

**GWINNETT PLACE COMMUNITY IMPROVEMENT DISTRICT (CID)
REGULAR BOARD MEETING
Gwinnett Place Marriott, Centennial Ballroom
May 19, 2005**

Attendees

Board Members:

Tom Wheeler	Mark Williams	Scott Rolston
Casey Coffey	Glenn Wisdom	Leo Wiener
Bruce Williams		

Staff: Dave Rosselle, Executive Director
Lynn Rainey, Legal Counsel

Call to Order

Chairman Tom Wheeler called the meeting to order at 9am and began by having the Board and all meeting attendees introduce themselves.

MINUTES

Action Items

Mr. Rainey administered the Board of Director's Oath of Office to Bruce Williams who was unable to attend the April 27, 2005 Board Meeting.

Mr. Rolston motioned to approve the Minutes of the April 27, 2005 Caucus of Electors, seconded by Mr. W. Williams and unanimously approved.

Mr. M. Williams motioned of approve the Minutes of the April 27, 2005 Regular monthly Board meeting minutes, seconded by Mr. Wisdom and unanimously approved.

Mr. M. Williams motioned to approve the CID's 5 mill tax rate, which was proposed in the 4/27/05 Board meeting and was duly advertised in the Gwinnett Daily Post. The motion was seconded by Mr. B. Williams and unanimously approved. Mr. Rosselle will send a formal notification letter to Katherine Sherrington, Gwinnett County Tax Commissioner.

Cooperation Agreement

Mr. Rosselle and Mr. Rainey provided a brief overview and comments on the required Cooperation Agreement between the CID and Gwinnett County.

Mr. Rainey had proposed some minor changes to the wording proposed by the Mr. Van Stephens, the County's Attorney. Mr. B. Williams motioned to adopt the Agreement subject to Mr. Rainey's final approval, seconded by Mr. Wiener and unanimously approved.

Programs & Projects

Gwinnett Clean & Beautiful (GC&B) - Adopt-A-Road Program

Mr. Rosselle provided an overview of the Adopt-A-Road program and his negotiations with the GC&B for the CID to “adopt” sections of Pleasant Hill Rd., Venture Blvd. and Satellite Blvd. to conduct regular trash pickup. GC&B will provide signage on these corridors recognizing the CID’s Program support. Following discussion about the appropriate membership level, Mr. Coffey motioned to join Gwinnett Clean & Beautiful at the “Corporate Member” level of \$500 per year, seconded by Mr. Wisdom and unanimously approved.

Discussion Items

Public Relations

Mr. Rosselle provided an overview of the scope, need and priority of the CID’s public relations program. Mr. Wheeler acknowledged the importance of the CID having an effective PR program. He requested that Mark Williams and Casey Coffey review the issue and make a recommendation at the June 8th Board meeting.

- Business Manager & Owner mailing list

Mr. Rosselle discussed the priority need to develop a complete and accurate database of district business managers and business owners. Efforts to date have been development of a database of commercial property owners. Mr. Wheeler emphasized the need for the CID to effectively communicate with all district tenants. Mr. Rosselle proposed that a summer intern be hired to collect the data via a store-by-store visit that would include obtaining basic info on community needs and concerns. Mr. Rainey advised that care should be taken to ensure that anyone retained for this task should work less than 20 hours a week and their status should be clearly documented as independent contractors, not employees. There was consensus on using this approach, but no formal motion adopted.

- Website

Mr. Rosselle provided an overview of the two website development proposals included in the meeting reference binder. Mr. Wheeler pointed out that the issue of the Chamber of Commerce role in managing the overall public relations program, including development and management of the CID Website needs to be addressed first. There needs to be close cross-linkage between the Chamber Website and the CID Website. It was decided by consensus that a decision on website development would be included in the PR recommendation by Mr. M. Williams and Mr. Coffey at the June 8 Board meeting.

Landscape Maintenance and trash pickup Program

Mr. Rosselle lead a discussion on the “scope of work” to be included in the annual landscape maintenance contract. It was decided by consensus that the median islands along the district exterior boundaries on Satellite Blvd. and Steve Reynolds Blvd. should be included as well as the ROW in front of the few parcels in the district that are not CID members.

The Crestwood Commercial Property Association has recently expired. Mr. Bartek, Marriott Hotel and Mr. Harrison, Gwinnett Commerce Center have proposed that the CID assume responsibility for maintaining the upscale landscape island, Crestwood Blvd. @ Pleasant Hill Road. Mr. Wheeler advised that this wouldn't be fair to other CID property owners.

Mr. Rosselle has met with GDOT district representatives to obtain a Special Encroachment Permit to maintain the I-85 ramps. The permit should be executed soon – no problems expected. Action is proceeding to complete the initial district ROW mowing and cleanup. Requests for annual maintenance contract proposals will be requested for review at the June Board meeting.

Mr. Wisdom pointed out that there is a critical need to refresh the roadway paint throughout the District. Mr. Rosselle was directed to communicate this need to Gwinnett DOT.

