



LAWRENCEVILLE DOWNTOWN DEVELOPMENT AUTHORITY
Board of Directors Meeting Minutes
Monday, July 28, 2014 / 7:00 PM
City Hall - GwMA Conference Room on 3rd Floor
70 South Clayton Street

- 1.0 CALL TO ORDER** – David Still, Chairman, called the meeting to order at 7:04pm.
- 2.0 QUORUM** - David Still, Chairman, recognized a quorum with 5 members present. In attendance were Parker Gann, Penny Cogdill, DH Malcolm, Mike Reedy and David Still. PK Martin was absent and there is still an open position on the board.
- 3.0 MINUTES APPROVAL** – David Still, Chairman, called for approval of the June meeting minutes. DH Malcolm motioned to approve the minutes as-is. Mike Reedy seconded the motion and the motion carried 5-0.
- 4.0 AGENDA APPROVAL** - David Still, Chairman, called for approval of the agenda. Mike Reedy motioned to approve the agenda. Penny Cogdill seconded the motion and the motion carried 5-0.
- 5.0 TREASURY REPORT** – D.H. Malcolm, Treasurer, provided a treasury report noting that the ending balance as of July 25, 2014 was \$71,043.31 for the general fund and \$795,853.49 for the Money Market account. DH Malcolm reviewed deposits and debits for the month for both accounts. Detail can be found in the treasurer's report from the meeting. Parker Gann motioned to approve the treasury report. Mike Reedy seconded the motion and the motion carried 5-0.
- 6.0 DOWNTOWN DEVELOPMENT BUSINESS** – David Still, Chairman,
 - a. Heritage Trail Medallion Name Selections Presentation – Lisa Sherman, Exec. Director, began to present those nominated. Mike Reedy reminded the board that we had until the August meeting to finalize the 2 nominations for this year. Mike Reedy motioned to table this decision until the August meeting. DH Malcolm seconded the motion and the motion carried 5-0.
 - b. Signage – Parking Deck – Mike Reedy, Board Member, presented designs for the parking deck signage. Recommendations included stairwell directional signage, a directional sign for the brick wall out front of the VIC at the entrance of the parking deck on Crogan Street and replacement of the "Aurora Theater" to "Aurora Theatre" on all signs where the spelling is incorrect. Additionally, there was a recommendation for the pedestrians at the entrance to each driveway into the garage that there be a directional sign. Mike estimated that this project would cost \$3,500+ to complete. DH Malcolm commented

that the stairwell signs should also be displayed on the walls/pillars of the parking deck. DH Malcolm motioned that the DDA move forward with recommending this proposal to the City. Parker Gann seconded the motion. The motion carried 5-0. D.H. Malcom and Mike Reedy agreed to meet and walk and verify the exact sign locations and info prior to submitting it to the Council.

- c. Vic – improvements – Mike Reedy, Board Member, reported that he was staying on the contractor to complete the project. Mike noted that we needed to get a new locks for the rocking chairs. Lisa Sherman noted she would get new locks for the chairs and had the check for the remainder of payment to be paid upon completion.
- d. Intergovernmental Agreement Update – Committee Members – DH Malcolm shared his proposal for a guideline to seek assistance from the DDA for property acquisition with the funding available for this purpose. David still asked if the wording was included that specified the focus on acquisition of blighted property for the purpose of renovation/revitalization. Lisa Sherman suggested that this should be restricted to property acquisition for the purpose of renovation and restoration. Parker Gann noted that this option, though better, would put existing property owners as a disadvantage since they would not qualify for this option as they would already own the property. David Still further added that verbiage needed to be clarified in this document to ensure that basic maintenance requests are eligible for consideration. Comments from board members on changes or edits should be given to DH no later than 2 weeks prior to the next meeting.
- e. 188 Pike Street Property for Storage – David Still, Chairman, recommended that this be moved to executive session. Mike Reedy motioned to approve David's recommendation. Parker Gann seconded the motion and the motion carried 5-0.

7.0 MAINSTREET BUSINESS – David Still, Chairman

- a. Town Hall Meeting September 22 – Lisa Sherman, Executive Director, noted that advertisement for this event would begin on August 22.
- b. Powerpoint Presentation for Mainstreet Conference – Lisa Sherman, Executive Director, presented the basics for the PowerPoint presentation to be given by both board and Mainstreet Manager at the Workshop on August 19, 2014. Lisa Sherman said that she would send out the presentation to the board for review and comment prior to the meeting and make any changes before the presentation is given at the workshop.
- c. Training in August – 4 Members needed – Lisa Sherman, Executive Director, shared that the Mainstreet Workshop was free but 4 board members were required to attend. Currently David Still, PK Martin, Parker Gann, Penny Cogdill and Mike Reedy are all registered. In addition, the board voted to approve payment of \$225 for David Still to attend Advanced DDA Training on the same day at the same time. Mike Reedy motioned to approve payment of this registration fee. Parker Gann seconded the motion and the motion carried 5-0.

- d. Bylaws and Vision/Mission Statement Update – Lisa Sherman, Executive Director, presented concepts for the Vision, Mission and bylaws and said that she would send these out the board for review and comment, requesting responses be submitted no less than two weeks prior to the August meeting so that adoption could be considered at the August meeting.
- e. Chalk Walk Report – Lisa Sherman, Executive Director, reported that the event was highly successful and noted that the Chalk Walk artist drawing was complete and had been treated for preservation. It would be moved to City Hall this week and the board requested that this be an item on the agenda for next month to determine where this should be displayed in the City.

8.0 OTHER BUSINESS – Board Discussion

9.0 CITIZEN COMMENTS - Linda Nash thanked the board for the organization of the agenda. Mike Reedy inquired about the open board position and appointment thereto. David Still said that this was still with the Mayor to determine and appoint.

10.0 EXECUTIVE SESSION - Mike Reedy motioned to move into executive session for the purpose of real estate discussion. DH Malcolm seconded the motion and the motion carried 5-0.

11.0 EXECUTIVE SESSION VOTING REPORT (if applicable)

12.0 ADJOURNMENT - DH Malcolm motioned to adjourn the meeting. Penny Cogdill seconded the motion and the motion carried 5-0.