

Senoia Downtown Development Authority  
Meeting Minutes – March 10, 2015

Members in attendance – Suzanne Helfman (SH), Gail Downs (GD), Crystal Boudreaux (CB), Scott Tigchelaar (ST), City Liaison Jeff Fisher (JF), Jennifer Meares (JM), Rhonda Moye (RM)

Visitors in attendance – Tracy Brady

- Meeting called to order at 7:00 PM @ Welcome Center
- Approval of February 2015 meeting minutes
  - Motion to approve – JM
  - 2<sup>nd</sup> Motion – RM
  - All in favor – 5
  - Opposed – 0
  - Abstain – 2
  
- Treasurer’s Report as of February 28, 2015 – Given by CB
  - Bank of North Georgia – \$107,637.90
  - City Account – \$ 2000.00
  - Combined Total – \$ 109,637.90
  
  - Motion to approve February Report – ST
  - 2<sup>nd</sup> Motion GD
  - All in favor – 7
  - Opposed – 0

**OLD BUSINESS**

A. COMMITTEE REPORTS

- Design Committee Update (given by RM)
  - Did not meet at the regular time
  - Emailed wrap up update from last meeting’s approvals to include the Senoia sign, the cigarette receptacles, and the message box
  - HPC Maureen – working on letter to address needs of the town
  - The train sign is up. The second sign will go up within next couple of weeks.
  - Directional sign update – to go out to new merchants and yearly update fees to existing merchants. Going to check with the sign shop to see how they want to continue with the changes each year.
  - Out of open/close signs – will need to order more to have on hand
  - Banners in town tattering – will call and check on warranty with company and need to have a few in reserve.
  - Bollards – ordered and paid, in route due to weather in NE.
  - Bridge to be stained as weather warms up – design committee to pick stain color
  - Lighting will come after stained – getting other estimates due to the amount involved
  
- Economic Restructuring Committee Update (given by SH)

- Did not meet in January
- Promotion Committee Update (given by GD)
  - Met about Memorial Day – 10<sup>th</sup> year
  - Vendor spots will be \$50 for antiques and arts and crafts; food and childrens section is \$30 because food vendors also pay a percentage of sales
  - Only allowing 10 spaces for businesses
  - Vineyard Community Church may have meet and greet at the Masonic Lodge
  - Working on locating a lot for Veteran and handicapped parking
  - Making some changes due to the expected construction on Barnes Street
  - Going to check on getting the information sign from the Coweta County Sheriff's Office to go on Pylant and Main to help with parade traffic and to direct thru traffic during the parade
  - Chairs from Freeman Sasser for the band and tables from Baptist Church for food court
  - Guest speaker 91y.o. WWII POW
  - Kay Sutton helping with the entertainment
  - Will have the flyover again
  - CCFD bringing the fire truck
  - Chik Fil A is giving complimentary lunch to the band
  - Biggest push is to locate volunteers and location for volunteers to be placed
  - Martha Lyons – new volunteer – working with Kay to scout out and make volunteer list and assignments to each volunteer
  - City fireworks at the lake
  - Working on parking due to construction in town
  - Motorcycle group is coming – bbq for them may be at the ball park
- Merchant Committee
  - About 5 people at the last meeting
  - Notice not sent and winter weather hampered the meeting
  - Decided to have block captains for the 4 quads of town
  - Jim resigned as chairperson
  - Decided to split duties and do a social hour in the Spring to redevelop the goals
  - Is a subcommittee of the DDA so need to have input with the DDA
  - Newsletter is aiding in accomplishing conversation within merchants in town
  - Great idea to have a mixer with the merchants
  - DDA requested that merchants volunteer for events to keep town thriving
  - Possible idea to have a welcoming event when new merchants come to town
  - Is separate group from SABA
  - May need to revisit the paid City position as the City and DDA continue to grow
  - Council must approve position and description of position – need to have a clearly defined job description

#### B. VOLUNTEER RECEPTION

- 2 quotes so far for catering and food
- \$12/pp for 3 appetizers
- 2<sup>nd</sup> location didn't do after hours catering
- Need to look at other options – March 19 cancelled to reschedule
- April 16 possible date – to check Veranda and see if can handle
- Need contacts for volunteers from each committee and Mayor and council

### C. OFFICE EQUIPMENT

- Computer – ST to give CB name of company to contact so can have service and equipment together

### **NEW BUSINESS**

#### DDA RESPONSIBILITIES

- Publicity needs to be handled by DDA along with website, newsletter and social media
- Pam Mayer resigning at the end of March, 2015
- Need to have ideas for the website to fix the current hacking and bugs
- If going to have website designed needs to meet current needs and those in the near future
- Plumber and electrician bills on the way currently for Welcome Center issues
- City Yard Sale 4/25/15 – sign to go up

### **ANNOUNCEMENTS**

### **ADJOURN**

- Motion to Adjourn at 8:37 PM
  - Motion to Approve – ST
  - 2<sup>nd</sup> Motion – RM
  - All in favor – 7
  - Opposed – 0