



Where Community Connects

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

BOARD MEMBERS

Robert Anderson, Chair

Warren Washington, Vice-Chair

Frangela Merritt, Treasurer

Kenya Cook, Secretary

Darrell Stamper, Board Member

Vacant, Board Member

Councilmember Elton Alexander

ADMINISTRATION

Frederick Gardiner, City Manager

Vacant

Economic Development Director

Lisa Fareed

Downtown Main Street Manager

Cassandra Lester, Recorder

Blake Sharpton, Attorney

**Downtown Development
Authority
Meeting Agenda
August 20, 2024 6:00 PM**



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AGENDA DOWNTOWN DEVELOPMENT AUTHORITY MEETING CITY OF STOCKBRIDGE

TUESDAY, AUGUST 20, 2024 6:00 PM

I. Call to Order

1. Roll Call
2. Motions for additions or deletions to the proposed agenda
3. Approve Agenda
4. Approve July 16, 2024 Meeting Minutes

II. Officers Reports

5. Chairman's Comments - Anderson
6. Vice Chair's Comments - Washington
7. Treasurer's Update - Merritt
8. Secretary's Updates - Cook

III. Old Business

9. Update on the DDA/EDD/CDA Joint Sponsorship Amphitheater Table Promotion
10. Update on the Joint DDA/City Burke Street Parking Lot Renovation Project
11. Update on the DDA MLK Sr. Heritage Trail Special District Façade Grant Program / Signing & Sealing of Resolution

IV. New Business

12. None

V. City Staff Reports

13. City Council Liaison - Councilmember Alexander
14. Economic Development Department Liaison - City Manager Frederick Gardiner
15. Main Street Advisory Board Liaison - Main Street Manager Lisa Fareed

VI. Executive Session (if needed)

VII. Adjourn

Board Members	City Staff
Robert Anderson, Chair - Present	Cassandra Lester, Deputy City Clerk - Present
Warren Washington, Vice Chair - Present	Vacant, Economic Development Director
Frangela Merritt, Treasurer - Absent	Lisa Fareed, Main Street Manager – Present
Kenya Cook, Secretary - Present	Frederick Gardiner, City Manager – Present
Darrell Stampler, Board Member - Present	
Vacant, Board Member	Guest Speaker
Elton Alexander, City Council Liaison - Present	

Chair Anderson called the meeting to order at 6:08 p.m.

Chair Anderson proceeded with a roll call. All members were present except Treasurer Merritt. Vice-Chair Washington joined the meeting at 6:11 p.m.

Chair Anderson moved the Economic Development Department Update to follow Secretary's Updates on the Agenda and called for a motion to approve the Agenda. Motion to approve the Agenda made by Councilmember Elton Alexander seconded by Board Member Kenya Cook. The motion passed unanimously 5-0.

The June 18th, 2024, meeting minutes were not approved.

Officer Reports

Chair's Comments-Anderson

Chair Anderson recited the statement, "With integrity and transparency, the D.D.A. shall strive for sustainable trade, commerce, industry, and employment growth within the Downtown Development District." and proceeded with the meeting.

Vice-Chair Comments-Washington

Vice-Chair Washington had no updates to present.

Treasurer Update-Merritt-Financial Report

During Treasurer Merritt's absence, Chair Anderson presented the balance sheet for the Downtown Development Authority.

The operating account started at \$24,625.74. \$1,085.00 was paid for the annual storage cost, and \$6.45 was paid for a combination lock for the storage unit. The balance as of July 16th, 2024, is \$23,534.29.

The Façade account remains at \$30,000.

The Project account started at \$210,799.45. \$6,450.00 was paid to the attorneys Butler and Snow for legal fees related to the sale of 114 MLK Senior Heritage Trail. The balance as of July 16th, 2024, is \$204,349.45.

According to Treasurer Merritt's written report there are two pending payments: \$232.00 to Butler & Snow and \$3,500.00 to the C.D.A. to which Treasurer Merritt writes, "I shall pay within the next seven days."

