

**DOWNTOWN DEVELOPMENT AUTHORITY
LAWRENCE VILLAGE HALL
August 23, 2017**

Present: Mary Webster, Kim Thompson, Steve Petersen, Gary Barton, Roy Cogar, Dale Gribler

Absent: Dave Quick, Don Hanson, Donna Taylor

Also: Dan Faulkner

Motion by Webster, Support by Petersen to approve the Minutes from July 26, 2017 as presented. All aye. Motion carried.

Treasurer's report: Thompson presented the financial reports. Recommends adding GL accounts to clarify the financial reports. All agreed to add accounts based on the DDA plan and budget.

Thompson presented bank reconciliations for month ended July 31, 2017. Based on the current method of recording expenses and revenues, only items that have cleared the bank were on previous reports. The recommended method reflects the accrual basis and shows outstanding deposits or checks. Thompson and Faulkner will meet with Village Treasurer Pat Alburtus and Office Manager Kim Babcock to discuss changing the procedure to reflect accrual basis accounting.

| | Bank Balance |
|-----------------|--------------|
| DDA | \$30,403.90 |
| Farmer's Market | \$ 586.03 |

Thompson presented Balance Sheet and Income/Expense reports for activity January-July, 2017. She will provide using Quick Books until such time as reports can be generated by BS&A

Expenses: The following were presented for approval

| | | |
|----------------------|------------|----------------|
| Village of Lawrence | \$ 34.36 | Water/Sewer |
| Village of Lawrence | \$ 723.23 | Kumo Electric |
| Main Street Lighting | \$5,790.00 | Light Fixtures |
| All Phase Electric | \$ 821.45 | Wiring & Wire |

Motion by Webster, supported by Barton to pay all bills as presented. All aye. Motion carried.

Motion by Barton, supported by Webster to approve Thompson to order new 3-part business checks. All aye. Motion carried.

Motion by Webster, supported by Barton to approve the Treasurer's report as presented. All aye. Motion carried.

Streetscape Report:

The railing at the Freedom Bar & Grill has been installed. The DDA would like to recognize Glen & Doug Thompson, John Lanphere and Roy Cogar for their efforts in bring this to completion.

Lighting Report:

- Only three lights were included in the quote from All Phase Electric along with the electric panel.
- The electric panel is now installed.
- 5 additional lights need to be installed.
- 1 more is required and 1 for a spare for a total of two that need to be ordered. Motion by Webster, supported by Petersen to order 2 lights up to \$2,800. One of which should be reimbursed by the insurance company for the light destroyed in a car collision accident. All aye. Motion carried.

Farmer's Market Report

Steve Petersen provided the report. Jan Petersen requested a \$800 cash advance to the Farmer's Market for vendor payments until such time as the Village receives reimbursement from the agencies. Motion by Cogar, supported by Barton to approve the expenditure.

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Jan Petersen requested reimbursement of Vineyard Press advertising at a cost of \$219. Motion by Barton, supported by Webster to approve the reimbursement. All aye. Motion carried.

Old Business:

None

New Business:

A proposal was received regarding the DDA-owned building to use as a retail business for screen printing and embroidery. They propose removing the south and west brick walls and replace them with post and metal walls. Their offer is \$1.00. Thompson will provide an accounting of expenses associated with the building since the acquisition on September 26, 2013 to current.

Special meeting on August 30, 2017 at 6pm to discuss the proposal and meet with David Lamp and Daniel Hossler at 6:30pm

Motion by Barton, 2nd by Petersen to adjourn at 9:04 p.m. All aye. Motion Carried.

Respectfully submitted,

Kim J Thompson
Secretary