

**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:

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

DATE OF NOTICE: Friday, May 10, 2024
DATE OF MEETING: Wednesday, May 15, 2024

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, DDA Treasurer, Snellville DDA
- B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park
- C. The Grove, Mercy Montgomery, Assistant City Manager, City of Snellville

IV. NEW BUSINESS

- A. Discussion on Lease Finalization and Related Contracting for Suite C-100
- B. Discussion on Proactive Maintenance: Plumbing in Building G
- C. Discussion on Inspection Policy

V. OLD BUSINESS

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

The next regular meeting is scheduled for Wednesday, June 19, 2024 at 4 PM at City Hall.

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
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NOTIFICATION:

GWINNETT DAILY POST	2:31 PM	5/10/2024
ATLANTA JOURNAL "GWINNETT EXTRA	2:31 PM	5/10/2024

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**

April 17, 2024

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

Guests: Angie Strickland, Cobblestone Property Manager; Mercy Montgomery, Assistant City Manager; Matthew Pepper, 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. Ukani, to approve the minutes for the meeting held on January 17, 2024. Six (6) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

Mr. Pepper provided the financial report for March 2024.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Property.

The Grove Report

Mr. Pepper provided a report on the Grove project.

NEW BUSINESS

Discussion on Exterior Door Lock for Executive Suite Tenants

Ms. Strickland reported to the Authority that one of the tenants that rents an Executive Suite in Building C has repeatedly left the exterior doors unlocked when the suite is unoccupied. Ms. Strickland further reported that this is a problem because it allows for unauthorized access to the suites being rented by other tenants. She has addressed this concern with the tenant previously and communicated with this tenant as well as others in the area regarding the responsibility to secure and lock the door, but it continues to be an ongoing issue. Ms. Strickland requested that the Authority approve the installation of key code locks on the two (2) exterior doors. The estimated cost is \$149 per door. After some discussion, Mr. Ukani will provide Ms. Strickland with additional information on a door handle lock as an alternative option.

Consideration and Approval of Landscape Contractor for The Grove

Mr. Pepper presented to the Authority a bid tabulation for the landscape work for The Grove at Town Center. Mr. Pepper explained that Landscape Associates also was awarded the landscape contract with the City. The scope of work is divided between the Authority-owned areas of the development and the areas shared between the Authority and the developer. The annual contract is for \$9,804.00 for the Authority-owned areas, and \$16,357.00 for the shared areas. The cost for the shared areas is split between the Authority and the developer. Landscape Associates will begin work in May.

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

Mr. Toney made a motion, seconded by Mr. Clower, to award the annual landscape maintenance contract for The Grove at Towne Center to Landscape Associates. Six (6) in favor and zero (0) opposed, motion approved.

OLD BUSINESS

Discussion on Cobblestone Soundproofing for Offices

The Authority continued discussions on addressing the noise bleed issue between the tenants in D-100 and D-102. Ms. Strickland explained that both tenants have expressed a need for privacy since they meet regularly with clients and explained the structural characteristics unique to this area of the building that are causing the sound issues. Ms. Strickland reviewed with the Authority options and associated cost proposals to address the issue.

Mr. Clower made a motion, seconded by Mr. Carter, to authorize replacement of the existing walls with additional sheetrock and to add necessary insulation, presented as Option One. Five (5) in favor and Mr. Ukani opposed, motion approved.

Discussion on Replacement of Lights on Exterior Door at Cobblestone

Ms. Strickland requested that the Authority authorize replacing several aging lights around suite entrances throughout the development. The cost to replace the lights is \$3,193.00.

Mr. Clower made a motion, seconded by Mr. Ukani, to replace the exterior lights per the plan presented by Ms. Strickland. Six (6) in favor and zero (0) opposed, motion approved.

Discussion on Communications

Mr. Pepper introduced Ms. Montgomery as the new Assistant City Manager and staff liaison to the Authority. As part of the transition, the Authority discussed the importance of continued communication between staff and the Authority.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

None

PUBLIC COMMENTS

None

ADJOURNMENT

Mr. Clower made a motion, seconded by Ms. Jones, to adjourn. Six (6) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:50 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
Snellville DDA
May 15, 2024 Meeting**

REPORTS

B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park

Available Space and Marketing

Available Space = 6 units

1. C-100-**Possible pending Lease** \$1,949.00 per month, 1 year and 7 month lease.
This is the tenant that requested installation of new sink and plans to reimburse monthly during lease term.
2. C-216/217- 416 sq. ft.-\$1,056 with new carpet. Tenant interest. Follow up 5/13 for lease.
3. C-201 - 1362 sq. ft.- \$1,900 y1, \$2,100 y2.
4. E-201 - 1375 sq. ft.-\$2,597 per month with new carpet and fresh paint
5. E-100-675 sq ft. \$1,900 per month (inc. util). Video is up on FB.
6. G-200-688 sq. ft., \$1,300.00 per month with fresh paint

Other Updates

Soundproofing for Offices (D-100 and D-102)

- Firewall work in D-102 will begin May 17th
- One tenant will be out of office on parental leave, so work in that space will be done while he is gone.

