

Lilburn Downtown Development Authority
Meeting Agenda

May 18, 2022 at 6:30 p.m.
City Hall - Work Session Room
340 Main Street
Lilburn, GA 30047

The Lilburn Downtown Development Authority will meet in person in the Session room at Lilburn City Hall.

Work Session Agenda

6:30 p.m.

I. Call to Order

II. Old Business

1. Financial Report – April 30, 2022
2. Update - DDA Property
3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
4. Update - Development Activities

III. New Business

1. Approval of annual contract with Accent Creative for monthly maintenance of Old Town Lilburn website in the amount of \$3,000.00.
2. Approval to purchase 500 Old Town Lilburn brochures from Accent Creative, including design services, in the amount of \$770.00.
3. Approval to abate the monthly rent for Agavero Bus for the months of March and April 2022 due to stormwater improvement project in City parking lot, a value of \$7,000.00.

IV. Executive Session (if needed)

V. Adjournment

Meeting Agenda

Immediately following work session.

I. Call to Order

II. Approval of Agenda

III. Approval of Minutes

1. Meeting Minutes March 16, 2022

Documents:

[3 16 2022 - DDA MINUTES.PDF](#)

IV. Old Business

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3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
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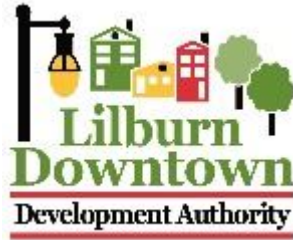
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VI. Public Comment

VII. Adjournment

As set forth in the Americans with Disabilities Act of 1990, the City of Lilburn does not discriminate on the basis of disability in the admission or access to, or treatment or employment in its programs or activities. City Clerk, 340 Main Street, Lilburn, GA 30047 has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations, information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the ADA coordinator.

The City of Lilburn will assist citizens with special needs given proper notice (seven working days). Any requests for reasonable accommodations required by individuals to fully participate in any open meeting, program or activity of the City of Lilburn should be directed to City Clerk, 340 Main Street, Lilburn, GA 30047, telephone number 770-921-2210.



**Lilburn Downtown Development Authority
Meeting Minutes**

March 16, 2022

DRAFT

Lilburn City Hall, 340 Main St., Lilburn, GA 30047

Work Session at 6:30 p.m.

Public Meeting immediately following

3/16/2022 - Minutes

Work Session Agenda

I. Call to Order

Chairman Elmer Nash called the meeting to order at 6:30 p.m.

II. Old Business

1. Financial Report - February 28, 2022

Jenny Simpkins, Assistant City Manager, provided the following financial update:

December opened with a balance of \$544,415.60. Revenue included a payment of \$1,435.00 from 1910 Public House for the month of February. February expenses included payments to GA Power, the McKinley Group for monthly landscaping services, and reimbursement to the City of Lilburn for a payment that were posted incorrectly to the DDA bank account. February 2022 ended with a balance of \$544,993.49.

2. Update - DDA Property

Noble Village has started Phase II of the 55+ age-restricted duplexes and triplexes. They did not meet the deadline to pay off the \$150,000.00 in outstanding principal due to the DDA; therefore, the interest on the remaining principal is 10%. They did send a principal payment of \$25,000 in January so \$125,000 remains. Noble Village has not paid monthly interest payments owed to the DDA in the amount of \$1,041.67 for the months of January, February, or March 2022.

Some discussion was had about using 57 Railroad Avenue for filming as a revenue source for the Downtown Development Authority.

3. Update - Lilburn Community Improvement District & Lilburn Community Partnership

Eddie Price, Board member, stated that the LCID Board met at 11:30 am. The LCID will have elections in May for two seats. The LCID Board approved \$45,000 for island improvements along US 29 and mast arms at Ronald Reagan. The LCID is also involved in the LCI update. Elmer Nash will serve on the Advisory Group to the LCI Update, and Tom Mills indicated interest in participation on the Advisory Group as well.

Elmer Nash, Chairman, stated the LCP continues to maintain the Wynne-Russell House and continues to offer tours.

4. Update - Development Activities

Jenny Simpkins provided a brief summary of other development happening in Lilburn. She stated that Council approved the construction contract for Phase I of the Main St/Railroad Ave Streetscape Improvement Project on February 14th, and construction will begin in the next 30 days.

III. New Business

1. Approval to purchase 20 replacement Old Town Lilburn banner signs in brown from Big Mouth Signs in the amount of \$1,810
2. Approval of Addendum No. 1 to landscaping contract with The McKinley Group to include additional locations in Old Town from \$4,860 per year to \$12,877 per year

The DDA needs to provide installation and maintenance of landscaping around the new splash pad and the bandshell. Currently, the DDA contracts with The McKinley Group for installation and maintenance of landscaping along Main Street as well as at the Old Town sign locations: (1) corner of Killian Hill and Poplar St; (2) corner of Camp Creek Road and Arcado Road; and (3) Camp Creek Road and Railroad Ave.

Some discussion was had about the level of satisfaction the DDA has with the existing work done by The McKinley Group. Also, for this significant increase, it would be helpful for The McKinley Group to add installation and maintenance of landscaping around the fountain installed in partnership with the Lilburn Womens Club years ago.

