

**Lawrenceville Downtown Development Authority
Board Meeting Minutes
June 23, 2008**

DDA MEMBERS PRESENT: Mike Reedy (Chair), Kathy Mornoe (Secretary), Danny Gravitt (Treasurer), Larry Still

OTHERS PRESENT: Jay Markwalter (DDA Staff), David Gussio (WTPMW), Private Citizens and Property Owners.

The Board members of the Lawrenceville Downtown Development Authority met on Monday, June 23, 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 7:05 pm.

2.0 – Quorum – It was determined that a quorum was not present at Call to Order, but it was noted that upon Kathy Monroe’s arrival there would be a quorum and any action would be contingent on Ms. Monroe’s approval*

3.0 – Minutes – Larry Still made a motion to approve the May 19 minutes, which was seconded by Danny Gravitt.

4.0 – Agenda Approval – Following the tentative approval of the minutes, there was a motion to approve the agenda from Larry Still, which was seconded by Danny Gravitt.

**Board Secretary Kathy Monroe arrived immediately following the pending approval of the minutes and agenda. Ms. Monroe voted to approve both the Minutes (Agenda item 3.0) and the Agenda (Agenda item 4.0). It was noted that both documents were officially approved by a quorum and the motions passed unanimously.*

5.0 – OLD BUSINESS

5.1 – Trolley Service Update

Jerry Moore gave the monthly trolley operations update including his advertising efforts to raise operational funding, the latest “Passenger Counts”, and sample customer rewards programs. Mr. Moore mentioned that LTTA email promotion had appeared to help increase the rider count. He reported that advertising rate sheets were still actively being distributed by Accent South Media.

5.2 – TSW Invoicing Clarification – Jackson Street Master Plan

David Gussio with Webb, Tanner, Powell, Mertz & Wilson offered explanations and clarification of invoice billing for the Tunnell Spangler Walsh Jackson Street project concept work. There was an issue regarding the timing of billing for certain portions of the concept design phase. The proper and present amount owed to TSW by the DDA is \$1,497.72. Mr. Gussio had a check prepared for the DDA Treasurer signature to pay the balance owed at this time. There will still be work required and additional expenses for the final production and completion of the master plan which is outlined in the TSW contract of work; however, the project is currently on hold with no recent direction from the DDA to TSW.

6.0 – NEW BUSINESS

6.1 – Official Name Nominations for Individuals Honored on Heritage Trail for DDA recommendation to City of Lawrenceville.

Following last month's report that the city had approved the DDA recommendation to name the walking trails the "Heritage Trail" and to honor numerous individuals along the route, Chairman Reedy opened discussion for ideas regarding the proper procedures for the public to present nominations to the DDA for approval and be further recommended to the City Council. It was determined that Chairman Reedy and DDA staff would draft a set of procedures for the process and report back to the Board for approval at next month's meeting.

6.2 – Discussion of Future Agenda Items

Additional issues brought forward by the Board to be discussed for the future included a Welcome Center Update, Park Space Planning Status, Signage Improvements follow-up, LTТА activities update, and Chairman Reedy would still like to find the appropriate month to consider hosting Paul Kreager with the UGA Fanning Institute and Development Authority Training program at UGA to provide insight for possible DDA income streams. The Board would also like to continue receiving reports on the Trolley service progress.

7.0 - Citizen Comments

A number of property owners and downtown business owners were present to express their opinion that there is a need for additional activities and economic development efforts such as special events to promote the downtown Lawrenceville area for both business leasing and visitor spending. There was an open discussion with the Board regarding the positive impression of current activities produced by the LTТА, but there was an opinion (expressed by downtown business representatives) that there generally needs to be more constant activity – such as special promotional events.

There were no further citizen comments.

8.0 – Adjournment – The meeting was adjourned at 9:03 pm with a motion from Danny Gravitt and a second from Kathy Monroe. The motion to adjourn passed unanimously.

Respectfully submitted by Jay Markwalter.