



LAWRENCEVILLE DOWNTOWN DEVELOPMENT AUTHORITY
Board of Directors Meeting Agenda
Monday, June 23, 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 7:08pm.
- 2.0 QUORUM** - David Still, Chairman, determined a quorum with 4 members present. Present were DH Malcolm, Penny Cogdill, Parker Gann and David Still. Absent were PK Martin and Mike Reedy. Parker Gann noted that Mike Reedy would be here later in the meeting.
- 3.0 MINUTES APPROVAL** – David Still, Chairman, called for approval of the May meeting minutes as provided in the packet. DH Malcolm motioned to approve the minutes. Penny Cogdill seconded the motion and the motion carried 4-0.
- 4.0 AGENDA APPROVAL** - David Still, Chairman, called for approval of the agenda. DH Malcolm motioned to approve the agenda. Penny Cogdill seconded the motion and the motion carried 4-0.
- 5.0 TREASURY REPORT** – D.H. Malcolm, Treasurer, provided an update on the DDA's financial state, noting that the DDA's general bank account balance as of 6/23/14 is \$75,207.30 and the money market account holds a balance of \$797,646.15. David Still received notice from Linda Nash that the Train Depot HVAC was not working. David Still noted that Linda Nash did get a quote for around \$800 to resolve the issue. David Still approved allowing Linda Nash to proceed in fixing the issue through the quote received. David Still asked for approval of the \$800 expenditure. DH motioned to approve this expense. Parker Gann seconded the motion and the motion carried 4-0. David Still asked for recommendations from the board on how to resolve emergency situations like the HVAC situation. DH Malcolm motioned to raise the approval limit of the Executive Director to \$1,000 with Chairman or Vice Chairman's approval. Parker Gann seconded and the motion carried 4-0.
- 6.0 OLD BUSINESS** – David Still, Chairman
 - a. Heritage Trail Medallion Name Selection Update – David Still read off the names of those applications received and Lisa Sherman shared she would scan in the documents and send them to the board for review and consideration at the next meeting.
 - b. Signage – Parking Deck – Mike Reedy, Board Member – Mike Reedy said that he had the signage drawn and needed to get with DH Malcolm and Lisa Sherman to share the drawings and show the team the plan. Mike Reedy also shared he has spoken to Bob

Baroni about the cost involved. Mike, Lisa and DH set a date and time to meet on this project.

- c. Vic – improvements – David Still shared that the pressure washing crew was out at the VIC today and working to complete the project. David also noted that we ran into an issue with the padlock holding the rocking chairs to the porch. Lisa's team is working to find the key to allow the pressure washing crew to finish their job. Mike Reedy arrived to the meeting at this time. Mike Reedy shared that the spindles have been sanded and that the crew noted there was no caulking done at all for the whole building.
- d. Farmer's Market – Lisa Sherman, Executive Director, shared that the DDA and J. Ben Davis have signed a written agreement to market the Lawrenceville Farmers Market with J. Ben Davis for this year. This agreement will end in January 2015 and will need to be renewed. The goal is to bring the Lawrenceville Farmers Market under the growing Mainstreet Program. David Still added that the intent of the agreement was to preserve the intellectual property and maintain standards with agreements for programs done in the community.
- e. Sidewalk Chalk Event Update – Lisa Sherman, Executive Director, shared that the marketing of this event is underway. Road closures and rights-of-entry have been secured. PR is being worked on and Big Lots and Binders have been approached for supplies.
- f. By-Laws Update – David Still, Chairman, noted that this update is currently still in progress and shared this would be brought to the next meeting.
- g. Intergovernmental Agreement – David Still, Chairman, noted that this agreement and the funds spent were covered in the treasurer's report. David Still also shared that he has received inquiries related to the terminology in the agreement around grants, desiring to know what grants would be available. David Still recommended that a subcommittee of board members be formed to establish parameters around how we intend to invest the funds. Mike Reedy shared that the DARB (Downtown Architectural Review Board) may have a grant that could be added to this process. DH Malcolm and Parker Gann volunteered to serve on the subcommittee to prepare a basic process for businesses to apply for loans and grants through the new DDA/City agreement and funding source. David Still also referred to the concept for the Façade Grant Reimbursement Program and asked the board to review this for the next meeting as well.

7.0 NEW BUSINESS – David Still, Chairman

- a. Town Hall Meeting – Mike Reedy motioned to conduct the Town Hall meeting on September 22, 2014. DH Malcolm seconded the motion and the motion carried 5-0.

- b. DDA Training in August – Lisa Sherman shared that there are 4 members of the board of directors that must attend Main Street training on August 19 from 1-5pm. Parker Gann, Penny Cogdill, David Still and PK Martin have been designated to attend.

8.0 OTHER BUSINESS – Board Discussion – Mike Reedy shared that he was working on the Visual Arts display project putting together a plan and sketches for the bases to hold the public art.

9.0 CITIZEN COMMENTS – Linda Nash shared that she perceived that Mainstreet and DDA seem to be blurred. David Still shared that changes are approaching that should bring clarity in the future. Lisa Sherman added that economic restructuring and design are two of the four goals of the Mainstreet initiative that make it more than promotion and marketing. Lisa Sherman suggested that the DDA make it a practice to have a separate section on the agenda dedicated to all discussions pertaining to Mainstreet.

10.0 EXECUTIVE SESSION – Mike reedy motioned to enter executive session for the purpose of discussing real estate. DH Malcolm seconded the motion and the motion carried 5-0.

11.0 EXECUTIVE SESSION VOTING REPORT (if applicable) – David Still called for a vote to adopt the assignment on the 188 Pike Street Property. Mike Reedy motioned to approve the assignment. Parker Gann seconded the motion and the motion carried 5-0. DH Malcolm motioned to adjourn out of executive session. Mike Reedy seconded the motion and the motion carried 5-0.

12.0 ADJOURNMENT - Parker Gann motioned to adjourn. Mike Reedy seconded the motion and the motion carried 5-0.