

Meeting Minutes

City of Newnan Downtown Development Authority Wednesday, February 14, 2018 8:00 am – 2nd Floor Conference Room, Newnan City Hall, 25 LaGrange Street

Members Present: Casey Smith, Martha Ann Parks, Jim Thomasson, Ray DuBose, Keith Brady, Brant Frost.

Staff Present: Courtney Harcourt, Abigail Strickland

Visitors Present: Winston Skinner

1. The meeting was called to order at 8:02 am by Chairman Casey Smith.
2. The previous meeting minutes were reviewed and approved. Casey Smith made a motion to approve the meeting minutes. Jim Thomasson seconded the motion. The motion carried.
3. Courtney Harcourt delivered the financial report, where she noted that the year to date income was \$44.34, and expenses amounted to \$4,212.35. Harcourt informed the authority that the program does not deposit vendor checks during the months of January and February, which is why the income and expenses are unbalanced. Courtney Harcourt shared account statements with the Authority, and informed the Authority of all account balances; BOZ Primary \$14,385.57, MMI: \$99,884.10, and BOC- UWG: \$489.72. Ray DuBose questioned the amount of voided and cleared items that were listed on current statements for the BOZ Primary Checking account. The Authority asked staff to investigate removing these items and to report during the March 2018 meeting.
4. Staff provided several ideas to the Authority related to the Spring 2018 banners. The recommendation was to feature local art from Downtown Murals on the banner, and mock the double bracket model that the Authority approved for the fall banners to display for pedestrian safety at dangerous intersections. Courtney Harcourt noted the mural at 19 West Court Square (the intersection facing Fabiano's at the Alamo), and suggested that including the design could be a colorful option for a spring theme. Ray DuBose agreed, and asked that staff also consider design elements from the mural that was visible from Spring Street, and located on the building at 19 Perry Street. Staff agreed to contact the artists, prepare examples and provide a recommendation during the March meeting.

Courtney Harcourt informed The Authority that the Share with Care Pledge rack card had been created, and provided a proof of the pledge to board members. She informed The Authority that staff had created a survey that included several design options to be voted upon. She noted that they would reveal the most popular design during the March meeting, and that the campaign was set to launch at the beginning of the event season in accordance to direction from the Authority.

The Downtown Development Authority reviewed all 2017 meeting agenda items, and determined which of these items should be carried into 2018 as potential DDA Projects. Courtney Harcourt reviewed the information to indicate the status of the items, as reported below.

- Complete: 2017 Classic Main Street Program MOU and GEMS MOU submitted for approval, Pedestrian Safety Meeting hosted, 2017 Plan of Work approved and implemented, Alcohol ordinance updated, Fall Banners Ordered and received, Main Street Program Sponsorships, DDA Card Services Request to extend credit limit complete, as well as online banking, Jazz in the Park- Cultural Arts Commission Request approved, Main Street Event Calendar approved, DDA board appointments reviewed and renewed, Main Street Façade Grant program reviewed and approved, 2018 Sunrise on the Square Road Race sponsorship reviewed and continued, 2018 Main Street Event Calendar, Budget and plan of work approved, Downtown Sanitation Program approved and implemented.
- In Progress: Alleyway Improvements, Old Jail project, Pedestrian Program, Downtown Action Items
- Incomplete: Downtown Commercial Loading Zones & 15 Minute Parking, Website real estate listing

The Authority determined that it was necessary to continue all projects in progress, and to continue to discuss options for Downtown Commercial Loading Zones & 15 Minute Parking. The Authority determined that it was no longer necessary for staff to dedicate additional time into building a Downtown Real Estate page at Mainstreetnewnan.com. Courtney Harcourt recommended that the Authority's Plan of Work be updated in 2018, where these projects and others be considered and documented. Harcourt noted that the Plan of Work for the Newnan Downtown Development Authority had typically been updated every 2 years, which had most recently been completed in 2016. The Authority was in agreement that the Plan of Work should be updated, and asked staff to provide options during the March 2018 meeting.

The Authority was informed that Newnan was asked to be the host city for the Heart and Soul Workshop, which is scheduled to take place on October 3rd, 2018. Courtney Harcourt explained that the Heart and Soul Workshop is a six-hour training series that takes place twice each year in different cities, and that attendees included municipal officials and key city staff that are interested in downtown revitalization. Harcourt explained that participants will be using Newnan as a live case study, where local plans and projects will be reviewed. She noted that community leaders will be asked to participate in tours and share success stories related to downtown development.

The Authority reviewed a request from the The Newnan Cultural Arts Commission in accordance to city code 3-27 to serve alcohol during City sponsored events. The commission requested that The Authority consider making a recommendation to Newnan City Council to allow for alcohol consumption to be permitted during the hours of the 2018 Jazz in the Park events at Greenville Street Park. Casey Smith made a motion to approve the request. Jim Thomasson seconded the motion. The motion carried.

Courtney Harcourt provided the Manager's Report to indicate that the Main Street Program's 2017 Annual Assessment has been received and reviewed by the Department of Community Affairs. She noted that the Community Assessment Presentation had to be rescheduled, and that she would report back to the Authority when it had been rescheduled. Harcourt provided a list of training dates to the Authority, and encouraged member Brant Frost IV to consider the August deadline for Basic DDA training. Harcourt noted that staff had updated all forms and information for 2018 participation renewals, which were active and available for display at mainstreetnewnan.com. Abigail Strickland provided information about upcoming Main Street Newnan events including Spring Art Walk, Market Day, and Taste of Newnan.

5. The meeting was adjourned at 8:28am.