



**April 12, 2024 Meeting  
MINUTES  
Decatur City Hall  
City Commission Meeting Room  
509 North McDonough Street**

Members Present: Conor McNally (Chair), Noah Peeters (Vice Chair), Darren Comer, Linda Curry, David Harry, Tony Leung, and Lisa Turner

Members Absent: n/a

**Call to Order.** Mr. McNally called the meeting to order at 8:04 a.m.

**Unfinished Business.**

Approval of Minutes of March 8, 2024 meeting.

*On a motion by Ms. Turner, seconded by Mr. Harry, the minutes were unanimously approved.*

Mr. Comer recused himself from the discussions of the executive session and from the discussions and decision of the agenda action items.

**Executive Session.**

Enter executive session for the purpose of discussing real estate and personnel matters consistent with the requirements of O.C.G.A. §50-14-3 (b)(1)(B).

*On a motion by Ms. Turner, seconded by Mr. Peeters, the board entered executive session.*

*On a motion by Mr. Peeters, seconded by Mr. Leung, the board returned to a regular session upon conclusion of the executive session.*

**Agenda Action Items.**

Lease Agreement.

Ms. Threadgill stated that the Authority adopted on March 8, 2024 the *Resolution Approving Block by Block Program and Appropriation of Funds* to establish a downtown ambassador program that encourages and promotes the improvement and revitalization of the downtown development area. She also confirmed that the Decatur Tourism Bureau Board of Directors and the Decatur City Commission also approved similar actions to be able to participate in the cost sharing of the services provided by Block by Block. The Memorandum of Understanding has been executed between the Authority, the Tourism Bureau and the City to formalize said cost sharing.

Ms. Threadgill stated that the final detail was to provide an office space for operations of the Block by Block team. Unfortunately, City facilities are at capacity and the team cannot be accommodated. Therefore a space must be leased on behalf of Block by Block to serve as their home base of operations, staff meetings, break room, lockers, and similar staff needs. Ms. Threadgill stated that she sought leasable spaces of less than 400 square feet of floor area within the downtown zones to be serviced by Block by Block, whereby the team could have easy and quick access to provide services. Of those available, Ms. Threadgill stated that Office 5 within the renovated Sycamore Building provided the best value and met the immediate needs. The office provided 364 square feet on the first floor of the building, at a cost of \$1,100 per month, or \$13,200 per year, and was a gross commercial lease. The lease would be for one

year and may be extended on a year to year basis. Ms. Threadgill stated that all other leasable spaces required multi-year lease agreements and were at a higher price per square foot. She shared the standard lease flyer for the Sycamore Building.

Ms. Threadgill then recommended approval of a resolution authorizing the Executive Director to sign a lease agreement and appropriate funds for the purposes of the Downtown Ambassador Program.

*On a motion by Mr. Peeters, seconded by Mr. Leung, the board unanimously approved a resolution to authorize the Executive Director to negotiate and enter into a lease agreement and appropriate \$13,200 for the annual lease payment.*

### **Reports and Other Business.**

Business Report and Updates.

*This item was deferred until May 10, 2024 meeting.*

Next regularly scheduled meeting is May 10, 2024 at 8:00 a.m.

### **Adjourn.**

*On a motion by Ms. Curry, seconded by Mr. Harry, the board adjourned the meeting to conduct a group tour of the Decatur Career Academy at Decatur High School, 310 N. McDonough Street and discuss work-based learning program opportunities.*

Consistent with the requirements of O.C.G.A. §50-14-1(e)(2)(B) these minutes were approved at the next scheduled meeting on May 10, 2024, and made part of the record.

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Angela Threadgill, Executive Director