



LAWRENCEVILLE

GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES

Monday, September 23, 2019
6:30 PM

Council Assembly Room
70 S. Clayton St, GA 30046

Call to Order

Chairman Merritt called the meeting to order at 6:32 P.M., recognizing a quorum

PRESENT

Board Member Greg Cantrell

Board Member David Still

Board Member Linda Nash

Board Member Brad Cox

Board Member Lee Merritt

Board Member Katrina Fellows

Board Member Jeremy Higginbotham

Approval of Agenda

Motion to approve agenda made by Board Member Cox, Seconded by Board Member Higginbotham.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Merritt, Board Member Fellows, Board Member Higginbotham.

Approval of Prior Meeting Minutes

1. Approval of Regular Meeting Minutes from August 26, 2019

Motion to approve Regular Meeting Minutes for August 26, 2019 made by Board Member Higginbotham, Seconded by Board Member Fellows.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Merritt, Board Member Fellows, Board Member Higginbotham.

2. Approval of Executive Session Meeting Minutes from August 26, 2019.

Motion to table Executive Session Meeting Minutes for August 26, 2019 made by Board Member Still, Seconded by Board Member Merritt.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Merritt, Board Member Fellows, Board Member Higginbotham.

Downtown Development Business

3. Approval of Financials

Treasurer Nash noted corrections that need to be made to the August Treasurer's Report. Changes included:

First section:

7/23/19	Gwinnett Chamber (Redevelopment Tour – Merritt & Cox)
8/2/19	Transfer to 356 for 543 West Crogan Street, Reynolds Gas Station
8/22/19	Deposit – Boulder Creek Rent: 7/19, 7/26, 8/2, 8/9 @ \$668/wk

Second section:

7/31/19	Deposit – Sale 250 McArthur Street
8/2/19	Transfer from 664 for 543 West Crogan Street, Reynolds Gas Station closing
8/2/19	Wire to MPT for 543 West Crogan Street, Reynolds Gas Station closing

Motion for an amendment to accept the changes made to the August Treasurer's Report (8-26-19) made by Board Member Merritt, Seconded by Board Member Cantrell.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Merritt, Board Member Fellows, Board Member Higginbotham.

Treasurer Nash presented the September Treasurer Report.

Chairman Merritt noted that the accounts are a little lower than usual. Chairman Merritt and Board Member Still will be requesting that the City Council consider reimbursing the DDA for some of the properties being used for public use.

Alcohol tax amount is rather typical of what is received. It takes about 6 weeks for DDA to receive it.

Lisa Sherman mentioned that when a City staff member is assisting with financials they may be able to make the transfers to DDA more automatic.

Chairman Merritt confirmed the financial information from the City is coming to them monthly instead of quarterly.

Motion to approve September 2019 Treasurer Report made by Board Member Cox, Seconded by Board Member Fellows.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Merritt, Board Member Fellows, Board Member Higginbotham.

4. DDA Structure, Staff, Officers, and Committee Appointments

Chairman Merritt- at last month's meeting Lisa Sherman mentioned that Barry Mock will be working with the DDA beginning in January 2020. Paula Foil will be the DDA Administrative Support. Lisa has been the Executive Director which is a heavy load. We will be figuring out what Paula can do and what Barry can do.

Elections for officers will be held in November. Let Chairman Merritt know if you are interested in being an officer for the DDA. She will be contacting the current officers to see who is willing to continue in their position.

Board Member Still - Time commitment to the DDA Board is 4 years. Appointments to the Board are made by Mayor and Council, and the DDA Board will elect their officers. Chairman, Vice Chairman, Secretary, and Treasurer. Secretary and Treasurer do not have to be members of the Board.

Board Member Still will be rolling off of the DDA Board on January 1, 2020. Which will leave an open spot on the Board. Needs to be voted on at the October City Council Work Session. Board Member Fellows suggested that the open spot be filled with a City Council Member.

