



LAWRENCEVILLE

GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY MINUTES

Monday, April 11, 2022
6:30 PM

Council Assembly Room
70 S. Clayton St, GA 30046

Call to Order

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

PRESENT

Board Member Victoria Jones
Board Member Bruce Johnson
Board Member Joanie Perry Ward
Board Member Katrina Fellows
Board Member Chris Adams
Board Member Jeremy Higginbotham
Board Member Lee Merritt

Approval of Agenda

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

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

Approval of Prior Meeting Minutes

1. Approval of Regular Meeting Minutes for February 14, 2022 and March 14, 2022

Motion to approve the Regular Meeting Minutes for February 14, 2022 made by Board Member Jones, Seconded by Board Member Adams.

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

2. Approval of Executive Session Minutes for February 14, 2022 and March 14, 2022

Motion to approve the Executive Session Minutes for February 14, 2022 made by Board Member Jones, Seconded by Board Member Adams.

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

Downtown Development Business

3. April 2022 Treasurer's Report

Chairman Merritt presented the April 2022 Treasurer's Report

Motion to approve the April 2022 Treasurer's Report made by Board Member Johnson, Seconded by Board Member Perry Ward.

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

Board Member Fellows was out of the room at the time of the vote.

4. Lindavid Inc Invoice (C & C Fence)

Chairman Merritt updated the Board regarding the invoice from the Lindavid Inc (C & C Fence). Charge to secure a fence around the Winn property. \$1,409.14 is the amount for the last quarter. The DDA currently owns the property and it is our responsibility to secure it. The DDA has an intergovernmental agreement with the City that the City does maintenance and repairs on DDA properties, which may be reimbursed by the City. Barry Mock, Executive Director authorized payment for this invoice since it was overdue, but it needs to be ratified in the meeting by the Board.

Motion to ratify the payment for the Lindavid Inc. Invoice (C & C Fence) in the amount of \$1,409.14 made by Board Member Fellows, Seconded by Board Member Perry Ward.

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

5. Authorized Spending Outside of Regular Meetings Discussion

Chairman Merritt mentioned to the Board that the Lindavid Inc. Invoice brought to light an issue with the way invoices are not able to be approved without Board approval. The DDA By-Laws state that the Treasurer may only send payment for items approved by the Board. There is a provision though that the Executive Director can spend up to \$1,000 in an emergency or in a more urgent situation. Should we add an amendment to the By-Laws to

increase that amount? Board Member Higginbotham asked what amount would be helpful? Chairman Merritt mentioned \$2,500 and Board Member Perry Ward concurred with that amount.

Board Member Fellows asked if they could also discuss earnest money for various properties in which come up in an urgent situation. Board Member Higginbotham suggested that changes to the By-Laws be made. Chairman Merritt said that earnest money is typically around \$5,000. Chairman Merritt said she would speak with the DDA attorney and have them advise on the process for making an amendment to the By-Laws.

6. Intergovernmental Agreement with the City of Lawrenceville for the Public Works Outparcel

Chairman Merritt reviewed the intergovernmental agreement with the City of Lawrenceville regarding the Pike Street Outparcel property with the Board. It states that the City will deed the property to the DDA and it describes the property. If the DDA sells it or makes any money on it, minus expenses, we will transfer the money back to the City.

Motion to approve the intergovernmental agreement with the City of Lawrenceville regarding the Pike Street Outparcel property made by Board Member Fellows, Seconded by Board Member Higginbotham.

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

7. 130 Clayton Street – Temporary Art Gallery use

Jasmine Billings updated the Board on the 130 Clayton Street property that used to be Cravens Upholstery. We have someone wanting to bring art to the space, possibly having art in the windows and possibly hosting an art gallery. The idea is for free public art and it works with the Arts Commission mission to bring art to more public spaces. It would be temporary until the building is sold. We are working with Brian Osborne, Facilities Manager for the City to see what all would need to be done to the building to make it a safe location. Possibly having art work in the windows is not an issue, but having a gallery would be more challenging. Chairman Merritt will review the document provided to the DDA for this property by Kip Stokes on the items that must be made to the current property.

8. Façade Grant

Jasmine Billings updated the Board on the Facade Grant applications. She said the facade grant is very popular.

The maximum amount possible for each project is \$2,500.

Jasmine's recommendation is whatever the DDA recommends. We need to hold them accountable to their dates and projects.

Chairman Merritt spoke with the Mayor and he expressed some concern that we did not mention the deadline and that there is limited funds in the initial information that we sent

out. He suggested we publish a deadline and make the decision from all of the applicants. We should also state that these are discretionary funds.

Jasmine said she would send out another email to give them these special details. Most people want to start their projects in May. We could have the deadline before the June meeting. Reminder that not everyone will necessarily receive the maximum amount. The Board can give the recipients smaller amounts to help stretch the money. All of the applicants have been in the MainStreet area up until this point.

Mainstreet Business

No Mainstreet Updates

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 Jones.

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

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

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

8 Real Estate Items were discussed: 4 Votes were taken

Final Adjournment

Purchase of 134 Northdale Road.

Motion to move forward with the acquisition of the 134 Northdale Road property made by Board Member Perry Ward, Seconded by Board Member Adams.

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

Motion to approve the environmental proposal from Dickinson Property Sciences in the amount of \$3,395 for 134 Northdale Road made by Board Member Higginbotham, Seconded by Board Member Jones.

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

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

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

Minutes Signature

Lee Merritt, Chairman

Barry Mock, Secretary