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 May 20, 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
Fax: 770-389-7912

Stockbridge
Where Community Connects

AGENDA
DOWNTOWN DEVELOPMENT AUTHORITY MEETING
CITY OF STOCKBRIDGE

TUESDAY, MAY 20, 2025 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 April 15th, 2025 Meeting Minutes

II. Officers and City Staff Reports

5. Chairman's Comments – Cook
6. Vice Chair's Comments – Washington
7. Secretary's Updates – Mays

III. Old Business

8. Status update for "Waste Collection Services" resolution sent to City Council
9. Approve membership fees for Georgia Downtown Development Authority
10. Status update for DDA Insurance Policy with The Cincinnati Insurance
11. William Conner, Senior Accountant, with the 2024 Financial Reports for the City Audit
12. Review changes to 120 MLK Sr. Façade Grant for Edward G. Renehan
13. Overdue P.O. Box paid for by Chair – reimbursement due

IV. New Business

14. Review of the Amphitheater outcomes
15. Approve payment for name badges and 116 Davis Rd transfer

V. City Staff Report

16. City Council Liaison - Councilman Alexander
17. Economic Development Department – Gerald Sanders
18. Main Street Advisory Board Liaison – Lisa Fareed

VI. Adjourn

VII. Executive Session (if needed)

Developing Downtown Stockbridge

Downtown Development Authority of the City of Stockbridge

MEETING SUMMARY MINUTES

Tuesday April 15, 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 - Absent
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	Terezy Ochoa Mainstreet Coordinator
Elton Alexander, City Council Liaison - Present	

Chair Cook called the meeting to order at 6:00 p.m. Elton Alexander arrived at 6:07 p.m.; Nathan Banks arrived at 6:09 p.m.; Nick Armstead arrived at 6:12 p.m.

Chair Cook called for a motion to approve the agenda. Motion to approve by Vice-Chair Washington; Seconded by Darrell Stampler; The Motion passed unanimously.

Chair Cook called for a Motion to approve the March 18th, 2025, meeting minutes. Motion to approve by Darrell Stampler; Seconded by Vice-Chair Washington; The Motion passed unanimously.

Officer Reports

Chair's Comments-Cook

Chair Cook recited the Downtown Development Authority's mission statement and expressed happiness about the successful delivery of the playhouse to Clark Park by Southern Crescent Habitat for Humanity. He also updated the Board on a message from Georgia Downtown Development regarding the recapitalization of the Georgia Department of Community Affairs' Downtown Development Revolving Loan Fund, which aims to support downtown communities; Chair Cook mentioned that the DDA would like to obtain a map of the Downtown Stockbridge area to create a visual that encompasses the entire downtown community and highlights ongoing projects within the district; He provided an notification that the quarterly report is due to the City Council at the work session on April 29, 2025; Further, Chair Cook is planning a collaborative meeting with the CDA, DDA, and MSAB to strengthen programming and support each Board's initiatives where possible.

Vice-Chair Comments-Washington

Vice-Chair Washington mentioned he received a proposal to host a Cinco de Mayo event on Main Street, though further details are not yet available.

Treasurer-Nathan Banks

No Updates

Secretary Update-Jerry Mays

No Updates

Old Business

Joint Sponsorship Amphitheater Table Promotion

The Board discussed the sponsorship option of $5,000 for four seats at the promotion table. Vice-Chair Washington raised a question regarding what services are included in the sponsorship. It was clarified that there are no additional services that come with the table sponsorship by Councilmember Alexander; Chair Cook called for a motion. Vice-Chair

Washington motioned to approve the sponsorship of four seats at the amphitheater promotion table for $5,000, seconded by Nick Armstead. The Motion passed unanimously.

Façade Grant update for 120 MLK Sr Heritage Trail
After discussion it was determined that the business owner must submit a revised proposal that aligns with the downtown area guidelines. The Board expects to receive this updated proposal by the next DDA meeting in May.

Reimbursement to Chair Cook
Chair Cook has submitted receipts for the payment of the post office box to the treasurer for reimbursement.

Payment to Butler & Snow
Butler and Snow submitted invoices to the DDA Board for payment in the amounts of $2,529.15 for service rendered on February 28th and $1,890.00 for service rendered on March 31st. Payment will be made to Butler and Snow by the DDA.

Mainstreet Advisory Board Liaison update
Vice-Chair Washington briefly discussed the Main Street initiative involving little free libraries and the delivery of a Habitat for Humanity playhouse to Clark Park. Councilmember Alexander suggested that a little free library would be a wonderful addition to the new park at the intersection of Jodeco and Candler Road. Ms. Fareed stated that she would consult with the Economic Development Director and authorizing agency to research the possibility of placing this amenity at that location.

