

**Lilburn Downtown Development Authority
Meeting Agenda**

**July 15, 2020 at 6:30 p.m.
Zoom Conference**

Zoom Meeting Information

Join Zoom Meeting

[HTTPS://ZOOM.US/J/92724385175?PWD=DMZHZWFTRHO2QMVM1JGANI3CZH1UT09](https://zoom.us/j/92724385175?pwd=DMZHZWFTRHO2QMVM1JGANI3CZH1UT09)

Meeting ID: 927 2438 5175

Password: 142754

One tap mobile

+13126266799,,92724385175#,,,,0#,,142754# US (Chicago)

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Work Session Agenda

6:30 p.m.

- I. Call To Order
- II. Training With Georgia Municipal Association's Economic Development Manager And Georgia Placemaking Collaborative Program Manager, Stephanie Aylworth
- III. Adjournment

Meeting Agenda

Immediately following work session.

- I. Call To Order
- II. Approval Of Agenda
- III. Approval Of Minutes
 1. June 30, 2020 DDA Draft Meeting Minutes

Documents:

IV. Old Business

1. Financial Report – June 30, 2020

Documents:

[2020 FINANCIAL REPORTS_THRU JUNE.PDF](#)

2. Update - DDA Property

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

4. Update - Development Activities

V. New Business

1. Approval To Purchase Street Sign Toppers And Column Insets (Simpkins)

Documents:

[ATTACH 1 - AGENDA ITEM MEMO - SIGN TOPPERS AND INSETS.PDF](#)

2. Approval To Purchase Old Town Banners (Simpkins)

Documents:

[ATTACH 2 - AGENDA ITEM MEMO - BANNERS.PDF](#)

3. Approval To Purchase Professional Services For Monument Sign Engineering And Specifications In An Amount Not To Exceed \$3,000 (Simpkins)

Documents:

[ATTACH 3 - AGENDA ITEM MEMO - PROF SERVICES.PDF](#)

VI. Old Town Updates

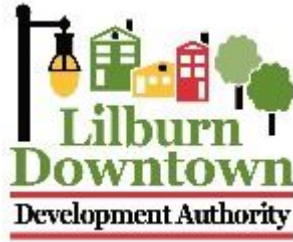
VII. Public Comment

VIII. Executive Session (If Needed)

IX. 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
June 17, 2020**

DRAFT

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

**Work Session at 6:30 p.m.
Public Meeting immediately following**

6/17/2020 - Minutes

Work Session Agenda

I. Zoom Meeting Information

II. Call To Order

Board member Eddie Price called the work session to order at 6:35 p.m.

III. Old Business

1. Financial Report – May 31, 2020

Jenny Simpkins, Assistant City Manager:

The DDA's BB&T bank account had a balance of \$91,060.96 at the beginning of the month, and ended May with a balance of \$19,524.66. Expenses included a payment due to the City of Lilburn for an advance to purchase the Townswalk property in the amount of \$57,000; payments to contractors for various activities related to the purchase of 57 Railroad Avenue; a payment in the amount of \$612.50 to Hilltop Design for logo design services; and a reimbursement to the former Chair Jimi Taylor for the purchase of a meal for public safety workers during COVID-19. Revenue was deposited in the amount of \$500 for the monthly rent payment for tenant at 4865 Velva Way.

2. Update - DDA Property

Jenny Simpkins, Assistant City Manager:

On June 11, 2020, the DDA closed on 57 Railroad Ave, 4855 First Ave, and 4845 Velva Way. The purchase of 4855 First Ave and 4845 Velva completes the DDA's property assemblage of approximately 2.7 acres on Main Street. Tenants of the duplexes have been issued a Notice to Vacate by August 31, 2020.

Additionally, the DDA is scheduled to close on the residential portion of Lilburn Township on June 26, 2020.

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

Board member Eddie Price

The LCID is making progress on design of the Hood Road/Bryson Park realignment project, and it has completed a beautification project along Highway 29 between the new Police Headquarters and Postal Way. The LCID-lead Flock camera project has resulted in two arrests so far.

City Consultant Brian Burchik:

The LCID is partnering with the City and the DDA on a wayfinding project to provide needed directional signage around Lilburn. LCID and the City will enter into an Intergovernmental Agreement to jointly design a Wayfinding Master Plan using Sky Design as a consultant. LCID approved \$12,500 at their meeting on June 17th toward this joint project.

