

Sugar Hill Downtown Development Authority – Called Meeting
Regular Meeting Summary Minutes April 27, 2021 | 6:30 PM
City Hall Council Chambers

Members Present: Jack Wolfe (Chairman), Mason Roszel (Vice Chair), Rebecca Buckingham (Treasurer), Brandon Hembree (Councilmember), Allen Jorgenson
Staff Present: Paul Radford (City Manager), Troy Besseche (Asst. City Manager), Frank Hartley (City Attorney), Tim Schick (Head of Facilities), Curtis Northup (Project Administrator), Amit Thadhani (IT Technician), Megan Carnell (Dir. Community & Economic Development), and Nadia Merritt (Downtown Coordinator)
Guests: One Member of the Public Present

I. CALL TO ORDER – 6:32 pm

II. APPROVAL OF AGENDA –Approved as presented

- a. Proposed change to strike by-law made by J. Wolfe and addition of an assistant secretary A. Jorgenson.
- b. Motion: A. Jorgensen 2nd: M. Roszel. 5-0 (Unanimous)

III. APPROVAL OF MINUTES- presented for March 30, 2021 Regular Meeting and April 21, 2021 Special Called.

- a. F. Hartley notes a line adjustment for the special called meeting.
- b. Motion for approval with noted changes: A. Jorgenson. 2nd: B. Hembree 5-0 (Unanimous)

IV. TREASURER’S REPORT – presented by DDA Treasurer.

- a. Motion for approval: B. Hembree. 2nd: M. Roszel 5-0 (Unanimous)

V. Additional Assistant Secretary: Legal Counsel provided an overview of the proposed outline.

- a. Nomination of Rebecca Buckingham by M. Roszel
- b. Close Nominations Motion: J. Wolfe 2nd: B. Hembree (Unanimous)
- c. Motion: M. Roszel. 2nd: A. Jorgensen 5-0 (Unanimous)

VI. PUBLIC COMMENTS– no commentary and no actions

VII. UPDATES

- a. E Center
- b. Broadstone
- c. The Holbrook
- d. Gateway West
- e. Cadence (Former Prestwick)
- f. Art & History Museum
- g. Solis Sugar
- h. Suite Spot Business Incubator (Former City Hall)
- i. Community Center
- j. Sycamore Square
- k. Main Street Program

VIII. ACTION ITEMS

- a. Suite Spot Business Incubator (Former City Hall)
 - 1. Motion renew Hortense Oros' lease of suite 202 & Desk Agreement for a 4-month term: B. Hembree. 2nd: A. Jorgensen 5-0 (Unanimous)
 - 2. Motion renew Steve Stoll lease of suite 203 for a year lease: B. Hembree. 2nd: A. Jorgensen 5-0 (Unanimous)
 - 3. Motion renew Taylor Verberkmoes lease of suite 205 standard terms: M. Roszel. 2nd: A. Jorgensen 5-0 (Unanimous)
 - 4. Motion confirming the lease approved for Kay Tanner in March 2021 is intended to be the last lease: M. Roszel. 2nd: A. Jorgensen 5-0 (Unanimous)

IX. CITY STAFF COMMENTS *Updates provided with no action.*

X. DDA MEMBER COMMENTS *Updates provided with no action.*

XI. EXECUTIVE SESSION

- a. Motion to enter: M. Roszel. 2nd: A. Jorgensen 5-0 (Unanimous)
- b. Motion for leasing: B. Hembree. 2nd: M. Roszel 5-0 (Unanimous)
- c. Motion to exit: R. Buckingham. 2nd: M. Roszel 5-0 (Unanimous)

XII. ADJOURNMENT

- a. **Public Action** Following Executive Session
 - 1. No actions took place.
- b. **Adjournment:** Meeting adjourned at 8:08 PM
 - 1. R. Buckingham. 2nd: M. Roszel 5-0 (Unanimous)