Stockbridge
Where Community Connects

DOWNTOWN DEVELOPMENT AUTHORITY OF THE CITY OF STOCKBRIDGE

BOARD MEMBERS

Kenya Cook, Chair

Warren Washington, Vice-Chair

Nathan Banks, Treasurer

Jerry Mays, Secretary

Nycholas Armstead, Board Member

Darryl Stamper, Board Member

Councilmember Elton Alexander

ADMINISTRATION

Vacant, City Manager

Gerald Sanders

Economic Development Director

Lisa Fareed

Downtown Main Street Manager

Cassandra Lester, Recorder

Blake Sharpton, Attorney

Downtown Development Authority Meeting Agenda March 18, 2025 6:00 PM

STOCKBRIDGE DOWNTOWN CONNECTION CENTER
130 M L KING SR. HERITAGE TRAIL
STOCKBRIDGE, GA 30281
Website: www.stockbridgega.org
Phone: 770-389-7900
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Stockbridge

Where Community Connects

AGENDA
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
CITY OF STOCKBRIDGE

TUESDAY, MARCH 18, 2025 6:00 PM

I. Call to Order

1. Roll Call
2. Approve Agenda
3. Approve February 18th and March 5th SCM Minutes

II. Officers Reports

4. Chairman Comments - Cook
5. Vice Chair Comments - Washington
6. Treasurer's Report - Nathan Banks
7. Secretary's Update - Jerry Mays

III. Old Business

8. 116 Davis Road Update
9. Parking Lot Renovation Scope of work
10. Payment to Everline Coatings and Services

IV. New Business

11. Payment to DDA Attorney Blake Sharpton

V. City Staff Reports

12. City Council Liaison - Councilmember Alexander
13. Economic Development Department Liaison - Gerald Sanders
14. Main Street Advisory Board Liaison - Lisa Fareed

VI. Adjourn

Developing Downtown Stockbridge
Downtown Development Authority of the City of Stockbridge

SPECIAL – CALLED MEETING
SUMMARY MINUTES
Wednesday March 5th, 2025 @ 6 PM
130 MLK Senior Heritage Trail
Stockbridge, GA 30281

Board Members	City Staff
Kenya Cook, Chair - Present	Cassandra Lester, Deputy City Clerk - Present
Warren Washington, Vice-Chair - Present	Gerald Sanders, Economic Development Director - Present
Nathan Banks, Treasurer - Present	Lisa Fareed, Main Street Manager - Present
Jerry Mays, Secretary - Present	Vacant, City Manager
Darrell Stampler, Board Member - Present	**Guest:**
Nycholas Armstead, Board Member - Present	Christine Chavis
Elton Alexander, City Council Liaison - Present	

Chair Cook called the meeting to order at 6:03 p.m. and proceeded with a roll call. All Board members were present.

Chair Cook announced an amendment to the agenda to include the following items in no particular order: The appointment of officers; Discussion and vote on the Habitat for Humanity Memorandum of Understanding (M.O.U.) and Resolution R25-01. Chair Cook called for a motion to approve the amended agenda. Motion to approve by Nathan Banks; Seconded by Vice-Chair Washington; The Motion passed unanimously.

Chair Cook called for nominations for the 2025 D.D.A. officers:
Secretary: Vice-Chair Washington nominated Jerry Mays; Seconded by Councilmember Alexander; The Motion passed unanimously.

Treasurer: Vice-Chair Washington nominated Nathan Banks; Seconded by Nycholas Armstead; The Motion passed unanimously.

Chair Cook called for a Motion to approve December 10th, 2024, meeting minutes. Motion to approve by Vice-Chair Washington; Seconded by Councilmember Alexander; The Motion passed unanimously.

Chair Cook called for a Motion to approve the December 18th, 2024, Special Called meeting minutes. Motion to approve by Vice-Chair Washington; Seconded by Councilmember Alexander; The Motion passed unanimously.

Officer Reports
<u>Chair's Comments-Cook</u>
Chair Cook advised new Board member of training requirement options.

<u>Vice-Chair Comments-Washington</u>
Vice-Chair Washington requested an update on the previously approved dumpster pad and sought clarification regarding the city's commitment to fund trash removal services, based on a conversation with the former City Manager. The Board agreed to table this discussion until the regular meeting on March 18th.