4. Update - Development Activities

Jenny Simpkins, Assistant City Manager:

Six of the nine units in the first phase of Old Town have sold. The next batch of lots to be developed will include three buildings. Old Town developers have a goal to complete construction of the residential portion (55 townhomes) of the development by the end of 2021.

Lilburn Township is scheduled to close on June 26, 2020 – residential portion only. The commercial component will close by June 26, 2023. The overall development will include 81 townhomes and 15,000 square feet of commercial space on the 7.8-acre site. Noble Village developers planned to build 68 lease units for ages 55 and over; however, the market caused them to change this model. Now, the developers are working with the City to record individual plats for each duplex so that the plats may be purchased and owned in fee simple. 28 units are complete.

IV. New Business

1. Appointment Of 2020 Officers Including Chair, Secretary, Treasurer, Recording Secretary

DDA member Eddie Price:

Every January, the DDA Bylaws state that the DDA Board is to appoint a Chair, Secretary, Treasurer, and Recording Secretary. The DDA Board did not complete this task in January 2020 so Jimi Taylor remained the Chair. Jimi resigned from the DDA Board on June 6, 2020; therefore, the DDA Board must appoint a new Chair during the regular meeting. Other appointed positions can wait until January 2021.

2. Approval Of Old Town Logo And Design Standards

City Consultant Brian Burchik:

Brian presented the DDA Board with the chosen logo with its new guidelines of usage. Staff is requesting the approval of the logo and the design standards during the regular meeting.

3. Approval Of Joint Recommendation Of Two New Directors To City Council

DDA member Eddie Price:

Currently, there are two seats on the DDA Board that need to be filled. The Board has received applications from two great candidates who are joining the meeting tonight: Tom Mills and Joe Nocera. City Council has requested a joint recommendation from the DDA members as to whom the appointees should be. The Board will need to approve the two candidates to be presented to the City Council at the July meeting for appointment to the DDA.

4. Approval Of Joint And Reciprocal Easement Agreement With Lilburn Township Partners, LLC

The Joint and Reciprocal Easement Agreement has been vetted by attorneys for the DDA and Lilburn Township Partners, LLC, as well as by the City's Planning Director. The agreement outlines shared easements through the construction and development process for the residential component of the assemblage as well as the commercial component. The residential component will be constructed first.

V. Old Town Updates

City Consultant Brian Burchik:

Brian has been working with the same person from the UGA Fellowship Project that was completed last summer on an additional project: a vision for Railroad Avenue. Brian shared visuals of potential future development of Railroad Ave.

VI. Adjournment

Co-Chairman Eddie Price adjourned the work session at 7:25 p.m.

Meeting Agenda

I. Call To Order

Board member Eddie Price called the meeting to order at 7:30 PM. Due to the COVID-19 emergency, some members of the board are joining via teleconference.

Present:

- Elmer Nash, Board Member
- Hugh Wilkerson, Board Member
- Scott Mecredy, Board Member
- Mark DeArmon, Board Member
- Eddie Price, Board Member
- Jenny Simpkins, Assistant City Manager
- Melissa Penate, City Clerk
- Brian Burchik, City Consultant

II. Approval Of Agenda

A motion to approve the June 17, 2020 agenda was made by Board member Nash, seconded by Board member Mecredy.

Motion passed with a 4-0 vote.

III. Approval Of Minutes

1. May 20, 2020 DDA Draft Meeting Minutes

A motion to approve the DDA meeting minutes from May 20, 2020 was made by Board member Nash, seconded Board member DeArmon.

Motion passed with a 4-0 vote.

IV. Old Business

1. Financial Report – May 31, 2020

A motion to approve the May, 2020 financial report was made by Board member DeArmon, seconded Board member Nash.

Motion passed with a 4-0 vote.

2. Update - DDA Property Not further discussion.

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

No further discussion.

4. Update - Development Activities
No further discussion.

V. New Business

1. Appointment Of 2020 Officers Including Chair, Secretary, Treasurer, Recording Secretary

A motion to approve the appointments of Elmer Nash as Chairman was made by Board member DeArmon, seconded by Board member Mecredy.

Motion passed with a 3-0 vote. Elmer Nash recused himself.

Secretary, Treasurer, and Recording Secretary will be appointed at a later date.

