

CHAMBLEE DOWNTOWN DEVELOPMENT AUTHORITY

Regular Meeting Minutes
Tuesday, June 26, 2018 – 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, June 26, 2018, at the Chamblee City Hall at 5468 Peachtree Road. Board members in attendance: David Carter, Ronni French, Van Pappas, Robert Pond, Leslie Robson and Robert Smith. Also attending were Mayor Eric Clarkson, Council Member John Mesa, Economic Development Director Catherine Lee, Business Outreach Coordinator Laura Linman, Counsel Dan McRae, and members of the public.

- 1) **CALL TO ORDER:** The meeting was called to order by Chairman David Carter at 6:30pm.
- 2) **APPROVAL OF MINUTES:**
 - a) **Regular Meeting, May 22, 2018:** Motion by Van Pappas to approve the May 22, 2018 regular meeting minutes, seconded by Robert Pond, with Carter, French, Pappas, Pond, Robson, and Smith voting to approve.
 - b) **Executive Session, May 22, 2018:** Motion by Van Pappas to approve the May 22, 2018 executive session meeting minutes, seconded by Robert Pond, with Carter, French, Pappas, Pond, Robson, and Smith voting to approve.
- 3) **Chairman's Report:** There was nothing to report other than the Town Center presentation.
- 4) **FINANCIAL REPORT:** Treasurer Brian Ray is out of town. A Financial Report will be available at the July meeting.
- 5) **TOWN CENTER:**
 - a) **Draft Master Plan Concept Discussion:** Bob Voyles noted that this was the final presentation of the Master Plan. Once approved by the CDDA and the Chamblee City Council, implementation can begin on the final plan. He thanked all of his team members, and recommended a consultant familiar with overlay zoning issues. **Motion by Van Pappas to accept the Master Plan, forwarding it to the City Council for its final approval, seconded by Ronni French, with Carter, French, Pappas, Pond, Robson and Smith voting to approve.**

6) OLD BUSINESS:

- a) **Integrated Fire Protection for Table and Chairs building:** Catherine Lee reviewed sprinkler deficiencies in the building, and explained the scope of work outlined in the packet of material. The cost for remediation will be \$1265. **Motion by Van Pappas to approve the scope of work and the expenditure of \$1265, seconded by Robert Pond, with Carter, French, Pappas, Pond, Robson and Smith voting to approve.**

7) NEW BUSINESS:

- a) **Welcome new Executive Director:** Chairman David Carter formally introduced the DDA and audience to Catherine Lee, the new Development Director for the City, and the Executive Director of the CDDA.
- b) **Bond Refinancing:** Doug Gebhardt, Vice President – Finance for Davenport & Company discussed current financing of properties purchased by the DDA, and noted that it would be appropriate to consider refinancing these properties to lock in an interest rate. **Motion by Van Pappas to authorize Gebhardt to prepare and send out an RFP to banks to explore interest in refinancing, seconded by Robert Pond, with Carter, French, Pappas, Pond, Robson and Smith voting to approve.**
- c) **Georgia Power Easement for SLX:** Georgia Power is seeking an easement to allow the conversion to underground power. Counsel Dan McRae reported no reason to not allow this easement. **Motion by Van Pappas to authorize the Chair to approve this easement, seconded by Robert Pond, with Carter, French, Pappas, Pond, Robson and Smith voting to approve.**
- d) **Peachtree Station Loan – Dan McRae:** Dan McRae explained the need for the DDA, as ground lessor of this property, to approve a Leasehold Deed to secure debt for this property. **Motion by Van Pappas to authorize the DDA to enter into this leasehold mortgage, seconded by Robert Pond, with Carter, French, Pappas, Pond, Robson and Smith voting to approve.**
- e) **Land Maintenance:** Catherine Lee reported that the DDA owned property on Broad Street and on American Industrial Way needed ongoing maintenance, which the City of Chamblee could not perform. She asked that the DDA authorize City Staff to contract maintenance services for both properties. **Motion by Van Pappas to authorize the Chair to approve an expenditure of \$1000, seconded by Robert Pond, with Carter, French, Pappas, Pond, Robson and Smith voting to approve.**

- 8) **PUBLIC COMMENT:** There was no public comment.
- 9) **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 Ronni French to enter executive session for the purpose of discussing real estate transactions, seconded by Robert Pond, with Carter, Pappas, Pond, Robson, and Smith voting to approve.**
- 10) **Motion by Van Pappas to authorize an additional \$20,000 to accompany the LOI to the USPS for the property at 3545 Broad Street, seconded by Robert Smith, with Carter, French, Pappas, Pond, Robson and Smith voting to approve.**

11) **ADJOURN**

Motion by Van Pappas to adjourn, seconded by Robert Pond, with Carter, Pappas, Pond, Robson, and Smith voting to approve.

Respectfully submitted:

Ronni French

Approved by the Board on

Chairman of the Chamblee DDA