<u>Treasurer-Nathan Banks</u>
No Updates

<u>Secretary Update-Jerry Mays</u>
No Updates

Old Business
Chair Cook called for consent vote on the following: Funding of the 2025 Amphitheater Joint Sponsorship Table; Appointing Warren Washington as the Main Street Liaison; Everline - Parking Lot Renovation Payment; Motion to approve made by Vice-Chair Washington; Seconded by Nathan Banks; Motion passed 6-0-1 with Councilmember Alexander abstaining.

New Business
Resolution for Transfer of 116 Davis Road to Habitat for Humanity
Chair Cook presented the Memorandum of Understanding (M.O.U.) and Resolution R25-01 for the transfer of 116 Davis Road to Habitat for Humanity to the Board for discussion. After the discussion, Chair Cook called for a vote. Vice-Chair Washington made a motion to approve the Resolution and M.O.U.; Seconded by Nathan Banks. The motion passed 6-0-1 with Councilmember Alexander abstaining.

Façade Grant Applications
Ms. Christine Chavis presented the Board with façade grant applications for 120 MLK Senior Heritage Trail and 122 MLK Senior Heritage Trail. The Board discussed the quotes provided and wanted to ensure that the façade renovations comply with the Overlay District Requirements, the Unified Development Code (UDC), and the Downtown Design Guidelines. The Board asked City staff to revisit the renderings with the applicants before deciding.

City Council Update – No Update

City Staff Reports – No Update

Executive Session – No Update

Chair Cook called for a motion to adjourn; Vice-Chair Washington motioned to adjourn the meeting at 6:41 p.m.; seconded by Nycholas Armstead. 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 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)
meeting held for investigative purposes under duties or responsibilities imposed by law.	50-14-3(a) (1)

Developing Downtown Stockbridge

Downtown Development Authority of the City of Stockbridge

REGULAR MEETING
SUMMARY MINUTES
Tuesday, February 18th, 2025 @ 6 PM
130 MLK Senior Heritage Trail
Stockbridge, GA 30281

Board Members	**City Staff**
Kenya Cook, Chair - Present	Cassandra Lester, Deputy City Clerk - Present
Warren Washington, Vice-Chair - Present	Gerald Sanders, Economic Development Director - Present
Vacant, Treasurer	Lisa Fareed, Main Street Manager – Present
Vacant, Secretary	Vacant, City Manager
Darrell Stampler, Board Member - Absent	**Guest:**
Jerry Mays, Board Member - Absent	Nathan Banks
Elton Alexander, City Council Liaison - Present	Nick Armstead

Chair Cook called the meeting to order at 6:02 p.m. Chair Cook proceeded with a roll call. Board Members Jerry Mays and Darrell Stampler were absent.

Chair cook called for a Motion to approve the agenda. Motion to approve made by Vice-Chair Washington; seconded by Councilmember Alexander. The Motion passed unanimously.

Chair Cook called for a Motion to approve December 10th, 2024, meeting minutes. Motion to approve made by Councilmember Alexander; seconded by Vice-Chair Washington. The Motion passed unanimously.

Chair Cook called for a Motion to approve the December 18th, 2024, Special Called meeting minutes. Motion to approve made by Vice-Chair Washington; seconded by Councilmember Alexander. The Motion passed unanimously.

Officer Reports

Chair's Comments-Cook

Chair Kenya Cook reminded the Downtown Development Authority (D.D.A.) that the Main Street Advisory Board (M.S.A.B.) retreat is scheduled for May 10, 2025; He sought clarification on who to contact regarding the payment of dues to the Georgia Downtown Association. It was suggested that he reach out to them directly to inquire about the payment process; The following dates were noted for upcoming conferences: the Vidalia Conference will take place on November 12-13, and the Georgia Main Street Association event is scheduled for May 17-18. Attendees are advised to contact Renee for registration details; Chair Cook reported that access to the D.D.A. P.O. box has been updated, but there are currently five keys outstanding for the box; Also mentioned the D.D.A received a check for $45,000 from the P.O. Box.

Vice-Chair Comments-Washington

No Updates

Treasurer Update - Vacant

There is no treasurer's report available; Chair Cook announced that he will begin the process of designating Vice-Chair Washington as a signatory on the bank account; Lisa Fareed presented the February income statement for the D.D.A, which indicates that the City of Stockbridge issued $45,000 to the D.D.A.; Chair Cook noted that while the D.D.A has been receiving income statements quarterly, he will request that these statements be sent monthly as a supplement to the Treasurer's report.

