

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

December 14, 2022

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

Guests: Barbara Bender, Mayor; Jamey Toney, Toney Financial Services; Angie Strickland, Cobblestone Property Manager; Matthew Pepper, Assistant City Manager.

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Mr. Emanuel made a motion, seconded by Mr. Ukani, to approve the minutes for the meeting held on November 16, 2022. Six (6) in favor and zero (0) opposed, motion approved.

**REPORTS**

Financial Report

Mr. LeClair provided the financial report for November 2022.

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 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. The STAT Board received an application from Liz Jackson. The Authority reviewed Ms. Jackson's application. During the review, Mr. Britt explained that the Authority cannot directly appoint Ms. Jackson to the STAT Board, rather that they would only recommend her appointment.

*Mr. Clower made a motion, seconded by Mr. Emanuel, to recommend to the Snellville Tourism and Trade Board that Liz Jackson be appointed a member of that Board. Six (6) in favor and zero (0) opposed, motion approved.*

Discussion on the Authority's Current Vacancy

Mr. Toney introduced himself to the Authority. During his introduction, he expressed his interest in serving on the Authority. Mr. Britt informed the Authority that they will proceed with recommending to the Mayor and Council that they appoint Mr. Toney to the vacant seat in January, assuming there are not objections. No members objected to Mr. Toney's appointment to 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 last major task is to paint the

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

exterior wood surfaces (e.g. – soffit, fascia, and siding). As it stands, the contractor has painted the hardiplank siding on Buildings E, F, and G. The project should be completed by early January (weather permitting).

During the discussion, the Authority expressed concern about standing water on the north side of Building C. As part of the project, the contractor repaired existing drainage issues at Building C. The Authority will ask the contractor to alter the grade surrounding the new drain so that the water drains to it. Mr. Pepper will communicate this request to Mr. Kaiser (the project manager).

**EXECUTIVE SESSION**

None

**ANNOUNCEMENTS**

None

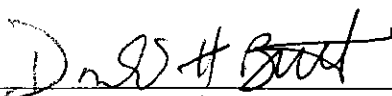
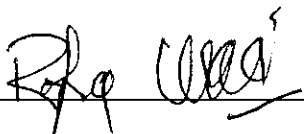
**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Mr. Emanuel made a motion, seconded by Mr. Clower, to adjourn. Six (6) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:31 PM.

Approved as presented.

 _____ Downtown Development Authority, Chair	 _____ Secretary
---	--