

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
CITY OF SNELLVILLE, GA
MEETING NOTICE
Agenda**

TYPE OF MEETING

- SPECIAL CALLED
 REGULAR MONTHLY MEETING
 CALLED

- (X) A QUORUM OF THE MEMBERS OF THE FOLLOWING PUBLIC AGENCIES MAY BE IN ATTENDANCE AT THIS MEETING:**
(X) MAYOR & COUNCIL
(X) DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE
(X) DEVELOPMENT AUTHORITY OF SNELLVILLE
(X) URBAN REDEVELOPMENT AGENCY OF SNELLVILLE

DATE OF NOTICE: Monday, September 19, 2022
DATE OF MEETING: Wednesday, September 21, 2022

TIME OF MEETING: 4:00 PM
LOCATION: Snellville City Hall – 2nd Floor, Room 259

AGENDA:

I. CALL TO ORDER

II. MINUTES

- A. August 17 Meeting
- B. September 7 Meetings

III. REPORTS

- A. Financial, Dan LeClair
- B. Cobblestone, Angie Strickland and Larry Kaiser
- C. Grove, Matthew Pepper

IV. NEW BUSINESS

V. OLD BUSINESS

- A. Discussion on progress of Cobblestone Capital Improvement Project.

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

- The next regular meeting is on October 19, 2022 at 4 PM at City Hall.
The Metro Atlanta Redevelopment Summit is on October 13, 2022 at the Studio Movie Grill.
The Peer Redevelopment Tour is on November 17-18 in Greenville, South Carolina.

VIII. PUBLIC COMMENTS

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
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IX. ADJOURNMENT

NOTIFICATION:

GWINNETT DAILY POST	11:40 AM	9/19/2022
ATLANTA JOURNAL "GWINNETT EXTRA	11:40 AM	9/19/2022

As set forth in the Americans with Disabilities Act of 1992, the City of Snellville does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Butch Sanders, 2342 Oak Road, Snellville, Georgia 30078 has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice Regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

The City of Snellville will assist citizens with special needs given proper notice (seven working days). Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Snellville should be directed to ADA Coordinator, 2342 Oak Road, Snellville, Georgia 30078, telephone number 770-985-3503.

EXECUTIVE SESSION

An Executive session may be called to discuss pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the open meetings act pursuant to O.C.G.A. section 50-14-2-(1). Further, discussion may include future acquisition, disposition, contract to purchase, and lease of real estate, which is excluded from the open meetings act pursuant to

O.C.G.A. section 50-14-3-(4). Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. section 50-14-3-(6).

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
CITY OF SNELLVILLE, GA
MEETING MINUTES**

August 17, 2022

Members: Don Britt, Chairman; Dave Emanuel, Deborah Jones, Emmett Clower, and Dan LeClair. Billy Franklin and Rafiq Ukani were absent.

Guests: Angie Strickland, Cobblestone Property Manager; Larry Kaiser, Project Engineer with Collaborative Infrastructure Services; Collaborative Matthew Pepper, Assistant City Manager.

CALL TO ORDER

Mr. Britt called the meeting to order at 4:00 PM.

APPROVAL OF MINUTES

Ms. Jones made a motion, seconded by Mr. Clower, to approve the minutes for the meeting held on July 20, 2022. Five (5) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

Mr. LeClair provided the financial report for July 2022.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Office Park. Regarding suite D-102, Mr. Strickland stated that the insurance company has been unresponsive in resolving the Authority's liability claim to make repairs to the suite. In response, the Authority will instruct the City Attorney to send a letter to the insurance company asking for a response to the pending claim. In addition, the Authority reached a consensus that Ms. Strickland should show the D-102 "as is" and negotiate with potential tenants on the scope of the improvements (e.g. – painting, flooring).

In the report, Ms. Strickland requested an 8% increase in her hourly rate. The Authority will review her request at a Special Called Meeting scheduled for a time when all members can be present. Mr. Pepper will contact the Authority members with a date for the Special Called Meeting.

The Authority discussed implementing a plan to increase the cost per square foot on lease renewals.

The Grove Report

Mr. Pepper provided a report on the Grove project.

NEW BUSINESS

Consideration and Action on Lease with THRIVE Coworking

The Authority reviewed the sub-lease agreement with THRIVE Coworking to lease 14,000 square feet of space on the second floor of the library.

Mr. Clower made a motion, seconded by Mr. Emanuel, that the Authority approve, and authorize Mr. Britt to sign, the sub-lease agreement with THRIVE Coworking to occupy 14,000 square feet of the second floor of the new library. Five (5) in favor and zero (0) opposed.

