

**JOINT AUTHORITIES AND AGENCY DIRECTORS MEETING
CITY OF SNEELVILLE, GA
MEETING MINUTES**

February 21, 2019

I. CALL TO ORDER

The DDA meeting was called to order by Don Britt at 4:33 PM in City Hall. DDA Directors present (quorum present): Don Britt, Dan LeClair, Dave Emanuel, Bill Kingsbury, Billy Franklin, and Matt Czarick. The DAS Directors present (quorum present) included Deborah Jones, Dan LeClair Dave Emanuel. Nick Kirkland represented the URA. In addition Eric Van Otteren, Karen Foote, Curtis Clemons and Butch Sanders were present.

II. MINUTES and FINANCIAL REPORT

The minutes of the January 17, 2019 Called DDA meeting and Specially Called (All Boards and Commissions Planning Session) meeting were reviewed and unanimously approved. The following information was provided as a financial report for the DAS and URA.

- A. Urban Redevelopment Agency (approximate City Fund balance \$16,437)
- B. Development Authority (approximate UCBI balance \$19,474)
- C. Downtown Development Authority – A financial report was provided by the Treasurer. As of February 21, 2019, the DDA balance on hand was \$53,608.07. A total of \$154,082.18 in checks were written between Nov. 1 and Jan. 17. Total deposits for the same period were \$84,606.34.

III. INVITED GUESTS

- A. Presentation of STAT Board Retreat Action Items, Kelly McAloon – Kelly (not present) (Discussion of Business Development Communications/Business Outreach intern program) The Directors discussed hiring Tseyon Sisay as an intern in collaboration with the STAT/Commerce Club. The Directors agreed with STAT hiring the intern to work on promotion and development of an outreach program.
- B. Discussion of Development of a Youth/Recreation Center, Karen Foote, LEAADS (URA) – The Directors present, discussed the priority goal from the planning retreat. Specifically, the URA and DAS Directors discussed the hiring of an intern for the spring semester to research and report on the development of a youth center. Eric shared that the intern would cost the URA and DAS a total of \$1,080 for the spring semester. Karen Foote shared her story and perspective on the need for a youth center. The DAS Directors moved to approve the hiring of Imane Bassit as an intern for the spring term. The decision was affirmed unanimously.
- C. Consideration of Application for Board Appointment from Rafiq “Allen” Unaki and Cindy Reynolds. The Directors reviewed the applications for board appointment for Allen and Cindy. A conversation with the applicants ensued. The DDA Directors moved to offer the nomination of Allen Unaki to Mayor for nomination and Council for affirmation. The DAS Directors moved to nominate Cindy Reynold for the DAS and URA. The decision was affirmed by all DAS directors present.

IV. OLD BUSINESS

- A. Update on Cobblestone Property Purchase (DDA) and Towne Center/Post Office. Eric provided an update on the purchase of the Cobblestone Office Park. The purchase is on track for closing in late April or early May. The DDA Directors talked at length about the property inspection report.
- B. Consideration of Property Management Companies. (DDA) The DDA Directors talked about proposals from JLL and Brand. The Directors asked Eric to set up a meeting with Marie Wilkins.
- C. Discussion of Transit & 5G Initiative (DAS) No additional conversation.
- D. (Consideration of UGA Intern Shared by DAS and URA) No additional conversation.
- E. Discussion about GarageWorx. Eric updated the Directors on the current status of GarageWorx. The largest business expanded and moved out of the building. The Directors talked about the condition of the building and future steps.

V. NEW BUSINESS

- A. Election of Chair and Secretary (DDA) Bill Kingsbury was nominated as secretary and unanimously approved. Don Britt was nominated as Chair and unanimously approved. Dan LeClair is servicing as Treasurer and his tenure was affirmed.
- B. Election of Chair, Vice-Chair, Secretary for DAS. The DAS Directors tabled the election of officers until the next meeting.

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MEETING MINUTES**

- C. Review and Discussion of Accountant and Bookkeeper Proposals (DDA) The DDA Directors discussed the different proposals submitted along with information about a few other individuals that did not submit proposal. The Directors discussed that the needs of the DDA do not require a CPA. Dan volunteered to talk with Marcia Jobson about taking on the responsibilities.
- D. Discussion about Joint Work Session Meeting with Mayor and Council Members (March 11) to Discuss Next Steps regarding the Towne Center. There was a brief trading of ideas by the Directors. The key area for discussion is next steps to move the Towne Center forward.

VI. EXECUTIVE SESSION

There was no call for an Executive Session.

VII. ANNOUNCEMENTS

Joint meeting with Mayor and Council Members: March 11 at 5:30 at City Hall, Room 145

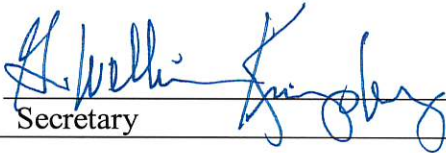
The next regular meeting is on March 21, 2019.

The Mid-Year Check-in Planning Retreat is scheduled for June 13, 2019 at 4:30 PM.

VIII. ADJOURNMENT

Motion to adjourn was made by Matt at 5:46 PM; seconded by Dave. All approved.

Approved as presented.

Development Authority of Snellville, Chair	Secretary
	
Downtown Development Authority, Chair	Secretary
Urban Redevelopment Agency, Chair	Secretary