



**REGULAR MEETING**  
**170 SOUTH MAIN STREET**  
**July 13, 2017 – 6:00 PM**

**AGENDA**

- I. CALL TO ORDER - JOEL AVILES, CHAIRMAN**
- II. ROLL CALL - RICKY CLARK, EXECUTIVE DIRECTOR**
- III. ADOPTION OF AGENDA**
- IV. ELECTION OF OFFICERS**
  1. Election of Vice-Chair
  2. Election of Economic Vitality Chair
- V. ADOPTION OF MINUTES**
  1. Consideration of the Minutes of the June 1, 2017 Regular Meeting.
  2. Consideration of the Minutes of the June 15, 2017 Regular Meeting.
- VI. FINANCIAL STATEMENTS**
  1. Consideration of Financial Statements for the six-month period ended June 30, 2017.
- VII. AGENDA ITEMS**
  1. Introduction of Kelvin Crespo of Crespo Properties, LLC.
  2. Consideration of the purchase of earth planters for the Downtown District.
  3. Discussion regarding the Historic District Sign Moratorium.
- VIII. COMMITTEE UPDATES**

1. Promotions/Organization Committee - Juli Segner, Chair

2. Design Committee - Joel Aviles, Chair

**IX. EXECUTIVE DIRECTOR'S REPORT**

**X. BOARD OF DIRECTOR'S COMMENTS**

**XI. ADJOURNMENT**

**CITY OF JONESBORO  
DOWNTOWN DEVELOPMENT AUTHORITY  
& MAIN STREET ADVISORY BOARD  
REGULAR MEETING  
170 SOUTH MAIN STREET  
June 1, 2017 – 6:00 PM**

**MINUTES**

The Jonesboro Downtown Development Authority and the Jonesboro Main Street Advisory Board held their Regular Meeting on Thursday, June 1, 2017. The meeting was held at 6:00 PM at the Jonesboro Police Station, 170 South Main Street, Jonesboro, Georgia.

**I. CALL TO ORDER**

Attendee Name	Title	Status	Arrived
Joel Aviles	Board of Directors	Present	
Joy B. Day	Ex-Officio	Present	
Helen Meadows	Board of Directors	Present	
Juli Segner	Board of Directors	Present	
Harry Osborne	Board of Directors	Present	
Allen Roark	Board of Directors	Absent	
Karen Sullivan	Board of Directors	Present	

**II. ADOPTION OF AGENDA**

1. Motion to Adopt Agenda.

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

**III. ADOPTION OF MINUTES**

1. Consideration of the Minutes of the April 6, 2017 Regular Meeting.

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

**IV. ADOPTION OF FINANCIAL STATEMENTS**

1. Motion to approve Financial Statements (P&L) for five-month period ended 053117.

Minutes Acceptance: Minutes of Jun 1, 2017 6:00 PM (ADOPTION OF MINUTES)

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

## V. AGENDA ITEMS

### 1. Committee Update - Promotion / Organization Committee

Provided by Jule Segner.

### 2. Committee Update - Economic Vitality Committee

Provided by Harry Osborne.

### 3. Committee Update - Design Committee

Provided by Joel Aviles.

### 4. Consideration of the purchase of earth planters for the Downtown District.

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

### 5. Consideration of establishing the Jonesboro Main Street Program as a 501c3 organization.

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

Minutes Acceptance: Minutes of Jun 1, 2017 6:00 PM (ADOPTION OF MINUTES)

## VI. EXECUTIVE DIRECTOR'S REPORT

## VII. BOARD OF DIRECTOR'S COMMENTS

## VIII. ADJOURNMENT

### 1. Motion to adjourn.

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

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JOEL AVILES, CHAIRMAN  
DIRECTOR

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RICKY L. CLARK, JR. – EXECUTIVE

Minutes Acceptance: Minutes of Jun 1, 2017 6:00 PM (ADOPTION OF MINUTES)

**CITY OF JONESBORO  
DOWNTOWN DEVELOPMENT AUTHORITY  
& MAIN STREET ADVISORY BOARD  
SPECIAL CALLED MEETING  
170 SOUTH MAIN STREET  
June 15, 2017 – 6:00 PM**

**MINUTES**

The Jonesboro Downtown Development Authority and the Jonesboro Main Street Advisory Board held their Regular Meeting on Thursday, June 15, 2017. The meeting was held at 6:00 PM at the Jonesboro Police Station, 170 South Main Street, Jonesboro, Georgia.

