



LAWRENCEVILLE

GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY MINUTES

Monday, June 17, 2024
5:00 PM

Council Chambers
70 S. Clayton St, GA 30046

Call to Order

Chairman Merritt called the meeting to order at 5:08 pm after confirming a quorum.

PRESENT

Board Member Victoria Jones
Board Member Joanie Perry Ward
Board Member Chris Adams
Board Member Lee Merritt

ABSENT

Board Member Jen Young
Board Member Katrina Fellows
Board Member Jeremy Higginbotham

Approval of Agenda

Motion to approve the agenda made by Board Member Perry Ward, Seconded by Board Member Adams.

Voting Yea: Board Member Jones, Board Member Perry Ward, Board Member Adams, Board Member Merritt

Approval of Prior Meeting Minutes

1. Approval of Regular Meeting Minutes for May 13, 2024

Motion to approve the Regular Meeting Minutes for the May 13, 2024 meeting made by Board Member Jones, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Jones, Board Member Perry Ward, Board Member Adams, Board Member Merritt

2. Approval of Executive Session Minutes for May 13, 2024

Motion to approve the Executive Session Minutes for the May 13, 2024 meeting made by Board Member Jones, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Jones, Board Member Perry Ward, Board Member Adams, Board Member Merritt

Downtown Development Business

3. June 2024 Downtown Development Authority Treasurer's Report

Board Member Perry Ward reviewed the June 2024 Downtown Development Authority Treasurer's Report with the Board.

Motion to approve the June 2024 Downtown Development Authority Treasurer's Report made by Board Member Adams, Seconded by Board Member Jones.

Voting Yea: Board Member Jones, Board Member Perry Ward, Board Member Adams, Board Member Merritt

4. Intergovernmental Agreement with the City of Lawrenceville for Repairs to the Train Depot

Chairman Merritt reviewed the Intergovernmental Agreement with the City of Lawrenceville for Repairs to the Train Depot. If we do not spend all of the funds we will refund the remainder to the City of Lawrenceville.

Motion to approve the Intergovernmental Agreement with the City of Lawrenceville for Repairs to the Train Depot made by Board Member Adams, Seconded by Board Member Jones.

Voting Yea: Board Member Jones, Board Member Perry Ward, Board Member Adams, Board Member Merritt

5. Approval of SCA to Perform the Repairs at the Train Depot

Chairman Merritt shared the estimate from SCA Construction Services to perform the repairs at the Train Depot. Mr. Kelly Scott has done pricing for many various projects around the City of Lawrenceville. Mr. Scott gave Beans & Butter an estimate for the interior work and he has given us an estimate for the exterior work. The estimate includes: grease trap, HVAC work, window demo & replacement, concrete repair, deck & ramp rebuild, electric service upgrade to phase 3, plumbing fixtures & water upgrade, door replacement, and building dumpster enclosure. The cost of the estimate is \$210,740 and the budget for the project is \$275,000. Brian Osborne, Facilities Manager for the City of Lawrenceville reviewed the estimate and did some research on the prices and he said that the estimate has good prices. Board Member Perry Ward and Board Member Adams said we need more information regarding the research that was done. Chairman Merritt will get more details and send out an email for a straw vote regarding the estimate.

6. Chairman Training – 2024 Strategic Leadership Visit

Chairman Merritt reviewed the details regarding the Gwinnett Chamber of Commerce Strategic Leadership Conference and said that this is very valuable training for her to attend if the Board is supportive.

The location of the Strategic Leadership this year is San Diego, California. The cost for registration is \$4,625.00 (covers hotel & meals) and the airfare is \$782.96 with a total cost of \$5,419.31.

Motion to approve \$5,419.31 to be used for the registration and airfare for Chairman Lee Merritt to attend the Gwinnett Chamber of Commerce Strategic Leadership Conference in San Diego, California this year made by Board Member Adams, Seconded by Board Member Jones.

Voting Yea: Board Member Jones, Board Member Perry Ward, Board Member Adams, Board Member Merritt

Board Member Jones reminded everyone that we budget for this trip each year.

Mainstreet Business

Jasmine Billings, Mainstreet Director gave the Mainstreet Update.

Jasmine just returned this afternoon from the Georgia Downtown Development Certified Professional Workshop in which she participated in the Planning & Land Use Workshop.

Mainstreet 101 trainings have been completed by everyone.

Façade Grant – 4 applications have been submitted, but only 2 qualify. Current deadline for applications is June 30. Jasmine asked the Board to consider having a rolling grant for those items that come up.

Juneteenth Celebration went very well. One of our officers joined in having a horse demonstration. Flag Day artwork has been installed on the main level of City Hall.

Prelude is from 5:30 pm – 10 pm on July 3rd.

Fall event details will be released soon.

Holiday event details are being finalized.

Jasmine also gave an update on the information that Placer AI has collected recently on attendance and travel patterns of visitors during a few events.

Jasmine presented possible window cling designs for 130 South Clayton Street (former upholstery building).

Motion to approve the window clings presented for installation at 130 South Clayton Street made by Board Member Merritt, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Jones, Board Member Perry Ward, Board Member Adams, Board Member Merritt

Other Business

No Other Business

Citizen Comments

No Citizen Comments

Executive Session - Real Estate

Motion to enter into Executive Session made by Board Member Merritt, Seconded by Board Member Adams.

Voting Yea: Board Member Jones, Board Member Perry Ward, Board Member Adams, Board Member Merritt

Motion to exit Executive Session made by Board Member Merritt, Seconded by Board Member Adams.

Voting Yea: Board Member Jones, Board Member Perry Ward, Board Member Adams, Board Member Merritt

4 Real Estate Items Discussed: 6 Votes Taken

Final Adjournment

Motion to adjourn made by Board Member Merritt, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Jones, Board Member Perry Ward, Board Member Adams, Board Member Merritt

Minutes Signature

Lee Merritt, Chairman

Barry Mock, Secretary