

**Lawrenceville Downtown Development Authority
Board Meeting Minutes
February 23, 2009**

DDA MEMBERS PRESENT: Mike Reedy (Chair), Danny Gravitt (Treasurer), Larry Still, Mary Kay Jordan, Parker Gann, John Heard

OTHERS PRESENT: Jay Markwalter (DDA Staff), David Gussio (WTPMW), Mayor Rex Millsaps, Todd Vaught (Sky Design), Randy Sutt (LTТА Board / Property Owner), Private Citizens and Property Owners.

The Board members of the Lawrenceville Downtown Development Authority met on Monday, February 23, 2009 at 7:00 pm at Old City Hall in Lawrenceville, GA. Jay Markwalter, DDA Staff, kept the minutes of the meeting.

1.0 – Call to Order – Mike Reedy called the meeting to order at 7:04 pm

2.0 – Quorum – It was determined that a quorum was present.

3.0 – Minutes – John Heard made a motion to approve the January 26th minutes, which was seconded by Parker Gann. The motion passed unanimously.

4.0 – Agenda Approval – Following the approval of the minutes, DDA staff suggested that Agenda item 5.0 Officer Elections be moved to item 7.2 under New Business and also requested that Chairman Reedy present Secretary Kathy Monroe's resignation letter as item 5.0. The amended agenda was approved with a motion from Larry Still, which was seconded by Danny Gravitt. The motion passed unanimously.

5.0 – Resignation Notification

Chairman Reedy stated that DDA Board member and Secretary Kathy Monroe resigned on February 13, 2009 via letter of resignation to the DDA office staff. DDA staff notified Chairman Reedy via telephone of the resignation following the receipt of the letter.

DDA Staff announced that the DCA office offered three options for board member training dates and locations in other cities. The requirements are not enforced but encouraged that new board members attend development training within 12 months of appointment. DDA Staff is researching individuals, availability, and pricing for on-site Lawrenceville training that will satisfy the Board member training requirements.

6.0 – OLD BUSINESS

6.1 – LTТА Operations Report

Jay Markwalter, LTТА Staff, gave a presentation of LTТА operations and planned programs. The verbal and Power Point presentation offered an update of 2008 activities in review and plans for 2009 events including photographs of activities. Total Marketing and Events spending was displayed for both 2008 and 2009 and overall operations expense and income was shown as a breakdown, by percentage, of the total annual LTТА budget. Visual marketing pieces were distributed, displayed and described for the DDA Board, and facts and statistics were mentioned regarding other LTТА promotional efforts.

Following the presentation, Chairman Reedy stated that the DDA should consider increasing the DDA support of the LTТА / DDA office and LTТА program. Currently, the DDA gives \$1,200 per year as one payment (representing \$100 per month) towards the LTТА / DDA office operations. Parker Gann mentioned that he is in favor of more support but would like to review the DDA financials and estimated city income from the liquor tax prior to making a commitment for a specific new amount per year to the

LTТА / DDA office. Mr. Gann suggested that the board as a committee gather to review DDA funding to determine a reasonable amount. Larry Still made a motion that the increase of DDA support to the LTТА be added as an agenda item for the March Board meeting. Parker Gann seconded the motion, and the motion passed unanimously.

6.2 – Way-finding / Directional Signage System Proposal & Contract

Chairman Reedy stated that everyone had been given a month to review the sample construction bid documents and sample master plan work from Sky Design for the purpose of approving the proposal and contract with Sky Design. John Heard asked Todd Vaught (Sky Design) if the sample of work from Decatur, GA was the type of work that Lawrenceville would be receiving. Mr. Vaught explained that the Decatur sample was the type of plan that would be produced for Lawrenceville, and Mr. Heard stated that he was pleased with the documents. Larry Still suggested that the contract be amended to read that the DDA Board approves the monthly work by Sky Design instead of solely the Board Chair. Larry Still made a motion to approve the contract subject to the new language reflecting the full board approval of work per payments to Sky Design. Park Gann seconded the motion followed by full board approval.

