



LAWRENCEVILLE

GEORGIA

DOWNTOWN DEVELOPMENT AUTHORITY REGULAR MEETING MINUTES

Monday, November 18, 2019
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 Linda Nash
Board Member Katrina Fellows
Board Member Brad Cox
Board Member Jeremy Higginbotham
Board Member Lee Merritt
Board Member David Still
Board Member Greg Cantrell

Approval of Agenda

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

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

Downtown Development Business

1. Approval of November 2019 Treasurer's Report

Board Member Nash presented the November 2019 Treasurer's Report. Chairman Merritt mentioned that City Council is considering whether or not they will reimburse the Downtown Development Authority for the amounts of various properties we purchased that will be placed into public use.

Motion to approve the November 2019 Treasurer's Report made by Board Member Higginbotham, Seconded by Board Member Fellows.

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

2. Budget for 2020

Chairman Merritt, Board Member Nash, Board Member Cox, and Barry Mock met earlier this week to discuss the budget.

Board Member Nash (Treasurer) reviewed the proposed budget for 2020.

Board Member Nash proposed a name change in the section of the budget currently called Sales and Marketing to Professional Services because it fits more closely to the Board's uses for items that go into that section.

Training amount has been increased to allow for required training of new Downtown Development Authority Board members and a couple of the Board members to be able to attend Glance Gwinnett.

Motion to approve the 2020 proposed budget made by Board Member Cox, Seconded by Board Member Fellows.

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

3. Discussion Regarding Reynolds Gas Station Property

Chairman Merritt reminded everyone of the details for the purchase of the Reynolds Gas Station. Items to consider, should we transfer funds from the IGA 50 account or ask City Council to reimburse the Downtown Development Authority. Board Member Still will discuss these possibilities with City Council.

4. Downtown Development Authority Officer Elections

Chairman Merritt noted that the By-laws call for the DDA Board elections to be held during the November meeting. She noted that Board Member Still will be rolling off of the board at the end of December and Board Member Cantrell will be rolling off then as well. Chairman Merritt reminded everyone that this is not a secret ballot. On the ballot the Board Members select Chairman, Vice Chairman, Secretary, and Treasurer.

Paula Foil, Administrative Assistant for the Downtown Development Authority read the ballot results. All the positions were unanimous: Chairman - Lee Merritt, Vice Chairman - Brad Cox, Treasurer - Linda Nash, and Secretary - Barry Mock.

Mainstreet Business

5. Training Records for Mainstreet Program

Mainstreet staff has requested training documents for the Downtown Development Authority Board Members. Please send them the hours you participated in trainings on behalf of the Downtown Development Authority.

Other Business

Board Member Cox asked if the 9 block area of the Downtown Development Authority boundaries could be expanded. Chairman Merritt mentioned the City is currently considering this possibility

Board Member Still explained why Gwinnett County owns and manages the Courthouse square block (center block of downtown) in their Parks and Recreation Department instead of the DDA Board or the City of Lawrenceville. The courthouse grounds is one of two courthouse grounds in the United States that has people buried on the grounds.

Citizen Comments

No citizen comments

Executive Session - Real Estate

Motion to enter Executive Session made by Board Member Nash, Seconded by Board Member Cox.

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

Motion to adjourn Executive Session made by Board Member Cantrell, Seconded by Board Member Nash.

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

Final Adjournment

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

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

Minutes Signature

Lee Merritt, Chairman

Barry Mock, Secretary