

**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.

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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

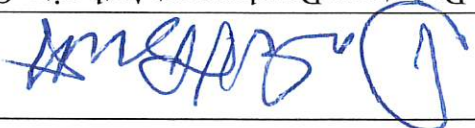
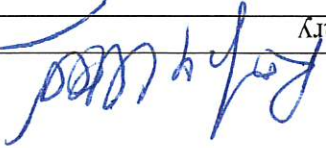
PUBLIC COMMENTS

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.

 Downtown Development Authority, Chair	 Secretary
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