

**GWINNETT PLACE COMMUNITY IMPROVEMENT DISTRICT (CID)  
ELECTION CAUCUS  
and  
REGULAR BOARD MEETING  
Gwinnett Place Marriott  
May 10, 2006**

**MINUTES**

**Attendees**

*Board Members:* Tom Wheeler      Leo Wiener      Glenn Wisdom  
Mark Williams      Scott Rolston      Bruce Williams

*Staff:* Joe Allen      Dave Rosselle      Lynn Rainey

*Guests:* Keith Hogsed, Street Smarts  
Marsha Anderson Bomar, Street Smarts  
Steve Bitney, Street Smarts  
Katie Blankenstein, Jon Benson & Associates

**Caucus of Electors**

Prior to the Meeting of the Board of Directors, Chairman Tom Wheeler called to order the Caucus of Electors of the CID at 9:00 a.m. Board Counsel, Mr. Lynn Rainey, provided an overview of the caucus process and announced the purpose of the caucus was to elect Board Members to Posts 1 & 4. The caucus unanimously approved the proposed Rules of Caucus. There was only one nominee for each post. The caucus unanimously voted to accept each nominee by acclamation. Elected to 3 year terms were:

Post 1 – Glenn Wisdom  
Post 4 – Thomas W. Wheeler, Jr.

Mr. Rainey administered the oath of office to Msrs. Wisdom and Wheeler. There being no further business, the caucus adjourned.

**Call to Order**

Mr. Tom Wheeler called the CID Board of Directors Meeting to order at 9:15 a.m.

**Action Items**

*Ratification of Board election for Post 1 & 4*

Mr. Wisdom motioned to ratify the election of Mr. Wisdom to Post 1 and Mr. Wheeler to Post 4, seconded by Mr. Rolston and unanimously approved.

*Election of 2006 Board Officers*

Mr. Wiener proposed the slate of officers as: Mr. Mark Williams, Chairman; Mr. Scott Rolston, Vice-Chairman; Mr. Glen Wisdom, Secretary/Treasurer. Mr. Mark Williams motioned to approve the slate, seconded by Mr. Rolston and unanimously approved.

### *Adoption of 2006 Tax Digest Millage rate*

Mr. Rolston motioned to approve the proposed 5 mill rate for 2006, seconded by Mr. Coffey and unanimously approved.

### *Meeting Minutes Approval*

Mr. Allen referred the Board to the updated draft of the April 12, 2006 Board meeting Minutes. Mr. Wisdom motioned to approve the Minutes, seconded by Mr. Wiener and unanimously approved. Mr. Wisdom motioned to approve the Minutes of the February 13, 2006 Special Board Meeting, seconded by Mr. Rolston and unanimously approved.

### *Transportation Study*

Mr. Keith Hogsed, Street Smarts, presented Street Smart's District Transportation Study. Key areas included existing and planned DOT projects, recommended roadway projects, signage, pedestrian projects and a system for documenting and tracking ongoing projects. The Board was invited to review their copies of the Study and provide feedback. The final report will be reviewed in detail at the June Board meeting.

### *Commerce Ave. Gateway Park & Satellite Blvd. Streetscape Master Plan*

Katie Blankenstein, JB+a, presented JB+a's proposed Commerce Park and Satellite Blvd. streetscape master plan. Mr. Wheeler asked that any proposed hardscape material be of a type that will be readily available for future growth and maintenance needs. Mr. Rosselle requested that the final plan include a proposal for an enhance bus stop shelter that matches the style of the other proposed elements. Following review and comment by the Board, JB+a will seek project funding opportunities and resources.

### *I-85 Southbound Slip Ramp – Feasibility Study*

Mr. Steve Bitney, Street Smarts, presented his findings. He was able to develop a conceptual plan that meets the geometry constraints of I-85 and the adjacent ROW. However, the project would be prohibitively expensive and it is highly likely that the project would not be approved by GDOT and FHWA. Marsha Anderson mentioned that in terms of project priority, the concept to build a flyover bridge between Breckenridge Blvd. and Venture Pkwy should have a higher priority. It was concluded that any further planning effort may be considered at some point in the future, but no further action would be pursued at this time.

### *On Demand RFP*

Mr. Allen presented a draft of a proposed "on Demand" RFP. The purpose is to pre-qualify selected planning consultants & construction firms that the CID would use for future projects. It was recommended that further action on the RFP be suspended pending further understanding of federal process requirements for the TE grant awarded to the CID. Mssrs. Allen and Rosselle will be attending TE workshops during May.

### *Venture Parkway Sidewalk Project*

The CID's first sidewalk project was completed on April 21. Mssrs. Allen and Rosselle will be coordinating with Blake Manton to have the landscaping repaired. Mr. Mark Williams motioned to pay Imagescapes, Inc. \$5,000 to regrade and seed the sidewalk

ROW, seconded by Mr. Wisdom and unanimously approved. This work will be completed no later than the June 14.

## **Board & Officer's Reports**

### *Treasurer's Report*

The **Checking Account**, as reflected in the April online transaction report, had a 4/1/06 beginning balance of \$16,688.97, a 4/30/06 ending month balance of \$19,308.44 and a current (General Ledger) balance of \$8,835.15.

The **Money Market** account had a 4/1/06 beginning balance of \$1,136.47, a 4/30/06 ending balance of \$5,383.42 and a current (General Ledger) balance of \$5,383.42.

The **Georgia Fund 1** account had a 4/1/06 beginning balance of \$648,814.83 and a 4/30/06 ending balance of \$601,269.88.

**Combined totals** for all three accounts are:

Beginning Balance = \$666,640.27 (4/1/06)  
Ending Balance = \$625,961,961.74 (4/30/06)  
Ledger Balance = \$615,488.45

Mr. Rolston moved to approve the Treasurer's report and ratify April's expenditures, seconded by Mr. Mark Williams and unanimously approved.

