



LAWRENCEVILLE

GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES

Monday, July 22, 2019
6:30 PM

Council Assembly Room
70 S. Clayton St, GA 30046

Call to Order

Lee Merritt called the meeting was called to order at 6:34 PM and recognized a quorum.

Approval of Agenda

Motion to approve the agenda as presented was 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 Malcolm, Board Member Merritt

Approval of Prior Meeting Minutes

1. Approval of Regular Minutes from June 24, 2019

Motion was made to approve the minutes from the June 24, 2019 Regular Session meeting was made by Board Member Malcolm, Seconded by Board Member Cox.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Malcolm, Board Member Merritt

2. Approval of Executive Minutes from June 24, 2019

Motion was made to approve the minutes was made by Board Member Malcolm, Seconded by Board Member Cox.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Malcolm, Board Member Merritt

Downtown Development Business

3. Treasury Report

Lee Merritt recognized D.H. Malcolm for his many years of service.

Motion was made to approve the Financials as presented by Board Member Cox, Seconded by Board Member Still.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Malcolm, Board Member Merritt

4. Keith Lee/Finance and DDA Financial Records

The City is currently keeping a dual set of books and is willing to assist the Downtown Development Authority (DDA). It was discussed that the DDA appoint a Treasurer and have the City continue to keep a second set of books. David Still shared that the Council and the Mayor agree that the Treasurer should be responsible for everything except the bookkeeping and that would allow for separation of City and DDA. The Treasurer can view the financials with the bookkeeper and bring the results to the DDA for approval. Linda added that in speaking with Lee, the DDA would have the option to hire an outside bookkeeper/accountant. This is not a recommendation, just an option. To keep the books you would have to be present and stay on top of it. Using the City as a bookkeeper may come in handy as we may see more income due to the liquor taxes. Keith Lee would not be at the monthly meetings, but keeping in constant contact with the Finance department would be helpful.

Lee indicated she prefers a dual system and asked if anybody wanted to make a motion to do the books differently. No motions were made. It was suggested that the person appointed may make the motion to change the process after meeting with Keith Lee.

5. Election of Treasurer

Lee nominated Linda Nash for the Treasurer position. No other nominations were presented. Linda handles bookkeeping for several CPA's and has served as Treasurer for Gwinnett Football countywide. Linda is willing to help through the end of the calendar year.

A vote to appoint Linda Nash was taken - Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Malcolm, Board Member Merritt

Linda Nash was appointed as Treasurer of the Downtown Development Authority by a vote of 6-0.

Mainstreet Business

With the onset of City View, the monthly reporting to Main Street on residential units is increasing.

Other Business

The October 24, 2019 Redevelopment Summit Save The Date went out, but change of leadership may have slowed down the additional communications. This event is held at the Movie Studio Grill.

Motion to sponsor the Redevelopment Summit was made by Board Member Merritt, Seconded by Board Member Cox.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Malcolm, Board Member Merritt

Citizen Comments

There were no citizen's comments.

Executive Session - Real Estate

Motion to move into Executive Session was 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 Malcolm, Board Member Merritt

Final Adjournment

Motion to adjourn Executive Session was 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 Malcolm, Board Member Merritt

Motion for Final Adjournment was made by Board Member Cox, Seconded by Board Member Malcolm.

Voting Yea: Board Member Cantrell, Board Member Still, Board Member Nash, Board Member Cox, Board Member Malcolm, Board Member Merritt