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

**II. ROLL CALL - RICKY L. CLARK, JR., EXECUTIVE DIRECTOR**

Attendee Name	Title	Status	Arrived
Joy B. Day	Ex-Officio, Board of Directors	Present	
Joel Aviles	Chairman	Present	
Helen Meadows	Board of Directors	Present	
Juli Segner	Board of Directors	Present	
Allen Roark	Board of Directors	Present	
Karen Sullivan	Board of Directors	Present	

**III. ADOPTION OF AGENDA**

1. Motion to Adopt Agenda

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

**IV. AGENDA**

1. Motion to enter Executive Session regarding the acquisition and/or sale of real estate.

<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, Segner, Roark, Sullivan

2. Motion to reconvene Regular Session.

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

3. Motion to accept conveyance of property located at 102 North McDonough Street (1,402 sq feet) for the amount of \$10.

Minutes Acceptance: Minutes of Jun 15, 2017 6:00 PM (ADOPTION OF MINUTES)

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

- Motion to approve Resolution #2017-01 authorizing the conveyance of the Jonesboro Downtown Development Authority's interest in and to a portion of the parcel known as 102 North McDonough Street in the amount of \$5,000 to Harry & Karol Osborne.

<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, Segner, Roark, Sullivan

**V. ADJOURNMENT**

- Motion to adjourn.

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

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JOEL AVILES – CHAIRMAN

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RICKY L. CLARK, JR. – EXECUTIVE DIRECTOR

Minutes Acceptance: Minutes of Jun 15, 2017 6:00 PM (ADOPTION OF MINUTES)



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

**Agenda Item #** **6.1**  
**AGENDA ITEMS - 1**

**COUNCIL MEETING DATE**  
 July 13, 2017

<b>Requesting Agency (Initiator)</b> Office of the City Manager	<b>Sponsor(s)</b>
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**Requested Action** *(Identify appropriate Action or Motion, purpose, cost, timeframe, etc.)*  
 Consideration of Financial Statements for six-month period ended June 30, 2017.

**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)*

**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.)*

**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.)*

- P&L as of 063017
- Balance Sheet as of 06302017

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

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

<b>Typed Name and Title</b> Ricky Clark, City Manager	<b>Date</b> July, 13, 2017	
<b>Signature</b>	<b>City Clerk's Office</b>	



**Downtown Development Authority of the City of Jonesboro**  
**Profit & Loss**

June 2017 Jun 17

<b>Ordinary Income/Expense</b>	
<b>Income</b>	
42.1000 · Event revenue	1,650.06
43.1000 · Membership Revenue	1,625.00
49.1000 · Misc revenue	<u>75.00</u>
<b>Total Income</b>	<u>3,350.06</u>
<b>Expense</b>	
52.1200 · Professional	60.00
52.3400 · Printing & Binding	185.00
53.1100 · General Supplies & Materials	106.99
53.1300 · Food	6.47
53.1500 · Supplies/Inventory for resale	
53.1590 · Other	10.00
53.1500 · Supplies/Inventory for resale - Other	<u>374.00</u>
<b>Total 53.1500 · Supplies/Inventory for resale</b>	<u>384.00</u>
<b>Total Expense</b>	<u>742.46</u>
<b>Net Ordinary Income</b>	2,607.60
<b>Other Income/Expense</b>	
<b>Other Income</b>	
4000 · Interest Revenue	<u>0.96</u>
<b>Total Other Income</b>	<u>0.96</u>
<b>Net Other Income</b>	<u>0.96</u>
<b>Net Income</b>	<u><u>2,608.56</u></u>

Attachment: P&L as of 063017 (1163 : Financial Statements - 063017)

**Balance Sheet**

As of June 30, 2017

Jun 30, 17

**ASSETS**

Current Assets

Checking/Savings

10.1000 - Suntrust 30,734.15

Total Checking/Savings 30,734.15

Total Current Assets 30,734.15

**TOTAL ASSETS 30,734.15**

**LIABILITIES & EQUITY**

Equity

32000 - Unrestricted Net Assets 15,312.55

Net Income 15,421.60

Total Equity 30,734.15

**TOTAL LIABILITIES & EQUITY 30,734.15**



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

**Agenda Item #**

**7.2**

**- 2**

**COUNCIL MEETING DATE**

July 13, 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)**

**Typed Name and Title**  
Ricky Clark, City Manager

**Date**  
July, 13, 2017

**06/01/17 Downtown Development Authority**  
**TABLED Next: 07/13/17**

**Signature**

**City Clerk's Office**

