

**DOWNTOWN DEVELOPMENT AUTHORITY
CITY OF SNELLVILLE, GA
SPECIALLY CALLED MEETING**

Meeting Minutes
November 3, 2016

I. CALL TO ORDER

The meeting was called to order at 4:30 PM. Directors present: Buddy Scott, Nelson Williams, Matt Czarick, Dan LeClair, Tom Witts and Gary Parker. Also present was Eric Van Otteren.

II. APPROVAL OF MINUTES and FINANCIAL REPORT

The Directors unanimously approved the September 15 meeting minutes. Dan shared the DDA has a bank balance of \$93,063.89 and is anticipating an Excise Tax check from the city in the approximate amount of \$14,700. From this amount, IMG's bill, in the amount of \$12,000 will be paid. This leaves an approximate balance of \$95,763.

III. EXECUTIVE SESSION

The Directors voted to go into Executive Session to discuss real property issues.

IV. OLD BUSINESS

A. Discussion of retreat and update session with Jim O'Bryan.-Eric reminded the Directors of the Nov. 30 retreat date. Planning is going well.

B. Update on Primary Gateway sign at 2992 Main Street.-The Directors discussed the recommendation to build a larger monument sign as the originally proposed monument sign did not have enough mass for the selected location. The directors approved the new design and a motion was made by Tom Witts to accept the new design and approve the additional cost of \$23,420 as quoted by IMG. The motion was seconded by Matt Czarick. The motion was approved unanimously. Eric will talk with Craig Johnson about a new mock-up illustrating the new monument size.

C. Discussion of the proposed LCI grant application.-Eric reviewed the ARC 2017 LCI Update Plan application. Eric had prepared a draft of an application. The Directors reviewed the draft and discussed the need for a \$40,000 match. Eric is to review the application with the City Manager and request a commitment from the city for the \$40,000 in matching funds. Gary Parker made a motion to submit the LCI application as proposed and reviewed; and motioned that the DDA offer a commitment of \$40,000 in matching funds to the \$150,000 requested from ARC. The total funding amount for the LCI application is \$190,000. Tom Witts seconded the motion. The motion passed unanimously. Eric is to talk with the City Manager regarding the matching funds. Eric is also to prepare a completed application for the Mayor and Council Members to review.

D. Discussion of Towne Center planning.-Eric shared an update of The Towne Center @ Snellville progress and activities.

V. NEW BUSINESS

A. DDA appointed member to the Snellville Tourism and Trade Board for re-appointment for the 2017 term.-The Directors discussed the opportunity to appoint a board member to the Snellville Tourism and Trade (STAT) organization board. The motion was made by Nelson to re-appoint Don Britt as the DDA's appointment to the STAT Board. Dan LeClair seconded the motion. There was some discussion. The motion was approved unanimously.

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VI. ANNOUNCEMENTS

The regular meeting on November 17 is cancelled. The DDA will convene a planning retreat on November 30 at 9:00 AM at the Walton EMC 3645 Lenora Church Rd, Snellville, GA 30039.

VII. ADJOURNMENT

Motion to adjourn was made by Dan, seconded by Matt. All approved.
Meeting adjourned at 5:38 PM.