

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

January 19, 2022

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

Guests: Angie Strickland, Cobblestone Property Manager; Matthew Pepper, Assistant City Manager.

CALL TO ORDER

Mr. Franklin called the meeting to order at 4:02 PM.

APPROVAL OF MINUTES

Mr. Clower made a motion, seconded by Mr. LeClair, to approve the minutes for the meeting held on December 15, 2021. Five (5) 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 her report, Ms. Strickland shared two issues for which the Authority took action to resolve:

1. The Authority hired a contractor to complete the remodels of C-207 and C-201. The contractor did not complete the project to the specifications listed. Consequently, Ms. Strickland recommended terminating the agreement with the contractor. Given that the project is currently in progress, Ms. Strickland also recommended that the Authority pay the balance on the original contract amount.

Mr. Clower made a motion, seconded by Mr. Emanuel, that the Authority will terminate the agreement with the current contractor and pay them the balance on the original contract amount. Five (5) in favor and zero (0) opposed, motion approved.

2. The Authority has also begun a remodel of D-100. Ms. Strickland reported that she has had several issues with working with the current lessee to complete the remodel. Ms. Strickland recommended that the Authority terminate the lease if the issues could not be resolved to the satisfaction of both parties.

Mr. Clower made a motion, seconded by Mr. Emanuel, that the Authority terminate the lease agreement with the current lessees if the issues with the remodel of D-100 could not be resolved to the satisfaction of both parties. Five (5) in favor and zero (0) opposed, motion approved.

The Grove Report

Mr. Pepper provided a report on the Grove project.

OLD BUSINESS

None

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NEW BUSINESS

Consideration and Action on Replacement Pump for the Kidney Clinic

Ms. Strickland explained that a sump pump for a sink failed at the Kidney Clinic. She stated that the previous property owner installed the pump at the request of the clinic. The clinic's current lease includes a clause that states that the tenant is responsible for all repairs to the pump.

In addition, the existing faucet had a slow leak and caused damage to the cabinet that housed the sink. The current tenant refused to pay for the repairs to the pump and the cabinet. Ms. Strickland estimated the total repair cost at roughly \$3,000. She also reported that the clinic's security deposit is \$2,500.

Mr. Emanuel made a motion, seconded by Mr. LeClair, that the Authority will send a letter to the clinic to request that they pay for half of the repairs and will recoup the other half from the security deposit. Five (5) in favor and zero (0) opposed, motion approved.

Discussion on Plans for Improvements to Cobblestone Property

Mr. Franklin led a conversation on plans for the improvements to the Cobblestone property. During the conversation, the Authority discussed issuing a Request for Proposals (RFP) to hire a general contractor to manage the improvement project. In the meantime, Mr. Franklin explained that the Authority received bids to replace the windows at Cobblestone. Given the lead-time on windows, Mr. Franklin recommended moving forward with the project now while the Authority works on the RFP.

Mr. Emanuel made a motion, seconded by Mr. Clower, that the Authority will proceed with hiring the low bidder to replacing all of the windows at the Cobblestone Property with the low bidder Five (5) in favor and zero (0) opposed, motion approved.

Discussion on Hiring a Maintenance Person for Cobblestone

Mr. Pepper reported that he received a reference for a potential applicant for the position. He will follow up with the potential applicant to discuss scheduling an interview. In addition, Mr. Pepper and Ms. Strickland are researching potential options for liability and workers compensation insurance coverage for the future maintenance employee.

Discussion on the Revised DDA Liability Insurance Policy

Mr. Pepper explained that the insurance company is revising the quote to include the parking deck at the Grove. It is scheduled for completion by April 2021. Mr. Pepper will share the revised quote with the Authority at the February meeting.

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EXECUTIVE SESSION

None

ANNOUNCEMENTS

None

PUBLIC COMMENTS

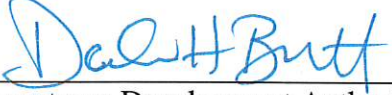
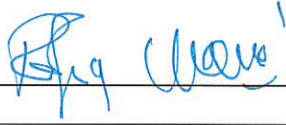
None

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ADJOURNMENT

Mr. LeClair made a motion, seconded by Ms. Jones, to adjourn. Five (5) in favor and zero (0) opposed, motion approved. The meeting adjourned at 5:08 PM.

Approved as presented.

 _____ Downtown Development Authority, Chair	 _____ Secretary
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