STOCKBRIDGE DOWNTOWN DEVELOPMENT AUTHORITY	REGULAR MEETING MINUTES Monday, Dec 16, 2019 @ 6 PM Stockbridge City Hall Levi Room 4640 N. Henry Blvd. Stockbridge, GA 30281

Board Members	Present	Absent
[Vacant] Chair		Absent
Calvin Gleaton, Vice-Chair	Yes	
Roger Custin, Secretary	Yes	
Renee Shaw, Treasurer	Yes	
LaKeisha Gantt, Stockbridge City Council	Yes	
Rodney Hornes, Board Member	Yes	
Aneta T. Lee, Board Member	Yes	

Guests / Staff / Speakers
James Touchton, Economic Development director
Randy Knighton, City Manager
Kira Harris-Braggs, Main Street Manager
Heather Hubble, TSW

1. **Call to Order**
   a. Invocation Followed by Pledge

   b. Roll Call - Meeting was called to order at 6:03 pm

   c. December Meeting Agenda Approval – Renee motion to move the Old business to #2, with TSW. Approved

   d. November 18 Meeting Minutes Approval – Roger motion to approve the minutes, Aneta seconded. Renee requested clarification that the bank *representative*, not the bank manager may waive the fees for opening a new account. Also, to indicate that the board requested a copy of the Abbott engineering report about the viability of renovating the old fire station building. Roger will make the necessary updates to the minutes and redistribute.

2. **Officers and City Staff Reports**
   a. Chairman's Comments – Calvin chaired the meeting in Raoul's absence. No additional comments.

   b. Treasurer Update – Renee
   Renee provided a report as of Oct 31. Nov and Dec will be presented at the Jan 2020 meeting.

   Transfer of the $45K is the transfer of the 2019 Budget. Per James – 2020 $45K was approved.

   DDA owes City $12,943.73 based on expenditures paid by City on behalf of the DDA. City paid on behalf of the DDA several items. DDA budgeted $5k for the retreat. Appears we were $1,448.48 over budget. Renee has requested invoices on all the city's accounting. Renee is looking to ensure expenses were charged as tax exempt.

On the account detail Jan 17, 2019 - $500 Consulting Services LD Squared Inc. Doug Stoner was supposed to come out of James Touchton's budget. James will have that moved over.

Miscellaneous Expense Eagles Landing HOA - $1,350. May be an older expense from when the DDA managed this property. If prior to 2016, may belong to DDA. City Treasurer is getting more information.

Roger made a motion to approve funding the budget overage for the Jan 2019 retreat, after Renee's audit to ensure the expenses are legitimate and allocating to other budgets as appropriate. Aneta seconded. Unanimously approved.

Renee informed the City Treasurer that the DDA needs to know when there is a budget request, to ensure all are on the same page with the City Manager.

Renee is checking to see who the "Public Funds Now" account belongs to.

Renee will remove Raoul's name as signatory and add Calvin as Vice Chair.

c. Secretary Update – Roger
   i. 2020 Meeting Calendar

   Roger proposed the 2020 SDDA meeting calendar. After discussion, Roger made a motion to meet on the 3rd Tuesday of each month, barring any potential conflicts with holidays or other city board meetings, Aneta seconded. Unanimously approved.

   Jan 21
   Feb 18
   Mar 17
   Apr 21
   May 19
   Jun 16
   July 21
   Aug 18
   Sep 15
   Oct 20
   Nov 17
   Dec 15

d. Façade Grant Updates – Rodney – No update from Rodney. Aneta will check with Mr. Fletcher. Roger will provide Aneta with Mr. Fletcher's application. *Update: Roger provided Rene a copy of Mr. Fletcher's Façade grant application following the meeting.*

e. City Council Updates – Councilwoman Gantt –.
   i. DDA Position Opening

Rodney and Raoul will not renew their terms for 2020. Aneta and Renee are

renewing. Council will approve. Maybe Feb before someone is filled.

f. Main Street Advisory Board Updates – Aneta
No updates.

g. City Staff Updates – James
James revealed the city brochure focus on the story of Stockbridge. Plan is to replace the back picture with the plans for cultural arts center.

James also announced an Economic Forecast – Breakfast Feb 26 7:30a-9:30a –. City plans to reform the Stockbridge Association of Businesses (SAB).

3. Old Business

a. Master Plan Engagement with TSW - James Touchton and Heather Hubble

We have an LCI, Trail, RSVP, etc. RSVP is a great vision. Heather presented – city would be helped with a master plan effort. TSW worked with the city – amphitheater, Arts/Cultural center. TSW has been helping cities like Stockbridge develop their downtown. Heather shared the presentation Bill gave a few months ago. Recommending Bleakley for the Market Study. Master Plan in total takes about 3 months.

Per James, City Manager has agreed to transfer $8500 over to the DDA to cover the cost of the Market Study.

If we remove all public charets, how does this affect the budget?

TSW Scope – vision already designates key components. Does the scope include how to implement? Planning, yes, funding No. The plan would provide direction for DDA investments.

