



**Lilburn Downtown Development Authority  
Special-Called Meeting Minutes  
May 31, 2023  
6:30 PM  
Work Session Room - Lilburn City Hall**

**Work Session  
6:30 P.M.**

I. Call to Order

DDA Chairman Elmer Nash called the work session to order at 6:37 PM. The following DDA Board members attended the work session:

Hugh Wilkerson  
Scott Mecredy  
Mark DeArmon  
Eddie Price  
Tom Mills

DDA Board member Joe Nocera was absent.

II. Old Business

a. Financial Report – April 30, 2023

DDA Secretary Jenny Simpkins provided the following information: April revenues included \$1,435.00 from 1910 Public House for the April lease/purchase agreement. April expenditures included \$169.00 to Hugh Wilkerson for mileage to Greenville, SC, for the retreat and \$38.91 to GA Power for electricity to Old Town signs. The month opened with a balance of \$635,321.37 and closed with a balance of \$636,548.46.

b. Update – DDA Property

DDA Secretary Jenny Simpkins shared the draft letter of intent between the DDA and Home Vision Crafters for the development of the DDA's assemblage at First and Main. A final version of the LOI will be presented to the DDA at their next regularly scheduled meeting. Also, per Contract No. 35-2020 between the city and the DDA, the DDA is obligated to pay the city back for the purchase of Nash's two properties on First and Velva when the DDA received the final principal payment from Noble Village. The total amount due to the city is \$429,861.73, and this amount will come out of the DDA's bank account in May to repay the city and remove this liability from the DDA's balance sheet. Additionally, Hank Eubanks is obligated to close on the commercial piece of Main St Townes at Lilburn by June 26, 2023, in the amount of \$250,000.00. This payment will be

recorded as revenue to Fund 700 as the DDA repaid the city for the associated properties years ago.

- c. Update – Lilburn Community Improvement District and Lilburn Community Partnership  
DDA Board member Eddie Price provided the following update of LCID activities:
  - LCID is partnering with the City on a US29 traffic study being conducted by Kimley Horn. The study is required by GDOT to make changes to US29 between Rockbridge Rd and Killian Hill Rd.
  - LCID is partnering with the City to upgrade the aesthetics of the bridge over Jackson Creek on US29

DDA Chairman Elmer Nash provided the update on LCP, and he stated that Theresa Cysz is the new President of LCP.

- d. Update – Development Activities  
DDA Secretary Jenny Simpkins noted that there are no additional updates on development activities.

### III. New Business

- a. Approval of extension of Sycamore Consulting, Inc., contract for continued hosting and support of the Railroad Avenue Redevelopment project for the next 30 months in an amount not to exceed \$10,000.00.

DDA Secretary Jenny Simpkins stated that the monthly cost for Sycamore to host the Railroad Avenue Project is \$80. Additionally, Sycamore staff will update the site as needed at \$110/hr.

- b. Approval to reimburse DDA Board members for any additional travel-related expenses related to the 2023 City Council Retreat.

DDA Secretary Jenny Simpkins stated that at least one DDA Board member stayed in Greenville, SC, on the Saturday night following the conclusion of the retreat. This board member continued to work on Saturday and Sunday, exploring unique developments in Greenville to inspire future Lilburn DDA projects. She stated that she supports reimbursement of any additional travel-related expenses for any DDA member that remained on Saturday evening.

### IV. Executive Session (if needed)

### V. Adjournment

DDA Chairman Elmer Nash asked for a motion to adjourn the work session. DDA board member Mark DeArmon made a motion to adjourn the work session at 7:14 PM, seconded by DDA board member Tom Mills.

**Motion passed 6-0.**

## Meeting Agenda

**Immediately following work session.**

- I. Call to Order

DDA Chairman Elmer Nash called the DDA meeting to order at 7:14 PM. The following DDA Board members were present:

Hugh Wilkerson  
Scott Mecredy  
Mark DeArmon  
Eddie Price  
Tom Mills

DDA Board member Joe Nocera was absent.

II. Approval of Agenda

DDA Chairman Elmer Nash asked for a motion to approve the agenda. DDA board member Scott Mecredy made a motion to approve the agenda for the special-called meeting, seconded by DDA board member Tom Mills.

**Motion passed 6-0.**

III. Approval of Minutes

a. Draft Meeting Minutes April 19, 2023

DDA Chairman Elmer Nash asked for a motion to approve the Meeting Minutes from April 19, 2023. DDA board member Eddie Price made a motion to approve the April 19<sup>th</sup> Meeting Minutes, seconded by DDA board member Scott Mecredy.

**Motion passed 6-0.**

b. Executive Session Minutes April 19, 2023

DDA Chairman Elmer Nash asked for a motion to approve the Executive Session Meeting Minutes from April 19, 2023. DDA board member Eddie Price made a motion to approve the April 19<sup>th</sup> Meeting Minutes, seconded by DDA board member Scott Mecredy.

**Motion passed 6-0.**

c. Executive Session Minutes November 16, 2022

DDA Chairman Elmer Nash asked for a motion to approve the Executive Session Meeting Minutes from November 16, 2022. DDA board member Eddie Price made a motion to approve the April 19<sup>th</sup> Meeting Minutes, seconded by DDA board member Scott Mecredy.

**Motion passed 6-0.**

IV. Old Business

a. Financial Report – April 30, 2023

b. Update – DDA Property

c. Update – Lilburn Community Improvement District and Lilburn Community Partnership

d. Update – Development Activities

V. New Business

- a. Approval of extension of Sycamore Consulting, Inc., contract for continued hosting and support of the Railroad Avenue Redevelopment project for the next 30 months in an amount not to exceed \$10,000.00.

DDA Chairman Elmer Nash asked for a motion. DDA board member Eddie Price made a motion to approve the extension of the DDA’s contract with Sycamore Consulting, Inc., for continued hosting and support of the Railroad Avenue Redevelopment Project for the next 30 months in an amount not to exceed \$10,000, seconded by DDA board member Mark DeArmon.

**Motion passed 6-0.**

- b. Approval to reimburse DDA Board members for any additional travel-related expenses related to the 2023 City Council Retreat.

DDA Chairman Elmer Nash asked for a motion. DDA board member Tom Mills made a motion to approve reimbursement of DDA Board members for any additional travel-related expenses related to the 2023 City Council Retreat, seconded by DDA board member Mark DeArmon.

**Motion passed 5-0. DDA board member Eddie Price abstained.**

VI. Public Comment  
None

VII. Adjournment  
DDA Chairman Elmer Nash asked for a motion to adjourn. DDA board member Tom Mills made the motion to adjourn the special-called DDA board meeting at 7:18 PM, seconded by DDA board member Hugh Wilkerson.

**Motion passed 6-0.**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
DDA Chairman

\_\_\_\_\_  
DDA Secretary

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*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 the City Clerk, 340 Main Street, Lilburn, GA 30047, telephone number 770-921-2210.*