

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

February 16, 2022

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

Guests: Bill Camp, Raymond James; Michael Kidd, Root Design Studio; Butch Sanders, City Manager; Matthew Pepper, Assistant City Manager.

CALL TO ORDER

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

APPROVAL OF MINUTES

Mr. Clower made a motion, seconded by Ms. Jones, to approve the minutes for the meeting held on January 19, 2022. Five (5) in favor and zero (0) opposed, motion approved.

REPORTS

Cobblestone Report

Mr. Pepper provided a report on the Cobblestone Office Park. During the report, the Authority discussed approaching the city to inquire if they could share a public works employee to help part-time with maintenance issues at the Cobblestone property. Mr. Pepper will research that option.

The Grove Report

Mr. Pepper provided a report on the Grove project. During the report, the Authority discussed visiting the Grove site at 3 PM on Wednesday, March 16. Mr. Pepper will organize the visit with the developer.

NEW BUSINESS

Discussion on Bond Documents with Bill Camp

Mr. Camp provided guidance on the permitted uses for the bond funds (2021A and 2021B) acquired for the design and construction of The Grove development and for capital improvements to the Cobblestone property. During the discussion, Mr. Camp explained that the permitted uses for The Grove development include the costs associated with the construction of the parking deck, market, the Grove, etc., land acquisition, and overall site development (this is not an exhaustive list). As for the Cobblestone improvements, Mr. Camp explained that the bond funds may be used to make capital improvements to the property (engineering and architecture costs included) and landscaping.

Discussion on Landscape Plan with Michael Kidd

Mr. Kidd presented the most recent landscape and hardscape improvement plan for the Cobblestone property. The plans are approximately 50% complete. During the presentation, the Authority discussed how the landscape and hardscape improvement plans will fit in with the overall capital improvement plans for the property. Once Mr. Kidd completes the plans, he will share them with the Authority to gather final comments.

Consideration and Action on 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 March meeting.

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

OLD BUSINESS

Discussion on Plans for Improvements to Cobblestone Property

Mr. Pepper provided an update on the progress of the Request for Proposals/Qualifications (RFP) for the improvements to the Cobblestone Property. Mr. Pepper stated that he plans to release the RFP next week. During the discussion, the Authority reached a consensus to hire Larry Kaiser with Collaborative Infrastructure Services to serve as the project manager to supervise the improvements. He will also help the Authority select the general contractor for the project.

In addition, the Authority discussed moving forward with the window replacement. The Authority reviewed the two bids received from Garmon Glass (\$233,550) and Jimmy Jackson Contractor, Inc. (\$215,760).

Mr. Clower made a motion, seconded by Mr. Emanuel, that the Authority will proceed with hiring Jimmy Jackson Contractor, Inc. for \$215,750 to complete the window replacement project. Four (4) in favor and zero (0) opposed, with Mr. Franklin abstaining.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

None


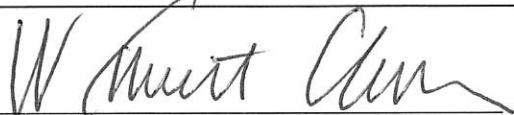
PUBLIC COMMENTS

None

ADJOURNMENT

Mr. Emanuel made a motion, seconded by Mr. Clower, to adjourn. Five (5) in favor and zero (0) opposed, motion approved. The meeting adjourned at 5:16 PM.

Approved as presented.

 Dwight Bull Downtown Development Authority, Chair	 W. Stuart Allen Secretary
---	--