

**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, December 12, 2022  
DATE OF MEETING: Wednesday, December 14, 2022  
  
TIME OF MEETING: 4:00 PM  
LOCATION: Snellville City Hall – 2<sup>nd</sup> Floor, Room 259

**AGENDA:**

**I. CALL TO ORDER**

**II. MINUTES**

**III. REPORTS**

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

**IV. NEW BUSINESS**

- A. Consideration and Action on the Authority’s appointments for the Snellville Tourism and Trade (STAT) Board.
- B. Discussion on the Authority’s current vacancy.

**V. OLD BUSINESS**

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

**VI. EXECUTIVE SESSION**

**VII. ANNOUNCEMENTS**

The next regular meeting is on January 18, 2023 at 4 PM at City Hall.

**VIII. PUBLIC COMMENTS**

**IX. ADJOURNMENT**

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

**NOTIFICATION:**

GWINNETT DAILY POST	12:05 PM	12/12/2022
ATLANTA JOURNAL "GWINNETT EXTRA	12:05 PM	12/12/2022

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**

November 16, 2022

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

Guests: Matthew Pepper, Assistant City Manager.

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Mr. Clower made a motion, seconded by Ms. Emanuel, to approve the minutes for the meetings held on October 19, 2022 and November 10, 2022. Five (5) in favor and zero (0) opposed, motion approved.

**REPORTS**

Financial Report

Mr. LeClair provided the financial report for October 2022.

Cobblestone Report

Ms. Pepper provided a report on the Cobblestone Office Park.

The Grove Report

Mr. Pepper provided a report on the Grove project.

**NEW BUSINESS**

Consideration and Action on the Authority's Appointments for the Snellville Tourism and Trade

Mr. Britt informed the Authority that they are responsible to make recommendations on appointees for two of the seats on the Snellville Tourism and Trade (STAT) Board. Both of the seats have been recently vacated. Mr. Britt has received two applications for appointment. He will review the applications with the Authority at the December meeting.

Discussion on City Attorney Involvement in DDA Business

During the discussion, the Authority reached a consensus that they will decide as a body when they will invite the City Attorney to a meeting. In addition, the Authority reached a consensus that Mr. Britt, Ms. Strickland, or Mr. Pepper will communicate directly with the City Attorney on behalf of the Authority.

**OLD BUSINESS**

Discussion on Progress of Cobblestone Capital Improvement Project

Mr. Pepper presented the project engineer's monthly progress report on the Cobblestone Capital Improvement Project. During the discussion, Mr. Pepper reported that the contractor has replaced all of the gutters and the fascia board outlined in the contract. The last major task is to paint the exterior wood surfaces (e.g. – soffit, fascia, and siding). The project should be completed by December 31, 2022 (weather permitting).

Discussion on Revised Lease for the Hall at the Grove

Mr. Pepper reviewed the new terms for the lease agreement with the Vigor Group for the build out and subsequent operation of the Hall at the Grove.

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

Consideration and Action on Smoke Detector Maintenance at Cobblestone

Mr. Pepper followed up with the Authority on the City Attorney’s opinion that the liability to replace the existing smoke detectors falls on the Authority. Mr. Pepper reported that Ms. Strickland has begun the process to replace 21 smoke detectors that she had identified as expired.

Discussion on Website for Cobblestone Suites

Mr. Pepper reported that staff has added information regarding the availability of suites at Cobblestone. He requested that the Authority members review the new information and provide any feedback.

Discussion on Rent Adjustment Plan for the Cobblestone Property

The Authority reviewed the rent adjustment plan for the Cobblestone property for 2023. The Authority requested that Ms. Strickland implement the plan as outlined when discussing renewal options with tenants.

**EXECUTIVE SESSION**

None

**ANNOUNCEMENTS**

The Authority rescheduled the December meeting to Wednesday, December 14, 2022.

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Mr. Clower made a motion, seconded by Mr. LeClair, to adjourn. Five (5) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:56 PM.

Approved as presented.

