

DOWNTOWN DEVELOPMENT AUTHORITY DIRECTORS MEETING
CITY OF SNELLVILLE, GA

Meeting Minutes
February 18, 2026

MEMBERS PRESENT: Norman Carter, Emmett Clower, Jamie Toney, Deborah Jones (arrived at 4.06 pm), and Chairperson Don Britt

MEMBERS ABSENT: Dan LeClair and Rafiq Ukani

GUESTS PRESENT: Angie Strickland, Cobblestone Property Manager; Jan Harris, Downtown Development Director; and Jimmy Whitaker

- I. CALL TO ORDER** – The meeting was called to order by Chairperson Don Britt at 4:01 pm with a quorum present.

Chairperson Britt called for an amendment to the published agenda to add the following item: To approve the FY 2025 budget for the Downtown Development Authority of Snellville in order to comply with the state requirement that a special revenue fund present a balanced budget within the City of Snellville's audit report. **MOTION:** A motion was made by Norman Carter to add the following item to the February 18, 2026 DDA agenda under New Business: to approve the FY 2025 budget as presented by accountant Jimmy Whitaker. The motion was seconded by Jamie Toney. Four (4) votes in favor and zero (0) votes against. The motion was approved. Ms. Jones did not enter the meeting until after the motion had been entertained and approved.

II. MINUTES

A. Approval of the January 21, 2026 Regular Meeting Minutes –

MOTION: Norman Carter made a motion to approve the January 21st meeting minutes as presented. Jamie Toney seconded. Four (4) votes in favor and zero (0) votes against. The motion was approved. Ms. Jones did not enter the meeting until after the motion had been entertained and approved.

III. REPORTS

A. Financial Report – Ms. Harris presented the January financial report to the board who received it as information.

B. Cobblestone, Angie Strickland, Property Manager, Cobblestone Office Park – Ms. Strickland reported that there are sprinklers tied into the main water line in a few of the suites. These sprinkler heads will be capped off and the ceiling tiles replaced as they are not necessary. She also reported that the concrete at the top of the right-hand stairs of Building F was

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cracked. The board directed her to have the crack filled and to keep a close eye on the area in case further cracking occurs.

Ms. Harris presented the new Cobblestone Office Park logo to the board. This logo may be used for all promotions, advertising, and signage. Ms. Strickland reported that only 6 suites remain unleased.

C. The Grove Report, Jan Harris, Downtown Development Director –

Ms. Harris reported that the following restaurants in the Market continue to move through the county permitting process: MacknMikes, Pizzeria Fiamma, The Local Butcher & BBQ, and Meltaway Ice Cream. Parkside at the Grove also continues to navigate that process. She reported that MidCity Real Estate Partners continue to seek tenants for 2 spaces in the 2385 Clower Street building and for the special event space in the Market Building. She shared the special events calendar with the board.

IV. NEW BUSINESS

A. Approve the FY 2025 budget for the Downtown Development

Authority of Snellville – Jimmy Whitaker, principal with James L. Whitaker PC, informed the board that as of June 30, 2025, it was determined that the DDA should begin to be reported as a part of the primary government. This is required when it is determined that the component unit's total debt outstanding is expected to be repaid entirely or almost entirely with resources of the primary government. Because the Downtown Development Authority of Snellville is now a blended component unit of the city, it will be considered for reporting purposes as a Special Revenue Fund and included in the financial reports of the governmental entities. Special Revenue Funds are required to present a balanced budget within the audit report. Mr. Whitaker was present to obtain the approval of the DDA's FY 2025 budget so that it may be presented within the audit report. **MOTION:** A motion was made by Norman Carter approve the FY 2025 budget for the Downtown Development Authority of Snellville as presented in order to comply with the requirement that all special revenue funds must present a balanced budget in the city's audit report. The motion was seconded by Jamie Toney. Five (5) votes in favor and zero (0) votes against. The motion was approved.

V. OLD BUSINESS – No old business to be considered.

VI. EXECUTIVE SESSION – There was no called executive session.

VII. ANNOUNCEMENTS


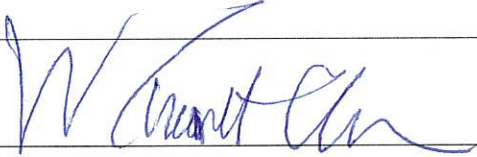
The next regular meeting is scheduled for Wednesday, March 18, 2026 at 4 PM in City Hall.

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VIII. PUBLIC COMMENTS - Ms. Jones requested a budget item in the DDA's budget to cover clothing for the board. Chairperson Britt noted that there was settling in the bricks in front of the Market Building which could be a trip hazard. In addition, he expressed concern regarding the 1-2 steps from the sidewalk to the Market Building noting they also could present a trip hazard. He recommended that signage asking the public to watch their step be placed on the Market Building's brick columns.

IX. ADJOURNMENT – MOTION: There being no additional business to be considered by the board, Janie Toney made the motion to adjourn. It was seconded by Deborah Jones. Five (5) votes in favor and zero (0) opposed. The motion carried and the meeting was adjourned at 4:43 pm.

Approved.

 Downtown Development Authority, Chair	 Secretary
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