New Business
Membership Fee for the Georgia Downton Development Authority
Chair Cook called for a motion to approve the payment of membership fees amounting to $500.00 to the Georgia Downtown Development Authority. Vice-Chair Washington made a motion to approve the payment; Seconded by Darrell Stampler. The motion passed unanimously.

Renewal date for DDA insurance policy
The Board is seeking clarification on the due date and amount for the renewal of the DDA insurance policy in order to ensure timely payment.

Quarterly report to City Council April 15th, 2025
The Board is seeking clarification on the report format. Ms. Lester will work with the Chair and the Treasurer to provide a sample of previous reports.

2025 Financial for City Audit.
The Board is seeking clarification of the required items for the city audit. Treasurer Banks will contact Mr. Conner for further details on what is needed and will comply accordingly.

City Council Update
Elton Alexander – City Council Liaison
Councilmember Alexander mentions speaking with the new restaurant owner in the area, who plans to open in the first week of May. States Barn Beautiful has been sold, and the flower shop is relocating.

Informs the Board that the City Council approved the rezoning for Rock Quarry and North Henry Blvd during their meeting on April 14; Also states the widening of the Rock Quarry is now official, and the city is currently accepting bids for this project. Although a start date has not yet been released, it is anticipated that the work will take between eighteen months to two years to complete once it begins. He is also excited about the upcoming concert series.

City Staff Reports
Gerald Sanders – Economic Development Director
No report

Lisa Fareed – Main Street Manager
Ms. Fareed reminded the DDA Board about the MSAB retreat scheduled for May 10th from 9 AM to 4 PM and invited the Board members to attend. She provided an update on the upcoming tiny tent events; and expressed her pride in the playhouse that was delivered to Clark Park on April 12th. This project was a collaboration between Leadership Henry Class of 2025, Main Street, and Habitat for Humanity; Ms. Fareed informed the Board that there will be an official dedication of the playhouse later this summer; Additionally, she highlighted the Main Street movie nights are taking place on Friday, June 6th, 2025, and Friday, July 11th, 2025, and she asked the DDA Board for volunteers to assist with the event.

Executive Session – No Update

Chair Cook called for a motion to adjourn at 7:08 p.m.; Nycholas Armstead motioned to adjourn; Seconded by Darrell Stamper. 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)

Stockbridge

Where Community Connects

City of Stockbridge

4640 North Henry Blvd.
Stockbridge, GA 30281
770-389-7900

Date: 03/24/2025

INVOICE: 14058622

Downtown Development Authority
4640 North Henry Blvd.
Stockbridge, GA 30281

Item: Name Badges (Nathan Banks & Nycholas Armstead)
Downtown Development Authority

355-15100-531530

TOTAL - $ 24.00

(Payable to the City of Stockbridge)

Victory Trophies, Inc.

263 Hampton Street
McDonough, Georgia 30253
770-954-0986
E-Mail: Sales@VictoryTrophies.net
Web Site: VictoryTrophies.net

Hours of Operation
Mon-Fri 9:00 - 5:30
Sat 10:00 - 2:00

76390

Pick Up Date

Order Date

Order Taken By

Bill To: / Responsible For Payment

Name

Address

City State Zip Code

Phone Number Cell

Order Placed By:

Print Name Signature

Address

City State Zip Code

Phone Number Cell

PLEASE PAY THIS INVOICE NO OTHER INVOICE WILL BE SENT • Valid GA D.L. is required for ALL check payments • Multiple checks will not be accepted for one order • Orders not picked up will be charged to company/person responsible for payment • Returned check fee of $35.00 or 5% which ever is greater • Payments past 30 days are subject to a 1.5% finance charge monthly

Qty	Size or Number	Description	Price	Total
3	L 36x3	Gold/Wood VP magnet backs - No Covers	12 00	36 00
(1) (1)		Banks Armstead / DDA		
(1)		City Wide Development Assn Scott Hughes	#24.00 due from the DDA	

Payment Taken By:

Drivers License #

State

Name and Address on D.L. (if Different on Check)

DOB Phone #

Payment Type
Check # Cash CC

Appr. Code Ref. Code

☐ Paid In Full ☐ Balance Due $

Comments: Attachments: ☐ Yes ☐ No

Tax Exempt #

Tax Exempt Certificate Must Be On File

Sub Total	36 00
Shipping	
Rush	
Sub Total	36 00
Tax	exempt
Total	36 00
Deposit (-)	
Balance Due	

