

**Lawrenceville Downtown Development Authority  
Board Meeting Minutes  
January 26, 2009**

**DDA MEMBERS PRESENT:** Mike Reedy (Chair), Danny Gravitt (Treasurer), Larry Still, Mary Kay Jordan, Parker Gann, John Heard

**OTHERS PRESENT:** Jay Markwalter (DDA Staff), David Gussio (WTPMW), Mayor Rex Millsaps, Mike Crow (City Council), Marie Besier (City Council), Todd Vaught (Sky Design), Private Citizens and Property Owners.

The Board members of the Lawrenceville Downtown Development Authority met on Monday, January 26, 2009 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 7:06 pm and welcomed new Board member Parker Gann to the Board of Directors.

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

**3.0 – Minutes** – Larry Still made a motion to approve the November 24<sup>th</sup> minutes, which was seconded by John Heard. The motion passed unanimously.

**4.0 – Agenda Approval** – Following the approval of the minutes, the agenda was approved with a motion from Danny Gravitt, which was seconded by Parker Gann. The motion passed unanimously.

Prior to Old Business, DDA staff notified the board that February's board meeting would need to include **Officer Elections** and the Board would need to determine Board member training dates and requirements for board member training.

**5.0 – OLD BUSINESS**

**5.1 – Way-finding / Directional Signage System Update**

Mike Reedy called on Randy and Cindy Sutt with local marketing / design firm Rock Paper Scissors to discuss branding elements of signage programs. Randy Sutt emphasized the importance of branding a city with a uniform image campaign. Cindy Sutt mentioned that Sky Design was an excellent choice of consulting companies and that Rock Paper Scissors could work with Sky Design to brand the city and be the liaison to the city with a combination of efforts. As requested by the Board, David Gussio presented a draft contract between the DDA and Sky Design and mentioned that he had clarified some answers to specific sections with Todd Vaught (Sky Design). John Heard mentioned that he would like to see examples of construction documents as reference for the scope of work and as a sample of the type master plan Sky Design would be providing. Todd Vaught stated that he will provide samples to the DDA office for Board members to review. John Heard made the motion to table the contract approval until February. Parker Gann seconded the motion. The motion passed unanimously.

**5.2 – Per Drink Excise Tax / DDA Funding – Collections Report**

Mike Reedy asked Mayor Millsaps to present the first alcohol tax check from the City to the DDA. Mayor Millsaps presented the DDA with a check representing the Per Drink Excise Tax collections of October 2007 to December 2008 for \$48,700.

### **5.3 – DDA Accounting Services – RFP Report**

David Gussio reported that there had been one bid at \$3,150 from the RFP which is an annual rate for accounting services. There had only been one response from a company in Duluth. John Heard mentioned that he would like to see at least three bids. Parker Gann suggested that maybe Mayor Millsaps could suggest some local accounting firms in the city. Parker Gann made a motion to deny the contract and rebid to receive a minimum of three bids. John Heard seconded the motion. The motion passed unanimously.

### **5.4 – “Heritage Trail” Dedications Nomination Status**

There was an open discussion regarding ideas for nominations guidelines and names of individuals to be honored along the trail; however, the issue was directed to committee work for further discussion. John Heard suggested that the Board or members of the Board meet as a committee task group to discuss the trail dedication and guidelines and report back to the Board in February. Parker Gann seconded the motion followed by full board approval.

### **5.5 – Mayor Jule Oakes House – Visitor Welcome Center Update**

Chairman Reedy announced that the City had approved the funding of the Oakes house renovation for the Welcome Center, and DDA staff offered that an estimated start date (as given by the City Engineer Paul Austin) was mid-February. Danny Gravitt asked if the utilities would be underground for a cleaner look for those services. David Gussio mentioned that at this time the City Attorney’s office had not seen the final contracts from the City Engineer between Hogan Construction and the City.

## **6.0 – NEW BUSINESS**

### **6.1 – LTТА Operations Report**

At the suggestion of Chairman Reedy and LTТА Staff, the LTТА Operations report was tabled to allow more time and to be placed first on the agenda for February. Larry Still made the motion to table the report and John Heard seconded the motion followed by full board approval.

### **6.2 – Historic Courthouse County / City Lease Discussion**

John Heard introduced the idea of the City of Lawrenceville taking over the operations of the Gwinnett Historic Courthouse (GHC) to gain control of the grounds events schedule and the Pike Street parking lot. Emory Morsberger asked to speak regarding the subject and mentioned that he knew of a company, Mike Leach, that would take care of the Courthouse Grounds for an estimated \$8,000 per year. Mary Kay Jordan stated that this particular issue needs much more thought and time to discuss the details of this negotiation and plan. Mayor Millsaps stated that in regards to any City funding to occupy the Gwinnett Historic Courthouse, the City contingency fund was down from \$1.4 million to \$239,000. Parker Gann made a motion that a committee of volunteers should be formed to discuss the options for an arrangement between the City and Gwinnett County for leasing and operating the historic courthouse. John Heard, Emory Morsberger, Mary Kay Jordan, and Mike Reedy volunteered to help investigate the opportunities associated with the City operating the GHC. Larry Still seconded Parker Gann’s motion to form the committee and the motion passed unanimously.

### **6.3 – Board Discussion – Future Agenda Items**

Agenda items need to include follow-up reports regarding LTTA operations, the Sky Design signage proposal and contract, DDA accounting service, and an ongoing Welcome Center Update.

**7.0 - Citizen Comments**

There were no further citizen comments.

**8.0 – Adjournment** – The meeting was adjourned at 9:01 pm with a motion from Mary Kay Jordan and a second from Larry Still. The motion to adjourn passed unanimously.

**Respectfully submitted by Jay Markwalter.**