



Where Community Connects

**DOWNTOWN DEVELOPMENT
AUTHORITY OF THE
CITY OF STOCKBRIDGE**

BOARD MEMBERS

Roger Custin, Chair

Maxwell Sears, Vice-Chair

Robert Swygert, Secretary

Barbara Richardson, Treasurer

Frangela Merritt, Board Member

Robert Anderson, Board Member

Councilman Elton Alexander

ADMINISTRATION

Kim Allonce

Economic Development Director

Kira Harris-Braggs

Main Street Manager

Vanessa Holiday

Recorder

Brandon Bowen

Attorney

**Downtown Development
Authority Meeting
Agenda
May 16, 2023 6:00 PM**



STOCKBRIDGE CITY HALL

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STOCKBRIDGE, GA 30281

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AGENDA

DOWNTOWN DEVELOPMENT AUTHORITY MEETING

CITY OF STOCKBRIDGE

TUESDAY, MAY 16, 2023 6:00 PM

I. Call to Order

1. Roll Call
2. Approve Agenda
3. Approve 2/21/2023 Minutes

II. Officers and City Staff Reports

4. Chairman's Comments – Custin
5. Treasurer Update – Richardson
 1. Financial report
6. Secretary Updates – Swygert
7. Main Street Advisory Board Updates – Harris-Braggs / Richardson / Fareed
8. Façade Grant Update – Custin/Swygert
 1. Consideration for patio improvements
9. City Staff Updates – Kira Harris-Braggs
10. City Council Updates – Councilman Alexander

III. New Business

11. Zoom vs in-person meetings

IV. Old Business

12. Council action for absent board member
13. 2023 Officer elections
 1. Treasurer
 2. Secretary
 3. Vice Chair
 4. Chair
14. MLK Sr Memorial public art update – Custin
15. New DDA logo – Custin
 1. Next: business cards and Façade Grant marketing

16. TSW Master Plan restart – Custin /Allonce
17. Committee to draft Intergovernmental agreement (IGA) with City – Custin

V. Executive Session (if needed)

VI. Adjourn

Board Members	City Staff / Speakers
Elton Alexander, Stockbridge City Council	Vanessa Holiday, City Clerk
Roger Custin, Chair	Kim Allonce – Economic Development Director - Absent
Maxwell Sears, Vice Chair - Absent	Kira Harris-Braggs, Main Street Manager
Barbara Richardson, Treasurer	Lisa Fareed – Main Street Program Coordinator - Absent
Bob Swygert, Secretary	Frederick Gardiner – City Manager - Absent
Frangela Merritt, Board Member	
Robert Anderson, Board Member	Ariel Shaw – Stockbridge Development Authority Chair

The meeting was called to order by Chair Custin.

Secretary Swygert proceeded with the roll call. All members were present except Councilman Alexander who joined immediately following roll call; Board Member Richardson joined the meeting following the adoption of the Minutes. Board Member Sears was not present for the meeting.

Chair Custin motioned to amend the Agenda to add Guest Speaker Reggie Sylvain to address the board; second by Councilman Alexander. The motion passed unanimously.

Chair Custin motion to approve the November 15, 2022 and January 10, 2023 Meeting Minutes; second by Board Member Swygert. The motion passed unanimously.

Board member Richardson joined the meeting.

Officers and City Staff Reports

Chairman's Comments – Custin - Welcome Robert "Bob" Anderson

Chair Custin welcomed Robert Anderson who was recently appointed to the Board and sworn.

Mr. Anderson noted he has been a resident of the Stockbridge since 1968 and has always been involved in community, specifically local athletics with the county and Cochran Park and Mays Field, and noted his home is now in the city limits and is excited to be involved and looks forward to working with everyone.

Guest Speaker – Ariel Shaw Stockbridge Citywide Development Authority

Ms. Shaw was not online at the time and perhaps will be available later in the meeting.

Officers and City Staff Reports

Treasurer Update – Richardson

Financial report

Board member Richardson presented the financials as of January 31, 2023, noting the Façade Grant account balance of \$114, 669.65 and the Checking/Operating account balance of \$46,460.58; noted the expenses for the month of \$240.00, for and overall balance of \$161,130.23.

Ms. Holiday inquired about the reimbursements due to the City.

Board Member Richardson noted the email oversight and would review and process the reimbursements.

Chair Custin referenced the DDA Master Plan with TSW, noting the Plan has been idle for a few years for various reasons and is now looking at completing the Plan which has a cost of \$29,000 and has been partially paid and TSW invoices that have been received for payment.