2. Approval Of Old Town Logo And Design Standards

A motion to approve the Old Town Logo and Design Standards was made by Board member DeArmon, seconded by Board member Mecredy.

Motion passed with a 4-0 vote.

3. Approval Of Joint Recommendation Of Two New Directors To City Council

A motion to approve the recommendations of two new directors, Tom Mills and Joe Nocera, to be presented to City Council for approval was made by Board member Mecredy, seconded by Board member DeArmon.

Motion passed with a 4-0 vote.

4. Approval Of Joint And Reciprocal Easement Agreement With Lilburn Township Partners, LLC

A motion to approve a joint and reciprocal easement agreement with Lilburn Township Partners, LLC. was made by Board member DeArmon, seconded by Board member Mecredy.

Motion passed with a 4-0 vote.

- VI. Old Town Updates
No further discussion.

- VII. Public Comment
Tom Mills: Wanted to express how much he likes the logo and the presentation of it.

- VIII. Executive Session (If Needed)
None.

- IX. Adjournment

A motion to adjourn at 7:35 p.m. was made by Board member Mecredy, seconded by Board member DeArmon.

Motion passed with a 4-0 vote.

Approved this _____ day of _____, 20__.

Jenny Simpkins, Recording Secretary
Assistant City Manager

DDA Chairman

Lilburn DDA BB&T Bank Account

Beginning Balance @ 1/31/2020 **\$ 13,735.68**

Date	Description	Credits	Debits	
2/4/2020 DEPOSIT	Seed Capital Investments	\$ 981.75		
	1910 Public House	\$ 1,435.00		
2/11/2020 DEPOSIT	4865 Velva Way	\$ 500.00		
	Agavero Bus	\$ 2,500.00		
2/19/2020 WIRE	Wire transfer from Cadence (close Cadence account)	\$ 10,481.03		
2/21/2020 SERVICE CHARGE	Cadence fee for wire transfer		\$ (12.00)	
2/25/2020 CK #2000	Escrow - Carothers - 57 Railroad Ave		\$ (10,000.00)	
2/28/2020 DEPOSIT	Agavero Bus	\$ 2,500.00		
	1910 Public House	\$ 1,435.00		
		\$ 19,832.78	\$ (10,012.00)	\$ 23,556.46

Beginning Balance @ 2/28/2020 **\$ 23,556.46**

Date	Description	Credits	Debits	
3/2/2020 CK #2001	Lighthouse Company - former financials		\$ (225.00)	
3/10/2020 DEPOSIT	4865 Velva Way	\$ 500.00		
	Seed Capital Investments	\$ 981.75		
3/12/2020 CK# 2002	Dream Friends Entertainment - Easter Bunny		\$ (275.00)	
3/19/2020 DEPOSIT	Agavero Bus	\$ 2,500.00		
3/23/2020 SERVICE CHARGE	BB&T fee for wire transfer		\$ (20.00)	
3/26/2020 CK#2005	City of Lilburn Capital Proj. Fund - reimburse sewer at 4865 Velva		\$ (495.00)	
		\$ 3,981.75	\$ (1,015.00)	\$ 26,523.21

Beginning Balance @ 3/31/2020 **\$ 26,523.21**

Date	Description	Credits	Debits	
4/1/2020 CK#2006	Gift Galore - 20% cancellation fee		\$ (412.00)	
4/10/2020 DEPOSIT	Bonaventure Construction - final payment on Townswalk	\$ 62,486.25		
4/17/2020 DEPOSIT	4865 Velva Way (4/2020 rent)	\$ 500.00		
4/28/2020 DEPOSIT	Seed Capital Investments	\$ 1,963.50		
		\$ 64,949.75	\$ (412.00)	\$ 91,060.96

Beginning Balance @ 4/30/2020 **\$ 91,060.96**

Date	Description	Credits	Debits	
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5/1/2020 CK#2010	City - amount owed for advance funds for Townswalk		\$	(57,000.00)	
5/5/2020 CK#2008	United Consulting - Environmental Assessment Level I		\$	(4,650.00)	
5/5/2020 CK#2009	Precision Planning - Survey for 55 Railroad Ave		\$	(4,967.16)	
5/5/2020 CK#2007	Hilltop Design - Payment 1 of 2 for logo and design guide		\$	(612.50)	
5/8/2020 CK#2011	Jimi Taylor - Reimbursement for lunch for public safety		\$	(344.64)	
5/13/2020 DEPOSIT	4865 Velva Way	\$	500.00		
5/22/2020 CK#2012	City - reimburse for legal services		\$	(4,462.00)	
		\$	500.00	\$	(72,036.30) \$ 19,524.66