LaKeisha – City has a broker to meet with TSW provide input.

Would TSW be able to do the Supplemental LCI or would that would be a separate engagement? Master plan would inform the LCI supplemental.

Removed the public workshop scope - $5,500.

- No community input needed
- Walkability between Arts, downtown, Amphitheater, Multiuse trails
- Retain existing trees – yes, if feasible
- Set standard for architecture
- Aligned to the RSVP
- Maintain historical integrity
- DDA will direct the plan with the City, Council, Main Street, DDA would all need to be in agreement.

Heather outlined the process: first a site visit – walk through – DDA meeting. Coordination with City engineer, boundaries, then market study, market influences the plan. Come up with a couple of options. At that point, it might be important to have what the council likes, then after the work session,

Roger Motion to authorize procurement of a Master Plan, Option 3, with the following caveats: for $29K, remove the public input scope, with the assumption that the additional $8,500 is funded by the City to cover the cost of the Market Study. LaKeisha seconded. Unanimously approved.

Current contract needs to be signed as the DDA.

James will check to see who from the DDA needs to sign.

b. Downtown Development Opportunities / JLL Engagement Update – James Touchton –.

Hold off on this for now until we develop a Master plan, city has its own broker.

c. Discussion of former Fire Station building. – .

DDA and city council should have consensus. Is there an engineering study?

Kira – DDA should let the City know what we want to do with the building.

Important to work collaboratively, give us something

James if we formerly vote for the near future, in order to fill that space.

Renee wants to see the engineering plan before voting. James agreed to get. If there isn't an engineering report, then we need to get one.

James said the deed has been transferred. James will follow up on the status of the deed.

4. New Business

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Meeting adjourned. 8:49 pm.

5. Executive Session .

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6. **Adjourn** – Meeting adjourned at 8:04p

Approval of Minutes

Calvin Gleaton, DDA Vice-Chair	Roger Custin, DDA Secretary
Date	Date

Executive Session Criteria	GA Code
Discuss or vote to authorize the settlement of a matter covered by the attorney-client privilege. Identify the case or claim discussed but not the substance of the attorney-client discussion.	50-14-2(1) and 50-14-3(b)(1)(A)
Discuss or vote to authorize negotiations to purchase, dispose of or lease property.	50-14-3(b)(1)(B)
Discuss or vote to authorize the ordering of an appraisal related to the acquisition or disposal of real estate.	50-14-3(b)(1)(C)
Discuss or vote to enter into a contract to purchase, dispose of, or lease property subject to approval in a subsequent public vote.	50-14-3(b)(1)(D)
Discuss or vote to enter into an option to purchase, dispose of, or lease real estate.	50-14-3(b)(1)(E)
Discuss or deliberate upon the appointment, employment, compensation, hiring, disciplinary action or dismissal, or periodic evaluation or rating of a public officer or employee.	50-14-3(b)(2)
Meeting to interview one or more applicants for the position of the executive head of an agency.	50-14-3(b)(2)
A meeting otherwise required to be open was closed to the public in order to consult and meet with legal counsel pertaining to pending or potential litigation, settlement, claims, administrative proceedings, or other judicial actions brought or to be brought by or against the agency or any officer or employee or in which the agency or any officer or employee may be directly involved and the matter discussed was [identify the matter but not the substance of the discussion.	50-14-2(1)
Staff meeting held for investigative purposes under duties or responsibilities imposed by law.	50-14-3(a) (1)

Addendum: Presentation to discuss plans for the former Fire Station.

What to do with "The Station"

DDA Priorities – April 2019

Draft DDA Goals - Now

Priorities

1. Establish a Downtown Anchor
   - e.g. "The Station"
2. Resolve Parking
   - Demolish building, Reorface lot, Resolve alley drainage / smoothen
   - Signage
3. Silence the Railroad
   - Essential for residential, outdoor dining
4. Destinations
   - Trail head, art / sculptures, signage, events

How?

- Acquire Property for Development
- Incentives
- Public Private Partnerships
- ??

RSVP

- Welcome Center
- Event space
- Café
- Main Street and DDA offices
- Tourist Information
- Local artist gallery
- Pop-up Market
- Public restrooms

Divergence of Opinions

- Strategic Location
- Brew House?
- Restaurant?
- Roof Top Deck?
- Mixed use development?

Great Ideas!

...Meanwhile

Motion to Support "The Station"

Benefits

- Boost downtown activity
- Community hub
- Celebrate community talent and businesses
- Showcase Stockbridge now, its rich history and exciting future
- Encourage collaboration between city employees
- Streetscape improvements
- City controls the message

Motion to Support "The Station"

Why now?

- Adaptive re-use lowest investment cost
- Reinforces commitment to the community
- Up and running in time for Stockbridge's 100 year anniversary of cityhood

What about those Great Ideas?

- Plenty of vacant parcels
- Welcome Center invites visitors and INVESTORS
- Incorporate into the development plan