Secretary Update-Vacant

No Updates

Old Business

D.D.A/EDD/CDA Joint Sponsorship Amphitheater Table

Chair Cook verbally presented the request for funding of the 2025 Amphitheater Joint Sponsorship Table and opened the floor for discussion. There was no discussion. Chair Cook called for a vote to approve the funding for the 2025 Joint Sponsorship of the Amphitheater Table. Vice-Chair Washington made a motion to approve the funding; Seconded by Nathan Banks. The Motion passed unanimously; however, it was later confirmed that Mr. Banks had not been sworn in at the time of the meeting. Therefore, this item will need to be brought back to the D.D.A Board for discussion and re-vote at a later date.

Façade Grant Application

Chair Cook verbally presented the topic of the outstanding façade grant applications and opened the floor for discussion. After the discussion, the Board decided that two contractor quotes would be sufficient for each applicant. The Board agreed to accept both versions façade applications until the one-page application has been fully implemented. Motion to approve made by Vice-Chair Washington; Seconded by Councilmember Alexander. The Motion passed unanimously.

New Business

Parking Lot Invoice

Chair Cook verbally presented the topic of settling the outstanding invoice for the parking lot renovations and opened the floor for discussion. Following the discussion, Chair Cook called for a motion to approve payment of the parking lot renovation invoice. Motion to approve made by Vice-Chair Washington; seconded by Councilmember Alexander; The Motion passed unanimously.

Façade Grant Applications

The Board decided to begin reviewing existing façade grant applications.

City Council Update

Councilmember Alexander is pleased to report that he attended the ribbon-cutting ceremony for the new Tru by Hilton Hotel. He encouraged the Board to take full advantage of the Amphitheater VIP table as the 2025 concert season approaches by providing ample promotional items to inform visitors about events happening in Downtown Stockbridge. He sees this as a great incentive for bringing new business to the downtown area; Councilmember Alexander also noted that residential activity in the area is on the rise. He highlighted that the Trail Plan is currently awaiting council approval for the model mile trail plan and mentioned that the STEM School is progressing and is expected to open in the 2027 school year.

City Staff Reports

Economic Development

Economic Development Director Gerald Sanders announced that the Hacienda has officially opened at The Bridges at Jodeco. He expressed enthusiasm about other dining establishments that are currently under development; Further mentions, the Massey family has contacted the city regarding the potential sale of their property and may be close to an agreement; He updated the Board that the city has some infrastructure goals for 2025 to attract developers and plans to create 20 to 30 parking spaces at the Norfolk Southern lot. Further mentions, there is a strong desire to implement initiatives aimed at revitalizing the downtown area. He also reports that Habitat for Humanity is seeking housing opportunities in the Stockbridge area and the City is interested in forming a partnership to pursue this goal.

Main Street
Main Street Manager Lisa Fareed presented tourism postcards to the Downtown Development Authority (D.D.A.), which were provided by True by Hilton to promote tourism in the city among guests of the new hotel. She reminded the Board that the Main Street Advisory Board (M.S.A.B.) is in need of a D.D.A. liaison and recommended Warren Washington for the position. Ms. Fareed noted that M.S.A.B. meetings are held on the second Friday of every month at 9 AM; She also announced that the Main Street Annual Retreat will take place on May 10th from 9 AM to 4 PM. During this retreat, the annual work plan will be developed, and she invites the Downtown Development Authority to participate in order to identify collaborative projects for 2025. Ms. Fareed distributed copies of the RSVP books for the D.D.A. Board to review and highlighted page 42 as a prompt for ideas regarding alleyway improvements. She suggested acting on the existing resolution to facilitate these improvements; Additionally, Ms. Fareed mentioned that Main Street, in partnership with Leadership Henry 2025 and Habitat for Humanity, will be installing a playhouse at Clark Park in early April.

Chair Cook called for a motion to appoint Warren Washington as the Main Street Liaison

Nathan Banks made a Motion to approve; Seconded by Elton Alexander. The Motion passed unanimously; however, it was later confirmed that Mr. Banks had not been sworn in at the time of the meeting. Therefore, this item will need to be brought back to the D.D.A Board for discussion and vote at a later date.

Executive Session – Real Estate Matters
No Updates

Chair Cook called for a motion to adjourn; Vice-Chair Washington motioned to adjourn the meeting at 7:08 p.m.; seconded by Councilmember Alexander. 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 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)
meeting held for investigative purposes under duties or responsibilities imposed by law.	50-14-3(a) (1)