Work Session Agenda
6:30 p.m.

I. Call To Order

II. Old Business
   2. Update - DDA Property
   3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
   4. Update - Development Activities

III. New Business
   1. Presentation - Old Town Lilburn Development Group
   2. Approval Of : Joint And Reciprocal Easement Agreement (7.6 +/- Acres)

IV. Adjournment

Meeting Agenda
Immediately following work session.

I. Call To Order

II. Approval Of Agenda

III. Approval Of Minutes
   1. Approval Of Minutes – November 20, 2019 Meeting

Documents:
Lilburn Downtown Development Authority

Meeting Agenda

January 15, 2020 at 6:30 p.m.

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

Work Session Agenda

6:30 p.m.

Call To Order

Old Business


2. Update - DDA Property

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

4. Update - Development Activities

New Business

1. Presentation – Old Town Lilburn Development Group

2. Approval Of Joint And Reciprocal Easement Agreement (7.6 +/- Acres)

Adjournment

Meeting Agenda

Immediately following work session.

Call To Order

Approval Of Agenda

Approval Of Minutes

– November 20, 2019 Meeting

11_20_2019 - DDA DRAFT MINUTES.PDF

Approval Of Executive Session Meeting - November 20, 2019 Minutes

Documents:

11_20_2019 - DDA EXECUTIVE DRAFT MINUTES.PDF

IV. Old Business


2. Update - DDA Property

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

4. Update - Development Activities

V. New Business

1. Presentation – Old Town Lilburn Development Group

2. Approval Of Joint And Reciprocal Easement Agreement (7.6 +/- Acres)

VI. Public Comment

VII. Executive Session (If Needed)

VIII. 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 13.107 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.
Work Session Agenda

I. Call To Order

The meeting was called to order by Jimi Taylor at 6:30 p.m.

II. Old Business

1. Financial Report – October, 2019

City Manager, Bill Johnsa discussed the DDA October 2019 financial report. He noted that the DDA’s account balance was $31,258.07, down $125,151.69 from last month. Total cash, including Mainstreet, was $33,691.25. The DDA purchased 243 Main Street for $124,784.39. This transaction is the reason for the reduction in the cash account. Capital Assets increased by the purchase price. There were no other significant changes to the Statement of Financial Position.

Total income for the month was $9,847.96. While rental income for the month was $4,935.00, interest income was $4,912.96, reflecting the posting of Noble Village interest payments. Expenses were $2,313.26. The expenses included $1,814.76 in property taxes for stormwater, street lights, and sanitation.

Also, the Lilburn 5k brought in $2,960 in revenue.

2. Update - DDA Property

City Manager Bill Johnsa discussed DDA properties.

Under construction:

- Old Town - 55 townhomes, mid $400’s, future commercial on Main. Perimeter on-street parking finished. 9 model homes under construction, final plat under review, commercial property cleanup.
- Cottages at Noble Village - 68 duplexes (age restricted 55+ for lease) - 11 buildings/22 model homes and clubhouse under construction. LS plan revisions include fence/entry walls/gas lights.
- Townswalk (First Ave) - 9 single family detached $400’s - 1 sold, 1 under contract, 2 under construction.
- 243 Main Street - property was just purchased by Lilburn DDA.

Complete:
Indian Trail Distribution Center - CO issued for Fleet Price, IF ongoing for Iberia Foods, IF permit issued for 1 additional tenant. Changing ownership this week.

Chick-fil-A will begin work on their site January 2020.

Wynn Russell house - needs a new kitchen. Plans are to rent out space to bring revenue in to support maintenance on the property.

3. Update - Lilburn Community Improvement District & Lilburn Community Partnership
   No update.

4. Update - Development Activities
   Same as DDA property.

III. New Business

1. Change Of Financial/Banking For DDA
   City Manager Bill Johnsa stated that the current banking company is local. He suggests that having a local banking location would be convenient for the DDA. The DDA has an account locally at BB&T in Lilburn.

   City Manager Bill Johnsa will move forward with the changes to change all accounts to BB&T.

2. Town Center Hardscaping Discussion
   City Manager Bill Johnsa discussed the Town Center hardscaping.

   More parking will be added for the park and the upcoming restaurants in the town center area. There will be a coordination with the developers to establish this plan. The developer will do the design.

IV. Main Street Program - Main Street Manager

   City Manager Bill Johnsa stated that Brian Burchik has now been contracted by the City of Lilburn.

V. Adjournment

   A motion to adjourn from work session at 7:10 p.m. was made by Jimi Taylor, seconded by Hugh Wilkerson.

   **Motion passed with a 6-0 vote.**

**Meeting Agenda**

I. Call To Order

   The meeting was called to order by Jimi Taylor at 7:10 p.m.

   Present:

   - Jimi Taylor, Chairperson
   - Hugh Wilkerson, Board Member
   - Elmer Nash, Board Member
   - Scott Mecredy, Board Member
   - Mark DeArmon, Board Member
   - Eddie Price, Council Representative
   - Bill Johnsa, City Manager
   - Melissa Penate, City Clerk

   Absent:

   - Brian Burchik, Main Street Manager
   - Norman Nash, Board Member
II. Approval Of Agenda

A motion to approve the November 20, 2019 agenda was made by Elmer Nash, seconded by Scott Mecredy.

Motion passed with a 6-0 vote.

