



LAWRENCEVILLE

GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY

MINUTES

Monday, April 21, 2025

5:00 PM

Council Chambers

70 S. Clayton St, GA 30046

Call to Order

Chairman Merritt called the meeting to order at 5 pm after recognizing a quorum.

PRESENT

Board Member Victoria Jones

Board Member Jen Young

Board Member Jim Nash

Board Member Chris Adams

Board Member Jeremy Higginbotham

Board Member Lee Merritt

ABSENT

Board Member Joanie Perry Ward

Approval of Agenda

Motion to approve the made by Board Member Jones, Seconded by Board Member Adams.

Voting Yea: Board Member Jones, Board Member Young, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

Executive Session - Real Estate

Motion to enter into Executive made by Board Member Jones, Seconded by Board Member Young.

Voting Yea: Board Member Jones, Board Member Young, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

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

Voting Yea: Board Member Jones, Board Member Young, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

5 Real Estate Items Discussed: 1 Vote Taken

Downtown Development Business

1. April 2025 Downtown Development Authority Treasurer's Report

Chairman Merritt presented the April 2025 Downtown Development Authority Treasurer's Report.

Motion to approve the April 2025 Downtown Development Authority Treasurer's Report made by Board Member Adams, Seconded by Board Member Higginbotham.

Voting Yea: Board Member Jones, Board Member Young, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

2. Hotel Amendment to Adopt Competitive Set

Motion to table the Hotel Amendment to Adopt Competitive Set until May made by Board Member Merritt, Seconded by Board Member Jones.

Voting Yea: Board Member Jones, Board Member Young, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

3. Proposal from KB Advisory Group

Chairman Merritt presented the proposal from KB Advisory Group regarding the Tax Allocation District (TAD). The proposal is for them to do an audit of the TAD and to assist with navigating the process to use the TAD in projects. Cost is \$15,000 for guidelines, procedures, and the audit.

Motion to accept the proposal from KB Advisory Group in the amount of \$15,000 for them to assist us with the Tax Allocation District (TAD) made by Board Member Young, Seconded by Board Member Higginbotham.

Voting Yea: Board Member Jones, Board Member Young, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

4. Chairman Training – 2025 Strategic Leadership Visit

Chairman Merritt requested the approval for her to attend the 2025 Strategic Leadership Visit to Montreal, Canada. This trip is coordinated by Partnership Gwinnett. This is a trip she attends annually and it is one in which she receives further training that assists her with leading the Downtown Development Authority Board. The cost of the trip is \$5,600 for the registration. Registration does not include airfare.

Motion to approve up to the cost of registration and airfare for Chairman Lee Merritt to attend the 2025 Strategic Leadership Visit to Montreal Canada with Partnership Gwinnett made by Board Member Jones, Seconded by Board Member Adams.

Voting Yea: Board Member Jones, Board Member Young, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

5. Hotel Change Order #1

Chairman Merritt and Barry Mock introduced the Hotel Change Order #1.

There are three items included in this change order. This money would come out of contingency.

1) RCO has recommended we upgrade the glaze on the windows to assist with sound proofing since the hotel is in an active area of the downtown. We would be upgrading to a 39 level on the glaze, this is the same glaze that was used in the hotel in downtown Duluth which is also in the heart of the active part of town. The cost for this upgrade for all of the windows is \$87,000.

2) The showerheads that were chosen were not what is needed. We are needing to upgrade to the next size for all of the rooms. The cost is \$63 per showerhead; cost of this upgrade is \$7,000.

3) The electronic switches have changed since the initial plans for them. We need to upgrade to a switch that turns the lights on with motion. This type of switch would be placed in all of the rooms. The cost of this upgrade is \$14,000.

The total for all of these upgrades and the total for the Hotel Change Order #1 is \$108,000 and it will come out of contingency. After this payment we will have \$2M remaining in the contingency fund.

Motion to approve Hotel Change Order #1 in the amount of \$108,000 to be taken out of the contingency fund made by Board Member Jones, Seconded by Board Member Young.

Voting Yea: Board Member Jones, Board Member Young, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

Mainstreet Business

Jasmine Jackson, Mainstreet Director gave the Mainstreet Update.

The City events kicked off on Saturday, April 12 with the Lawrenceville Boogie.

The Bed Race is this weekend.

Thursday, May 1st is the Summer of Impact Signing Day for our summer interns for the City.

Arts Commission Update: new mural near Georgia Gwinnett College (GGC) will be painted by the artist and others from the community on Friday and Sunday. GGC will be hosting an artist reception at GGC.

On Wednesday Jasmine will be presenting to the City Council Work Session on the details of the Lawrenceville Arts Center transition which will occur on July 1st.

Barry Mock said that we will be managing the facility to maximize the use of the facility. The Aurora Theatre will be the anchor tenant.

Other Business

No Other Business

Citizen Comments

No Citizen Comments

Final Adjournment

Motion to adjourn made by Board Member Merritt, Seconded by Board Member Young.

Voting Yea: Board Member Jones, Board Member Young, Board Member Nash, Board Member Adams, Board Member Higginbotham, Board Member Merritt

Minutes Signature

Lee Merritt, Chairman

Barry Mock, Secretary