

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

Agenda

TYPE OF MEETING

- () SPECIAL CALLED
(X) REGULAR MONTHLY MEETING
() CALLED

**(X) A QUORUM OF THE MEMBERS OF THE FOLLOWING PUBLIC
AGENCIES MAY BE IN ATTENDANCE AT THIS MEETING:**

- () MAYOR & COUNCIL
(X) DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE
() DEVELOPMENT AUTHORITY OF SNELLVILLE
() URBAN REDEVELOPMENT AGENCY OF SNELLVILLE

DATE OF NOTICE: Tuesday, June 10, 2025

DATE OF MEETING: Monday, June 16, 2025

TIME OF MEETING: 4:00 PM

LOCATION: Snellville City Hall – 2nd Floor, Room 259

AGENDA:

I. CALL TO ORDER

II. MINUTES

- A. Approval of May 21, 2025 Regular Meeting Minutes

III. REPORTS

- A. Financial Report
B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park
C. The Grove Report, Jan Harris, Downtown Development Director

IV. NEW BUSINESS

- A. Consider board officer positions
B. Consider updating bank account signature authorizations

V. OLD BUSINESS

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

The next regular meeting is scheduled for Wednesday, July 16, 2025 at 4 PM at City Hall.

VIII. PUBLIC COMMENTS

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
CITY OF SNELLVILLE, GA
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IX. ADJOURNMENT

NOTIFICATION:

GWINNETT DAILY POST

2.30 PM

6/10/2025

ATLANTA JOURNAL "GWINNETT EXTRA"

2.30 PM

6/10/2025

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. Matthew Pepper, 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**

Wednesday, May 21, 2025

Members: Don Britt, Chair; Norman Carter, Jr., Emmett Clower, and Jamey Toney were present. Dan LeClair, Deborah Jones, and Rafiq Ukani were absent.

Guests: Matt Pepper, City Manager; Mercy Montgomery, Assistant City Manager; Jan Harris, Downtown Development Director; Angie Strickland, Cobblestone Office Park Property Manager; Jay Crowley, City Attorney; and Ramon Gonzalez, Thrive Co-Founder and CEO

CALL TO ORDER

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

MINUTES

Mr. Clower made a motion, seconded by Mr. Carter, to approve the minutes for the meeting held on April 16, 2025. Four (4) in favor and zero (0) opposed, motion approved.

REPORTS

- A. Financial Report Ms. Montgomery provided the financial report for April, 2025.
- B. Cobblestone Report Ms. Strickland provided a report on the Cobblestone Property.
- C. The Grove Report Ms. Montgomery provided a report on the Grove project.

NEW BUSINESS

None

OLD BUSINESS

None

EXECUTIVE SESSION

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

- To authorize negotiations to purchase, dispose of, or lease property; authorize the ordering of an appraisal related to the acquisition or disposal of real estate; enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote; or enter into an option to purchase, dispose of, or lease real estate subject to approval in a subsequent public vote, which is excluded from the Open Meetings Act pursuant to Section 50-14-3(b)(1)
- 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. Toney to enter the Executive Session. Four (4) in favor and zero (0) opposed.

The board entered into Executive Session at 4:20 PM.

CITY OF SNELLVILLE, GA MEETING MINUTES

Mr. Clower made a motion, seconded by Mr. Toney to exit the Executive Session. Four (4) in favor and zero (0) opposed.

The board exited Executive Session at 4:47 PM.

Mr. Toney made a motion, seconded by Mr. Clower to amend the agenda to add two items: (1) discussion of a request by Thrive OC Snellville, LLC for a first amendment to the lease agreement, and (2) discussion of a salary increase for an employee. Four (4) in favor and zero (0) opposed.

Mr. Clower made a motion, seconded by Mr. Toney, to approve the first amendment to the lease agreement with Thrive OC Snellville, LLC. Four (4) in favor and zero (0) opposed.

Mr. Toney made a motion, seconded by Mr. Clower to approve a 9% increase to Cobblestone Office Park Property Manager Angie Strickland's base salary. Four (4) in favor and zero (0) opposed.

ANNOUNCEMENTS

The next regular meeting is scheduled for Wednesday, June 18th at 4 PM at City Hall.

PUBLIC COMMENTS

None

ADJOURNMENT

Mr. Carter made a motion, seconded by Mr. Toney, to adjourn. Four (4) in favor and zero (0) opposed, motion approved.

The meeting adjourned at **4:55 PM.**

Approved as presented.

Downtown Development Authority, Chair	Secretary

**Cobblestone Report
Snellville DDA
June 16, 2025 Meeting**

REPORTS

B. Cobblestone Report

Property Management

The scope of emergency repair work has expanded as a result of crews saw cutting the concrete at the 2nd floor stairs of Building E. Examination of the galvanized pan located under the concrete walkway indicated significant deterioration resulting in no structural support for the concrete. Ten foot on center cores will be taken in several locations to further ascertain the existence of any further deterioration of the galvanized pans supporting the 2nd floor walkways. These cores will be filled with quick set after each is assessed. This assessment process will most likely carry through to all buildings. The crack sealant work has been completed. The schedule for the replacement of the deteriorated pans is directly tied to the availability of replacement steel plates. This work is scheduled to begin on Saturday, June 28th. Staff is managing repair work to ensure completion and restore access to stairways for tenants. The work is being done by Multiplex and the cost is being shared by Cobblestone and the City.

Work to repair and/or replace older HVAC units continues. C-101 and C-103 units have been replaced. The compressor serving C-200 Executive Suites went out and has been replaced.

Several original fluorescent light fixtures have been replaced in G-102 and D-201/202. Staff notes the need for original light fixture replacement complex-wide due to age.

The remodeling of E-102 has begun with the removal of flooring and wall patching/repainting. The next project includes the updating of the restrooms and kitchen. This work should be completed before the space is advertised for lease. Target completion date is July 1st.

Marketing and Leasing

Staff (Cobblestone and City) continue to work with A Better Sign Company on the new monument sign.

Available Spaces

C-100 is leased starting July 1st with a 3-year commitment.

Staff received one call for space since the May meeting.

Open spaces -7:

- Executive Suites C-214
- Executive Suites C-215
- F-201
- G-200
- G-201
- G-202
- E-102