



**Lilburn Downtown Development Authority
Meeting Minutes**

July 21, 2021

**Lilburn City Hall, 340 Main St., Lilburn, GA 30047
Work Session at 6:30 p.m.
Public Meeting immediately following.**

7/21/2021 – Minutes

Work Session Agenda

I. Call to Order

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

II. Old Business

a. Financial Report – May 31, 2021

Brian Burchik, Community Development Administrator:

June opened with a balance of \$267,305.09. Revenue included rent to own payment from 1910 Public House in the amount of \$1,435.00, interest for the month of May from Seed Capital for Noble Village in the amount of \$731.25, and rent from CRC Restaurant Group for \$3,500.00. Seed Capital also made a \$200,000.00 payment toward outstanding principle owed to the DDA for Noble Village property. Expenses included \$107.62 for checks, \$35.00 for legal services, \$10,213.00 for landscaping services, and \$2,142.18 for street tree lighting. The month ended with a balance of \$461,908.54.

b. Update – DDA Property

Brian Burchik, Community Development Administrator:

Brian Burchik, Community Development Administrator, stated that negotiations continue with Fire Brigade, LLC, and proposals are due for development of the Main Street Assemblage on August 1.

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

Board member Price stated that LCID re-elected Jim Vaught and Shiv to the LCID Board at

their quarterly meeting in July 2022. The millage rate of 5 mills was approved.

Brian Burchik, Community Development Administrator, stated that the LCID approved an Intergovernmental Agreement with the City of Lilburn and the Lilburn DDA on joint retail recruitment services over a three-year period with Retail Strategies.

Elmer Nash, Chairman, stated that the Wynne-Russell house looks better than ever. The Preservation Committee is planning a Bunko Night, and the History Committee seems to be making progress with the interns on the history of Lilburn.

d. Update – Development Activities

Brian Burchik, Community Development Administrator, gave an update on construction of the Old Town townhomes (three buildings are under construction), the 0.77-acre commercial tract on Main Street (Planning Commission will hear an application from a potential developer of the commercial tract for a change in conditions on July 22 at 7:30pm), the Townes at Lilburn, and Noble Village.

III. New Business

- a. Approval to authorize Chairman to sign Intergovernmental Agreement between Lilburn DDA, Lilburn CID, and the City of Lilburn for shared retail development consulting services provided by Retail Strategies, LLC, and to sign the Professional Services Agreement between the Lilburn DDA and Retail Strategies, LLC

Brian Burchik, Community Development Administrator, stated that the total cost of the contract between the DDA and Retail Strategies, LLC, is \$45,000 per year for a period of three years. The DDA will receive reimbursement for \$15,000 each from the City and the LCID each year bringing the actual cost of the contract to \$15,000 per year for three years for the DDA.

- b. Approval to ratify payment for legal services provided by Seyfarth for development agreements for 57 Railroad Avenue

Brian Burchik, Community Development Administrator, stated that the DDA owes Seyfarth for legal services provided until the Letter of Intent was signed by the DDA and Fire Brigade, LLC. Moving forward, these legal expenses will be the responsibility of Fire Brigade, LLC.

- c. Approval to adopt resolution requiring background checks for potential development partners

Brian Burchik, Community Development Administrator, stated that the DDA Board would like to adopt the same policy on background checks (moral character and financial capacity) as the City Council adopted at their meeting in June 2021. The policy requirements were implemented for all contributing members of the Fire Brigade, LLC, team, and this resolution will ensure the policy is applied to each potential partner with the DDA in future development ventures.

- d. Approval of contract with Economic Impact Group for fiscal impact analysis of commercial development at 57 Railroad Avenue in the amount of \$3,000

Jenny Simpkins stated that our development attorney, Dan McRae, recommended that the DDA hire Economic Impact Group to complete a valuation of the public benefit that will be

realized by the development of 57 Railroad Avenue. This analysis is critical in the determination of the sales price of 57 Railroad Avenue to Fire Brigade, LLC.