Secretary Updates – Swygert

No updates.

Main Street Advisory Board Updates – Harris-Braggs / Richardson / Fareed

Ms. Harris-Braggs announced the Main Street Advisory Board has two newly appointed members and the election of new officers, noting Camille Reynoso Mason and Andrea Burnett; noted Mr. Willie Hopkins was appointed Board Chair, Shomari Furtch was appointed Vice-Chair and Prayre Finley was appointed Secretary; referenced the upcoming Entrepreneur Training Program which is a condensed 8-session certificate program for entrepreneurs and new business owners to assist with technical assistance and at has been revised and revamped, and the program is in partnership with Operation Hope and Truist Bank, noting the last session had 28 of 30 participants successfully complete the program and is working with the consultant to solidify the dates; noted Main Street staff and Advisory Board members would be attending the Essentials of Downtown Conference in LaGrange, GA on March 15th; noted Main Street 101 has been revised and is available on the Georgia Downtown website and recommends the DDA Board Members invest in the training, with a fee, and offers a wealth of information about the Main Street Program, the Main Street Downtown Development Concept and the DDA, noting the course is taken at your own pace and is a way to become acclimated with downtown development; noted Main Street staff met with the new downtown businessowners Ms. Lori Isidor of Ruby's Florist, and the Jeff Carr of CarrBQue, and noted his location was formerly the old Stockbridge jail with the jail cell still in place and perhaps could be a tourist destination; and noted Mr. Carr expressed interest in the DDA's Façade Grant; noted the Downtown Beautification Committee will convene next month to prioritize projects, replace banners and add planters.

Councilman Alexander noted he understands the Welcome Center has been complete and includes a shared space for the DDA and asked Ms. Harris-Braggs to speak more about the facility.

Ms. Harris-Braggs noted staff has moved into the space, the Main Street Advisory Board has held meetings at the new location, and there are plans to host a grand opening soon for the community to see the facility,

Councilman Alexander expressed his excitement to see another city facility in the downtown.

Chair Custin asked if there was a camera setup in the conference room in the facility.

Ms. Harris-Braggs noted there is not a camera, but the room does have a smart tv installed.

Economic Development Update

Ms. Harris-Braggs reported on behalf of the Kim Allonce, noting the Economic Development Department will be releasing an RFP to bring on a qualified project team to conduct a Citywide Economic Development Strategic Plan which will also include marketing strategies, and more updates will be provided as the process unfolds; and referenced the Connectivity Study where the initial meeting is scheduled for February 28th.

Councilman Alexander noted Ms. Harris-Braggs had filled the role of the DDA's Staff Liaison in when the Economic Development Director position was vacant, and asked if that has transitioned to Mr. Allonce.

Ms. Harris-Braggs confirmed Mr. Allonce is serving as the DDA Staff Liaison.

Chair Custin noted he had met with Mr. Allonce several times one on one, and has standing meeting that includes Main Street staff, and briefed on the Downtown Strategic Planning Session that took place in June of 2022, and brought him up to date on downtown activities.

Councilman Alexander recommended a camera system be installed in the conference room and asked the DDA to entertain funding the purchase and installation from DDA budget as a shared space.

City Council Updates – Councilman Alexander

Councilman Alexander noted he is excited about the economic development surge throughout the entire city; referenced Angie's Café, a sit-down restaurant on Hwy. 138 and asked that everyone support our local businesses; referenced Ruby's Florist at 100 East Atlanta Rd. as previously mentioned by Ms. Harris-Braggs, noting their Valentine's Day sales were amazing and exceeded their expectations; referenced Sere Organic Salon & Spa at 123 East Atlanta Rd noting the owner is committed to the downtown; noted a Ribbon Cutting taking place at the Peach Cobbler Factory located in the Publix Plaza at 250 East Atlanta Rd. and is doing extremely well; and noted there are several developers who have expressed interest in development in the downtown; noted Mr. Harold Young is the city's Amphitheater Consultant and will be in an amazing lineup for the 2023 concert series; noted there has been extensive work on the multi-use trail from N. Henry Blvd. and Bryant Street and the reconfiguration of North Lee St. and South Lee St. to link up and form the new 4-way intersection; noted the Board of Education reported they are on schedule with the Stem School project; and noting these are exciting time or the City of Stockbridge.

