

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

March 16, 2022

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

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

3 PM VISIT TO THE GROVE DEVELOPMENT

Due to inclement weather, the Authority did not visit the Grove Development.

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. Emanuel, to approve the minutes, as amended, for the meeting held on February 16, 2022. Five (5) in favor and zero (0) opposed, motion approved.

Mr. Clower made a motion, seconded by Mr. Emanuel, to approve the minutes for the special called meeting held on February 28, 2022. Five (5) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

Mr. Pepper provided a brief financial report.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Office Park. During the report, the Authority discussed placing an advertisement online for a part-time employee to help with maintenance issues at the Cobblestone property. Ms. Strickland will prepare the job advertisement.

In addition, the Authority discussed plans to initiate a rate increase in 2023. The Authority will begin notifying tenants of the increase as the proposed capital improvements are nearing completion.

Mr. Clower made a motion, seconded by Ms. Jones, that the Authority approve a one-year lease renewal with Leads by Fone for \$2,222 a month. Four (4) in favor with Mr. Ukani opposed.

Mr. Clower made a motion, seconded by Mr. Emanuel, that the Authority approve a one-year lease renewal with McEwen Chiropractic Center for \$2,600 a month. Four (4) in favor with Mr. Ukani opposed.

The Authority discussed visiting the Cobblestone Office Park to look over the newly renovated suites. Mr. Pepper will organize the visit with Ms. Strickland.

The Grove Report

Mr. Pepper provided a report on the Grove project. During the report, the Authority discussed rescheduling the Grove site visit to a date in April. Mr. Pepper will organize the visit with the developer.

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NEW BUSINESS

Consideration and Action on 13th Amendment to the Master Development Agreement

The Authority reviewed the 13th Amendment to the Master Development Agreement.

Mr. Ukani made a motion, seconded by Ms. Jones, that the Authority approve, and authorize Mr. Britt to sign, the 13th Amendment to the Master Development Agreement. Five (5) in favor and zero (0) opposed.

Consideration and Action on Certificate and Broker Affidavit for Market Property

The Authority reviewed the Certificate, the Broker Affidavit, and the Closing Statement for the purchase of the Market Property.

Mr. Clower made a motion, seconded by Mr. Emanuel, that the Authority approve, and authorize Mr. Britt to sign, the Certificate for the purchase of the Market property. Five (5) in favor and zero (0) opposed.

Mr. Clower made a motion, seconded by Mr. Emanuel, that the Authority approve, and authorize Mr. Britt to sign, the Brokers Affidavit for the purchase of the Market property. Five (5) in favor and zero (0) opposed.

Mr. Clower made a motion, seconded by Mr. Ukani, that the Authority approve, and authorize Mr. Britt to sign, the Closing Statement to purchase the Market property for \$278,857.60. Five (5) in favor and zero (0) opposed.

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 Collaborative Infrastructure Services is continuing their work on the RFP.

The Authority reviewed the proposed concepts developed by Root Design Studio for the paving pattern at the Oak Road entrance to the Cobblestone Property. During the discussion, the Authority requested that Root Design Studio provide a basic cost estimate for each concept. Mr. Pepper will contact the studio.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

None

PUBLIC COMMENTS


None

ADJOURNMENT

Mr. Emanuel made a motion, seconded by Mr. Ukani, to adjourn. Five (5) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:40 PM.

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Approved as presented.

 _____ Downtown Development Authority, Chair	 _____ Secretary
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