



**Downtown Development Authority of the City of Jonesboro
Regular Meeting
170 South Main Street
February 6, 2020**

The City of Jonesboro Downtown Development Authority held their Regular Meeting on Thursday February 6, 2020. The meeting was held at 6:00 p.m. at the Jonesboro Municipal Courtroom, 170 North Main Street, Jonesboro, Georgia 30236.

Committee Present:

Karen Sullivan	Jule Segner
Helen Meadows	Dawn Murray-Hartman
Ricky L. Clark.	Allen Roark
Maria Wetherington	David Allen
Cable Brooks	Sylvester Ford-via conference

- I. **Meeting was called to order by Ricky L. Clark Jr. at 6:05 pm.**
- II. **APPROVAL OF THE AGENDA:** Karen Sullivan made a motion to approve the agenda as presented, said motion was seconded by Helen Meadows. Motion carried unanimously.
- III. **ANNUAL APPOINTMENT OF OFFICERS**
 1. **Appointment of Chairperson:**

At this time, Mr. Clark opened the floor for nominations of Chairperson; Upon a Motion made by Jule Segner, seconded by Allen Roark, the nomination of Karen Sullivan was brought forward. Hearing no further nominations, a motion was made by Allen Roark, seconded by Helen Meadows to close the nominations. At this time, Mr. Clark called the question to vote on the nominations brought forward. Upon a Motion made by Jule Segner, seconded by Helen Meadows, Karen Sullivan was named Chairperson for 2020. The motion was approved by a unanimous vote.
 2. **Appointment of Vice-Chairperson:**

At this time, Karen Sullivan opened the floor for nominations of Vice-Chairperson; Upon a Motion made by Jule Segner, seconded by Dawn Hartman, the nomination of Allen Roark was brought forward. Hearing no further nominations, a motion was made by Helen Meadows, seconded by Jule Segner to close the nominations. At this time, Ms. Sullivan called the question to vote on the nominations brought forward. Upon a Motion made by Jule Segner, seconded by

Helen Meadows, Allen Roark was named Vice-Chairperson for 2020. The motion was approved by a unanimous vote.

3. **Appointment of Secretary-Treasurer:** Under the direction of the Bylaws, Mr. Clark is the appointed Secretary-Treasurer for the Downtown Development Authority of the City of Jonesboro.

At this time, Ms. Sullivan called the question to vote on the appointment brought forward. Upon a Motion made by Jule Segner, seconded by Allen Roark, Ricky L. Clark Jr. was named Secretary-Treasurer for 2020. The motion was approved by a unanimous vote.

4. **Appointment of Executive Director:**

At this time, Karen Sullivan opened the floor for nominations of Executive Director; Upon a Motion made by Allen Roark, seconded by helen Meadows, the nomination of Ricky L. Clark Jr. was brought forward. At this time, Ms. Sullivan called the question to vote on the nominations brought forward. Ricky L. Clark Jr. was named Executive Director for 2020. The motion was approved by a unanimous vote

5. **Appointment of Promotions/Organization Chair:**

At this time, Karen Sullivan opened the floor for nominations of Promotions/Organizations Chair; Upon a Motion made by Ricky L. Clark Jr. seconded by Dawn Hartman, the nomination of Jule Segner was brought forward. Hearing no further nominations, a motion was made by Allen Roark, seconded by Helen Meadows to close the nominations. At this time, Ms. Sullivan called the question to vote on the nominations brought forward. The motion was approved by a unanimous vote.

6. **Appointment of Economic Restructuring Chair:**

At this time, Karen Sullivan opened the floor for nominations of Economic Restructuring Chair; Upon a Motion made by Jule Segner, seconded by Helen Meadows, the nomination of Dawn Murray-Hartman was brought forward. Hearing no further nominations, a motion was made by Allen Roark, seconded by Helen Meadows to close the nominations. At this time, Ms. Sullivan called the question to vote on the nominations brought forward. Dawn Murray-Hartman was named Economic Restructuring Chair for 2020. The motion was approved by a unanimous vote.

