



LAWRENCEVILLE DOWNTOWN DEVELOPMENT AUTHORITY

Board of Directors Meeting

Monday, April 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 7:02pm.
- 2.0 QUORUM** - David Still, Chairman, recognized a quorum with 6 of the DDA's seven board members present. In attendance were, David Still (Chairman), P.K. Martin (Vice-Chairman), D.H. Malcolm (Treasurer), Penny Cogdill, Parker Gann and Mike Reedy. Also present were Secretary Jenny Savoy and Executive Director Lisa Sherman.
- 3.0 MINUTES** – David Still, Chairman, called for approval of the March 24 meeting minutes. D.H. Malcom motioned to approve. Mike Reedy seconded the motion and it carried 5-0.
- 4.0 AGENDA** - David Still, Chairman, called for approval of the meeting agenda. Mike Reedy motioned to approve. D.H. Malcom seconded the motion and it carried 5-0.
- 5.0 TREASURY REPORT** – D.H. Malcolm, Treasurer
 - a. Expenditure Report, D.H. Malcolm provided a report with an ending balance in the bank account of \$46,176.57. A new market money account was opened and the \$1,000,000 was deposited into it on April 3rd. \$197,832.68 was wired to purchase the 139 Perry St. property.
 - b. Budgeting Process Update – David and D.H. are continuing to work on the budget. A discussion arose about downtown signage maintenance for purposes of planning for the budget. In reference to repairs to signage, Mike Reedy pointed out that this is and has been the City's responsibility and would not need to be budgeted in a future budget. On another note, Lisa pointed out that Main Street has best practices for designating the Main Street Boundaries with signage.
- 6.0 OLD BUSINESS** –

Heritage Trail Medallion Name Selection Update – Lisa gave an update on the topic of Heritage Trail Medallions and presented the original application process that had been adopted by the Board for the initial medallion selection... Parker recommended we stay with the current procedure as originally voted on by the Board. Mike pointed out the DDA makes the recommendation to the City Council, and the Council makes the decision. D.H. brought up the timing. Should there be openings at the same time every year? Lisa clarified that the Heritage Trail is to celebrate Lawrenceville's History so we should not limit the amount of buildings,

memorials or streets to being recognized as a Heritage Trail honoree. David mentioned that DDA Board Members can nominate. The Board agreed to maintain the same procedure and asked Jenny and Lisa to develop the actual application that would need to be filled out by those wishing to nominate someone. The Board decided to table the discussion until next month so that the application and timing question could be approved at the same time.

- a. Mike brought up that when Jay was here (LTTA) there were plans to have a history brochure or more detailed publication. Jenny said she would begin gathering some historic brochures from other cities. . As for the current nominees, one has been submitted verbally and another had been submitted with a written request and biography of the individual. Both request are being held until the application can be created. Parking Deck Signage Update – Mike Reedy – Mike has some designs that he is going to send to staff. DeNyce has requested a set of plans that would have the Parking Deck plans on it and would take the plans and make a layout of all the signage that we would need in the deck. Mike Reedy is going to reach out to John Heard to obtain a copy of the plans and Council has previously approved an amount to spend on bids for this project (end of 2013).
- b. Intergovernmental Agreement Update – David Still gave an update on the intergovernmental agreement. It has been signed by Mayor, David & Jenny, and is now complete and has been funded. The next step is to develop a process of how we are going to develop grants and loans. We may want to use the state’s economic development offices recommendations. P.K. agreed we do not need to reinvent the wheel. David requested for staff to investigate the state’s process.
- c. By-law Discussion/Term Limits and Future Appointments Update - David Still gave a report on his findings concerning the DDA by-laws and stated that he and D.H. were developing a red-line copy for the Board to approve.
- d. VIC/Maintenance of City Properties – David spoke at the City Council’s Work Session in April. The City Council approved assuming the responsibility of the VIC. We will complete the current porch painting project of the VIC and Mike will oversee.

7.0 NEW BUSINESS – David Still, Chairman

- a. DDA Funding for Main Street Programs – Jenny shared the need for funding of Main Street Programs – specifically First Fridays. She shared how other Main Street cities are receiving funding from their DDA’s. She will create a proposal for the board.
- b. Reestablishment of Main Street Downtown Boundaries – Jenny requested the original Main Street boundaries approved by the board be changed to only include the nine block boundary. This will give us a good starting point and can be added to if needed in the future. Motion to accept Jenny’s recommendation for changing the 9 Block Boundary. Mike Reedy motioned to approve. P.K. seconded the motion and it carried 5-0.

OTHER BUSINESS – David gave a summary of the purchase of 139 Perry St. David requested a motion to ratify the closing statement. P.K. motioned to approve. Mike seconded the motion and it carried 5-0.

8.0 CITIZEN COMMENTS – Councilman Marie Beiser suggested the option of utilizing the Georgia Gwinnett College music program to find entertainment for First Fridays.

9.0 EXECUTIVE SESSION – D.H. Malcolm made a motion to enter executive session. Penny seconded the motion and it carried 5-0.

10.0 ADJOURNMENT – Parker motioned to adjourn the general session meeting. Mike Reedy seconded the motion. The motion carried 5-0 and the meeting was adjourned at 9:20 PM.