
The regular meeting of the Newnan Convention Center Authority was held on Thursday, March 21, 2013 at 6:30 p.m. in the Richard A. Bolin Council Chambers of City Hall, Newnan, Georgia with Chairman Parks Avery, Jr. presiding.

CALL TO ORDER

Chairman Avery called the meeting to order.

PRESENT

Authority members present: Chairman Parks Avery, Jr.; Vice-Chair Mike Colpoys; Secretary Cathy Sandlin; Treasurer Chris Hallman, and Teresa Lovett

Authority members absent: Don Bowen and Theodora Stegall

Also present were: Executive Director, Carol Moore; Operations Manager Jeff Smith; Attorney Clay Hudson; and Mike Furbush, City of Newnan Beautification Director

MINUTES – REGULAR AUTHORITY MEETINGS – February 21, 2013

Motion by Member Lovett, seconded by Treasurer Hallman, to dispense with the reading of the minutes of the Authority meeting for February 21, 2013 and adopt them as presented.

MOTION CARRIED. (5 - 0)

PASSIVE WALKING TRAIL PROJECT

An update on the City's Passive Walking Trail project was provided by City of Newnan Beautification Director Mike Furbush. The conceptual design proposed by Robert and Company has been presented to City Council and allows for a "Water Way trail," a "Nature Walk trail," and an "Art Walk trail." There will also be secondary trails into wooded areas. The budget for this project and the Ray Park project is \$700,000, with the Passive Walking Trail costing approximately \$300,000. The project may have to occur in phases with the first phase implementing the paved surface walking trails and the sidewalk area for the Art Walk trail. It is felt the current parking spaces available at the Performing Arts Centre and the Newnan Centre will be sufficient to handle all activities. There is no plan for lighting of the trails. All invested parties will meet again once a few more things have been finalized to develop the final concept.

Chairman Avery thanked Mr. Furbush for his attendance and update on the project.

CONSTRUCTION UPDATE

The brickwork on the facility is done and the windows are being installed. The steelwork is erected for the Pavilion and the sheetrock ceilings in the Ballroom are installed with the majority of the sheetrock work complete. The special colored concrete has been installed; however, the polishing of the concrete will not be completed until closer to the facility's completion. Headley Construction will be removing the moisture out of the concrete. The ballroom concrete floor will be leveled.

CONSTRUCTION UPDATE CONTINUED

There has been a change order processed for a change in specifications to the audio/visual equipment. There is no additional cost to the Authority for this change. Since the project was bid, the cost of the specified audio/visual equipment has decreased. Due to that savings, a change was made to mount a large flat screen TV on the wall in the Boardroom, which will allow for watching TV, playing videos, conducting presentations, etc. The window in the Boardroom will have a blackout curtain.

Grading will be completed around the building with the driveway to the front door being completed.

The City Attorney submitted an additional claim for damages on our behalf to the Surety Company on March 8, 2013; however, there has not been a response to date.

DOUGLASVILLE CONFERENCE CENTER:

Chairman Avery and Director Moore went to tour the new \$14,000,000 Douglasville Conference Center. In the infant stages of development for the Newnan Centre, Jennifer Bean with the Douglasville Conference Center was extremely helpful. Ms. Bean was the tour guide for the facility visit. The facility is beautiful and has 37,000 square feet of space. They are working with a dedicated caterer and Ms. Bean indicated some repeat clients were having challenges making the transition due to cost. The facility has an attached parking garage. Ms. Bean stated when they opened the Center they had two bookings and now they are full. The Douglasville facility has a theater with elevated seating where their City Council meetings are held. The space is also used as additional breakout space for meetings. There is not a hotel attached to the Center. The facility was financed with bonds that will be paid back through pledged hotel/motel tax revenue.

EXECUTIVE DIRECTOR REPORT

Operations Manager

Director Moore asked newly hired Operations Manager Jeff Smith if he would like to say anything. Mr. Smith stated he was excited to be working with the Authority and getting in on the ground floor of opening the facility.

Occasions Expo

Photographs of the booth at the Occasions Expo for the Newnan Centre were shown. The items purchased to exhibit at the show will be used at the Centre once open. Of the 300 show attendees, a total of 78 registered for the \$100 Pottery Barn gift card giveaway. Camille Bolton of Fairburn, Georgia was the winner and was thrilled to have won. Out of the 78 attendees whom registered, there were a total of 4 good leads that could turn into business for the Centre.

