

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

April 20, 2022

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

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

3 PM VISIT TO THE GROVE DEVELOPMENT

The Authority visited the Grove Development.

CALL TO ORDER

Mr. Britt called the meeting to order at 4:01 PM.

APPROVAL OF MINUTES

Mr. Clower made a motion, seconded by Mr. Emanuel, to approve the minutes for the meeting held on March 16, 2022. Seven (7) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

Mr. LeClair provided a financial report for March 2022.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Office Park. During the report, the Authority discussed renewing the 1-year lease extension with Leads by Fone.

Mr. Clower made a motion, seconded by Mr. Emanuel, that the Authority approve a one-year lease renewal with Leads by Fone. Seven (7) in favor and zero (0) 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 for May.

The Grove Report

Mr. Pepper provided a report on the Grove project. During the report, Mr. Pepper shared a new rendering of the development. He will send a copy via email to the Authority.

NEW BUSINESS

Consideration and Action on Parcel 13 Easement

The Authority reviewed the easement agreement for Parcel 13. The parcel will contain the street that will allow access to the property at the Wisteria-Clower Roundabout.

Mr. Clower made a motion, seconded by Mr. Emanuel, that the Authority approve, and authorize Mr. Britt to sign, the easement agreement for Parcel 13. Seven (7) in favor and zero (0) opposed.

Consideration and Action on Parcel 14 Easement

The Authority reviewed the easement agreement for Parcel 14. The parcel contains the existing retention pond for the development.

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Mr. Clower made a motion, seconded by Mr. Emanuel, that the Authority approve, and authorize Mr. Britt to sign, the easement agreement for Parcel 14. Seven (7) in favor and zero (0) opposed.

OLD BUSINESS

Discussion on Plans for Improvements to Cobblestone Property

Mr. Pepper reported that two contractors attended the Pre-Bid meeting for the capital improvement project. He will send the names of the contractors to the Authority via email. In addition, Mr. Pepper reported that the bids are due on Monday, April 25. Once the Authority receives the bids, Collaborative Infrastructure Services, along with the staff, will review them and make a recommendation to the Authority at a called meeting.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

None

PUBLIC COMMENTS

None

ADJOURNMENT

Mr. Ukani made a motion, seconded by Mr. LeClair, to adjourn. Seven (7) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:51 PM.

Approved as presented.

<u>Dorothy Gantt</u> Downtown Development Authority, Chair	<u>Jeffrey Clark</u> Secretary
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07-08-24