

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

June 15, 2022

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

Guests: Barbara Bender, Mayor; Angie Strickland, Cobblestone Property Manager; Matthew Pepper, Assistant 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. Emanuel, to approve the minutes for the meeting held on May 18, 2022. Five (5) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

Mr. LeClair was not present at the meeting. The Authority did not receive a financial report.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Office Park.

The Grove Report

Mr. Pepper provided a report on the Grove project.

NEW BUSINESS

Consideration and Action on Request to Waive Rent Payments from Insurors Association Southeast

The Authority discussed the request from Insurors Association Southeast to waive rent payments from October 2022 to March 2023.

Mr. Ukani made a motion, seconded by Mr. Emanuel, that the Authority not grant Insurors Association Southeast's request to waive rent payments from October 2022 to March 2023. Five (5) in favor and zero (0) opposed.

Consideration and Action on Plumbing Issues with D-102

Ms. Strickland led a discussion on the plumbing issues with D-102. During the discussion, the Authority noted that the mold presents a health hazard to the tenants and their customers. Consequently, the Authority agreed to request that the City Attorney draft and send the tenant a letter stating that they are responsible for the repair of the damaged floor and molding and to mitigate the mold.

Mr. Ukani made a motion, seconded by Mr. Emanuel, that the Authority request that the City Attorney draft and send the tenant a letter stating that they are responsible for the repair of the damaged floor and molding and to mitigate the mold. Five (5) in favor and zero (0) opposed.

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Discussion on Rent Adjustment Plan for the Cobblestone Property

Mr. Pepper presented to the Authority a financial overview of the Cobblestone Office Complex. The Authority reviewed the presentation and discussed developing a plan to adjust the rent to align with comparable office parks in the area.

Consideration and Action on Paint Colors for the Cobblestone Capital Improvement Project

The Authority requested that the paint colors for the molding match the gray stone found at the Police Department and City Hall. Mr. Pepper will work with the project engineer to select a few options to present to the Authority.

Consideration and Action on Preparing for the New Window Installation at the Cobblestone Property

The Authority discussed the plan on how to coordinate the new window installation with the tenants at Cobblestone. During the discussion, the Authority agreed to issue a letter to each tenant that will contain the following information:

- Each tenant is responsible to move all of their office furniture (computers, desks, cabinets, etc.) a minimum of five (5) feet from each of their windows prior to the installation of the new windows.
- If the tenant does not move their furniture, the Authority will provide a furniture mover at the tenant's expense.
- The Authority will notify each tenant 2-3 days before installation.

OLD BUSINESS

Discussion on Progress of Cobblestone Capital Improvement Project

Mr. Pepper presented the project engineer's monthly progress report on the Cobblestone Capital Improvement Project.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

None

PUBLIC COMMENTS


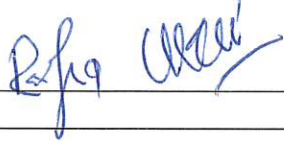
None

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 4:47 PM.

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Approved as presented.

 _____ Downtown Development Authority, Chair	 _____ Secretary
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