

CHAMBLEE DOWNTOWN DEVELOPMENT AUTHORITY

Regular Meeting Minutes

Tuesday, March 28, 2017 – 6:30pm

Chamblee City Hall Conference Room

5468 Peachtree Road, Chamblee, GA 30341

A regular meeting of the Chamblee Downtown Development Authority was held on Tuesday, March 28, 2017, at the Chamblee City Hall at 5468 Peachtree Road. Board members in attendance: David Carter, Ronni French, Van Pappas, Robert Pond, Brian Ray, Leslie Robson and Robert Smith. Also attending were Economic Development Manager Adam Causey, Counsel Dan McRae and members of the public, including Council Members John Mesa and Brian Mock.

CALL TO ORDER: The meeting was called to order by Chairman David Carter at 6:30pm.

APPROVAL OF MINUTES:

- a. Regular Meeting, February 28, 2017: **Motion by Leslie Robson to approve the February 28, 2017 regular meeting minutes as submitted, seconded by Ronni French with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.**

CHAIRMAN'S REPORT: Chairman Carter reminded everyone of the RFQ interview session scheduled on April 11 at the Civic Center. Chairman Carter also welcomed two new appointees to the DDA: Robert Pond and Robert Smith.

FINANCIAL REPORT: Chairman Carter asked Brian Ray if he was ready to present a financial report. Ray reported that he had not yet met with the current bookkeeper. He asked that we table the financial report until the April Meeting. In the meantime, he will meet with the current and the new bookkeepers.

OLD BUSINESS:

Trackside Development Update: Dan McRae reviewed MOU with special attention to changes made in the standard MOU. **Motion by Van Pappas to approve the MOU as presented, seconded by Leslie Robson, with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.**

Proposal for Financial Services: We received proposals from two companies: Chang & Company, CPA, and Wilcox and Bivins, PC. Both proposals covered the needs of the CDDA, and both were less expensive than our previous person. Van Pappas commented that it was good to support our local business whenever possible. Chang & Company has been in Chamblee for many years and has been active in the community. **Motion by Van Pappas to hire Chang & Company, seconded by Robson, with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.**

Tables and Chairs Lease Amendment: The current lease has two options: Tenant can request a 2 year extension of the current lease, or renew for one year with an extra year at which time the lease would be terminated. If a 2 year extension is approved, the CDDA must still pay a monthly Broker's Commission of 5%

of monthly rent. The CDDA will renew the lease for one year, with the automatic one year renewal. At that time, a new lease without a Broker's Commission can be negotiated if desired.

Tables & Chairs rear parking lot update: Adam Causey reported that signs had been posted in the lot behind the building prohibiting parking and notifying of towing. The signs were installed last week. It was agreed that the City should begin towing immediately. The tenant's broker noted that the vehicles did not belong to Tables and Chairs, and asked that in the future this issue not be identified with his tenant.

Renaissance Plan funds & Projects: The original appropriation from the City was made to the Main Street Program. This program is no longer active in the City, although the projects originally identified are still ongoing and funding is needed. This issue should go back to City Council for clarification.

NEW BUSINESS:

Officer Elections:

- **CHAIR: Motion by Van Pappas to elect David Carter as Chairman, seconded by Robson, with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.**
- **VICE CHAIR: Motion by David Carter to elect Van Pappas as Vice Chair, seconded by Robson, with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.**
- **TREASURER: Motion by Van Pappas to elect Brian Ray as Treasurer, seconded by Robson, with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.**
- **SECRETARY: Motion by Leslie Robson to elect Ronni French as Secretary, seconded by Van Pappas, with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.**

Chamblee Chamber of Commerce – State of the City event sponsorship: Van Pappas presented the opportunity for the CDDA to become a sponsor of the State of the City Breakfast scheduled for April 20 at the Century Center Marriott Hotel. Last year's event drew more than 200 attendees. There was discussion of the benefits of sponsorship to the DDA – it would be an excellent opportunity to reach a broad group of citizens and businesses with information about the work of the CDDA. As a presenting sponsor – at \$2500 – there would be an opportunity to make a presentation at this event. **Motion by Leslie Robson to become a Presenting Sponsor, seconded by French, with Carter, French, Pappas, Pond, Robson and Smith voting to approve. Brian Ray abstained.**

IDEA Chamblee, Rail Trail Mural Project: Peter Dyer of IDEA Chamblee reviewed a proposal for a Rail Trail Mural Project. This project was modeled after a similar in Little Five Points. This Mural Project would beautify the Rail Trail tunnel, and engage the community. Artists would design and outline the mural, and volunteers would paint. Adam Causey noted that we need a process for approving public art. He offered to meet with Peter Dyer to work on the proposal. We will consider this again at the April meeting.

Peter also reported that the Peachtree Road Mural is virtually complete. There will be a presentation onsite on Saturday, April 1 at noon, followed by a reception at the IDEA Gallery.

PUBLIC COMMENT: There was no public comment.

EXECUTIVE SESSION pursuant to O.C.G.A. 50-14-3(b)(1) for the purpose of discussing or approving a real estate transaction: Motion by Leslie Robson to go into Executive Session pursuant to O.C.G.A. 50-14-3(b)(1) for the purpose of discussing or approving a real estate transaction, seconded by Ronni French, with Carter, French, Pappas, Pond, Ray Robson and Smith voting to approve.

ADJOURN: Motion by Leslie Robson to adjourn, seconded by Brian Ray, with Carter, French, Pappas, Pond, Ray, Robson and Smith voting to approve.

Respectfully submitted:

Ronni French
Secretary

Approved by the Board on

Chairman of the Chamblee DDA