<hr style="width:80%; margin:auto;"/> Downtown Development Authority, Chair	<hr style="width:80%; margin:auto;"/> Secretary
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# Cobblestone Report

December 14, 2022

## **Old Business:**

- 1) D-102 Liability Insurance Status
  - a) The City Attorney sent the follow up letter on December 9, 2022. He will update us when the response comes.
- 2) Landscaping for Building C
  - a) We do not have funding to put bushes on the side of Building C. We have some water standing. Staff will pine straw this area. Once Building C is painted, staff will replace railroad ties with timbers for safety and aesthetics.

## **New Business:**

- 1) Mailboxes
  - a) Mailboxes were not in the bid package. Torres will clean and paint, and replace the letters. We will paint them in the same color as the doors: Morris Room Gray (dark gray with tan undertone). We will repaint the posts at this time, too. New tenants will use new colors for signs.
- 2) Brass Exterior Door Lights
  - a) The brass exterior door lights are in poor condition. We can try to polish them. Painting is not an option, inside is intricate to tape and spray. It would be more than \$70 a piece to paint. We can buy a new one for that. Staff requests input from the Authority on replacing the exterior lights on one (1) building per month.
- 3) D-102 Flooring Issues
  - a) The new peel and stick floor in D-102 was defective. Torres received a refund from the manufacturer, and gave us the refund back towards the new flooring. Staff used an old floor vendor with discount and bought new, upgraded flooring for \$600 more with vapor layer underneath. \$1,900 for the tear out and install of the flooring.

## **Available Space (five spaces):**

Medium/Large:

- 1) C-201 – 1,362 sf; rent – \$2,343
- 2) F-200 – 841 sf; rent – \$1,296

## **Executive Suites:**

- 1) **C-216/217** – 416 sf; rent – \$795, \$1035 with new carpet. One (1) young start up called on this suite.
- 2) **C-214** – 190 sf; rent – \$490
- 3) **C-211** – 163 sf; rent – \$420. One (1) call on this suite.



# Application for Nomination to the Board of Directors of the Snellville Tourism and Trade Association (STAT)

678-639-3902 work

Name: Liz Jackson Daytime Phone: 919-314-7305 cell

Home Address: 5946 Gaines St.

City: Norcross ZIP: 30071 Home Phone: \_\_\_\_\_

liz.jackson@piedmont.org

I am: (Check all that apply)

- A resident of Snellville
- A resident of Gwinnett County
- A Snellville Property Owner

Property Address(es): \_\_\_\_\_

A Snellville Business Owner Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

An Employee of a Snellville Business Business Name: Piedmont Eastside

Address, Position: 1700 Medical Way, Snellville, GA 30078

Director of Community Relations

An Elected Member of Government Elected Position: \_\_\_\_\_

Available for meetings on the 3rd Monday, every month from 6:00 - 7:00 p.m.

Available to be interviewed by the Nominations Committee after **October 17, 2022**

A member of the Snellville Tourism & Trade

Community Involvement: (Check all that apply, and describe)

- Served on Committees Recently relocated to Georgia from North
- Worked on Projects Carolina and I'm looking forward to
- Participated in Events getting plugged into the community here.
- Financial Contributions \_\_\_\_\_

Other Organizations to which I belong or volunteer include: \_\_\_\_\_

Interests/Hobbies/Talents/Skills:

Running, triathlon, travel

Why are you interested in serving on the STAT Board?

Snellville is integral to Piedmont Eastside's mission and in my role as community relations director I want to be sure and be connected with STAT.

Main areas of interest:  Farmers' Market  Events  Business Promotion  Spirit Magazine  
 Commerce Club

I will allow my name to be submitted for consideration in service to the Snellville Tourism and Trade Association (STAT); and as a member of the Board of Directors, I agree to:

- Be a Classic member in good standing by October 1<sup>st</sup> to qualify.
- Attend all possible regular monthly Board meetings, committee meetings, annual planning retreat, and any special meetings as required;
- Enter into full discussion and participation in policy decisions affecting the Association and its purposes;
- Accept responsibility for assignments and offer suggestions on programming or operations;
- Maintain matters of confidence when directed;
- Serve the Association, working for its overall wellbeing and that of the City of Snellville.

