



LAWRENCEVILLE

GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY MINUTES

Monday, June 13, 2022
6:30 PM

Council Assembly Room
70 S. Clayton St, GA 30046

Call to Order

Chairman Merritt called the meeting to order at 6:31 pm after recognizing a quorum.

PRESENT

Board Member Victoria Jones – arrived at the time of the Executive Session meeting
Board Member Bruce Johnson
Board Member Joanie Perry Ward
Board Member Katrina Fellows
Board Member Lee Merritt

ABSENT

Board Member Chris Adams
Board Member Jeremy Higginbotham

Approval of Agenda

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

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Merritt

Approval of Prior Meeting Minutes

1. Approval of Regular Meeting Minutes for April 11, 2022 and May 9, 2022

Motion to approve Regular Meeting Minutes for April 11, 2022 made by Board Member Fellows, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Merritt

Motion to approve Regular Meeting Minutes for May 9, 2022 made by Board Member Fellows, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Merritt

2. Approval of Executive Session Minutes for April 11, 2022 and May 9, 2022

Motion to change the word Cravings to Cravens in the Executive Session Minutes for April 11, 2022 made by Board Member Johnson, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Merritt

Motion to approve the Executive Session Minutes for April 11, 2022 including the corrected word made by Board Member Johnson, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Merritt

Motion to approve the Executive Session Minutes for May 9, 2022 made by Board Member Johnson, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Merritt

Downtown Development Business

3. June 2022 Treasurer's Report

Board Member Fellows, Treasurer, reviewed the June 2022 Treasurer's Report with the Board. Board Member Fellows noted that the Rent Reimbursement should state 10/2021, 11/2021, 12/2021 instead of 10/2022, 11/2022, 12/2022.

Motion to accept the June 2022 Treasurer's Report with the changes noted by Board Member Fellows made by Board Member Johnson, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Merritt

4. Budget Amendment

Chairman Merritt requested the Board make a couple of amendments to the Downtown Development Authority Budget for this year. To increase the Façade Grant total from \$12,500 to \$20,000 and to add a line item to create pay for the Executive Director, \$25,000 for their additional duties for the Board.

Motion to approve the changes as outlined by Chairman Merritt, increase the Facade Grant total amount to \$20,000 and add \$25,000 for the Executive Director made by Board Member Johnson, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Merritt

5. Executive Director Role

Chairman Merritt asked the Board to consider altering the role of the Executive Director to a more active role and working on behalf of the Downtown Development Authority Board. This would make the Executive Director, Barry Mock, the point person for developers and the Planning & Development Department, which will assist with a smoother process since Barry works for the City of Lawrenceville.

Motion to add the additional duties for the Executive Director position made by Board Member Johnson, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Merritt

6. Proposal for Environmental Testing at 73 Gwinnett Drive

Chairman Merritt presented a proposal from Dickinson Property Sciences for \$3,775.00 for the environmental testing needed for 73 Gwinnett Drive. This amount will be reimbursed to the Downtown Development Authority from the City of Lawrenceville.

Motion to approve the proposal from Dickinson Property Sciences for \$3,775.00 to complete the environmental testing for 73 Gwinnett Drive made by Board Member Perry Ward, Seconded by Board Member Fellows.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Merritt

7. Façade Grant Discussion

Jasmine Billings updated the Board regarding the Façade Grant applications.

From the applications received 12 qualify for the grant, but two were eliminated before being approved because they began work on their façade before the applications were approved. The grant recipients will receive \$2,000 each once their quotes are received. The applicants will need to submit their paint swatches to Planning & Development for approval before work begins.

Motion made by Board Member Johnson, Seconded by Board Member Perry Ward.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Merritt

Mainstreet Business

No Mainstreet Business

Other Business

No Other Business

Citizen Comments

No Citizen Comments

Executive Session - Real Estate

Motion to enter into Executive Session made by Board Member Johnson, Seconded by Board Member Fellows.

Voting Yea: Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Merritt

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

Voting Yea: Board Member Jones, Board Member Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Merritt

9 Real Estate Items Discussed: 3 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 Johnson, Board Member Perry Ward, Board Member Fellows, Board Member Merritt

Minutes Signature

Lee Merritt, Chairman

Barry Mock, Secretary