6.3 – DDA Accounting Services – RFP Report

David Gussio reported that more accounting service agencies had been contacted for RFP, as requested by the DDA board in January, but that at this time there were no bids to report. The City Attorney's office will offer a follow-up report at the March DDA Board meeting.

6.4 – “Heritage Trail” Dedications Guidelines – Committee Report

Board Sub-Committee Chair for the trail dedications guidelines Parker Gann announced that he had drafted guidelines and the committee had met at the DDA office to discuss and review the proposed guidelines. Chairman Reedy asked Mr. Gann to please read the draft of guidelines for the public. After a brief discussion and question and answer opportunity regarding the draft, Parker Gann made a motion that the Board accepts the proposed guidelines with the addition that any applications currently in-hand would be exempt from the adopted guidelines or re-submission of application. John Heard seconded the motion. The motion passed unanimously.

6.5 – Mayor Jule Oakes House – Visitor Welcome Center Update

Chairman Reedy asked DDA staff to make the Welcome Center update. Jay Markwalter stated that there had been a series of meetings involving DDA staff, the City Engineer and Hogan Construction. The City engineer, Paul Austin, requested that the DDA / LTТА staff help with approving paint colors (interior and exterior) as well as interior fixtures – colors that were suggested by Hogan Construction. Staff reported that initially Susan Sikes-Davis and office neighbors Rock Paper Scissors (LTТА Board member and local developer of Honest Alley Exchange) were called for committee assistance to view the samples and tour the Oakes House. Following the initial committee meeting with the City Engineer, an official meeting inviting the City leaders, DDA and LTТА boards to meet at the Oakes House with Hogan Construction was arranged and advertised to the boards and staff for Wednesday, February 18th at 1:30 pm. Volunteer Susan Sikes-Davis, LTТА Board members Randy Sutt and Linda Nash, and LTТА / DDA Staff met with Hogan Construction representatives and the City Engineer staff on Wednesday, February 18th for further viewing and explanation of work planned for the Oakes House Welcome Center. City Engineer stated that all further construction questions or hard-hat visits must be directed to the Hogan Project Manager and that it was appropriate for community volunteer Susan Sikes-Davis (interior designer) to communicate directly with Hogan as a voice for the committee regarding paint colors. DDA staff was given one notebook of planned details for rehabilitation of the Oakes house including everything

from plumbing fixtures to the landscaping plan. Danny Gravitt mentioned that he was presently inquiring about the utilities being routed underground for a more attractive approach and Parker Gann asked if all Fire Marshal concerns were met including ADA accessibilities. Mayor Millsaps suggested that Mrs. Baggett (Welcome Center renovation contributor) should be consulted on the proposed colors of the house.

6.6 - Historic Courthouse County / City Lease Discussion

In January, John Heard introduced the idea of the City of Lawrenceville taking over the operations of the Gwinnett Historic Courthouse (GHC) to gain control of the grounds events schedule and the Pike Street parking lot. A committee was formed to address the proposed idea, research possibilities for forming a City / County arrangement, and communicate with the county officials. Mr. Heard reported that the committee had discussed details of the proposed idea and that he had met with county administrators Jock Connell and Phil Hoskins. Mr. heard said the county was open to the idea of the City, via the DDA and LTТА, operating the grounds of the courthouse. The county provided operations budgets and programming schedules of the Historic Courthouse for reference. Mr. Heard presented a draft resolution that he asked David Gussio to prepare, and asked the Board to approve the resolution requesting the City to enter into discussion and negotiations with the County for the City operations of the Historic Courthouse grounds and Pike Street Parking lot. Mike Reedy asked if the agreement would include City control of public restrooms. Parker Gann stated that the arrangements would need much more specification. John Heard clarified that the resolution was just a means to urge the city to take action to pursue an agreement with the county for the control of the GHC grounds. Parker Gann made a motion to accept the Resolution and Mary Kay Jordan seconded the motion. Mike Reedy called for individual Board votes. Larry Still and Danny Gravitt were not in favor of the motion. Larry asks why the DDA needs to be involved with action. Danny Gravitt expressed concern for sufficient staffing and time constraints of current LTТА/DDA staff. John Heard and Mike Reedy approved the motion by Parker Gann and Mary Kay Jordan. The motion to pass the resolution was approved by majority vote. John Heard volunteered to approach the City Work Session on March 18th regarding the DDA approved resolution encouraging the City to begin negotiation for operating the GHC Grounds and Parking Lot.