Order Picked Up By (Print) Vanessa Holiday (Sign) Vanessa Holiday Date 3/24/25

White - Office Copy Yellow - Tracking Copy Pink - Final Customer Copy Gold - Customer Copy At Time of Order

Revised 06/15/2023

Stockbridge

Where Community Connects

City of Stockbridge

4640 North Henry Blvd.
Stockbridge, GA 30281
770-389-7900

Date: 04/28/2025

INVOICE: 14058624

Downtown Development Authority
4640 North Henry Blvd.
Stockbridge, GA 30281

Items: Parker Poe Attorney & Counselors at Law

2/20/25 166 Davis Rd. Phone Call with Kenya Cook	$450/hr.	.6	$270.00
2/24/25 166 Davis Rd. Phone Call with DDA team	$450/hr.	.75	$337.50
2/25/25 166 Davis Rd. Meeting with DDA/Habitat	$450/hr.	1.8	$810.00
2/26/25 166 Davis Rd. Communicate w/DDA Counsel	$450/hr.	.3	$135.00
2/27/25 166 Davis Rd. Correspondence DDA& Counsel	$450/hr.	.4	$180.00
3/03/25 166 Davis Rd. Communicate w/DDA/Habitat	$450/hr.	.2	$ 90.00
3/26/25 166 Davis Rd. Correspondence w/DDA Counsel/Habitat	$450/hr.	.4	$180.00
			$2,002.50

357-15100-531530

TOTAL - $ 2002.50

(Payable to the City of Stockbridge)

Parker Poe
Attorneys & Counselors at Law

620 S. Tryon Street, Suite 800
Charlotte, North Carolina 28202-1942
704-372-9000
Email: acctghelp@parkerpoe.com
Federal Tax Id # 56-0928467

CITY OF STOCKBRIDGE, GEORGIA
ATTN: FREDERICK GARDINER
STOCKBRIDGE CITY HALL
4640 NORTH HENRY BOULEVARD
STOCKBRIDGE, GA 30281

Invoice Date:	April 25, 2025
Invoice Number:	1001171
Matter Number:	35312-00010 ADR

INVOICE SUMMARY

For Professional Services through ***March 31, 2025***

Client: CITY OF STOCKBRIDGE, GEORGIA
Matter: GENERAL REAL ESTATE MATTERS

Fees	$	8,830.00
Costs	$	29.75
Due This Invoice	$	8,859.75
Previous Balance Due	$	945.00
Amount Due	**$**	**9,804.75**

Year-to-Date

	This Invoice	Year-to-Date
Fees	$8,830.00	$9,775.00
Costs	$29.75	$29.75
Charges	$0.00	$0.00
	$8,859.75	**$9,804.75**

Fee Detail

Date	Initials	Description	Hours	Rate	Fees
01/13/25	CVS	Right of Way Abandonment Policy - Make additional revisions to pending right-of-way abandonment policy.	0.8	450.00	360.00
01/29/25	CVS	Right of Way Abandonment Policy - Prepare for then lead TEAMS meeting with Decius Aaron, Ari Essien and Frederick Gardiner on review and discussion of proposed revisions to City's Right of Way Abandonment policy.	1.0	450.00	450.00
02/03/25	CVS	Review Right of Way Abandonment Policy to incorporate comments from meeting, then distribute to all.	1.2	450.00	540.00
02/17/25	ADR	City of Atlanta ROW Abandonment (Davis Storage) - Review/revise Right of Way Abandonment Quitclaim Deed With Reservation of Easements; Teams meeting with Decius Aaron and Quinton Washington re: same; Follow up correspondence to Mr. Aaron and Mr. Washington re: same; Correspondence to Michele Battle re: same	2.9	450.00	1,305.00
02/20/25	ADR	166 Davis Road Transfer to DDA - Review tax and deed records; Prepare Quitclaim Deed from City to DDA; Phone call with Kenya Cook, chairman of DDA; Phone call with Quinton Washington; Correspondence to City and DDA teams forwarding draft Quitclaim Deed	1.2	450.00	540.00
02/20/25	ADR	Old Atlanta Road ROW Abandonment (Davis Storage) - Correspondence with Michele Battle, counsel for Davis Storage, re: revisions to Right of Way Abandonment Quitclaim Deed; Phone call with Quinton Washington re: same; Further revisions to Quitclaim Deed; Correspondence to Michele Battle forwarding same	0.3	450.00	135.00
02/24/25	ADR	116 Davis Rd - Phone all with Quinton Washington re: changing deed from City to DDA to warranty or limited warranty deed; Review title records; Communicate with title agent that issued owner's policy for City's purchase of property; Receive/review owner's policy; Communicate with City of Stockbridge and DDA team re: same	1.5	450.00	675.00
02/24/25	RRS2	116 Davis Road - Review title information with Angela Robinson regarding conveyance of property located at 116 Davis Road by City of Stockbridge.	0.9	450.00	405.00
02/25/25	ADR	116 Davis Rd - Meeting with DDA, Habitat and City representatives to discuss next steps; Draft Limited Warranty Deed; Correspondence to counsel for DDA and Habitat forwarding same for review; Follow up correspondence with counsel for DDA and Habitat	1.8	450.00	810.00

