser). Another applicant, Foundation Christian Church, also submitted a strong application that met the application requirements. Foundation Christian Church would rely on the race as fundraising to pursue new endeavors that benefit two local schools. The two schools would include Newnan High School and Ruth Hill Elementary, where they already have existing relationships. They expressed an interest in supporting another cause that had not yet been determined. The Church would maintain the responsibility of raising the funds, and would be accountable for redistributing them. Brant Frost questioned where Foundation Christian Church met. Harcourt informed the authority that the church currently meets at Newnan High School but that they have an office in downtown Newnan. Frost also questioned the location of Coweta CASA. CASA also has an office location in downtown Newnan. Keith Brady made a motion to accept the Boys & Girls Club as the Non Profit Partner for the 2019 Sunrise on the Square Road Race. Martha Ann Parks seconded the motion. The motion carried.

5. Courtney Harcourt noted that during her imminent maternity leave; there would not be a staff person able to sign checks. To date, only the Assistant City Manager and the Main Street Manager have permission sign checks. Harcourt recommended that the Authority grant Abigail Strickland permission to sign checks, with an extra signature required for checks over \$1,000. Brant Frost made a motion to allow Abigail Strickland to sign checks issued by the Downtown Development Authority. Keith Brady seconded the motion. The motioned carried.

Ashley Copeland provided an update regarding the Newnan Trolley. Copeland noted that there has been consistent ridership since the first weekend of operation. The trolley currently operates Friday-Sunday from 1:00pm-8:00pm. The City of Newnan is looking into a tracking application that riders can use on their phone to assist with locating the trolley. Keith Brady noted that during the council retreat the members discussed advertising on the trolley. City Council decided that any advertisements on the trolley will be for city sponsored programs and events only. Brant Frost inquired as to how many people have ridden the trolley and the age of the riders. Copeland stated “approximately 100 per weekend”, and that she has seen infants and one of the first riders was a 90-year old woman.

Courtney Harcourt announced that an Initial Project Application had been submitted to the Department of Community Affairs’ Downtown Revolving Loan Program for 34-36 Madison Street. Harcourt noted that the Authority would not need to take action until the IPA had been reviewed and approved. The project funding as estimated would involve the owner (Steed Construction) putting 10% into the costs, and the additional funding would be provided by United Bank as the interim mode for construction costs. If realized, the final break down of the project costs would be financed: 10% owner equity, 50% commercial lender (United Bank), and the remaining 40% through revolving loan funds (\$250,000 through DCA, the remaining through the Georgia Cities Foundation). The project is expected to take about a year to complete. In regards to the revolving loan funds, Harcourt noted that there were several opportunities for board members to attend training in the months to come. It was observed that several of the board members had not attended basic DDA training within the past 10 years, and Harcourt reminded the Authority that these types of programs are reviewed during the training programs. Brant Frost questioned the use of the building once completed. Harcourt informed the authority that the buyer was planning to use the building as mixed-use development including both residential and commercial.

6. Abigail Strickland delivered the Managers Report and informed the Authority about events.
 - The Market Day that was held on April 6th was a huge success. Strickland noted that there were 58 vendors present and likely the largest attended market to date. The market will continue the 1st Saturday for the remaining of the year.
 - Taste of Newnan is scheduled for April 11th from 5pm-8:30pm. The Taste of Newnan will host 40 food vendors and a new non-food related vendor area with family friendly activities. Strickland noted that the footprint of the event had been expanded to help reduce crowd congestion.
7. The meeting adjourned at 8:37am.

Next Meeting:
Wednesday, May 8, 2019
8:00 am – Newnan City Hall