7.0 – NEW BUSINESS

7.1 – Board Discussion – Future Agenda Items

March Agenda items suggested by the Board members are to include Old Business follow-up reports regarding DDA funding support of LTТА / DDA office operations; The DDA accounting services RFP process report; an ongoing Welcome Center report; Discussion of the city Depot.

7.2 – Officer Elections

Chairman Reedy stated the current officers as Chair Mike Reedy and Treasurer Danny Gravitt. The Vice Chair position was resigned by Marie Beiser and Secretary Kathy Monroe's resignation was announced as agenda item 5.0.

To begin the slate nominations for the 2009 Board officers, Larry Still made a motion for Mike Reedy and Mary Kay Jordan to Co-Chair the Board and Parker Gann to serve as Vice Chair.

There was no second.

Danny Gravitt made a motion that Mike Reedy be re-appointed as Chair and John Heard seconded the motion. The motion passed unanimously.

Chairman Reedy then called for a motion to elect a new Vice Chair. Larry Still made a motion to elect Parker Gann as Vice Chair.

There was no second.

Danny Gravitt made a motion that John Heard be elected Vice Chair. John Heard declined the nomination.

There was no second.

Danny Gravitt made a motion that Mary Kay Jordan serve as Vice Chair. Larry Still seconded the motion. The motion passed unanimously.

Danny Gravitt nominated John Heard for Secretary and Mr. Heard declines the nomination. Larry Still suggested Parker Gann for the Secretary position and Mr. Gann stated that he was not interested in the Secretary position. Danny Gravitt made a motion that Larry Still serve as Secretary. Mr. Still inquired about the Secretary responsibilities and agreed to serve as Secretary. John Heard seconded the motion followed by full Board approval to elect Larry Still as Secretary. Larry requested that if Jay Markwalter was not available to attend a meeting that assistant staff Rebekah Cline attends as Staff of the meeting. Mr. Still mentioned that he would like that request to be official as an agenda item at the next meeting if that procedure was necessary. Jay Markwalter assured the Board that if staff cannot attend the City Attorney representative David Gussio has historically assumed the staffing duties such as responsibility of recording the meeting minutes.

Chairman Reedy called for a motion to elect a Treasurer. Mary Kay Jordan made a motion that current Treasurer Danny Gravitt be re-elected to remain Treasurer for 2009. Larry Still offered a second. The motion passed unanimously.

The elected officers for the 2009 Lawrenceville Downtown Development Authority are Chair Mike Reedy, Vice Chair Mary Kay Jordan, Secretary Larry Still, and Treasurer Danny Gravitt.

8.0 - Citizen Comments

Randy Sutt asked if there had been any more thought to the possibility of Cross Walks from the Downtown Parking Deck or Welcome Center project. Merchants present expressed continued concern and the board welcomed open discussion. City Liability laws were mentioned as well as State Route obstacles for erecting cross walks. The business owners urged the Board and City to please continue to be aware of the traffic dangers and difficulties for pedestrians.

9.0 – Adjournment – The meeting was adjourned at 9:13 pm with a motion from Parker Gann and a second from Mary Kay Jordan. The motion to adjourn passed unanimously.

Respectfully submitted by Jay Markwalter.