

Development Authority of Butts County
Monthly Board Meeting Minutes

The Development Authority of Butts County held its monthly meeting on Friday, March 14, 2025 at the Historic Butts County Courthouse, 25 Third Street, Jackson, GA.

Development Authority Members present and comprising a quorum were:

Members	PRESENT	ABSENT	Members	PRESENT	ABSENT
Zach Burden	X		Roger McDaniel		X
John Fisher		X	Alicia Washington	X	
John Harkness	X		Arthur White	X	
Fred Head	X				

Staff Present: Executive Director Bob White and Melissa Griffin, Workforce Development Coordinator. Also attending were George Crews-Georgia Power Company; and Mr. Joe Reed, a High Falls area resident.

I. Welcome and Approval of the Agenda

Chairman Harkness called the meeting to order, and asked for a motion to amend the Agenda to add discussion of a Personnel matter. On a motion by Mr. Head, seconded by Mr. Arthur White, the Board voted unanimously to approve the agenda, as amended..

II. Approval of the Minutes

- a) February 14, 2025 – Monthly Meeting
- b) March 3, 2025 Called Meeting

On a motion by Mr. Head, seconded by Mr. Burden, the Board unanimously approved the Minutes of the February 14, 2025 monthly meeting. On a motion by Mr. Arthur White, seconded by Mr. Head, the Board voted unanimously to approve the Minutes of the March 3, 2025 Called Meeting.

III. Board Items for Discussion and Action

- a) Financial Reports – February 2025
 - Checking IDA
 - Checking DABC
 - Credit Cards
 - Joint Development Authority of Butts & Spalding

On a motion by Ms. Washington, seconded by Mr. Head, the Board voted unanimously to accept the Financial Reports as presented.

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- b) **FY2025 Budget Update:** Executive Director Bob White provided an update on the FY2025 Budget through February 2025. He noted that the Budget document would be reviewed again in a New Business discussion of the FY2026 Budget Allocation from the Board of Commissioners. FY expenses are tracking closely with projections for 2/3 of the Fiscal Year, although he noted larger than anticipated expenses in Office Expenses/Website update and Legal fees, and he advised that the approved FY2025 Budget would need to be amended before the end of the current Fiscal Year.
- c) **Contract Renewal with GIS Planning:** Bob White advised that the current data subscription with GIS Planning would expire in April, and he presented an invoice for a renewal at a cost of \$5,470. On a motion by Ms. Washington, seconded by Mr. Arthur White, the Board unanimously approved extending the contract with GIS Planning for \$5,470 as presented.

IV. Old Business: There were no Old Business items for discussion

V. New Business:

a) **FY2026 Budget Allocation**—Executive Director Bob White advised that the Authority staff would be meeting with the Butts County Budget Team later in the month to discuss the Budget Allocation process for the Development Authority. Mr. White presented a comparison of the FY2025 Budget and a suggested FY2026 Budget...based largely on the approved FY2025 Budget but with substantial increases in Audit and Legal accounts, but with suggested reductions in Marketing & Conferences, and Furniture, Fixtures & Equipment. The suggested FY2026 Budget Totals are \$246,574; however, in recent years, the BOC has only allocated \$115,000 for Development Authority operations, and he did not anticipate any increases for FY2026.

VI. Staff Reports and Information – Bob White and Melissa Griffin provided a brief update on project activity since the last meeting.

VII. Executive Session- Personnel: On a motion by Mr. Arthur White, seconded by Mr. Head, the Board voted to enter into Executive Session to discuss a Personnel matter. Following their discussion and on a motion by Mr. White, seconded by Mr. Head, the Board voted unanimously to return to the Open Meeting with no further action to be taken.

VIII. Adjournment: On a motion by Mr. Arthur White, seconded by Mr. Head, the Board voted unanimously to adjourn.

The Minutes will be officially approved by the Board on: April 11, 2025

Executive Director

Chairman