Storage of Materials in E-102

- Tenant placed maintenance calls for an odor in the space, resulting in both plumbing and HVAC service calls. Cause was determined to be tenant storage of fertilizer (for organic farming) in the space in plain sight waiting for a client to pick up.
- Tenant has been reminded of lease policy on appropriate items in office and paid for the service calls. We are comfortable renewing lease at this time as calls for service don't seem intended to take staff time and seem to be a mistake.
- Leasing documents have been updated to reiterate storage of materials is not allowed.
Tenant shall not store materials or re-distribute them. Landlord does not allow the storage of flammables, pesticides, fertilizer or the like.

F-203 Utility Disconnection and Flooring; Electrical Work Needed in F-202

Gas and electric utility service to unit F-203 was disconnected due to non-payment by the tenant. Tenant has been reminded of required responsibility (as listed in the lease) to maintain service to their space.

The disconnection of electrical service resulted in an outlet in an F-202 going off. Service calls to Cobblestone staff and contractors indicated:

- Some wiring between the two offices was interconnected.
- The F-203 panel box was installed in the bathroom (behind the mirror). This was not up to code and staff hired electrician to move it to a wall outside the bathroom.
- staff found old vinyl flooring in F-203 was a trip hazard and needed immediate replacement. Inexpensive vinyl flooring (less than \$.79 sq. ft.) was used for replacement. The unit is in poor condition and will need full upgrades in the future.

Tenant was billed \$588.60 for the electrical and maintenance labor wasted to address the power disconnect that tenant reported as an issue to be resolved by owner. Should tenant choose not to pay this, payment will be assessed against security deposit and the remainder held.

G-202/G-102 bathroom floor These units were impacted by plumbing issue and leaks and flooring has been replaced in G-202 with an inexpensive vinyl. These units would need full upgrades in the future.

NEW BUSINESS

- Discussion on Lease Finalization and Related Contracting for Suite C-100
 - Board was notified May 3rd regarding existing Snellville business (accountant) interested in locating in C-100. Tenant has requested addition of a sink in the kitchen to meet their needs. Sink access would generally have been included in a unit of this size/finish but had not been prioritized.
 - The tenant has a maximum budget of \$2,000/month for costs related to the suite and request is to offer repayment of sink installation cost over the lease period.
 - Estimated cost of \$1,000 as well as repayment schedule of that cost was shared with the board.
 - This cost wasn't inclusive of the hardware/materials costs which were still being estimated. Going forward, communication to the board will be provided with the most complete pricing information to-date and updates as necessary.
 - Quotes for the plumbing work have been received from two trusted plumbing contractors at a range from \$1,200 up to \$1,400 (preferred contractor) and

- \$1,300 up to \$1,800 (secondary contractor). Higher costs would be due to work within the wall such as extension of plumbing pipe.
- The cost of necessary materials and finishes (sink, faucet and install, counter top, cabinets, sheet rock, and paint) is \$1,450 which will be provided by Torres Construction.
 - Total cost options are:
 - Range of \$2,650 to \$2,850 (preferred plumbing contractor)
 - Range of \$2,750 to \$3,250 (using secondary contractor)
 - There has been no interest in this suite for two months. Meeting the needs of the tenant, bringing this space closer to amenity standards, and accommodating repayment request would allow us to lease a space for 1 year and seven months (total 19 month lease) and bring in \$37,031 in revenue.
 - The prospective tenant has a maximum budget per month of \$2,000 including repayment for any work. Rent for the space is \$1,949 monthly.
 - **Direction from the board is requested on which of the following options to proceed with:**
 - Installation of sink as requested, with repayment up to \$969 of installation costs by tenant (\$51 additional monthly paid over 19 month lease); Remainder of cost to be borne by DDA; expanded amenity of sink will remain after tenant lease ends/decision to vacate
 - Denial of request for partial repayment of the work; Presumably loss of 19 month lease
 - Discussion on Proactive Maintenance: Plumbing in Building G
 - The supply line to the toilet in G-202 flooded their bathroom floor and ruined the floor in this unit, as well as the ceiling in G-102.
 - Information about necessary proactive plumbing repairs was shared in a report to the board at the beginning of the month.
 - Staff requests board discussion and action authorizing replacement of all old water supply lines to sinks and toilets.
 - The cost of full replacement of all necessary lines is less expensive than the cost to clean up and repair one water leak/flood event. The most recent incident cost roughly \$2,000 and quote for necessary proactive line replacement is \$1,400.
 - The plumber also recommends replacement of pressure valves on all buildings, which would cost an additional \$2,400.00 (\$600 bldg).
 - **Total cost for all work is \$3,800.**
 - Discussion on Inspection Policy
 - In light of recent maintenance issues identified during work in leased space as well as opportunities to complete proactive repairs, staff would like discussion and Board guidance on implementation of regular inspections of suites.