

**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, April 17, 2023
DATE OF MEETING: Wednesday, April 19, 2023

TIME OF MEETING: 4:00 PM
LOCATION: Snellville City Hall – 2nd 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. Discussion on Authority Communication (Staff Reports, Cobblestone Updates, Email Addresses).

V. OLD BUSINESS

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

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

The next regular meeting is on May 17, 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

10:30 AM 4/17/2023

ATLANTA JOURNAL "GWINNETT EXTRA

10:30 AM 4/17/2023

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**

February 15, 2023

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

Guests: Fariz Morani, President, Access Loan Financing LLC; Angie Strickland, Cobblestone Property Manager; 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 Mr. LeClair, to approve the minutes for the meeting held on January 19, 2023. Six (6) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

Mr. LeClair provided the financial report.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Office Park. During the report, Ms. Strickland detailed the plumbing repair to the sewer main in front of Building D. Ms. Strickland reported that the plumber recommended that the trough (or channel) in the existing manhole be repaired. Mr. Pepper will review the recommendation with Larry Kaiser.

In addition, Ms. Strickland reviewed the proposed lease language for D-100A, E, and the D-100A Closet with the Authority. The Authority did not propose any changes to the language.

Ms. Strickland informed the Authority that she and Mr. Pepper met with an insurance agent to review the proposed lease language for insurance requirements. She will review the proposed language with the City Attorney.

Ms. Strickland reported that she has received minimal interest in Suite C-201 since the Authority approved an incentive package (first 2 months free with a one-year lease).

The Grove Report

Mr. Pepper provided a report on the Grove project.

NEW BUSINESS

Consideration and Action on the Authority's Recommendation to the Mayor and City Council for the Appointment to the Vacant Seat

Mr. Morani introduced himself to the Authority. During his introduction, he expressed his interest in serving on the Authority. The Authority discussed the current vacancy.

Mr. Clower made a motion, seconded by Ms. Jones, to recommend to the Mayor and City Council that James Toney be appointed to fill the vacant seat (Post 5) on the Authority. Six (6) in favor and zero (0) opposed, motion approved.

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

Consideration and Action on Vice Chairman Seat

Mr. LeClair nominated Mr. Clower to serve as the Vice-Chairman.

Mr. LeClair made a motion, seconded by Mr. Emmanuel, to appoint Emmett Clower as the Vice-Chairman of the Downtown Development Authority. Five (5) in favor with Mr. Ukani opposed, motion approved.

OLD BUSINESS

Discussion on Progress of Cobblestone Capital Improvement Project

Mr. Pepper reported that staff is preparing the punch list to review with Multiplex. He will keep the Authority updated on the progress.

Discussion on Library Site Visit

The Authority reached a consensus to schedule a site visit of the library at 4:15 PM on Tuesday, March 21. Mr. Pepper will confirm with the library's contractor the proposed date and time for the site visit.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

None

PUBLIC COMMENTS

None

ADJOURNMENT

Mr. Ukani made a motion, seconded by Mr. Emanuel, to adjourn. Six (6) in favor and zero (0) opposed, motion approved. The meeting adjourned at 5:02 PM.

Approved as presented.

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

Cobblestone Report

April 19, 2023

Old Business:

- 1) D-100A/E/Closet lease with Tropical Healthcare was signed for six (6) months. Staff asks the Authority to consider the following:
 - a) Relinquish any responsibility for common space in D-100. The Staff would only manage any delivery issue or other Tenant complaints.
 - b) The Authority would request that Tropical Healthcare take the entire D-100 space including the conference room, D-100B (current tenant vacates 5/1), and the kitchen. The tenant will pay all Electric/Gas to Walton EMC.
 - c) The approximate cost to rent the D-100 space is \$3,700 (not including utilities).

New Business:

- 1) Staff requests the Authority to consider tenant fit for occupancy of second floor suites:
 - a) Medical (second floor)
 - i) A Nurse Practitioner has expressed interest in can renting the second floor space.
 - ii) Services: hormone replacements, diabetes treatment, IV therapy, and Botox.
 - b) Pediatric Counselors (second floor)
 - i) Hospices/Home Health Care – Staff would like to discuss with the Authority some ground rules for executive suites and challenges associated with HHC businesses.

Available Space (five spaces):

Medium/Large:

- 1) C-201 – 1,362 sf; rent – \$2,343; one (1) call. Two (2) months free rent and advertised on Loopnet. Psychologists were interested in the suite for a satellite office.
- 2) F-200 – 841 sf; rent-\$1,296; Two (2) nurse practitioner calls and one (1) call from a pediatric counselor.
- 3) G-200 – 688 sf; rent – \$1,350; recently vacated and in good condition. Viewed twice. The two (2) nurse practitioners looked at both F-200 and G-200.

Executive Suites:

- 1) C-216/217 – 416 sf; rent – \$1,004; one (1) call on this suite.
- 2) C-211 – 163 sf; rent – \$475. Four (4) calls on this suite. Two (2) hospice calls.
- 3) D-100B – May 1, 2023.