

**DOWNTOWN DEVELOPMENT AUTHORITY
LAWRENCE VILLAGE HALL
September 27, 2017**

Present: Mary Webster, Kim Thompson, Steve Petersen, Dale Gribler, Dave Quick, Don Hanson, Donna Taylor

Absent: Gary Barton, Roy Cogar

Also: Dan Faulkner

Motion by Hanson, Support by Webster to approve the Minutes from August 23, 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 will present the financial statements for August and September at the October monthly meeting. Thompson and Faulkner met with Pat Alburtus and Kim Babcock to discuss changing the accounting procedures to reflect accrual basis accounting. Thompson presented the bank balances as follows:

	Bank Balance
DDA	\$33,422.71 less outstanding checks of \$7,236.46
Farmer's Market	\$ 586.03

Motion by Webster, Support by Hanson to accept the preliminary treasurer's report. All aye. Motion carried.

Thompson presented the follow expenses for approval:

Thomsen Construction	\$ 78.44	Handicap railing
LTW	\$543.58	Handicap railing

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

Streetscape/Lighting Report:

- The Village and DDA have paid their portion of the lighting and sidewalk project by the Freedom Bar & Grill (FB&G). ~~The FB&G portion, including the apron, curb and three additional lights south of the drive remain outstanding.~~ Motion by Taylor, Support by Webster to approve the quote from Isom Concrete of \$4,35075 (pending discussion and agreement of cost share by Roy Cogar). Roll call vote. All aye. Motion carried.
 - DDA share \$ 900 (bases)
 - FB&G share \$3,452,500 (approach)
 - Undetermined \$ 975 (curbing)

Farmer's Market Report:

- Jan Petersen provided the report. Jan Petersen requested an expense reimbursement of \$109.40 for the August newspaper ad. Motion by Webster, Support by Hanson. All aye. Motion carried.
- The DDA board requested that Jan have future invoices billed directly to the DDA to be paid by the DDA directly vs. expense reimbursement requests. Jan will use this method for the September ad.

Old Business:

- The special meeting that was originally scheduled for August 30, 2017 was canceled after the purchase proposal of the DDA building was withdrawn.
- Comments that the Ox Roast fireworks were great and we hope to see them again.
- A Thank You proclamation was made to Thomsen Construction, LTW and FB&G regarding the handicap railing project at the FB&G.

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New Business:

- Holiday banners and brackets for 6 poles will cost approximately \$1,156. The existing quote will need to be revised to include the flag brackets that will also need to be installed. Motion by Webster, Support by Taylor to approve the purchase up to a cost of \$1,700. All aye. Motion carried.
- Orange LED lights for Halloween will cost an estimated \$150. Motion by Taylor, Support by Petersen to contribute \$5 per pole, not to exceed \$150. All aye. Motion carried.
- The Village Trick or Treat for Halloween will be on Tuesday, October 31, 2017 from 5:30pm to 7:00pm.

Motion by Hanson, 2nd by Gribler to adjourn at 8:20 p.m. All aye. Motion Carried.

Respectfully submitted,

Kim J Thompson
Secretary

[Approved 10/25/17](#)