

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

Wednesday, October 16, 2024

Members: Don Britt, Chair; Emmett Clower, Vice-Chair; Rafiq Ukani, Secretary; Norman Carter, Jr., and Deborah Jones were present. Dan LeClair, Treasurer and Jamey Toney were absent.

Guests: Matthew Pepper, City Manager; Mercy Montgomery, Assistant City Manager; Angie Strickland, Cobblestone Office Park Property Manager; Roger White, MidCity Real Estate Partners

CALL TO ORDER

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

APPROVAL OF MINUTES

Mr. Clower made a motion, seconded by Mr. Carter, to approve the minutes for the meeting held on July 8, 2024. Five (5) in favor and zero (0) opposed, motion approved.

REPORTS

- A. Financial Report Ms. Montgomery provided the financial report for September, 2024.
- B. Cobblestone Report Ms. Strickland provided a report on the Cobblestone Property.
- C. The Grove Report Ms. Montgomery provided a report on the Grove project.

NEW BUSINESS

- A. Interior Build Out of Crooked Can

Mr. Clower made a motion, seconded by Mr. Carter, to approve the interior build out plans as presented by Mr. White of MidCity Real Estate Partners. Five (5) in favor and zero (0) opposed, motion approved.

- B. Agreements for Shared Maintenance of The Grove Parking Deck

Montgomery informed the board the documents are still in draft form with legal staff and will be brought to a future meeting for action once complete.

- C. Upgrades to C104-105

Ms. Strickland provided a summary of the work requested and required in the space. Board discussion of options provided necessary guidance on preferred approach. Ms. Strickland will proceed with lease negotiations.

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D. Designation of Recording Secretary

Ms. Montgomery provided an overview of the Recording Secretary roll authorized in the Board's bylaws. Mr. Clower made a motion to designate Assistant City Manager Montgomery as the Recording Secretary, seconded by Mr. Carter. Five (5) in favor and zero (0) opposed, motion approved.

OLD BUSINESS

A. Discussion on Previous Tenant: G 201/202

Ms. Strickland informed the board of the past due value for previous tenant of G201/202 as well as the recent unnotified vacation of space and rent payment due for Suite C 215. Board guidance was for staff to work with legal to take appropriate next steps to claim past due and owed fees and rent.

B. Discussion on Proactive Maintenance: Plumbing in Building G and F

Ms. Strickland provided the Board with information about the need for ongoing maintenance of drains in buildings G and F or action to address plumbing issues on a broader scale. Board provided direction for staff to gather some additional information. The item will be discussed again.

EXECUTIVE SESSION

None

ANNOUNCEMENTS The next regular meeting is scheduled for Wednesday, November 20 at 4 PM at City Hall.

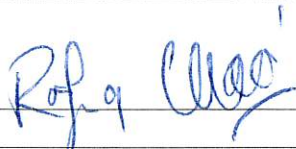
PUBLIC COMMENTS

One member of the public provided comments on a variety of topics.

ADJOURNMENT

Mr. Ukani made a motion, seconded by Ms. Jones, to adjourn. Five (5) in favor and zero (0) opposed, motion approved. The meeting adjourned at 5:21 PM.

Approved as presented.

 Downtown Development Authority, Chair	 Secretary
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