Date	Initials	Description	Hours	Rate	Fees
02/26/25	ADR	116 Davis Rd - Communicate with counsel for DDA and Habitat	0.3	450.00	135.00
02/27/25	ADR	Old Atlanta ROW Abandonment (Davis Storage) - Correspondence with Michele Battle, counsel for Davis Storage, re: next steps for finalizing right of way abandonment transaction	0.5	450.00	225.00
02/27/25	ADR	116 Davis Road - Correspondence to City of Stockbridge team re: execution of Limited Warranty Deed; Follow up correspondence with counsel for DDA and DDA team	0.4	450.00	180.00
03/03/25	ADR	116 Davis Road - Communicate with counsel for DDA and Habitat re: next steps	0.2	450.00	90.00
03/13/25	ADR	ORR-109-2025 - Review/compile documentation re: current City-owned properties and City-owned properties conveyed to other entities between 1.1.2017 to 3.4.2025 and correspondence to Cassandra Lester and Quinton Washington forwarding and discussing same in response to open records act request	2.0	450.00	900.00
03/26/25	ADR	Feucht Drive ROW Abandonment - Receive/review Storefront Marketplace, LLC's right of way abandonment request and petition; Correspondence with Kathy Thomas re: same; Review title information related to portion of road to be abandoned; Correspondence to Decius Aaron and Quinton Washington re: title research findings	2.7	450.00	1,215.00
03/26/25	TRM	116 Davis Road - E-record Limited Warranty Deed in Henry County	0.5	200.00	100.00
03/26/25	ADR	116 Davis Road - Correspondence with counsel for DDA and Habitat providing copy of executed Limited Warranty Deed from City to DDA; File PT61 form for recording	0.4	450.00	180.00
03/27/25	ADR	Feucht Right of Way Abandonment - Meeting with Decius Aaron re: issues concerning proposed abandonment	0.8	450.00	360.00
03/31/25	ADR	Old Atlanta ROW Abandonment (Davis Drive Storage) - Communicate with Decius Aaron and Michele Battle, counsel for owner, re: payment of appraised value; Correspondence to Vanessa Holiday forwarding Quitclaim Right of Way Abandonment Deed for City execution with instructions	0.5	450.00	225.00
		Total	**19.90**		**$8,830.00**

Timekeeper Summary

Name	Initials	Timekeeper Title	Rate
Shaw, Cheryl V.	CVS	Partner	450.00
Robinson, Angela D.	ADR	Counsel	450.00
Stubbs, Robert R.	RRS2	Counsel	450.00
Miller, Tracy R.	TRM	Paralegal	200.00

Cost Detail

Description	Costs
Filing/Recording Fees	29.75
Total	**$29.75**

Parker Poe
Attorneys & Counselors at Law

620 S. Tryon Street, Suite 800
Charlotte, North Carolina 28202-1942
704-372-9000
Email: acctghelp@parkerpoe.com
Federal Tax Id # 56-0928467

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For billing inquiries please send an email to:Acctghelp@parkerpoe.com

Please Remit To:

Payment via US Mail:
Parker Poe Lockbox
PO Box 603857
Charlotte, NC 28260-3857

Payment via Overnight Mail:
Lockbox Services (603857)
1525 West W.T. Harris Blvd. - 2C2
Charlotte, NC 28262

ACH Payments
Parker Poe
Wells Fargo Bank, N.A.
ABA #: 053000219
Account#: 2000009087682
Swift#: WFBIUS6S

Wiring Instructions:
Parker Poe
Wells Fargo Bank, N.A.
ABA #: 121000248
Account#: 2000009087682
Swift#: WFBIUS6S

PAYMENT DUE UPON RECEIPT
PLEASE RETURN THIS PAGE WITH YOUR PAYMENT