III. Approval Of Minutes

1. Approval Of Executive Session Minutes - September 18, 2019 Meeting

A motion to approve the September 18, 2019 draft Executive Session minutes was made by Elmer Nash, second by Scott Mecredy.

Motion passed with a 6-0 vote.

2. Approval Of Executive Session Minutes - October 16, 2019 Meeting

A motion to approve the October 16, 2019 draft meeting minutes was made by Elmer Nash, second by Mark DeArmon.

Motion passed with a 6-0 vote.

3. Approval Of Minutes - October 16, 2019 Meeting

A motion to approve the October 16, 2019 draft Executive Session minutes was made by Hugh Wilkerson, second by Elmer Nash.

Motion passed with a 6-0 vote.

IV. Old Business

1. Financial Report – October, 2019

A motion to approve the financial reports from October 2019 was made by Elmer Nash, seconded by Mark DeArmon.

Motion passed with a 6-0 vote.

2. Update - DDA Property

None.

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

None.

4. Update - Development Activities

None.

V. New Business

1. Approval Of Change In Banking

A motion to approve a change in financial/banking to a local branch was made by Hugh Wilkerson, seconded by Elmer Nash.

Motion passed with a 6-0 vote.

VI. Main Street Program - Main Street Manager

None.
VII. Public Comment
None.

VIII. Executive Session (If Needed)

A motion to move to executive session at 7:17 p.m. to discuss personnel matters & land acquisition was made by Mark DeArmon, seconded by Scott Mecredy.

Motion passed with a 6-0 vote.

A motion exit from executive session at 7:45 p.m. was made by Hugh Wilkerson, seconded by Mark DeArmon.

Motion passed with a 6-0 vote.

IX. Adjournment

There being no further business, Mark DeArmon made a motion to adjourn at 7:45 p.m., seconded by Scott Mecredy.

Motion passed with a 6-0 vote.

Approved this _____ day of ____________________, 20__.

_________________________________
Bill Johnsa, City Manager
Recording Secretary

_________________________________
Jimi Taylor, DDA Chairperson
EXECUTIVE SESSION MINUTES
CITY OF LILBURN DOWNTOWN DEVELOPMENT AUTHORITY

DATE: 11-20-2019

× Jimi Taylor, Chairperson
× Elmer Nash
× Eddie Price, Council member
× Norman Nash
× Mark DeArmon

× Hugh Wilkerson
× Scott Mecredy
× Bill Johnsa, City Manager
× Dick Carothers, City Attorney
× Melissa Penate, City Clerk

MOTION: Mark DeArmon SECOND: Scott Mecredy VOTE: 6-0 TIME: 7:17 p.m.

MATTERS DISCUSSED
The purchase, disposal, or leasing of real estate pursuant to C.C.G.A. §§ 50-14-3(b)(1)(D) and (E).
Personnel Matters pursuant to O.C.G.A. § 50-14-3(b)(2).

MOTION TO ADJOURN EXECUTIVE SESSION: Hugh Wilkerson SECOND: Mark DeArmon VOTE 6-0
TIME: 7:45 p.m.

Approved this _____ day of ____________________, 201__.

________________________
DDA Chairperson

ATTEST:

________________________
Recording Secretary

10/14/2019
CITY OF LILBURN  
EXECUTIVE SESSION AFFIDAVIT PURSUANT TO O.C.G.A. § 50-14-4(b)  

STATE OF GEORGIA  
COUNTY OF GWINNETT  

NOW COMES the undersigned having first been duly sworn who under oath deposes and says that at an Executive Session Meeting or a portion of a Regular Session of the City of Lilburn, Downtown Development Authority on 11-20-2019 (Date), the subject matter of the meeting or closed portion was devoted exclusively to the discussion and consideration of matters within the exceptions provided by law, specifically identified as follows (Check one or more as appropriate):

☐ Consultation with legal counsel concerning pending or potential litigation, settlement, claims or other matters pursuant to O.C.G.A. §§ 50-14-1(b)(1)(A) and 50-14-2.

☐ The purchase, disposal, or leasing of property (other than real estate) pursuant to O.C.G.A. § 50-14-3(b)(1)(B).

☐ An appraisal related to the acquisition or disposal of real estate pursuant to O.C.G.A. § 50-14-3(b)(1)(C).

☑ The purchase, disposal, or leasing of real estate pursuant to O.C.G.A. §§ 50-14-3(b)(1)(D) and (E).

☑ Personnel Matters pursuant to O.C.G.A. § 50-14-3(b)(2).

☐ Meetings to consider a portion of a record made exempt from the Open Records Act pursuant to O.C.G.A. § 50-14-3(b)(3).

This 20 day of November, 2019.

______________________________  
DDA Chairperson

Sworn to and subscribed before me this 20 day of November, 2019.

______________________________  
Notary Public (Seal)

My Commission Expires:
BOARD REPRESENTATION ATTENDING CLOSING SESSION

I attended the closed session described above and I acknowledge the Presiding Official has executed the affidavit in reliance upon my representation that I did not observe a violation of the Open Meetings Law and the Presiding Official may rely upon my representation that no illegal activities occurred with regard to this meeting.

So represented this, the 20 day of November, 19.

Signatures of members participating in the meeting:

_______________________________

_______________________________

_______________________________

_______________________________

_______________________________

_______________________________

10/14/2019