Chairman Merritt mentioned that two of the DDA Board members are on the Architectural Review Board (ARB). Chairman Merritt and Board Member Nash currently serve on ARB, but Lee's term is up and she will be stepping down and letting someone else be appointed to the ARB.

5. New Member Glance Training

Chairman Merritt - Glance is a three day crash course of the Leadership Gwinnett program. The cost is \$600 per person and is offered four times a year. If interested in attending, let Chairman Merritt know.

Motion that if there are sufficient funds the DDA may fund two opportunities each year for DDA Board Members that have never attended Leadership Gwinnett or Glance to attend Glance Training made by Board Member Nash, Seconded by Board Member Fellows.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Merritt, Board Member Fellows, Board Member Higginbotham.

6. October 24 Partnership Gwinnett Metro Atlanta Redevelopment Summit

Chairman Merritt- The DDA Board voted to be a sponsor of the event. Sponsorship is \$2,500 and sponsorship includes two tickets, display area, and our logo on all the promotional materials; extra tickets are \$75 per person. It is on October 24th from 8 am – 2 pm. Chairman Merritt, Board Member Cantrell, and Board Member Fellows committed to going.

Motion that the DDA purchase four tickets was made by Board Member Cox, Seconded by Board Member Nash.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Merritt, Board Member Fellows, Board Member Higginbotham.

7. Noell Market Study Update

Chairman Merritt mentioned that the Noell Study will be sent to Georgia Gwinnett College Professors and Staff, Aurora Theatre Season Ticket Holders, and the Gwinnett Bar Association for their participation in the survey beginning on September 24. Board Member Cantrell mentioned that he may have a contact at the Gwinnett Medical Foundation that might be able to assist with possibly being able to include Gwinnett Medical employees in the survey process.

8. DDA 2020 Meeting Schedule

Chairman Merritt- City Council has changed their meeting night and it is on the night we typically meet.

Motion that the DDA meet on the 2nd Monday of the month by Chairman Merritt, Seconded by Board Member Cox.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Merritt, Board Member Fellows, Board Member Higginbotham.

Mainstreet Business

No new Mainstreet business.

Other Business

Chairman Merritt - possible uses of the College Corridor. Jacobs proposal for their services to provide property exhibits of nine parcels and four drawings. Cost of the service \$3,400. Board Member Cantrell asked why we do not have this information already, as we've paid for the initial surveying to purchase the properties and engineering for the road. Lisa Sherman this type of information would be useful to know how much space could be used. Board Member Cantrell mentioned that the bid winning contractor, ER Snell might have the information the Board is seeking.

Chairman Merritt mentioned she has reached out to Bob Hughes at HGOR for a proposal for professional advice regarding the programming for the College Corridor. HGOR designed the 1st South Lawn rendering, Downtown Columbus, and SunTrust Park Stadium. Cost of the proposal \$10,000/max. Chairman Merritt will be contacting Mr. Hughes for more details as to what would be included. Lisa Sherman mentioned that the College Corridor is supposed to be a linear park. The board is seeking advice on the best types of development to support the linear park concept. .

Board Member Cox suggested that the Board wait until the next meeting to make a decision on this since there is such gray area in the current proposal.

Citizen Comments

No citizen comments

Executive Session - Real Estate

Motion to move into Executive Session made by Board Member Cox, Seconded by Board Member Cantrell.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Merritt, Board Member Fellows, Board Member Higginbotham.

Motion to adjourn Executive Session made by Board Member Cox, Seconded by Board Member Higginbotham.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Merritt, Board Member Fellows, Board Member Higginbotham.

Final Adjournment

Motion to move back into Regular Session made by Board Member Cox, Seconded by Board Member Nash.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Merritt, Board Member Fellows, Board Member Higginbotham.

Chairman Merritt – we are returning from Executive Session where we discussed several items of Real Estate.

Motion to adjourn made by Board Member Nash, Seconded by Board Member Cox.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Merritt, Board Member Fellows, Board Member Higginbotham.

Meeting was adjourned at 9:16 P.M.

Minutes Signature

Lee Merritt, Chairman

Lisa Sherman, Secretary