The locations of the landscaping should be included specifically in the contract. Chairman Nash would like to negotiate for a better price and better services based on feedback from Hugh Wilkerson about maintenance of the planters along Main Street.

3. Approval to pay or reimburse travel and training expenses for DDA board members to attend GMA Conference in June 2022

Elmer Nash, Joe Nocera, and Mark DeArmon would like to participate in the DDA Basic Training class offered at the upcoming Georgia Municipal Association Conference in Savannah. So far, only Mark DeArmon has been accepted to the class as it is full.

4. Approval to purchase two banner signs to promote downtown businesses from Capital Signs in the amount of \$423

Jenny Simpkins explained that the downtown businesses will be impacted by the Phase I streetscape project beginning this month, and staff recommends the purchase of two banner signs that state "Old Town Lilburn is Open for Business!" to place on the City's banner stands located at (1) Hwy 29 and Killian Hill by the Lilburn Chevron; and (2) Hwy 29 at Beaver Ruin Road. The DDA discussed, and the DDA concurred that such advertisements will help encourage people to go downtown during construction.

IV. Executive Session (if needed)

None.

V. Adjournment

Chairman Nash asked for a motion to adjourn the work session at 7:06 pm. The motion was made by Board member Joe Nocera, seconded by Board member Tom Mills.

Motion passed with a 6-0 vote.

Meeting Agenda

I. Call to Order

Chairman Nash called the meeting to order at 7:06 pm.

- Hugh Wilkerson, Board Member
- Mark DeArmon, Board Member
- Tom Mills, Board Member
- Scott Mecredy, Board Member
- Eddie Price, Board Member
- Joe Nocera, Board Member
- Jenny Simpkins, Assistant City Manager

II. Approval of Agenda

A motion to approve the March 16, 2022, DDA agenda was made by Board member Eddie Price, seconded by Board member Tom Mills. The Chairman asked if there was any discussion. Board member Mark DeArmon asked for the motion to approve the agenda to include an additional one month abatement of rent for the Agavero Bus Parkside as the City parking lot construction will continue another month. Board member Eddie Price made the motion, and Board member Joe Nocera seconded the motion.

Motion passed with a 7-0 vote.

Chairman Nash asked for a motion to approve an additional month of rent abatement for Agavero Bus Parkside. Board member Joe Nocera made the motion, seconded by Board member Tom Mills.

Motion passed with a 7-0 vote.

III. Approval of Minutes

1. Meeting Minutes February 16, 2022

Chairman Nash called for a motion to approve the DDA Meeting Draft Minutes from February 16, 2022.

A motion to approve the DDA February 16, 2022, draft meeting minutes was made by Board member Eddie Price, seconded by Board member Tom Mills.

Motion passed with a 7-0 vote.

IV. Old Business

1. Financial Report - February 28, 2022
2. Update - DDA Property
3. Update - Lilburn Community Improvement District & Lilburn Community Partnership

4. Update - Development Activities

V. New Business

1. Approval to purchase 20 replacement Old Town Lilburn banner signs in brown from Big Mouth Signs in the amount of \$1,810

Chairman Nash asked for a motion. A motion to approve the purchase of 20 replacement Old Town Lilburn banner signs in brown from Big Mouth Signs in the amount of \$1,810.00 was made by Board member Tom Mills, seconded by Board member Mark DeArmon.

Motion passed with a 7-0.

2. Approval of Addendum No. 1 to landscaping contract with The McKinley Group to include additional locations in Old Town from \$4,860 per year to \$12,877 per year

Chairman Nash asked for a motion. A motion to approve the Chairman to negotiate and sign a landscaping contract for (1) planters on Main St; (2) OTL sign at Killian Hill and Poplar St; (3) OTL sign at Camp Creek and Arcado Rd; (4) OTL sign at Camp Creek Rd and Railroad Ave; (5) Splashpad at City Park; and (6) bandshell, in an amount not to exceed \$13,000.00 per year, was made by Board member Eddie Price, seconded by Board member Mark DeArmon.

Motion passed with a 7-0.

3. Approval to pay or reimburse travel and training expenses for DDA board members to attend GMA Conference in June 2022

Chairman Nash asked for a motion. A motion was made by Board member Eddie Price for the DDA to pay or reimburse travel and training expenses for the DDA Board members to attend the 2022 GMA Conference for Basic DDA Training, seconded by Board member Hugh Wilkerson.

Motion passed with a 7-0.

4. Approval to purchase two banner signs to promote downtown businesses from Capital Signs in the amount of \$423

Chairman Nash asked for a motion. A motion to approve the purchase of two banner signs to promote downtown businesses from Capital Signs in the amount of \$423.00, was made by Board member Tom Mills, seconded by Board member Mark DeArmon.

Motion passed with a 6-0. Board member Eddie Price abstained.

VI. Public Comment

None.

VII. Adjournment

A motion to adjourn was made by Board member Mark DeArmon, seconded by Board member Joe Nocera at 7:14 pm.

Motion passed with a 7-0 vote.

Approved this _____ day of _____, 20__.

Jenny Simpkins, Recording Secretary
Assistant City Manager

Elmer Nash, DDA Chairman