

**Lawrenceville Downtown Development Authority  
Board Meeting Minutes  
July 28, 2008**

**DDA MEMBERS PRESENT:** Mike Reedy (Chair), Kathy Monroe (Secretary), Danny Gravitt (Treasurer), Larry Still, Mary Kay Jordan

**OTHERS PRESENT:** Jay Markwalter (DDA Staff), Dr. Judy Johnson (City Council Member), Tony Powell (Webb, Tanner, Powell, Mertz, & Wilson), David Gussio (WTPMW), Private Citizens and Property Owners.

The Board members of the Lawrenceville Downtown Development Authority met on Monday, July 28, 2008 at 7:00 pm at Old City Hall in Lawrenceville, GA. Jay Markwalter, DDA Staff, kept the minutes of the meeting.

**1.0 – Call to Order** – Mike Reedy called the meeting to order at 7:03pm.

**2.0 – Quorum** – It was determined that a quorum was present.

**3.0 – Minutes** – Kathy Monroe made a motion to approve the June 23<sup>rd</sup> minutes, which was seconded by Danny Gravitt.

**4.0 – Agenda Approval** – Following the approval of the minutes, and prior to the approval of the agenda, Chairman Reedy requested that an item 6.2 “Procedures for Public Comments” be added as New Business. DDA staff distributed to the Board a proposed draft for 6.2 prior to the Agenda approval. Since there were presently no procedures in place for Public Comments, Chairman Reedy suggested that the draft of rules presented by staff be approved with the 4.0 Approval of Agenda until further discussed as New Business 6.2. There was a motion to approve the agenda from Larry Still, which was seconded by Kathy Monroe followed by Board approval.

**5.0 – OLD BUSINESS**

**5.1 Wayfinding/Directional Signage System follow-up discussion**

DDA Staff, Jay Markwalter, introduced Todd Vaught with Sky Design. Jay explained that he was not familiar with the work of Sky Design, but the company had been represented at an annual downtown conference two years ago in Madison, Georgia. Jay acquired the Sky Design brochure at their trade show booth in Madison. At the June meeting, the DDA Board suggested a follow-up discussion regarding city signage enhancements. Sky Design has produced work for Gwinnett and metro Atlanta cities and presented a program of sample city signage systems, examples of other cities’ signage, and took questions regarding services that a company like Sky Design could offer. The Board ended the presentation with a motion to ask Todd with Sky Design to return at the August meeting with a proposal of services for a city signage project. The motion for Sky Design to return with a proposal for Lawrenceville was made by Mary Kay Jordan seconded by Larry Still followed by Board approval.

## **5.2 – Update on Trolley Service**

Jerry Moore gave a monthly report of passenger boardings and report on advertiser feedback. Mike Reedy explained a funding issue due to cash flow and the delay of the state grant. Mike suggested asking the LDA for assistance. Danny Gravitt shared that the June DDA bank statement was \$ 3,277.28 and the LDA bank statement was \$26,078.10. The LDA would need to have a special call meeting for the LDA to advance the DDA funding assistance. Danny Gravitt made a motion to ask the LDA to convene a special call meeting to address the issue. Larry Still mentioned on behalf of the LDA that he would prefer a loan be given by the LDA instead of a donation to DDA. Kathy Monroe seconded Danny Gravitt’s motion followed by board approval.

## **5.3 - Recommended proposal of procedures for Name Nominations for Individuals honored on Heritage Trail**

Mike Reedy presented a draft of rules and explanation of procedures for making nominations for individuals to be honored on the Heritage Trail. During general board discussion, Larry Still stated that not all politicians are deserving of the honor, and that the annual naming should be tied to a special event. Kathy Monroe made a motion and Larry Still offered a second for the proposed draft of nominations procedures followed by full board approval; however, there are too many timelines that are listed as “TO BE DETERMINED” at this point regarding the City involvement with launching the trails. Any further nominations deadlines and unveiling decisions will be discussed at a future meeting. It was noted that the City and DDA office will work together on press releases and calls for nominations when the appropriate time is determined.

## **5.4 - Park Space Concept Planning Status**

Mike Reedy reminded the Board and public of the status of the contract for concept studies with Tunnell, Spangler, Walsh for the Jackson Street Master Plan. Tony Powell and Dr. Judy Johnson offered updates on the City’s involvement with the project. Dr. Judy Johnson stated that she was pushing forward with the City for discussion and action on the project. Dr. Johnson mentioned that there was some SPLOST money assigned to a park space project - \$1 Million remaining in 2005 SPLOST funding and \$2.5 Million in 2008 SPLOST funds. There was no further action taken regarding the project following the updates.

## **6.0 – NEW BUSINESS**

### **6.1 – Discussion of Future Agenda Items**

Additional issues brought forward by the Board to be discussed for the future included a Signage Improvements follow-up, the Heritage Trail timelines, possible DDA revenue streams, an update on the Depot area from Linda Nash, a future Merchant night to hear feedback from the downtown merchants, a Welcome Center renovation status update, and the Board would like to continue receiving reports on the Trolley service progress.

### **6.2 – Procedures for Citizen Comments**

Kathy Monroe presented, to the Board and public, the draft of rules for public meeting procedures and rules for “Public Comment” when addressing the DDA Board of Directors. Larry Still also distributed suggestions and a draft of rules for Board consideration. The Board

approved a draft of the procedures during the agenda approval for the purpose of having procedures in place during the meeting. There was no further action taken following Kathy's reading of the procedures. The Board will revisit the procedures for "Public Comment" following the initial meeting under the approved rules and after reviewing Larry Still's draft.

## **7.0 - Citizen Comments**

### **7.1 Lawrenceville Neighborhood Alliance (LNA) and Downtown Business Community suggestions for short term Lawrenceville needs**

Beverly Dryden, representing the LNA, distributed a notebook to the Board and DDA staff containing "*Conditions in Lawrenceville and Immediate and Short Term Suggestions*" for action. Following an initial introduction, as a citizen concerned about city progress and economic development issues, Ms. Dryden introduced Bob Johnson for a statement from the downtown merchant community. Bob Johnson, representing Lil' River Grill restaurant, stated that there needed to be immediate financial help from the City of Lawrenceville to create additional activities, economic development programs, and promotions for the downtown district. Beverly Dryden continued with explanation of her city research findings, including problem areas, and suggestions for DDA organization action and income streams including the suggestion of hiring a DDA / Economic Development Director. Her summary included a call for teamwork with the DDA to talk to the City about the community issues and adding additional staff to the DDA / LTTA efforts for enhancement projects and promoting Lawrenceville.

There were no further citizen comments.

**8.0 – Adjournment** – The meeting was adjourned at 8:53 pm with a motion from Mary Kay Jordan and a second from Kathy Monroe. The motion to adjourn passed unanimously.

**Respectfully submitted by Jay Markwalter.**