Signature

*L. Jackson*

Date

7/27/2022

Mail completed application by **October 14, 2022** to:

STAT

P.O. Box 669

Snellville, GA 30078



## Application for Nomination to the Board of Directors of the Snellville Tourism and Trade Association (STAT)

Name: Heather Klaiber Daytime Phone: 214-293-6244

Home Address: 1615 Little Lisa Ln

City: Snellville ZIP: 30078 Home Phone: 214-293-6244

I am: (Check all that apply)

- A resident of Snellville
- A resident of Gwinnett County
- A Snellville Property Owner

Property Address(es): 1615 Little Lisa Ln, Snellville, GA 30078

A Snellville Business Owner Business Name: Klaiber Appraisal Services, LLC

Address: 1615 Little Lisa Ln, Snellville, GA 30078

An Employee of a Snellville Business Business Name: PetroVal, Inc.

Address, Position: 2289 Glenmore Ln, Snellville, GA 30078 / Contract Employee/Appraiser

An Elected Member of Government Elected Position: \_\_\_\_\_

Available for meetings on the 3rd Monday, every month from 6:00 -7:00 p.m.

Available to be interviewed by the Nominations Committee after October 17, 2022

A member of the Snellville Tourism & Trade

Community Involvement: (Check all that apply, and describe)

Served on Committees \_\_\_\_\_

Worked on Projects \_\_\_\_\_

Participated in Events \_\_\_\_\_

Financial Contributions \_\_\_\_\_

Other Organizations to which I belong or volunteer include: Cannon Church Board of Trustees, Brookwood Schools Foundation Secretary, Snellville Performing Arts Parent Board, Prior Craig ES PTA Fundraising Chair (3 yrs)



**Interests/Hobbies/Talents/Skills:** My degree from the College of Charleston is in Business with a concentration in Hospitality and Tourism. I have served on the Atlanta Hospitality Alliance Board (2012)

and am currently on the Board of Trustees at Cannon Church, as well as an announcer at Cannon Church on Sunday mornings. I enjoy planning events, working and serving in the community.

**Why are you interested in serving on the STAT Board?**

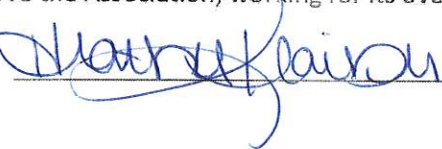
I have always been involved in the hospitality industry. I started as a meetings and conventions manager for Hilton in Charlotte, then as an event planner for a small company, before getting started as a commercial real estate appraiser specializing in the hospitality industry in Dallas, TX. We moved here to Atlanta when I opened the Snellville Office of HVS in 2006. I would love to be more involved in the Snellville community and am excited about STAT.

**Main areas of interest:**  Farmers' Market  Events  Business Promotion  Spirit Magazine  
 Commerce Club

I will allow my name to be submitted for consideration in service to the Snellville Tourism and Trade Association (STAT); and as a member of the Board of Directors, I agree to:

- Be a Classic member in good standing by October 1<sup>st</sup> to qualify.
- Attend all possible regular monthly Board meetings, committee meetings, annual planning retreat, and any special meetings as required;
- Enter into full discussion and participation in policy decisions affecting the Association and its purposes;
- Accept responsibility for assignments and offer suggestions on programming or operations;
- Maintain matters of confidence when directed;
- Serve the Association, working for its overall wellbeing and that of the City of Snellville.

Signature



Date

7/20/2022

Mail completed application by October 14, 2022 to:

STAT  
P.O. Box 669  
Snellville, GA 30078

## HEATHER G. KLAIBER

1615 Little Lisa Ln  
Snellville, GA 30078

Telephone: (214) 293-6244  
klaiberh@gmail.com

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### PROFESSIONAL EXPERIENCE

**Klaiber Appraisal Services, LLC**, Snellville, Georgia

2018 -Present

*Owner*

Worked with two Clients, PetroVal and Total Appraisal Management & Review. As a contract employee for PetroVal work included acting as the appraisal coordinator. Appraisal Coordinator assignments included:

