**Walter M. Gardner, Jr. Robert F. Davie Jr.**

**Mayor Town Administrator**

**TOWN OF WARRENTON**

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**Revitalization Committee**

**June 21, 2016**

**Minutes**

Chairman Michael Coffman called the meeting to order at 6:00 PM at the Warrenton Rural Fire Station. Members in attendance were: Michael Coffman, Frank Holt, Tim Williams, Craig Hahn, Crystal Smith, Sheila Brown, Rose Derring. Also in attendance were Commissioner Kimberly Harding, Town Administrator Robert Davie and citizen Michael Layne.

Michael Coffman called for review and approval of the minutes of the prior meeting. The minutes were approved by consensus without change.

**Agenda Items**

The first agenda item was an update on the 5K race proposed prior to Harvest Market. Michael Coffman described a firm that will handle the timing and operation of the race with assistance from local volunteers. He also stated that there was an extra $500 in the 2016-2017 Revitalization budget to cover the cost of the race operator. Craig Hahn motioned to move forward with the race contractor and the motion was seconded by Frank Holt. The motion was approved by a unanimous vote.

Second on the agenda was an update of a proposed movie night at the old cotton gin. Craig Hahn presented pricing information that covered movie equipment expenses such as; set up, speakers, screen, projector, DVD player ($349 per night Sunday – Thursday, $399 per night Friday – Saturday). The movie rental is a separate charge and according to Coffman is approximately $250. It was suggested that the Satterwhites, owners of the cotton gin, waive their rental fee if the Revitalization Committee pays for the equipment and movie rentals. Craig Hahn will check with the Satterwhites on their insurance and possible sponsorships to offset event expenses.

Fright Night was briefly updated by Rose Derring, stating that a disc jockey would be retained for $250. Reserving the courthouse will be handled by Rose Derring and Michael Coffman. Rose indicated the possibility of a Zombie Walk for Fright Night.

The Main Street sub-committees were discussed; Design, Economic Vitality, Promotion and Organization. Design, Economic Vitality and Promotion chairs will organize their committees to review the Work Plans created by Michael Coffman, which will be adopted later in the meeting.

**Old Business**

Harvest Market was discussed. Michael Coffman is contacting sponsors, both potential new and past sponsors. Butch Meek has agreed to provide sound for the bands for $500 and Chris Hunter has agreed to perform the national anthem for a $50 donation. BrakeTime band is also willing to be the headliner band. Frank Holt motioned to approve the Butch Meek, Chris Hunter and BrakeTime band expenditures and Craig Hahn seconded the motion. The motion was approved by a unanimous vote.

A Brunswick stew cook-off was looked into by Robert Davie but determined that two key fire departments had a conflict with the Harvest Market date. A future event remains a possibility.

Tim Williams proposed a competition or judging of large vegetables along the lines of the state fair, at Harvest Market. Others suggested a design competition for pumpkins or gourds. Crystal Smith and Tim will investigate the possibilities.

Michael Coffman discussed an event sponsor letter he had prepared. Frank Holt discussed a Festival Planning Guide or spreadsheet prepared by Meredith Hunter. Craig Hahn discussed VisitNC.com to promote the festivals at $150. Also Craig discussed developing a Warrenton flyer to provide to CVBs especially in the triangle area. Michael Layne discussed new banners/coverings for the festivals and the materials he would be using to create them.

**New Business**

Michael Coffman will put together a list of names and phone numbers of sub-committee members.

Michael Coffman discussed the NC Main Street program requirements beginning with the Mission and Vision statements of the Revitalization Committee. The committee discussed options. Craig Hall motioned to adopt, as temporary statements, the Town’s Mission Statement and the proposed Vision statement. Frank Holt seconded the motion and the motion was approved by a unanimous vote. Work Plans, created by Michael Coffman, were proposed as starting points for the sub-committees. Craig Hahn motioned to approve the Work Plans and Crystal Smith seconded the motion. The motion was approved by unanimous vote. A motion to adopt the Revitalization Rules and Procedures as the Bylaws for Main Street was made by Craig Hahn and seconded by Tim Williams. The motion was approved by a unanimous vote.

Rose Derring asked that fall events be added to the Town website as soon as possible.

With no further business the meeting was adjourned.