

Meeting Minutes

City of Newnan Downtown Development Authority Wednesday, January 10, 2018 8:00 am – 2nd Floor Conference Room, Newnan City Hall, 25 LaGrange Street

1. The meeting was called to order at 8:05am.
2. The previous meeting minutes were reviewed.
3. Courtney Harcourt delivered the financial report. Harcourt provided the year to date budget ending on 12/31/17, as well as a year to date budget for 2018. Harcourt noted that income has not been received to date, and that there have been no expenses to date, as of January 9, 2018. Harcourt provided the closing statements for the 2017 fiscal year for all Newnan Development Authority accounts, reporting the following balances.
 - BOZ Primary 11/30/17: \$35,167.59
 - BOZ Primary 12/29/17 \$20109.81
 - BOC- UWG: 11/30/17 \$545.73
 - BOC- UWG: 12/31/17 \$528.70
 - MMI: 11/30/17 \$99,814.58
 - MMI: 12/29/17 \$99,847.09

**Interest earned to date \$393.13*
4. Courtney Harcourt updated the Authority of all current projects. It was announced that staff had received the Fall Banners that had been ordered from Downtown Graphics Network in late November of 2017. This order was placed after another service provider, Project Graphics, had failed to produce and ship banners that were ordered in August of 2017. It was reported that staff had not received a reimbursement from Project Graphics for the initial order.

Courtney Harcourt announced that staff had approved a final design for the downtown kiosk update. The final design aligned with the specifications that were made by the Authority during earlier meetings. Harcourt noted that the design should be installed by the end of January. Harcourt asked the Authority if they would like for staff to proceed with providing examples for Spring 2017 Banners? The Authority encouraged staff to bring examples to the next meeting. Jim Thomasson mentioned the Share with Care Campaign, and the efforts that the Authority had outlined to promote walkability. Harcourt noted that staff had prepared to launch the Share with Care campaign initially in the Fall, but had delayed efforts as a result of the missing banners. The Authority was in agreement that staff should execute the campaign following the

installation of the renewed downtown kiosk design. Staff confirmed that the campaign was already prepared for execution, and that it could be implemented as soon as needed.

A complete list of all 2017 meeting agenda items was prepared by staff and delivered to the authority. The Authority was asked to take some time to review the items listed, which would be discussed at the DDA meeting that is scheduled to take place on February 14, 2017. Staff asked the Authority to make considerations of projects completed that needed to enter into a new phase, projects to be completed, and projects that they no longer wish to pursue.

Courtney Harcourt requested that DDA Vice Chairman and City Councilman Ray DuBose provide an update about Newnan City Council's decision to reduce billing by ½ for 6 months. Mr. Dubose provided an update to the Authority, expressing the efforts and describing the history behind the program.

5. Courtney Harcourt reviewed the 2018 Main Street Newnan events that the Authority had previously identified as appropriate opportunities to request to allow for the open consumption of alcohol to take place. Staff suggested that the Newnan Downtown Development Authority proceed to request to Newnan City Council to allow for the open consumption of alcohol on specific dates, within specific timeframes and within specific locations. The locations were presented during the meeting using an outlined map. The Authority was in agreement with recommendations made by staff.

Jim Thomasson made a motion to request that Newnan City Council allow for the open consumption of alcohol within the boundaries of the Routine OCD during the following events and times. Graylin Ward seconded the motion. The motion carried.

- Spring Art Walk – Friday, March 23, 2018, between the hours of 5:00pm and 9:00pm
- Summer Wined Up – Friday, June 8, 2018, between the hours of 5:00pm and 9:00pm.
- Fall Art Walk – Friday, September 14, 2018, between the hours of 5:00pm and 9:00pm.
- Oktoberfest– Friday, October 19, 2018, between the hours of 5:00pm and 9:00pm.
- Holiday Sip-and-See – Thursday, November 8, 2018, between the hours of 5:00pm and 8:00pm

Jim Thomasson made a motion to request that Newnan City Council allow for the open consumption of alcohol within the boundaries of the Routine OCD, adding the streets that surround the Ellis Arnall Parking lot during the Tucked Away Music Festival—Saturday, May 12, 2018, between the hours of 2:00pm and 6:00pm. Graylin Ward seconded the motion. The motion carried.

Staff suggested that the Authority consider making a request to Newnan City Council to allow for open consumption during the Summer NewnanNIGHTS event series. Staff suggested that the Authority discuss the boundaries for open consumption, as the event is scheduled to take place inside Greenville Street Park. The Authority discussed three

options: an area to include the Routine OCD alongside Greenville Street to the entry of Greenville Street Park, an area that included the Routine OCD and Greenville Street Park (excluding a path on Greenville Street leading to the park), and an area that only included Greenville Street Park. Courtney Harcourt mentioned the Newnan Cultural Arts Commission's previous requests to host events at Greenville Street Park. She noted that the Authority recommended that the Newnan Cultural Arts Commission separate the areas for open consumption in the Central Business District apart from Greenville Street Park. The Authority was in agreement that the request should only include the area of the park. They noted that it would be unlikely for visitors to remain interconnected to the Central Business District because of the space in-between, and interconnecting the spaces for open consumption could be seen as a safety risk because of the distance. The Authority insisted that staff investigate bringing food vendors to the park. Staff agreed to schedule a meeting amongst downtown restaurant owners, as well as explore opportunities to bring in street vendors.

Jim Thomasson made a motion to request that Newnan City Council allow for the open consumption of alcohol within the boundaries of Greenville Street Park during the Summer NewnaNights Event Series on; June 14, 2018; July 12, 2018; and August 9, 2018), between the hours of 5:00pm and 9:00pm. Graylin Ward seconded the motion. The motion carried.

6. Courtney Harcourt delivered the manager's report to update the Authority about Main Street Newnan program projects and upcoming events. Harcourt informed the Authority that the program would be submitting their 2017 Annual Assessment at the end of the week, and she also announced that the 2017 Community Assessment Presentation for Main Street Newnan is scheduled to take place on 2/6/17 from 1:30- 2:00pm. Harcourt asked all board members to submit an annual board roster form that would be reviewed during the accreditation by the Department of Community Affairs. Harcourt reminded all board members of the required training that they were to complete by the end of their first year of service. Harcourt concluded the Manager's Report by informing the authority that the program was in the process of updating program forms and information for 2018, and that membership renewals would begin on 2/14/18.
7. The meeting was adjourned at 9:15 am.