

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

November 16, 2022

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

Guests: 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 Ms. Emanuel, to approve the minutes for the meetings held on October 19, 2022 and November 10, 2022. Five (5) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

Mr. LeClair provided the financial report for October 2022.

Cobblestone Report

Mr. Pepper 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 the Authority's Appointments for the Snellville Tourism and Trade

Mr. Britt informed the Authority that they are responsible to make recommendations on appointees for two of the seats on the Snellville Tourism and Trade (STAT) Board. Both of the seats have been recently vacated. Mr. Britt has received two applications for appointment. He will review the applications with the Authority at the December meeting.

Discussion on City Attorney Involvement in DDA Business

During the discussion, the Authority reached a consensus that they will decide as a body when they will invite the City Attorney to a meeting. In addition, the Authority reached a consensus that Mr. Britt, Ms. Strickland, or Mr. Pepper will communicate directly with the City Attorney on behalf of the Authority.

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. During the discussion, Mr. Pepper reported that the contractor has replaced all of the gutters and the fascia board outlined in the contract. The last major task is to paint the exterior wood surfaces (e.g. – soffit, fascia, and siding). The project should be completed by December 31, 2022 (weather permitting).

Discussion on Revised Lease for the Hall at the Grove

Mr. Pepper reviewed the new terms for the lease agreement with the Vigor Group for the build out and subsequent operation of the Hall at the Grove.