

Members Present: Allen Jorgensen, Brandon Hembree, Jack Wolfe (Treasurer), Marc Orcutt (Chairman), Mason Roszel (Asst. Treasurer), ~~Nancy Wren~~, Nic Greene (Vice Chair), Nigel Gray (Secretary), ~~Rebecca Buckingham~~ (Asst. Secretary)
Staff Present: Frank Hartley (Attorney), Mercy Montgomery (Dir. Economic Development), Nadia Merritt (Downtown Coordinator), Paul Radford (City Manager), Troy Besseche (Asst. City Manager), Tim Schick,
Guests: Several Members of the public were present.

I. CALL TO ORDER – 6:32 PM

II. APPROVAL OF AGENDA:

- a) Motion to approve the agenda as presented, by Allen Jorgensen, 2nd by Brandon Hembree, carried by 6-0 (unanimous).

III. MINUTES.

- a) Motion to table the minutes from our previous meeting until the next meeting by Brandon Hembree, 2nd by Allen Jorgensen, carried 6-0 (unanimous)

IV. PUBLIC COMMENTS

- a) No comments

V. ACTION ITEMS AND UPDATES:

- a. **E Center Project:** Asst. City Manager Troy Besseche provided the following update: waterproofing work on water feature pools got completed; flooring work scheduled and in progress; some of the tenants are inquiring about relief – an action item will be presented regarding this topic by way of a two-month (April & May) rent deferral which will be subject to repayment within 12 months without being charged a late fee.
1. **Comment from Allen Jorgensen:** Tenants need to be aware that taking advantage of this benefit may cause them to be ineligible for rent benefits under SBA forgiveness grants such as PPL and SBA Idle. The city plans to make the tenants aware of the SBA benefits for them to consider alongside the city's rent deferral.
 2. **Public Action:** Motion to ratify the provision of up to two (2) months deferment of rent payments for April 2020, and May 2020, and waiver of any associated late fees, for all E Center tenants to be paid by March 31, 2021 – motion by Jack Wolfe, 2nd Nigel Gray, carried by 6-0 vote (unanimous).
- b. **Broadstone:** Troy Besseche shared the following update: Broadstone team was able to make progress over the last month (showcased via photos). Photos of the Veterans Memorial progress was also shown at this meeting; a grand opening of the memorial is being planned for Memorial Day.
- c. **Dogwood:** We are on schedule to close in May. A building permit has been pulled for the project. Further update will be provided in executive session.
- d. **Gateway West:** No updates were provided for this project at this meeting.
- e. **Prestwick:** No updates were provided for this project at this meeting.
- f. **The Suite Spot:** The city has been communicating with the tenants via email regarding the impacts of COVID-19, and CDC's guidelines. They have also been informed that the Suite Spot is closed to cowork members. A couple of tenants have reached out for financial relief. The city has been discussing 1-month deferral of lease payable at the end of the tenant's lease term and waiving any late fees relating to it, and would like the DDA's approval. Two tenants (EX² and K Tanner Law, LLC.) would like to continue working in their leased office space because they are considered essential businesses; they plan to adhere to the appropriate social distancing guidelines. New tenant lease agreements have been suspended in order to focus on current tenants, members, and E Center tenants.
1. **Public Action:** Brandon Hembree presented a motion to ratify the provision of deferment of rent payment for April 2020 for tenants of the Suite Spot with leases that terminate after April 30th 2020, payments for April 2020 must be made by the close of the Suite Spot tenant's current executed lease and any related late fees are waived, motion 2nd by Nic Greene, and carried 6-0 (unanimous).
 2. **Public Action:** Motion presented by Jack Wolfe to recognize EX² Technologies and K Tanner Law as essential businesses under the executive order 2020 by virtue of their operation in the telecommunication and legal field of business respectively, 2nd by Brandon Hembree, and carried 6-0 (unanimous)
- g. **Community Center Redevelopment:** Troy Besseche shared that the distillery is at 90% of their permitting process.

II. CITY STAFF COMMENTS

- a. **Several Comments from City Staff including:** The city has been receiving feedback from our businesses on what measures they have been taking to alter their operations. The city has a page on its website with updates on changes to business operations that will help them keep operating. A comprehensive business resource guide is being made available to everyone this week. Thanks to city staff and the city council for working hard to keep city hall open and functional. The golf course stopped operation for a short time in order to put some safe measures into place. Deep

cleaning and closure of the history museum, the post office, among other facilities. The city continues to work with Gwinnett County and 15 sister cities, taking some bold actions such as a stay at home order. Our emergency order is in place until midnight on April 13, but subject to extension by action of the city council. Gas payments can be made online (convenience fee has been waived) or at the window of the Eagle Theater. Construction progress updates can be viewed on the city's website.

III. DDA MEMBER COMMENTS:

1. **Several Comments from the DDA members including:** Good seeing everyone, please stay safe, the community has been very kind, gracious and encouraging, looking forward to seeing everyone soon.

IV. EXECUTIVE SESSION:

- a. Motion to enter Executive Session at 7:30 PM, by Brandon Hembree, 2nd by Nic Greene, carried 6-0 (unanimous).
- b. **Public Action after Executive Session:** Motion to ratify the provision of Hortense Oros (Suite 202) for a 3-month lease extension at a rate of \$305, by Allen Jorgensen, 2nd by Jack Wolfe, carried by 6-0 vote (unanimous).
- c. **Public Action after Executive Session:** Motion to ratify the provision of Jessica Perez (Suite 106) for a 6-month lease renewal at a rate of \$295, by Allen Jorgensen, 2nd by Jack Wolfe, carried by 6-0 vote (unanimous).
- d. **Public Action after Executive Session:** Motion to ratify the provision of K Tanner (Suite 209) for a 1-month lease extension at a rate of \$205, by Allen Jorgensen, 2nd by Jack Wolfe, carried by 6-0 vote (unanimous).
- e. Motion to Adjourn at 8:38 PM by Jack Wolfe, 2nd by Nigel Gray.