- Implementing a new appraisal management system including entering appraisal contractors, setting up passwords, entering appraisal data, coding appraisal types and design layouts, as well as design weekly reports to increase efficiency.
- Send weekly reports from the appraisal management system to contractors
- Manage appraisal calendar and assignments.
- Prepare appraisal reports for PetroVal Clients and upload to appropriate databases.
- Manage appraisal software system including DataComp and EDGE reports

**PetroVal, Inc.**, Snellville, Georgia

2018 -Present

*Appraisal Coordinator / Contract Appraiser*

**Total Appraisal Management & Review**, Austin, Texas

2013 -Present

*Contract Review Appraiser*

**Ernst & Young, LLP**, Atlanta, Georgia

2010 - 2013

*Manager - Transaction Real Estate*

Worked with senior management to develop reporting models in compliance with accounting and USPAP (Uniform Standards of Professional Appraisal Practice) standards. Assisted in the development of an ASC 805 model and narrative report for a multi-tenant office building. Member of the firm's Professional Women's Network.

- Conducted valuations for multiple property types including data centers, office buildings, vacant land, and industrial buildings throughout the United States.
- Prepared purchase price accounting (ASC 805) reports for multi-tenant office buildings.
- Assisted the firm's Audit team with both third-party Specialist (SAS73) and Client prepared valuation reviews for various reporting standards including fair value (ASC 820), purchase price allocations(ASC 805), impairment testing (ASC350 and 360), fresh start accounting and quarterly updates for asset types including residential developments, office and industrial buildings, vacant land, data centers, and apartment buildings.
- Developed a market research checklist, broker call guidelines, and various templates to assist staff on engagements.
- Reviewed and abstracted leases
- Achieved a rating of "exceeded expectations" on all mid-year and annual reviews.
- Highly proficient in ARGUS and Excel modeling.

**Navigant Consulting, Inc.**, Atlanta, Georgia

2008 - 2010

*Senior Consultant*

Worked with senior management to develop reporting models in compliance with accounting and USPAP (Uniform Standards of Professional Appraisal Practice) standards. Participated in client and auditor feedback sessions and prepared necessary revisions and memos addressing key issues. Member of the company's Green Policy Committee.

- Conducted valuations for multiple property types including hotels, office buildings, medical office buildings, and industrial buildings throughout the United States.
- Prepared purchase price accounting (ASC 805) reports for various commercial real estate assets, including hotels.
- Performed goodwill impairment testing valuations on various commercial real estate assets.
- Reviewed and abstracted leases
- Participate in due diligence gathering and development for litigation analyses reports.

**HVS International**, Atlanta, Georgia

2003 – 2008

*Vice President* (2005 – 2008)

Spearheaded the opening and development of Atlanta office; secured office space, recruited, hired, trained and managed all marketing, sales and advisory staff. Oversaw human resources functions.

Managed internal Job Development Committee including the development of new policies, procedures and trade tools.

- Increased Atlanta's presence in the marketplace through effective client networking and sales activities.
- Performed appraisals, feasibility studies, lease analysis, and market studies for over 100 assets for 2007.
- Developed elite product model used for complex, multi-function properties.
- Conducted extensive post Katrina research and analysis throughout the gulf coast region.
- Continued Senior Project Manager role

*Senior Project Manager*, Dallas/Fort Worth, Texas (2003 – 2005)

Led teams in writing and developing various analyses including Room Night Analysis (RNA), Discounted Cash Flow Analysis, Internal Rate of Return (IRR), Direct Capitalization, as well as various other financial analyses.

Performed detailed market and location studies in addition to appraisals in multiple geographic areas. Conducted interviews with various city officials, subject property and competitive property owners. Wrote descriptive narrative reports based on neighborhood analysis, market research, property aesthetics and assessments.

- Conducted financial analysis and completed detailed property value reports based on fieldwork to support overall findings and tax assessments of properties.
- Forecasted ten-year proforma from base year stabilized property value.
- Provided direct assistance to senior management in coordinating meetings and marketing projects.

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## EDUCATION & TRAINING

*Bachelor of Science: Business Administration, concentration in Hospitality & Tourism Management*

College of Charleston, Charleston, SC

### Certifications

Certified General Real Estate Appraiser – Georgia

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