

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
CITY OF SNELLVILLE, GA
MEETING NOTICE
Agenda**

TYPE OF MEETING

- SPECIAL CALLED
 REGULAR MONTHLY MEETING
 CALLED

(X) A QUORUM OF THE MEMBERS OF THE FOLLOWING PUBLIC AGENCIES MAY BE IN ATTENDANCE AT THIS MEETING:

- MAYOR & COUNCIL
 DOWNTOWN DEVELOPMENT AUTHORITY OF SNELLVILLE
 DEVELOPMENT AUTHORITY OF SNELLVILLE
 URBAN REDEVELOPMENT AGENCY OF SNELLVILLE

DATE OF NOTICE: Monday, June 17, 2024
DATE OF MEETING: Wednesday, June 19, 2024

TIME OF MEETING: 4:00 PM
LOCATION: Snellville City Hall – 2nd Floor, Room 259

AGENDA:

I. CALL TO ORDER

II. MINUTES

- A. Approval of April 17, 2024 Minutes

III. REPORTS

- A. Financial, Dan LeClair, DDA Treasurer, Snellville DDA
B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park
C. The Grove, Mercy Montgomery, Assistant City Manager, City of Snellville

IV. NEW BUSINESS

V. OLD BUSINESS

VI. EXECUTIVE SESSION

VII. ANNOUNCEMENTS

The next regular meeting is scheduled for Wednesday, July 17, 2024 at 4 PM at City Hall.

VIII. PUBLIC COMMENTS

IX. ADJOURNMENT

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
CITY OF SNELLVILLE, GA
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NOTIFICATION:

GWINNETT DAILY POST	5:00 PM	6/17/2024
ATLANTA JOURNAL "GWINNETT EXTRA	5:00 PM	6/17/2024

As set forth in the Americans with Disabilities Act of 1992, the City of Snellville does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. Matthew Pepper, 2342 Oak Road, Snellville, Georgia 30078 has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice Regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

The City of Snellville will assist citizens with special needs given proper notice (seven working days). Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Snellville should be directed to ADA Coordinator, 2342 Oak Road, Snellville, Georgia 30078, telephone number 770-985-3503.

EXECUTIVE SESSION

An Executive session may be called to discuss pending and/or potential litigation, settlement claims, administrative proceedings or other judicial actions, which is exempt from the open meetings act pursuant to O.C.G.A. section 50-14-2-(1). Further, discussion may include future acquisition, disposition, contract to purchase, and lease of real estate, which is excluded from the open meetings act pursuant to

O.C.G.A. section 50-14-3-(4). Upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee, which is excluded pursuant to O.C.G.A. section 50-14-3-(6).

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

April 17, 2024

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

Guests: Angie Strickland, Cobblestone Property Manager; Mercy Montgomery, Assistant City Manager; Matthew Pepper, City Manager.

CALL TO ORDER

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

APPROVAL OF MINUTES

Mr. Clower made a motion, seconded by Mr. Ukani, to approve the minutes for the meeting held on January 17, 2024. Six (6) in favor and zero (0) opposed, motion approved.

REPORTS

Financial Report

Mr. Pepper provided the financial report for March 2024.

Cobblestone Report

Ms. Strickland provided a report on the Cobblestone Property.

The Grove Report

Mr. Pepper provided a report on the Grove project.

NEW BUSINESS

Discussion on Exterior Door Lock for Executive Suite Tenants

Ms. Strickland reported to the Authority that one of the tenants that rents an Executive Suite in Building C has repeatedly left the exterior doors unlocked when the suite is unoccupied. Ms. Strickland further reported that this is a problem because it allows for unauthorized access to the suites being rented by other tenants. She has addressed this concern with the tenant previously and communicated with this tenant as well as others in the area regarding the responsibility to secure and lock the door, but it continues to be an ongoing issue. Ms. Strickland requested that the Authority approve the installation of key code locks on the two (2) exterior doors. The estimated cost is \$149 per door. After some discussion, Mr. Ukani will provide Ms. Strickland with additional information on a door handle lock as an alternative option.

Consideration and Approval of Landscape Contractor for The Grove

Mr. Pepper presented to the Authority a bid tabulation for the landscape work for The Grove at Town Center. Mr. Pepper explained that Landscape Associates also was awarded the landscape contract with the City. The scope of work is divided between the Authority-owned areas of the development and the areas shared between the Authority and the developer. The annual contract is for \$9,804.00 for the Authority-owned areas, and \$16,357.00 for the shared areas. The cost for the shared areas is split between the Authority and the developer. Landscape Associates will begin work in May.

**DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
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MEETING MINUTES**

Mr. Toney made a motion, seconded by Mr. Clower, to award the annual landscape maintenance contract for The Grove at Towne Center to Landscape Associates. Six (6) in favor and zero (0) opposed, motion approved.

OLD BUSINESS

Discussion on Cobblestone Soundproofing for Offices

The Authority continued discussions on addressing the noise bleed issue between the tenants in D-100 and D-102. Ms. Strickland explained that both tenants have expressed a need for privacy since they meet regularly with clients and explained the structural characteristics unique to this area of the building that are causing the sound issues. Ms. Strickland reviewed with the Authority options and associated cost proposals to address the issue.

Mr. Clower made a motion, seconded by Mr. Carter, to authorize replacement of the existing walls with additional sheetrock and to add necessary insulation, presented as Option One. Five (5) in favor and Mr. Ukani opposed, motion approved.

Discussion on Replacement of Lights on Exterior Door at Cobblestone

Ms. Strickland requested that the Authority authorize replacing several aging lights around suite entrances throughout the development. The cost to replace the lights is \$3,193.00.

Mr. Clower made a motion, seconded by Mr. Ukani, to replace the exterior lights per the plan presented by Ms. Strickland. Six (6) in favor and zero (0) opposed, motion approved.

Discussion on Communications

Mr. Pepper introduced Ms. Montgomery as the new Assistant City Manager and staff liaison to the Authority. As part of the transition, the Authority discussed the importance of continued communication between staff and the Authority.

EXECUTIVE SESSION

None

ANNOUNCEMENTS

None

PUBLIC COMMENTS

None

ADJOURNMENT

Mr. Clower made a motion, seconded by Ms. Jones, to adjourn. Six (6) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:50 PM.

Approved as presented.

<hr/> Downtown Development Authority, Chair	<hr/> Secretary
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Cobblestone Report
Snellville DDA
June 19, 2024 Meeting

REPORTS

B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park

G-201/2, Platinum Elite Roofing

After discussion with Board Chair, notice was provided related to lease termination at the close of June, 2024.

The tenant was in violation of five lease terms including: operation of an additional unauthorized business, vehicle left in the lot overnight, person (s) in the building overnight, failure to provide proof of insurance, and failure to remove trash.

It appears the overnight stay and overnight vehicle continue

Tenant has been sent (by certified letter) a notice of our intent to terminate his month-to-month lease on 7/1/24. He was given until midnight on the 1st to remove everything from the space.

E-200, Vision Leadership Network

Tenant hired his own electrician, which damaged DDA-owned fixtures, wiring and panel box. During regular inspections, it was discovered tenant was using the panel box to operate front office lights due to the damage. Tenant was notified of his violations of lease terms and required to pay for necessary repairs totaling \$1,500 to address fire hazards.

Our electrician came within 2 hours to make the fixtures and wires safe with temporary power and the following week repaired damaged wiring, replaced damaged fixtures, and fixed wires to junction and panel box.

Office inspections were completed in all units.

Several common violations were identified and previously shared with the Board. Information on policies and inspections will continue quarterly to ensure compliance and safe operation within leased space.

Aging light fixtures -Complex wide

Cobblestone fluorescent light fixtures (housings) are dated with the exception of ones replaced with LED strip lights. Installation of LED bulbs by tenants presents a problem when paired with the old ballasts. The majority of older fixtures require a working ballast to receive and use the old hardware in the fixture for new LED bulb installation and wiring. Several years back the Board discussed that DDA would not replace existing ballasts. However, identifying the current electrical context in several spaces indicates that several of the old fixtures require the ballasts, which would be a DDA responsibility given that it's related to the fixture. Board guidance may be needed as we address individual instances of necessary repairs and/or consider a strategy to prevent future issues.

Oral Surgeons -F-100

A water emergency caused a three to four hour shut down of their practice. The problem was isolated to their office with an old piece of copper (stripped out) that connected two other elements. Plumber worked to address through a temporary fix and is working to find a long term replacement.

Firewall

Firewall repairs for the units experiencing sound bleed was planned for completion on June 14th. A trial sound test (with a loud voice) was successful and could not be heard on the other side of the wall.