

## **Meeting Minutes**

### **City of Newnan Downtown Development Authority Wednesday, January 9, 2019 8:00 am – Newnan City Hall**

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

**Staff Present: Courtney Harcourt, Abigail Strickland.**

**Visitors Present: Winston Skinner, Michael Camp.**

1. The Meeting was called to order at 7:59 AM.
2. The previous meeting minutes were reviewed by the Authority. Brant Frost made a motion to accept the meeting minutes as presented to the Authority. Martha Ann Parks seconded the motion. The motion carried.
3. Courtney Harcourt presented the financial report, reminding the Authority that the information was relevant to the close of business in 2018. Harcourt reported the following account balances.
  - a. BOZ Primary \$27,943.31
  - b. MMI \$100,235.58
  - c. BOC-UWG \$290.44
  - d. 2018 YTD income \$1,413,720.12
  - e. 2018 YTD expense \$ 1,402,628.43

Harcourt made additional comments related to the financial report, noting that staff had transferred \$18,258.07 to the MMI account in January 2019 to account for the end-of-year net income that amounted to \$11,091.69. Harcourt also updated the Authority that UWG-BOC accounts would be closed as soon as the card was credited for fraudulent charges that occurred in November of 2018.

4. Harcourt noted that there were no staff updates to present that relate to DDA Projects from 2018.

Staff presented the 2019 Main Street Newnan Plan of Work to the Authority. Brant Frost made a motion to accept the 2019 Main Street Newnan Plan of Work. Casey Smith seconded the motion. The motion carried.

Harcourt presented the Placemaking Master Plan to the Authority. Brant Frost made a motion to accept the Placemaking Master Plan. Casey Smith seconded the motion. The motion carried.

The Authority moved the DDA District Boundaries discussion to the February Meeting.

Staff recommended that the Authority review their By-Laws to determine if modification needed to be made to the existing attendance policy. Staff also asked if the Authority was in agreement with the meeting dates and times for 2019. The Authority requested

that staff prepare a report related to the bylaws and represent the options and the by-laws document at an upcoming meeting. The Authority was in agreement that the meeting date and time should not change.

5. Manager's Report
6. The meeting was adjourned at 8:29am.

**Next Meeting:**  
**Wednesday, February 13, 2019**  
**8:00 am – Newnan City Hall**