New Business

Action for absent board member

Chair Custin noted he made the board aware of the absence of a board member and who has not been responsive; noted the board requested a certified letter be sent to Board Member Sears, and that was done by the board's attorney, noting there has been no intentions received verbally or by email to continue serving,

Councilman Alexander requested the discussion take place in Closed Session as a personnel matter.

Chair Custin contended it was matter pertaining to the absence of a board member, and not a personnel matter and asked the board to send the matter to the City Council to consider posting the position as a vacant position,

Councilman Alexander noted the Board Attorney should be on the call with this issue, and referenced the precedence from the City Council is to have the discussion behind closed doors and bring the decision back and announce publicly and recommends the DDA do the same.

Board member Swygert motion to add the Executive Session for Personnel to the Agenda; seconded by Councilman Alexander. The motion passed 6-0.

2023 Officer elections

Treasurer, Secretary, Vice Chair. Chair

Chair Custin noted the Board postponed elections pending the outcome of the vacant position; and noted his plans to step down as Chair, however, he does want to have the position abandoned at this time. Chair Custin motioned that the election of members be postponed until there is a full-seated board; seconded by Board Member Swygert. The motion passed 6-0.

Old Business

MLK Sr Memorial public art update – Custin

Chair Custin noted the draft has been completed and is now planning a socialization of that proposal to present to the Council; and wants to be respectful on how this is presented and is working with the Main Street Downtown Program Manager regarding the 3 on 3 meetings with members of the Council before making public and hopes to include in the 2024 budget.

New DDA logo – Custin

Chair Custin asked everyone to use of the new logo in your email signatures and will send the instructions; noted next is to plan & design of the business cards and façade grant and marketing; that came with the usage package, and asked everyone to check with him, Ms. Harris-Braggs or Mr. Allonce for the appropriate logo use and colors.

TSW Master Plan restart – Custin

No Action

Committee to draft Intergovernmental agreement (IGA) with City – Custin

Chair Custin noted the IGA is in its final stage, and the attorneys will meet to review the remaining points from the city's perspective, and should have to present to the board in an upcoming meeting; noted this agreement speaks to the expectations of the DDA and the City, noting funding is received from the City,

Chair Custin Motioned to convene Executive Session for Personnel and Real Estate and will include the Main Street Downtown Manager and the City Clerk: second by Board Member Merritt: the motion passed 6-0.

The meeting was not recording following Executive Session

Motion to adjourn Executive Session and reconvene the meeting: Chair Custin; second by Board Member Swygert. The motion passed 6-0.

Mr. Reggie Sylvain referenced investments he has made in the downtown district noting he believes in the City of Stockbridge and the downtown and is looking for additional opportunities; noted the recent purchase of the Kathy's Florist shop and the new owner is Ruby's Florist shop; noted a restaurant/bar that should be ready for business as it nears completion close to the Amphitheater 2023 opening; note he as submitted an application for a revolving loan that is under review; noted his plan to stick to the city's RSVP Plan, noting the key is to add density to the downtown. Mr. Sylvain referenced a contract he has on a residential property in the area.

Board Member Richardson asked about the plans for the old fire station location.

Mr. Sylvain noted the plans are for indoor/outdoor dining and is submitting plans to the city soon with a NOLA style rendering serving lunch/dinner and Sunday Brunch, with breakfast perhaps later to come; and noted he would be submitting a façade grant application as well.

Board Member Swygert thanked Mr. Sylvain for his investment in the downtown.

Guest Speaker – Ariel Shaw Stockbridge Citywide Development Authority

Ms. Shaw extended greetings from the Stockbridge Development Authority; noted she met with the City Manager regarding a joint meeting with DDA, and Main Street, noted the Development Authority is aggressively seeking incentives; and noted (3) members of the board will be attending the upcoming South Metro Outlook Conference; and noted their board wants to review the DDA's IGA with the city once completed.

Councilman Alexander encouraged everyone to attend the conference, if possible, noting the City of Stockbridge would be receiving an award for the Amphitheater.

The recording resumed.

Motion to adjourn by Chair Custin; second by Councilman Alexander. The motion passed 6-0.

Virtual Meeting Notice:

Due to concerns surrounding the spread of COVID-19 in the City of Stockbridge, Georgia and nearby communities, the Downtown Development Authority of the City of Stockbridge will be temporarily holding public meetings via teleconference in accordance with the Open Meetings Act (See O.C.G.A. Section 50-14-1 (g)). We invite the public to participate via a Zoom session, which can be accessed by using the instructions provided on the Agenda for the applicable meeting.

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)

Minutes prepared by Vanessa Holiday, City Clerk.