

**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: Friday, July 5, 2024  
DATE OF MEETING: Monday, July 8, 2024  
  
TIME OF MEETING: 3:00 PM  
LOCATION: Snellville City Hall – 2<sup>nd</sup> Floor, Room 259

**AGENDA:**

**I. CALL TO ORDER**

**II. MINUTES**

- A. Approval of June 19, 2024 Minutes

**III. REPORTS**

- A. Cobblestone
- B. The Grove, Mercy Montgomery, Assistant City Manager, City of Snellville

**IV. NEW BUSINESS**

- A. Lease for Market Building at The Grove

**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  
MEETING NOTICE**

**NOTIFICATION:**

GWINNETT DAILY POST	3:23 PM	7/5/2024
ATLANTA JOURNAL "GWINNETT EXTRA	3:23 PM	7/5/2024

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**

June 19, 2024

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

Guests: Mayor Barbara Bender; Mercy Montgomery, Assistant City Manager

**CALL TO ORDER**

Mr. Britt called the meeting to order at **4:07 PM**.

**APPROVAL OF MINUTES**

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

**REPORTS**

Financial Report Mr. LeClair provided the financial report for May, 2024.

Cobblestone Report Ms. Montgomery provided a report on the Cobblestone Property on behalf of the Cobblestone Property Manager.

The Grove Report Ms. Montgomery provided a report on the Grove project.

**NEW BUSINESS**

**OLD BUSINESS**

**EXECUTIVE SESSION**

None

**ANNOUNCEMENTS** Mayor Bender updated the Board on recent property acquisitions by the City.

**PUBLIC COMMENTS**

None

**ADJOURNMENT**

Mr. Ukani made a motion, seconded by Mr. Clower, to adjourn. Six (6) in favor and zero (0) opposed, motion approved. The meeting adjourned at 4:32 PM.

**Cobblestone Report**  
**Snellville DDA**  
**July 8, 2024 Meeting**

**REPORTS**

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

G-201/2, Platinum Elite Roofing

Tenant moved belongings from office, but left most of the furniture. Tenant did not pay June Rent and late fee of \$2,800. Tenant was emailed twice for payment. We have a \$2,020 security deposit on file.

After speaking to Chair, suite was re-keyed July 2, 2024. We have started to clean-up and dispose of small furnishings. Torres will get a dumpster to dispose of the remainder of items.

Electrician made sure fixtures and outlets were safe. About \$600 worth of electrical work is needed.

E-200, Vision Leadership Network

Tenant paid electrician to fix his wiring and fixture issues. Tenant then called back to complain of the color of the lights. He is the one who purchased the LED bulbs. This is a cosmetic complaint, not a workmanship complaint. After electrician re-inspected, Tenant was informed this was cosmetic in nature & DDA would not do any further work to those fixtures. Electrician saved the 4 fixtures for tenant with ballasts and LED bulb re-wire (from fire hazards). Tenant was told he could replace the light with our electrician with a new LED fixture if this cosmetic issue was not esthetically pleasing to him.

At this re-check, I was disappointed in Tenant. He told the electrician DDA assessed him fines for the fire hazards. It was inappropriate for the tenant to discuss this with electrician (and untrue). I addressed this in my email to tenant along with the cosmetic replacement of fixtures to a new LED fixtures.

Aging light fixtures -Complex wide

Executive Suites bathroom light ballasts burned out fixture. New LED fixture was needed. Price was \$250 installed. G-201/2 needs a new hall fixture and 1 in bathroom.

We can save by buying the new LED fixtures in bulk (like C-100 and C-102).

Awaiting final estimate on changing fixtures.

\*This work is unable to be done if ballasts have burned out. Must have coordination between status of burn out, ability to replace, available materials, and compatibility with LED bulbs.

Oral Surgeons -F-100

One of their HVAC units was leaking due to yet another aging pipe. This was a 39 hour period with no AC. Tenant turned down the offer of a window unit and moved HVAC vendor to Wed. a.m. Then we had trouble getting our guys there on time. Jenn, I and Tenant were upset with HVAC.

Goelst Corp., F-200

HVAC leak (4<sup>th</sup> time here). I had this drained cleared two months ago (pre-emptively). Tenant was in office and saved property by calling us ASAP. Clean up folks got up wet tiles and dried up area.