LAWRENCEVILLE DOWNTOWN DEVELOPMENT AUTHORITY
Board of Directors Meeting
Monday July 22, 2013 / 7:00 PM
City Hall - GwMA Conference Room on 3rd Floor
70 South Clayton Street

MINUTES

1.0 **CALL TO ORDER** – Mike Reedy, Chairman, called the meeting to order at 7:01 pm.

2.0 **QUORUM** - Mike Reedy, Chairman, recognized a quorum of six members noting that D.H. Malcolm was absent.

3.0 **MINUTES** – Mike Reedy, Chairman – called for a review and approval of the June 24 meeting minutes as presented. Meg Earhart motioned to approve the minutes. David Still seconded the motion. The motion carried 6-0.

4.0 **AGENDA** - Mike Reedy, Chairman – called for a review and approval of the July 22 meeting agenda. Meg Earhart motioned to approve the agenda. Penny Cogdill seconded the motion. The motion carried 6-0.

5.0 **TREASURY REPORT** – Danny Gravitt, Treasurer, reported that the balance as of 7/22 was $50.849.49. Lisa Sherman was given the LTTA payment of $2,500.00 to deliver to them. Mike Reedy brought forth an invoice from MPT for $875 to do the Façade Grant Improvement paperwork. David Still motioned to approve payment of this invoice. Meg Earhart seconded the motion. The motion carried 6-0.

6.0 **OLD BUSINESS** – Mike Reedy, Chairman

a. Economic Development Strategic Plan Discussion – Mike Reedy, Chairman, requested that "cost Estimate" be changed to "bid" and that terms and conditions be requested from the company in the RFP. Danny Gravitt inquired about measuring results and asked for examples of places where a plan has been successfully implemented and tracked. Lisa Sherman to provide a couple examples of successful initiatives at the August meeting. David Still motioned to have Lisa finalize edits and prepare a draft for council to review in work session. Meg seconded the motion. The motion carried 6-0.

b. "FREE" Parking Signage Update – Mike Reedy reported that he had placed a free parking banner up out front of the parking garage. In addition, Mike also noted he had submitted 10 identified locations to the City for free parking signage throughout the downtown and presented a design proposal for how these should be placed. The Board discussed whether it should be "free downtown parking" or specific to the garage. Mike Reedy also suggested that the Aurora approach the City about permission for signage inside the parking deck highlighting the entrance. David Still and Penny Cogdill both agreed that we need some directional signage highlighting free parking areas – at the deck, along the street, etc. The end result was to proceed with "Free Downtown Parking" on the signage once locations are approved by the City.

c. Façade Grant Improvement Update – Lisa Sherman shared that planning and zoning are currently reviewing their code of ordinances and updating them. Once this is completed we can revisit implementation of the Façade Grant Concept, approved by the DDA board in June of this year.

d. Public Restrooms Discussion – Mike Reedy recommended that we get the County to allow the City to improve the identification of the restrooms on the courthouse and add some signage.

7.0 NEW BUSINESS – Mike Reedy, Chairman

a. Downtown Conference in August – Lisa Sherman presented a budget for attending this conference in August. Meg Earhart motioned to approve Lisa's attendance to this conference at an expense not to exceed the budgeted proposal and authorize the treasurer to write the reimbursement check immediately upon receipt of an expense report from Lisa post-conference. Parker Gann seconded the motion. The motion carried 6-0.

b. Mainstreet Application Process – Lisa Sherman shared that she was currently working on filling out this application and needed some input from the DDA regarding the "biggest issue facing Lawrenceville's downtown". Lisa was asked to send the application and question to the board via email and request a response from each member.

c. VIC Maintenance Project List Review – Mike Reedy would obtain a copy of the lease to review for the definition of maintenance and repairs. If under the DDA's scope of work Meg Earhart motioned to get three bids but not include the chairs. The motion was seconded by David Still and carried 6-0.

8.0 OTHER BUSINESS – Board Discussion – No additional business was discussed. A fire alarm disrupted the meeting and forced conclusion of the meeting in the parking lot outside of City Hall.

9.0 FUTURE AGENDA ITEMS – Board Discussion – No additional items were identified for future agendas at this time.

10.0 CITIZEN COMMENTS

11.0 **EXECUTIVE SESSION –** Meg Earhart motioned that the DDA board members adjourn into executive session to discuss one matter of real estate. Penny Cogdill seconded the motion and it carried 6-0. David Still recused himself from the real estate discussion due to potential conflict of interest. Five board members entered executive session. Once concluded, Meg earhart motioned to adjourn back into general session. Penny Cogdill seconded the motion and it carried 5-0.

12.0 ADJOURNMENT David Still rejoined the group and Meg Earhart motioned that general session be adjourned. Penny Cogdill seconded the motion and it carried 6-0.