

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

October 19, 2022

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

Guests: Angie Strickland, Cobblestone Property Manager; Larry Kaiser, Project Engineer with Collaborative Infrastructure Services; Matthew Pepper, Assistant City Manager.

CALL TO ORDER

Mr. Britt called the meeting to order at 4:02 PM.

APPROVAL OF MINUTES

Mr. LeClair made a motion, seconded by Ms. Ukani, to approve the minutes for the meetings held on September 21, 2022. Four (4) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

Mr. LeClair provided the financial report for September 2022.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Office Park. During the report, Ms. Strickland shared the proposal from Century 21, wherein the company would provide fee-based marketing services for the vacant suites at Cobblestone. After reviewing the proposal, the Authority reached a consensus to keep the advertising for vacant suites in-house. Ms. Strickland will inform Century 21 of the Authority's decision.

In addition, Ms. Strickland shared that there are several suites where the existing smoke detectors need to be replaced. After some discussion, the Authority reached a consensus to require the tenants to replace the smoke detectors in their individual suites. Ms. Strickland will follow up with the City Attorney to determine if any potential liability exists.

The Grove Report

Mr. Pepper provided a report on the Grove project.

NEW BUSINESS

None

OLD BUSINESS

Discussion on Progress of Cobblestone Capital Improvement Project

Mr. Kaiser presented the project engineer's monthly progress report on the Cobblestone Capital Improvement Project. During the discussion, Mr. Kaiser reviewed with the Authority that the contractor has identified wood framing deterioration (rot) at the first floor columns (corners only) of each building. The contractor will remove the rotted wood framing at each location. This additional work will be a change order.

In addition, Mr. Kaiser provided a recommendation to regularly monitor the 10 staircases for significant structural issues prior to the Authority committing to pay for the corrective repairs. As part of the

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recommendation, Mr. Kaiser will document any settlement or movement of the supports, detachment of the bolted structural plates, or cracking of the concrete at the concrete slabs. He will provide a written report biweekly as the exterior facade repairs are ongoing and monthly thereafter. If Mr. Kaiser finds any issues, the Authority will move forward with the corrective repairs.

Mr. LeClair made a motion, seconded by Mr. Ukani, that the Authority agree to monitor the 10 existing staircases following the criteria and frequency outlined in Mr. Kaiser's memo. Four (4) in favor and zero (0) opposed.

Discussion on Website for Cobblestone Suites

Mr. Pepper reported that staff has added information regarding the availability of suites at Cobblestone. He requested that the Authority members review the new information and provide any feedback.

Discussion on Rent Adjustment Plan for the Cobblestone Property

The Authority will review the rent adjustment plan for the Cobblestone property for 2023.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

None

PUBLIC COMMENTS

None

ADJOURNMENT

Mr. Ukani made a motion, seconded by Mr. Emanuel, to adjourn. Four (4) in favor and zero (0) opposed, motion approved. The meeting adjourned at 5:00 PM.

Approved as presented.

<u>Dino H. Bell</u> Downtown Development Authority, Chair	<u>John O'Neil</u> Secretary
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