Beginning Balance @ 5/29/2020 **\$ 19,524.66**

Date	Description	Credits	Debits	
6/1/2020 CK#2013	Logic Environmental - Environmental Assessment Level II		\$	(5,175.00)
6/4/2020 DEPOSIT	City of Lilburn - Cap Proj Fund (\$425,000) Advance for 4845 First and 4855 Velva purchase and 1910 Public House (\$1,435)	\$ 426,435.00		
6/11/2020 CK#2015	Elmer Nash - Close on 4845 First and 4855 Velva		\$	(420,854.62)
6/15/2020 DEPOSIT	4865 Velva Way - July 2020 Rent	\$ 500.00		
6/15/2020 DEPOSIT	Interest - Seed Capital \$981.75) and Agavero Bus Rent (\$2,500) for June 2020	\$ 3,481.75		
6/26/2020 DEPOSIT	Seed Capital - \$50,000 toward \$588,750 (down to \$538,750 owed to DDA)	\$ 50,000.00		
6/26/2020 WIRE	Eubanks purchase of Lilburn Township (Res portion only)	\$ 1,499,630.07		
6/30/2020 CK#2017	UGA - Design Railroad Ave		\$	(858.00) \$ 1,572,683.86

Beginning Balance @ 6/30/2020 **\$ 1,572,683.86**



TO: Chairman and Board Members

FROM: Brian Burchik, Consultant

THRU: Jenny Simpkins, Assistant City Manager

DATE: July 14, 2020

ITEM OF BUSINESS

City staff recommends the purchase of 35 sign toppers and 12 column insets from Big Mouth Signs, Inc., in the amount of \$1887.34.

BACKGROUND

The City's consultant, Brian Burchik, worked with Big Mouth Signs, Inc., to develop a design for sign toppers, column insets, and other signage for downtown Lilburn. The designs are attached. No quotations were received for this purchase of the sign toppers and the banners as quotes are not required for purchases under \$2,000.00.

With Board approval of this purchase, the sign toppers and column insets will be fabricated and installed on or before August 14, 2020.

RECOMMENDATION

Motion to approve the purchase of sign toppers and column insets from Big Mouth Signs, Inc., in the amount of \$1887.34.



TO: Chairman and Board Members

FROM: Brian Burchik, Consultant

THRU: Jenny Simpkins, Assistant City Manager

DATE: July 14, 2020

ITEM OF BUSINESS

City staff recommends the purchase of 72 banners from the lowest bidder, Big Mouth Signs, Inc., in the amount of \$13,096.00.

BACKGROUND

The City's consultant, Brian Burchik, worked with Big Mouth Signs, Inc., to develop a design for Old Town banners. Based on the estimated cost of the banners, three verbal quotes were received on July 13, 2020. Big Mouth Signs, Inc., was the lowest, responsive bidder.

With Board approval of this purchase, the banners will be fabricated and installed on or before August 14, 2020.

RECOMMENDATION

Motion to approve the purchase banners from Big Mouth Signs, Inc., in the amount of \$13,096.00.



TO: Chairman and Board Members

FROM: Jenny Simpkins, Assistant City Manager

SUBJECT: Approval to Purchase Professional Services

DATE: July 14, 2020

ITEM OF BUSINESS

City staff recommends the purchase of professional services for the design, engineering documents, and specifications for monument signs for Old Town from Capital Signs, Inc., in an amount not to exceed \$3,000.00.

BACKGROUND

The City's consultant, Brian Burchik, worked with Big Mouth Signs, Inc., to develop preliminary design concepts for four monument signs at the following locations:

- Roundabout at Main Street and Church Street,
- Intersection of Killian Hill Road and Poplar Street,
- Intersection of Arcado Road and Camp Creek Road, and
- Intersection of Main Street with the railroad tracks.

Professional services are required to engineer the monument signs and detail the specifications. Once these documents are complete, the four signs will be bid for construction.

RECOMMENDATION

Motion to approve the purchase of professional services from Capital Signs, Inc., in an amount not to exceed \$3,000.00.