### *Executive Director's Remarks*

#### Planning Advisory Committee

The Gwinnett County Board of Commissioners requests 2-3 names of people to serve on the Planning Advisory Committee that will work with County staff and consultants to develop the County's Comprehensive Plan. Mr. Allen and Mr. Rolston were selected to serve on the County's Comprehensive Plan Update Team. The candidate names will go to the Board mid-May, and the Commissioners will pick 1 person to serve.

#### CID Expansion Campaign

- Efforts to contact property owners continue. Board members were asked if they have any "personal/professional" contacts with the following owners:
  - Inland Southeast Duluth, LLC
  - Centro Watt
  - The auto dealers along Satellite
  - RAMCO Promenade LLC
  - Woodcreek Associates LP
  - Trackmar Corp
  - Wal-Mart Corp

- The collateral material for the CID Expansion Campaign will cost \$4,989.17. Mr. Bruce Williams motioned to approve the expense, seconded by Mr. Wiener and unanimously approved.

#### Gwinnett County Revitalization Funding

- Application submitted by CID staff on April 27. Copies of information in board packets. The County will contact the CID regarding the application's approval by June 1.

#### Office Update

- Mr. Allen met with Michael Spruill and Jeff Furlong, Project Manager for the CID office build-out Monday afternoon to review the reasons for the cost overages associated with the build-out and determine a move-in timeline. Based on the conversation, the office should be ready for move in Saturday, May 20.
- Staff will conduct a walk-thru with the Gwinnett Commerce Center staff on Friday morning tentatively set for 8:30 a.m. Any Board member is welcome to be present.

#### I-85 Ramp Signage

- Reference letter in package regarding latest request by CID for adequate signage on I-85. Request was denied by GDOT.
- CID will be working with Linder's office and Senator Thompson's efforts to allow signage on Interstate.
- Gwinnett Place CID signs will be installed on Interstate ramps by the end of May.

#### Audit Status

Marvin Willis, CPA, and team were on site all day Thursday, May 4, reviewing documents. They will be paying particular attention to internal controls. CID staff received a draft review May 9 and will receive a final document for Board distribution at the June meeting. Joe Allen gave special thanks to Dave Roselle for organizing the documents and worked very closely with the two auditors. Marvin Willis was especially pleased to hear that the Board will be creating a Board-level Secretary/Treasurer position at the May meeting.

#### Meeting with Gwinnett DOT Director Brian Allen

- Gwinnett DOT will be providing to the CIDs information about current and future DOT plans.
- Satellite Blvd. construction should be complete around November (will be getting us information on where we might get traffic mast arms installed...we pay difference).
- Reviewed Sidewalk Projects. Mr. Allen obtained Board support to select the Crestwood Parkway sidewalk project as the next SPLOST funded sidewalk project. Action will be taken to obtain a landscape repair estimate from Imagescapes and coordinate with Gwinnett DOT to start the project as soon as practical.
- Staff reviewed Transportation Enhancement Grant project on Pleasant Hill Road. County are developing a Memorandum of Understanding necessary before the project can begin.

### Imagescapes Proposals

- The proposal to clean up the Georgia Power parcels' right of way areas is estimated at \$21,475.
- The proposal to landscape the Interstate ramps is estimated at \$400,000 up to \$1 million. Costs do not include design work.

Chamber's Governmental Affairs Meeting, May 25 at 5:30 P.M.

The three Gwinnett CID Executive Directors will discuss issues in their areas and plans for the future.

### Goal Setting Session

A one-day off-site meeting will be scheduled for mid-summer after the Board has reviewed the Transportation Study. Mr. Allen will obtain three quotes for an organization to facilitate meeting.

### County Budget Documents

- CID staff will be preparing 2007 project information that must be provided to the County by July 1. Information to include:
  - Enhancements to County projects in the CID
  - Sidewalk projects planned with county SPLOST allocation
  - Planned allocation of transportation planning dollars
  - Any projects in public ROW
  - Any grant pass thru where County is a co-sponsor
- In the future, the County imposed deadline for the information will be April 1.

### Bella Verde Development Presentation

Joe Allen introduced Lee Tucker, Mahaffey Pickens Tucker, LLP and Kelly Hong, CEO of Yamasaki Atlanta, LLC who provided an overview of the proposed Bella Verde development. GRTA is now evaluating the project (DRI process). There will be a public hearing on the required rezoning in June.

### *Executive Session*

Upon motion by Mr. Wisdom, seconded by Mr. Wiener, the Board voted unanimously to go into Executive Session to discuss and deliberate upon the appointment, employment, and compensation of a CID employee. Upon the conclusion of the Executive Session, the Board voted unanimously to reconvene its open meeting.

- A motion was made by Mr. Coffey, seconded by Mr. Wiener to establish an annual salary for Mr. Rosselle at \$43,000 with a \$250 monthly reimbursement allowance for cell phone and business mileage with his title to be Director of Operations, effective immediately. The Motion passed unanimously.
- Mr. Bruce Williams motioned, seconded by Mr. Mark Williams to adopt the job descriptions proposed by Mr. Allen for the position of Executive Director and Director of Operations. The Motion passed unanimously.


Mr. Bruce Williams motioned to adjourn the regular business meeting, seconded by Mr. Wisdom and unanimously passed.

*Adjournment*

The next Board meeting will be held on June 14, 2006 beginning at 9:00 a.m. at the Gwinnett Commerce Center, 3700 Crestwood Pkwy., Lobby Conference Room.

Approved by the Board this

14<sup>th</sup> day of JUNE, 2006.

  
Secretary  
GLENN WISDOM