

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

Monday, June 16, 2025

Members: Don Britt, Chair; Norman Carter, Jr., Deborah Jones, Rafiq Ukani, and Emmett Clower (who arrived at 4.10 pm) present. Dan LeClair and Jamey Toney were absent.

Guests: Mercy Montgomery, Assistant City Manager; Jan Harris, Downtown Development Director; Angie Strickland, Cobblestone Office Park Property Manager; and Larry Kaiser, Collaborative Infrastructure Services, Inc.

**CALL TO ORDER**

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

**MINUTES**

At there was no quorum at that time, Mr. Clower had not yet arrived, the approval of the May meeting minutes was postponed until the July 18, 2025 meeting.

**REPORTS**

- A. Financial Report Ms. Montgomery provided the financial report for May, 2025.
- B. Cobblestone Report Ms. Strickland provided a report on the Cobblestone Property with Mr. Kaiser contributing additional information.

Mr. Clower made a motion, seconded by Mr. Carter to remove 12-15" of concrete on the 2<sup>nd</sup> floor of Building E and replace the galvanized pan, and replace the concrete; and to take coring samples of concrete every 10' around the 2<sup>nd</sup> floor walkway of Building E. Contractors to continue repairing the concrete cracking in all buildings. Five (5) in favor and zero (0) opposed.

- C. The Grove Report Ms. Harris provided a report on the Grove project.

**NEW BUSINESS**

- A. Consider board officer positions  
Mr. Clower made a motion, seconded by Mr. Carter to vacate Dan LeClair as Treasurer. Five (5) in favor and zero (0) opposed.  
Mr. Clower made a motion, seconded by Mr. Ukani to name Jamey Toney as Treasurer. Five (5) in favor and zero (0) opposed.
- B. Consider updating bank account signature authorizations  
Mr. Clower made a motion, seconded by Ms. Jones to add Jamey Toney, Jan Harris, and Mercy Montgomery as signatories on the Downtown Development Authority's bank accounts. Five (5) in favor and zero (0) opposed.

**OLD BUSINESS**

None

**EXECUTIVE SESSION**

None

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**ANNOUNCEMENTS**

The next regular meeting is scheduled for Wednesday, July 16, 2025 at 4 PM at City Hall.

**PUBLIC COMMENTS**

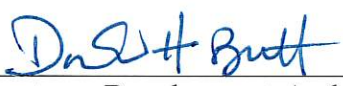
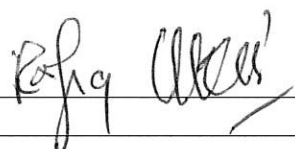
None

**ADJOURNMENT**

Mr. Clower made a motion, seconded by Ms. Jones, to adjourn. Five (5) in favor and zero (0) opposed, motion approved.

The meeting adjourned at 4:59 PM.

Approved as presented.

 _____ Downtown Development Authority, Chair	 _____ Secretary
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