

**DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF JONESBORO**  
**Regular Meeting**  
**170 SOUTH MAIN STREET**  
**June 1, 2017 – 6:00 PM**

**NOTE: As set forth in the Americans with Disabilities Act of 1990, the City of Jonesboro will assist citizens with special needs given proper notice to participate in any open meetings of the City of Jonesboro. Please contact the City Administrator's Office via telephone (770-478-3800) or email at [rclark@jonesboroga.com](mailto:rclark@jonesboroga.com) should you need assistance.**

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**Agenda**

- I. CALL TO ORDER**
- II. ADOPTION OF AGENDA**
- III. ADOPTION OF MINUTES**
  - 1. Consideration of the Minutes of the April 6, 2017 Regular Meeting.
- IV. ADOPTION OF FINANCIAL STATEMENTS**
  - 1. Approval of Financial Statements (P&L) for the five month period ended 053117.
- V. AGENDA ITEMS**
  - 1. Committee Update - Promotion / Organization Committee
  - 2. Committee Update - Economic Vitality Committee
  - 3. Committee Update - Design Committee
  - 4. Consideration of the purchase of earth planters for the Downtown District.
  - 5. Consideration of establishing the Jonesboro Main Street Program as a 501c3 organization.
- VI. EXECUTIVE DIRECTOR'S REPORT**
- VII. BOARD OF DIRECTOR'S COMMENTS**
- VIII. ADJOURNMENT**

**CITY OF JONESBORO  
DOWNTOWN DEVELOPMENT AUTHORITY  
& MAIN STREET ADVISORY BOARD  
REGULAR MEETING  
170 SOUTH MAIN STREET  
April 6, 2017 – 6:00 PM**

**MINUTES**

The Jonesboro Downtown Development Authority and the Jonesboro Main Street Advisory Board held their Regular Meeting on Thursday, April 6, 2017. The meeting was held at 6:00 PM at the Jonesboro Police Station, 170 South Main Street, Jonesboro, Georgia.

**I. CALL TO ORDER - CHAIRMAN JOEL AVILES**

| Attendee Name      | Title                        | Status  | Arrived |
|--------------------|------------------------------|---------|---------|
| Joy B. Day         | Ex-Officio                   | Present |         |
| Joel Aviles        | Board of Directors, Chairman | Present |         |
| Helen Meadows      | Board of Directors           | Present |         |
| Harry Osborne      | Board of Directors           | Present |         |
| Juli Segner        | Board of Directors           | Present |         |
| Allen Roark        | Board of Directors           | Present |         |
| Karen Sullivan     | Board of Directors           | Absent  |         |
| Ricky Clark        | Executive Director           | Present |         |
| Cable Glenn-Brooks | Executive Assistant          | Present |         |

**II. ADOPTION OF AGENDA**

1. Motion to adopt agenda.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Joy B. Day, Ex-Officio                       |
| <b>SECONDER:</b> | Helen Meadows, Board of Directors            |
| <b>AYES:</b>     | Day, Aviles, Meadows, Osborne, Segner, Roark |
| <b>ABSENT:</b>   | Karen Sullivan                               |

**III. ADOPTION OF MINUTES**

1. Consideration of the Minutes of the March 2, 2017 Regular Meeting.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Juli Segner, Board of Directors              |
| <b>SECONDER:</b> | Allen Roark, Board of Directors              |
| <b>AYES:</b>     | Day, Aviles, Meadows, Osborne, Segner, Roark |
| <b>ABSENT:</b>   | Karen Sullivan                               |

**IV. ADOPTION OF FINANCIAL STATEMENTS**

1. Consider approval of financial statements for the three month period ended March 31, 2017.

Minutes Acceptance: Minutes of Apr 6, 2017 6:00 PM (ADOPTION OF MINUTES)

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Joy B. Day, Ex-Officio                       |
| <b>SECONDER:</b> | Allen Roark, Board of Directors              |
| <b>AYES:</b>     | Day, Aviles, Meadows, Osborne, Segner, Roark |
| <b>ABSENT:</b>   | Karen Sullivan                               |

## V. AGENDA ITEMS

1. Consideration of the Jonesboro Main Street Membership Program.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>ADOPTED AS AMENDED [UNANIMOUS]</b>        |
| <b>MOVER:</b>    | Juli Segner, Board of Directors              |
| <b>SECONDER:</b> | Helen Meadows, Board of Directors            |
| <b>AYES:</b>     | Day, Aviles, Meadows, Osborne, Segner, Roark |
| <b>ABSENT:</b>   | Karen Sullivan                               |

2. Consideration of Downtown Façade Grant Program.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Allen Roark, Board of Directors              |
| <b>SECONDER:</b> | Helen Meadows, Board of Directors            |
| <b>AYES:</b>     | Day, Aviles, Meadows, Osborne, Segner, Roark |
| <b>ABSENT:</b>   | Karen Sullivan                               |