Landscape Maintenance Services

Estes Landscape Design, Inc. and Adamson Lawns & Landscaping, LLC submitted proposals for landscape maintenance services. The proposals were very close in price with Estes at \$36,725 and Adamson at \$36,990, a slight difference of \$265. Director Moore worked with Robert Ward at Estes to see if the cost could be reduced in any way. Mr. Ward

reviewed his proposal and deleted one installation of pine straw, mulch and flowers due to this being covered in the construction landscape cost. He also reduced the labor cost down slightly. The newly revised price for the landscaping through Estes is \$28,232.

A motion was made by Member Lovett, and seconded by Treasurer Hallman, to award the contract to Estes Landscape Design, Inc. in the amount of \$28,232.

MOTION CARRIED (5 – 0)

Signage

Facility signage as proposed by 2/90 Sign Systems was discussed. The signs are simple, yet functional. Pricing for the signs as specified in the document is \$3,636.41. However, this does not include exterior directional signage into the parking lot, signage on the exterior of the facility and a few other interior signage that may be required. Director Moore said an estimate for the signage for the facility would range from \$8,000 to \$10,000.

Alcohol

City Council will be voting at its next meeting on a revised alcohol ordinance that will allow the GII Enterprises, the selected alcohol provider for the Newnan Centre, to permit the location and not each event. Director Moore will attend the meeting.

Gary Hyde with GII Enterprises submitted pricing for cash and hosted bars. Director Moore asked the Authority members for their thoughts. Consensus was that the pricing was reasonable.

License Agreements

Two license agreements have been issued for events in July and August. Monies for deposits should begin to be received.

Request for Quotes

A Request for Quotes will be issued next week for pest control, waste management and photography services for the Centre. The photography services will include photos of the facility for a brochure and photos of the Grand Opening Gala.

Approved Caterers List

The first caterer to be approved to cater in the Centre is Epting Events out of Athens, Georgia.

OLD BUSINESS

There was no old business.

NEW BUSINESS

Hotel

Chairman Avery is continuing to meet with Hasco Craver, City Business Development Director, regarding hotel prospects for the Centre. There is another meeting scheduled next week with a developer, who has a connection to the Newnan community. The economic model submitted by the developer makes sense with the assumptions and usage projections thought to be in line with our past studies in this regard. The information was also shared with Architect Bob Rasche for comments. Mr. Rasche stated the proposed economic model showing the construction costs was inline. Of course, the challenge to a hotel will be the financing. The developer has been told what the City of Newnan can do; however, the City will not take on any financial obligations in the construction of a hotel.

As an aside, Chairman Avery commented the sign was up for the new Marriott Town Place Suites to be constructed on Newnan Crossing Bypass. The construction of a new hotel is great as it increases hotel/motel taxes, of which the Newnan Centre receives 40%.

Financial Statement

The City of Newnan sent out the unaudited financial report as of March 15, 2013. The hotel/motel tax collections for 2012 were collected at 106%, exceeding budget by 6%. The rental motor vehicle tax was collected at 100% of budget.

Next Meeting Location Change

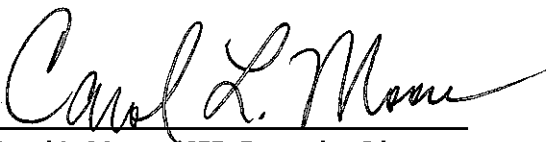
The next meeting will be held on Thursday, April 18, 2013 at the Newnan Centre construction site so a tour of the facility can be conducted.

ADJOURNMENT

A motion was made by Secretary Sandlin, and seconded by Vice-Chairman Michael Colpoys, to adjourn the meeting at 7:38 p.m.

MOTION CARRIED (5 – 0)

Submitted by:



Carol L. Moore, CFE; Executive Director



Parks Avery, Jr.; NCCA Chairman



Newnan Convention Center Authority

AGENDA

March 21, 2013 6:30 p.m.
City Hall Council Chambers

- Passive Walking Trail Update Mike Furbush
- Approval of Minutes – February 21, 2013. Chairman Avery
- Construction Update Chairman Avery
- Executive Director Report Director Moore
- Old Business Chairman Avery
- New Business Chairman Avery
- Next Meeting – Thursday, April 18, 2013
- Adjourn

<i>ITEM DESCRIPTION</i>	<i>*VOTE</i>
Minutes – February 21, 2013	Approved
Estes Landscape Services Contract in the amount of \$28,232	Approved
April 18, 2013 at 6:30 p.m. at the Newnan Centre Construction Site	