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
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MEETING MINUTES**

OLD BUSINESS

Discussion on Progress of Cobblestone Capital Improvement Project

Mr. Kaiser presented the project engineer’s monthly progress report on the Cobblestone Capital Improvement Project. During the presentation, Mr. Kaiser shared an alternative for replacing the existing sideboard with hardiplank. The alternative included eight (8) feet sections of hardiplank with trim on all four (4) sides and three (3) vertical trim pieces equal distance apart. The Authority requested that Mr. Kaiser ask Multiplex LLC to complete a mockup of the alternative on Building C. The Authority would then review the mockup onsite and decide on their preferred installation style.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

Mr. Pepper reported that the Metro Atlanta Redevelopment Summit is on Thursday, October 13 at the Studio Movie Grill in Duluth. All present Authority members indicated that they plan to attend the event. Mr. Pepper will follow up with Mr. Franklin and Mr. Ukani.

PUBLIC COMMENTS

None

ADJOURNMENT

Mr. Clower made a motion, seconded by Mr. Emanuel, to adjourn. Five (5) in favor and zero (0) opposed, motion approved. The meeting adjourned at 5:17 PM.

Approved as presented.

<hr style="width:80%; margin:0 auto;"/> Downtown Development Authority, Chair	<hr style="width:80%; margin:0 auto;"/> Secretary
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**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS
SPECIAL CALLED MEETING
CITY OF SNELLVILLE, GA
MEETING MINUTES**

September 7, 2022

Members: Don Britt, Chairman; Dave Emanuel, Emmett Clower, Deborah Jones, Dan LeClair and Rafiq Ukani. Billy Franklin was absent.

Guests: Matthew Pepper, Assistant City Manager.

CALL TO ORDER

Mr. Britt called the meeting to order at 4:00 PM.

EXECUTIVE SESSION

Mr. Britt read the closed meeting notice into the record as follows:

- Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

Mr. Clower made a motion, seconded by Mr. Emanuel, to enter the Executive Session. Six (6) in favor and zero (0) opposed.

The meeting recessed at 4:01 PM.

The meeting reconvened at 4:20 PM.

Mr. Clower made a motion, seconded by Mr. Emanuel, to increase Angie Strickland's base salary by \$4,000 effective immediately. Six (6) in favor and zero (0) opposed.

ADJOURNMENT

Mr. Emanuel made a motion, seconded by Mr. Ukani, to adjourn. Six (6) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:23 PM.

Approved as presented.

<hr style="width: 80%; margin-left: auto; margin-right: 0;"/> Downtown Development Authority, Chair	<hr style="width: 80%; margin-left: auto; margin-right: 0;"/> Secretary
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**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS
EXECUTIVE SESSION
CITY OF SNELLVILLE, GA
MEETING MINUTES**

September 7, 2022

Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. Section 50-14-3(b)(2).

Members: Don Britt, Chairman; Dave Emanuel, Emmett Clower, Deborah Jones, Dan LeClair and Rafiq Ukani. Billy Franklin was absent.

Guests: Matthew Pepper, Assistant City Manager.

Mr. Britt called the meeting to order at 4:01 PM.

The Authority discussed a salary increase for an employee.

Mr. Clower made a motion, seconded by Mr. Ukani, to adjourn. Six (6) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:20 PM.

Don Britt, Chair

Matthew Pepper, Assistant City Manager

Cobblestone Report

September 21, 2022

Old Business:

- 1) D-102
 - a) Suite Remodel
 - i. Torres painted this suite.
 - ii. Staff will install vinyl flooring for \$1,788 as advertised, or carpet/LVT with an increase to \$2,200-\$2,500 per month. Rabern quoted \$5,210 to remodel the suite.
 - b) Liability Insurance Claim
 - i. Insurance company denied our claim stating it was the responsibility of the tenant's renter's insurance to cover. Consequently, the City Attorney recommends that the Authority require all tenants to have renter's insurance. City Attorney will respond to the insurance company.
 - ii. Staff recommends that the Authority reconsider their previous decision and require each tenant to acquire to renter's insurance as part of the lease.
 - iii. City Attorney informed the tenant's lawyer that the Authority will not refund the security deposit.
- 2) Plumbing – All buildings have had drains and P traps cleaned out.

New Business:

- 1) HVAC – Staff has begun process to replace all of the filters for the whole complex.
- 2) Marketing
 - a) Staff has created our new flyer and has updated our available space on Facebook.
 - b) E-202 – Monica will post this flyer on her personal social media platforms and with medical contacts. Her fee is reasonable at \$50 per hour and the social media service is \$30-40 per month. Staff will split a “signed lease fee” with her for a signing tenant that she brings to us.

Available Suites (seven spaces):

Medium/Large:

- 1) C-201 – 1,362 sf; rent – \$2,343
- 2) D-102 – 1,108 sf; rent – \$1,788 with vinyl flooring.
- 3) F-200 – 841 sf; rent – \$1,296. To replace flooring is \$3,210; needs new paint. New rent - \$1,401+.

Executive Suites:

Second Floor:

- 1) C-216/217 – 416 sf; rent – \$765. \$1,200 to replace carpet. New rent – \$1,035. We painted one room.
- 2) C-214 – 180 sf
- 3) C-211 – 163 sf; vacated August 31.

First Floor:

- 1) D-100A (updated) – 280 sf; rent – \$735 plus extra storage available.