IV. **FINANCIAL REPORT:** Mr. Clark advised to skip the item and will cover in the FY' 19 Budget Amendments.

V. **MINUTES:** None

VI. **AGENDA ITEMS:**

1. **Discussion regarding FY'19 Budget Amendments;** Mr. Clark provided an overview of the Budget Amendments highlighting the following
 - Budget Amendment #1; Line item #52-1200, Professional Fees; The purchase and maintenance of 166 S. Main Street was the largest

expense. The budget was amended by a line item transfer in the amount of \$24,578.96.

- Budget Amendment #2; We budgeted for \$67,200.00

At this time, Allen Roark made a motion to accept FY'19 Budget Amendments and the Financial Report as presented, said motion was seconded by Helen Meadows. Motion carried unanimously.

2. Discussion regarding FY'20 Proposed Budget; Proposed budget in the amount of \$79,500.00.

Upon Discussion, the decision to require membership for a minimum of 2 years to be eligible to receive the Façade Grant and to increase the reimbursement amount for the Façade Grant from \$1,500.00 to \$2,500.00 was made. Mr. Clark will bring back a policy statement to adopt at the March meeting.

Mr. Clark reiterated that every member must attend training.

At this time, Jule Segner made a motion to accept the FY'20 Proposed Budget as presented, said motion was seconded by Allen Roark. Motion carried unanimously.

3. Discussion regarding renewal of the National Main Street Membership in the amount of \$375.00;

Upon Discussion, Mr. Clark advised that he would share his email and password so that everyone can take advantage of the resources.

At this time, Allen Roark made a motion to approve the renewal of the National Main Street Membership, said motion was seconded by Helen Meadows. Motion carried unanimously.

4. Discussion regarding quote in the amount of \$2800.00 as submitted by Pro Tree for necessary tree removal at 166 South Main Street;

At this time, Helen Meadows made a motion to approve the quote in the amount of \$280.00 as submitted by Pro Tree, said motion was seconded by Dawn Murray-Hartman. Motion carried unanimously.

5. Discussion regarding the establishment of a lease rate for 166 South Main Street;

Upon discussion, Mr. Clark suggested to table this item as he is still gathering comps for the area and the appraisal of the building.

At this time, Helen Meadows made a motion to table this item pending additional information for the March meeting, said motion was seconded by Dawn Murray-Hartman. Motion carried unanimously.

6. Discussing regarding 2020 Main Street Membership Rates;

Upon discussion, Mr. Clark stated that a policy needs to be in place that states that everyone on the Downtown Development Authority must be a member of Main Street. Additionally it was the consensus of the board that all Main Street Charter Members receive a free brick at Broad Street.

- At this time, Ms. Sullivan called for a motion to order bricks for the Mainstreet Charter Members. Jule Segner made a motion, seconded by Allen Roark. The motion was approved by unanimous vote.

At this time, Allen Roark made a motion to leave the Membership Rates the same for the upcoming year, said motion was seconded by Helen Meadows. Motion carried unanimously

7. Discussion regarding possible Fund-Raising opportunities.

Upon discussion, Mr. Clark suggested tabling this item until he can meet with Mr. Seger.

At this time, Allen Roark made a motion to table this item until the March meeting, said motion was seconded by Helen Meadows. Motion carried unanimously.

8. Discussion regarding 2020 Board Retreat;

At this time, Helen Meadows made a motion to hold the 2020 Board Retreat on March 13, 2020, said motion was seconded by Jule Segner. Motion carried unanimously

9.

- A.** Historic Preservation Commission to consider a Certificate of Appropriateness for 106 South Main Street; Parcel No. 13241D C003; Renovation to existing commercial

Upon Discussion

Motion made by Arlene Charles to approve the staff recommendation for a Certificate of Appropriateness for renovation for the property located at 106 South Main Street, seconded by Allison Brown-Murphy. Motion carried unanimously.

Noted Recommendations:

- Retain existing front railing and use gooseneck exterior lighting
- Front brick shall remain unpainted
- Wood allowed on front exterior first floor trim and second floor
- Rear and Side exteriors painted dark grey and exterior siding remain majority brick
- All new wood features shall be natural wood and stained

V. Adjourn.

There being no further business, motion by Jule Segner to adjourn, seconded by Betsy Wester. Motion carried unanimously.

DRAFT