- e. Approval to extend the deadline for the MOU with Fire Brigade, LLC, from Friday, July 23, 2021, to Wednesday, August 18, 2021

Brian Burchik stated that this item needs to be added to the agenda if supported by the DDA. Additional time is need to complete negotiations for the development of 57 Railroad Avenue by Fire Brigade, LLC.

IV. Adjournment

Chairman Nash asked for a motion to adjourn the work session at 7:03 pm. The motion was made by Board member Eddie Price, seconded by Board member Mark DeArmon.

Motion passed with a 5-0 vote.

Meeting Agenda

I. Call to Order

Chairman Nash called the meeting to order at 7:03 pm.

- Hugh Wilkerson, Board Member
- Mark DeArmon, Board Member
- Tom Mills, Board Member
- Eddie Price, Councilmember
- Jenny Simpkins, Assistant City Manager
- Brian Burchik, Community Development Administrator

Board members Joe Nocera and Scott Mecredy were absent.

II. Approval of Agenda

A motion to approve the July 21, 2021, DDA agenda was made by Board member Mark DeArmon, with the addition of item "e": Approval of extension to MOU deadline from July 23, 2021, to August 18, 2021, seconded by Board member Tom Mills.

Motion passed with a 5-0 vote.

III. Approval of Minutes

Chairman Nash called for a motion to approve the DDA Meeting Draft Minutes from June 16, 2021.

A motion to approve the DDA May 19, 2021, draft meeting minutes was made by Board member Mark DeArmon, seconded by Board member Tom Mills.

Motion passed with a 5-0 vote.

IV. Old Business

- a. Financial Report – June 30, 2021
- b. Update – DDA Property
- c. Update – Lilburn Community Improvement District & Lilburn Community Partnership
- d. Update – Development Activities

V. New Business

- a. **Approval to authorize Chairman to sign Intergovernmental Agreement between the Lilburn DDA, Lilburn CID, and the City of Lilburn for shared retail development consulting services provided by Retail Strategies, LLC, and to sign the Professional Services Agreement between the Lilburn DDA and Retail Strategies, LLC**
Chairman Nash asked for a motion, and a motion to approve was made by DDA Board member Tom Mills, seconded by Board member Mark DeArmon.

Motion passed 5-0.

- b. **Approval to ratify payment for legal services provided by Seyfarth for development agreements associated with 57 Railroad Avenue**
Chairman Nash asked for a motion. A motion to approve was made by Board member Mark DeArmon, seconded by Board member Tom Mills.

The motion passed 5-0.

- c. **Approval to adopt a resolution requiring background checks for potential development partners**
Chairman Nash asked for a motion to approve the resolution as presented by staff. Board member Mark DeArmon made the motion, seconded by Board member Tom Mills.

The motion passed 5-0.

- d. **Approval of contract with Economic Impact Group for fiscal impact analysis of commercial development at 57 Railroad Avenue in the amount of \$3,000**
Chairman Nash asked for a motion to approve a contract with Economic Impact Group as presented by staff. The motion to approve was made by Board member Mark DeArmon, seconded by Board member Tom Mills.

The motion passed 5-0.

- e. **Approval to extend the deadline for the MOU with Fire Brigade, LLC, from Friday, July 23, 2021, to Wednesday, August 18, 2021**
Chairman Nash asked for a motion to approve an extension of the deadline for the MOU with Fire Brigade, LLC, to August 18, 2021, as presented by staff. Motion to approve was made by Board member Tom Mills, seconded by Board member Mark DeArmon.

The motion passed 5-0.

VI. Public Comment

None

VII. Adjournment

A motion to adjourn at 7:12 pm was made by Board member Tom Mills, seconded by Board member Mark DeArmon.

Motion passed with a 5-0 vote.

Approved this 20th day of August, 2021.



Jenny Simpkins, Recording Secretary
Assistant City Manager



Elmer Nash, DDA Chairman