

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

November 17, 2021

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

Guests: Dale Eich, LE CPA Group; Angie Strickland, Cobblestone Property Manager; Matthew Pepper, Assistant City Manager.

**CALL TO ORDER**

Mr. Franklin called the meeting to order at 4:00 PM.

**APPROVAL OF MINUTES**

Mr. LeClair made a motion, seconded by Mr. Clower, to approve the minutes for the special called meeting held on September 30, 2021. Four (4) in favor and zero (0) opposed, motion approved.

**REPORTS**

Financial Report

Mr. Eich and Mr. LeClair presented a financial report. During the presentation, Mr. Eich shared the Authority's annual financial position as of September 30, 2021. In addition, Mr. Eich informed the Authority that approximately \$280,000 is due to the city for the sale of the library parcel at the Grove. Mr. Eich also informed the Authority that his office has not received the bank statements for October for the Authority's bonds for the Grove project. Mr. Pepper will follow up with Bank OZK.

Mr. LeClair shared the Authority's cash balances as of November 17. The Authority discussed the threshold amount for what constitutes a capital expense.

Cobblestone Report

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

The Grove Report

Mr. Pepper provided a status report on the Grove project. During the presentation, he informed the Authority that the city will host a Topping Out Ceremony for the Parking Deck at 11 AM on Thursday, December 2. In addition, the Authority discussed organizing routine visits to the Grove site. Mr. Pepper will arrange the visits.

**OLD BUSINESS**

Cobblestone Improvements

In response to Ms. Strickland's report, the Authority decided on the following actions:

- E-101 – Acquire a quote for a new HVAC system including a new meter, new unit, installation, and removing the old duct work
- E-200 – Rent the suite in its current conditions. The tenant may make any upgrades themselves pending Authority approval.
- E-100 A/B – Bill the current tenant for the additional power used. The Authority will not renew the lease.
- C-201 – Replace the flooring.
- C-208 – Mr. Franklin and Mr. LeClair will visit the suite to determine if it should be converted to a kitchen.
- Acquire three (3) quotes to replace 66 windows.

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DDA Liability Insurance Policy

The Authority reviewed the liability insurance documentation. The Authority discussed whether the policy would cover the individual hired to provide maintenance services at Cobblestone. Mr. Pepper will confirm what assets the policy will cover, and if it would cover an employee hired to provide maintenance services at Cobblestone. The Authority will review the item at the December meeting.

**NEW BUSINESS**

Snellville Tourism and Trade Association Board Appointee

Mr. Emanuel made a motion, seconded by Mr. Clower, to appoint Lucy DeForest as the Authority's representative on the Board of Directors of the Snellville Tourism and Trade Association. Four (4) in favor and zero (0) opposed, motion approved.

Authorized User for the Authority's Bank OZK Accounts

Mr. Clower made a motion, seconded by Mr. LeClair, to name Billy Franklin as an authorized user for the Authority's Bank OZK accounts. Four (4) in favor and zero (0) opposed, motion approved.

As Chairman Don Britt will continue his recovery for the next 60 days, Mr. LeClair recommended that the Authority appoint Mr. Franklin and Mr. Clower as interim Chairman and Vice Chairman, respectively. Upon Mr. Britt's return, Mr. Franklin and Mr. Clower will revert to their prior roles.

Mr. LeClair made a motion, seconded by Mr. Emanuel, to name Billy Franklin as interim Chairman and Emmett Cower as interim Vice Chairman. Four (4) in favor and zero (0) opposed, motion approved.

Discussion on New DDA Email Addresses

Mr. Pepper informed the Authority that the city has created email addresses for each member.

**EXECUTIVE SESSION**

None

**ANNOUNCEMENTS**

None


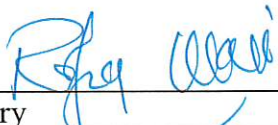
**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Mr. Emanuel made a motion, seconded by Mr. Clower, to adjourn. Four (4) in favor and zero (0) opposed, motion approved. The meeting adjourned at 5:11 PM.

Approved as presented.

 _____ Downtown Development Authority, Chair	 _____ Secretary
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