3. Consideration of Event Management Agreement by an between Teri Williamson and the Jonesboro Main Street Advisory Board for coordination of the Downtown Street Festival's art component.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Juli Segner, Board of Directors              |
| <b>SECONDER:</b> | Helen Meadows, Board of Directors            |
| <b>AYES:</b>     | Day, Aviles, Meadows, Osborne, Segner, Roark |
| <b>ABSENT:</b>   | Karen Sullivan                               |

4. Discussion regarding parking time limits and other alternatives on South Main Street adjacent to existing businesses

General consensus was a recommendation to limit parking on Main Street to no longer than 2 hours.

## VI. EXECUTIVE DIRECTOR'S REPORT

Ricky Clark, Executive Director advised the Commission that the Organization/Promotion Committee will hold their first event, "First Fridays Lunch in the Park" on April 7th and will continue on the first Friday of each month throughout the month of September. The event will be a one hour social with a different speaker each month. The first speaker will be Clea Etheridge of Tranquility Touch. Uncle Grumps BBQ will be the featured food vendor.

## VII. BOARD OF DIRECTOR'S COMMENTS

## VIII. ADJOURNMENT

1. Motion to adjourn.

|                  |  |
|------------------|--|
| <b>RESULT:</b>   | <b>APPROVED [UNANIMOUS]</b>                  |
| <b>MOVER:</b>    | Allen Roark, Board of Directors              |
| <b>SECONDER:</b> | Juli Segner, Board of Directors              |
| <b>AYES:</b>     | Day, Aviles, Meadows, Osborne, Segner, Roark |
| <b>ABSENT:</b>   | Karen Sullivan                               |

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JOY B. DAY – MAYOR

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RICKY L. CLARK, JR. – CITY ADMINISTRATOR

Minutes Acceptance: Minutes of Apr 6, 2017 6:00 PM (ADOPTION OF MINUTES)



**CITY OF JONESBORO, GEORGIA COUNCIL**  
**Agenda Item Summary**

**Agenda Item #** **5.4**  
**AGENDA ITEMS – 4**

**COUNCIL MEETING DATE**  
 June 1, 2017

**Requesting Agency (Initiator)** Office of the City Manager  
**Sponsor(s)**

**Requested Action** *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*  
 Consideration of the purchase of earth planters for the Downtown District.

**Requirement for Board Action** *(Cite specific Council policy, statute or code requirement)*

**Is this Item Goal Related?** *(If yes, describe how this action meets the specific Board Focus Area or Goal)*  
 Yes

**Summary & Background** *(First sentence includes Agency recommendation. Provide an executive summary of the action that gives an overview of the relevant details for the item.)*

In an effort to continue beautifying the Downtown District, staff is recommending the purchase of planters to go within our Downtown District. After attending the National Seminar in Pittsburg, I met a vendor that actually sold planters at a reasonable cost and they are also self-watering. The average is 2-3 weeks between watering cycles and up to an 80% reduction in labor, water usage, fuel and other costs connected to normal planter maintenance. With these savings, we can expect to recoup our initial investment within the first few seasons of use.

The utilization of planters by and in Downtown Districts have been proven to add that extra “touch of class” to the District and also help in the ever-important effort of improving our downtown district.

As we have a limited staff in the City, I recommend us coming up with a way for some of our “master gardeners” to take ownership of our planters. Perhaps, we can assign different planters to different gardeners in an effort to elicit extra hands in keeping them neat and manicured. Of course, the investment of the flowers, soil, etc. would be the responsibility of the DDA.

After review with the Design Committee, we are recommending Urban Vase 41. The retail cost of the vases are \$599; however, based upon a running special we can secure them for only \$509 .In addition, I was contacted by the manufacturer that another City that ordered the same vase recently wishes to order another color and will sale theirs for \$449 each but they only have two.

I am recommending that we purchase either three or five to start. That way, we are able to have a test run this summer/fall.

**Fiscal Impact** *(Include projected cost, approved budget amount and account number, source of funds, and any future funding requirements.)*

**Exhibits Attached** *(Provide copies of originals, number exhibits consecutively, and label all exhibits in the upper right corner.)*

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**Staff Recommendation** *(Type Name, Title, Agency and Phone)*  
**Discussion**

**FOLLOW-UP APPROVAL ACTION (City Clerk)**

|  |                              |  |
|--|------------------------------|--|
| <b>Typed Name and Title</b><br>Ricky Clark, City Manager | <b>Date</b><br>June, 1, 2017 |  |
| <b>Signature</b>   | <b>City Clerk's Office</b>   |  |