Traffic Lights

Mr. Rosselle reviewed the findings of his meeting with the Gwinnett DOT traffic light engineer. Mr. Wheeler questioned the effectiveness of light timing along major corridors, even though the County Engineers have stated that these systems are operational in the district. It was proposed that the CID retain a traffic engineering consultant to study what can be done to increase traffic management efficiency. Analysis should also include the cost of upgrading traditional traffic light support system to mast arms. Mr. B. Williams suggested that Mr. Brian Allen and Lorraine Green be invited to the June meeting to discuss plans for the Satellite Blvd. upgrade project. Mr. Rainey advised that for other CIDs transportation enhancements are part of their “branding” and conceptual Master Plans. Mr. Wheeler requested that the June agenda include a discussion of what other CID's are doing in the area of “branding” as part of their Master Plans and the names of their planning consultants.

Sidewalks

Mr. Rosselle provided an overview of his presentation to the SPLOST Project Selection Committee concerning the critical need for sidewalks along Pleasant Hill Rd. near I-85. Sidewalk installation between Breckenridge Rd. and Satellite Blvd. on Pleasant Hill Rd. has been included in the 2005 SPLOST. Wayne Lloyd, SPLOST Committee Chairman, has proposed that initial phase of this project be a collaborative public-private effort to design and install the section in front of the cemetery between Breckenridge and I-85: the CID to provide design funding, Russell Landscape Group to provide retaining wall construction and SPLOST fund the sidewalk. Mr. Wheeler asked Mr. B. Williams and Mr. Wiener to take the lead in developing a proposal for design standards (RFP) and obtaining vendor proposals. Mr. Wiener stated that the CID needs to know by what date the SPLOST funds are to be spent and when they need to obtain the designs.

Financial Management Policy

This item was tabled pending resolution of the CID / Chamber relationship.

Chamber of Commerce / CID relationship

Mr. Rosselle briefly reviewed the draft proposal request by Mr. Wheeler to have the Chamber assume responsibility for public relations and financial management. Mr. Rosselle was asked to provide the proposal to the Chamber for their review and feedback. This issue is to be placed on the June 8 agenda for further discussion. (Also, see "public Relations", above)

Disposition of CID Organizing Committee funds

Mr. Rosselle reviewed the status of the balance sheet provided by the Chamber at the April meeting. Mr. Johnson, Chamber CFO, is in the process of conducting an audit of the Chamber's CID Organizing Committee account and will provide Mr. Rosselle a final balance sheet and a check for the remaining balance. This account now belongs to the CID since the contributors to the Organizing Committee fund have been reimbursed.

Needs Assessment

Board members submitted their individual lists of top priority needs and projects for the CID.

Security Team

Mr. Wheeler provided an overview of his company's experience with Officer Yenerall and the Gwinnett County Off Duty security program. A proposal prepared by Officer Yenerall was distributed. Mr. Rolston and Mr. Wisdom agreed to take the lead in evaluating the proposal along with other security alternatives and submitting recommendations at the June Board meeting. Mr. Wheeler emphasized that the Prado security team as well as the Gwinnett Place Mall security team will not be making any changes to the level of their present coverage with the introduction of the CID security plan.

Treasurer's Report

Mr. Rosselle reported that the \$250K Line of Credit had been established with Homestead Bank and that an initial draw of \$25K had been deposited to the checking account. As of 5/11 a total of 3 checks totaling \$16,663.87 have been written on the account leaving an account balance of \$8,336.13. Mr. Wheeler requested that a more detailed transaction report be prepared to include the latest possible date in advance of the monthly Board meetings. (this will be done in connection with the pending implementation of Quickbooks software and reports) Following Mr. Rainey's suggestion, Mr. Wisdom motioned to ratify the reported CID payments, Mr. Coffey seconded with unanimous approval.

Legal

Mr. Rainey reviewed the Director's Indemnification and process. The Directors were asked to execute their forms and submit to Mr. Rosselle for processing. Following Mr. Rainey's suggestion, Mr. Wisdom motioned to include Indemnification for all Officers including the Secretary, seconded by Mr. M. Williams, unanimously approved. Copies of the executed Indemnifications are to be provided to each Director and the Secretary.

Board meeting location

Mr. Wheeler asked that, due to the number of visitors in attendance, Mr. Rosselle take action to have the June 8 Board meeting at the Marriott.

Executive Session

Mr. M. Williams motioned to close the public meeting for an Executive Session to discuss the future acquisition of real estate and to discuss and deliberate upon the appointment, employment, compensation, and hiring of a public officer or employee, Mr. Coffey seconded, unanimously approved.

Real Estate

Following Executive Session, the public meeting the Board voted unanimously to reconvene the public meeting. Mr. M. Williams motioned that Messrs. Rosselle, Wiener and Casey conduct an evaluation of CID office location including design options and present their findings and recommendations at the June 8 meeting, seconded by Mr. Wisdom and unanimously approved.

Adjournment

By acclamation, the meeting was adjourned at 11:20am.

Approved by the Board this

8th day of JUNE, 2005.

David Rosselle
Secretary