Secretary Update-Vacant

Vice-Chair Washington motioned to nominate Board Member Kenya Cook to become the Downtown Development Authority secretary. Board Member Cook second and accepted. The motion passed unanimously

City Staff Reports

City Staff Updates- Frederick Gardiner – Stockbridge City Manager

Mr. Gardiner presented project updates to the D.D.A. Board.

Parking Lot Renovation:

Quotes were received for the renovation of the parking lot. The new quote's scope of work included leveling the parking lot, seal coating, restriping, trash pads, and dumpsters. Several quotes were received, with the lowest being \$8,361.00 and \$6,720.00.

During the discussion, the Board sought clarification on whether there were any restrictions on the D.D.A. spending funds on the parking lot, given its classification as infrastructure. The D.D.A. tasked the City Manager, Frederick Gardiner, with consulting legal counsel to determine if it was permissible under the D.D.A. law to fund parking lot projects.

Vice-Chair Washington motioned to approve the parking lot project consisting of leveling the parking lot, seal coating, restriping, trash pads, and dumpsters. However, this approval was contingent upon the opinion of legal counsel regarding the D.D.A.'s ability to fund the project. If legal counsel approves the project, it will proceed without further authorization. Councilmember Alexander seconded the motion. The motion passed 4-0-1, with Chair Anderson abstaining.

MLK Sr Heritage Trail Façade Grant:

The D.D.A. Board outlined the requirements for facade grant improvements in the M.L.K. Senior Heritage Trail area as follows:

- For Grants ranging from \$0 to \$15,000. Business owners are not required to provide matching contributions.
- For Grants exceeding \$15,001, business owners must match 33% of the grant amount.
- The business must have front and back facade views visible from the public street.
- No upfront payments are required from the business owner. However, three quotes must be submitted to the D.D.A. for approval.
- Payments will be made directly to the approved contractor upon project completion.
- No changes to the façade are allowed for five years.
- Façade renovation must comply with Stockbridge's unified design code.

Vice-Chair Washington made the motion to approve; seconded by Councilmember Alexander. The motion passed unanimously.

Old Business

Delivery of proceeds - 114 MLK Senior Heritage Trail

Chair Anderson requested clarification on delivering the payment to the City of Stockbridge from the 114 MLK Senior Heritage Trail sale. City Manager Frederick Gardiner states he will assist with coordinating receipt of funds.

Update on Joint Sponsorship Amphitheater Table

Vice-Chair Washington mentions he met with sponsors interested in enhancing businesses and beautifying the downtown area during football season. He also comments that he met with potential organizations interested in hosting fundraising events for non-profits in the Downtown Area.

New Business

New Downtown Development Authority Member – Kenya Cook

Mr. Cook introduced himself and was welcomed to the Downtown Development Board. He was also accepted as the new D.D.A. Board secretary.

Adjusting Meeting Time

The Board discussed changes to meeting time. No changes were made.

City Staff Reports

Main Street

Main Street Manager Lisa Fareed has announced that D.C.A. has selected Stockbridge Main Street as Main Street of the month for July. She remarks it is the first time in nine years, making it a notable moment; mentioned the ribbon cutting for Shalome Personal Home Care at 157 Burke Street; states that Main Street is starting the Tiny Tent series from 6-8 p.m. on the next five Fridays with a live band; highlighted the movie nights have been very successful, with an average of 350-400 participants; mentions the Economic Development Art Box Project and is hopeful for phase two this fall.

City Council Update

Council Updates

Councilmember Elton Alexander expressed his excitement about the impressive S.T.E.M. school renderings and mentioned that plans to move forward are now in progress; presented the idea of repurposing the portion of Patrick Henry High School that was used as Hawkins High School in the Netflix series Stranger Things as a potential tourist attraction; suggested that if the D.D.A. board decides to proceed with this idea, it should contact the Henry County School Board before demolition takes place.

Executive Session – Real Estate Matters

No Updates

Chair Anderson called for a motion to adjourn; Elton Alexander motioned to adjourn the meeting at 7:28 p.m., seconded by Secretary Cook. The Motion passed unanimously. The minutes were written by Deputy City Clerk Cassandra Lester.

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	50-14-3(b)(1)(D)

approval in a subsequent public vote.	
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)