

Development Authority of Butts County
Monthly Board Meeting
Minutes

The Development Authority of Butts County held its regularly scheduled meeting on Friday, July 15, 2022. The meeting was held in the conference room of the Historic Butts County Courthouse at 25 Second Street, Jackson, GA 30233.

Development Authority Members present and comprising a quorum were:

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

Guests: Kevin Brown-Seyfarth Shaw participated via Conference Call

I. Welcome and Approval of the Agenda

Chairman Harkness called the meeting to order and confirmed that a quorum of the Board Members was in attendance. Mr. McDaniel requested that the Agenda be amended to add a discussion of Development Authority signage to the Agenda under New Business. On a motion Mr. Burden, seconded by Mr. Arthur White, the Agenda, as amended, was unanimously approved.

II. Approval of the Minutes:

a) **May 14, 2022 Minutes:** Since there was no meeting in June, there were no Minutes for that month. On a motion by Mr. Arthur White, seconded by Mr. McDaniel, the Board unanimously approved the Minutes of the May 14, 2022 meeting as submitted.

III. Board Items for Discussion and Action:

a) **Financial Reports – May-June 2022:** On a motion by Mr. Head, seconded by Burden, the Board voted unanimously to approve the May and June 2022 Financial Statements as presented.

IV. Old Business

a) **MasterBrand Cabinets REBA Grant Update:** Executive Director Bob White reported that Allen-Smith Consulting, our REBA Grant consultants were awaiting final documentation from MasterBrand Cabinets to initiate the Grant draws for the REBA Grant.

b) **Procter & Gamble (Project Oak) Updates:** Executive Director White and Authority Counsel, Kevin Brown, advised that the Bond closing on the Procter & Gamble Distributing Company bonds was anticipated in the coming weeks, and that the Authority's bond fee would be wired to the Authority's checking account after the closing date.

c) **Georgia Power Company Easement Request:** As previously discussed, Georgia Power Company had revised – at the Authority's request – the drawings illustrating the dimensions of the proposed easement had been added for clarification. On a motion by Mr. Head, seconded by Mr. Burden,

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the Board voted unanimously to authorize the Chair and Executive Director to execute all easement documents on behalf of the Authority.

- d) **Tax Savings Schedule Update:** Chairman Harkness, Director White and Authority Counsel, Kevin Brown, updated the board on the ongoing discussions of the existing Tax Savings Schedule with the Board of Assessors, and they suggested that the current Schedule be revised to streamline and, hopefully, to clarify and simplify the grading components of the Schedule for conformity. A revised Schedule incorporating their suggestions was distributed, and on a motion by Mr. Crowe, seconded by Mr. Head, the Board unanimously voted to approve the revised Tax Savings Schedule, and to authorize the Chair and Executive Director to share the revised documents with the Board of Assessors and Board of Commissioners.
- e) **FY2022 Budget Recap and FY2023 Budget Allocation:** Director White provided a preliminary end-of-year FY 2022 Budget report, noting that the budget documents align more closely with the revised Chart of Accounts. Mr. White also reported that he had received confirmation that the Board of Commissioners had approved a FY2023 Budget Allocation to the Development Authority for \$115,000 which reflected no change from the previous Fiscal Year.
- f) **Marketing and Branding Study:** Director White distributed information on a branding and marketing strategy presentation that had previously been shared last Fall by Heath Slapikas of 365 Degree Total Marketing and suggested that further discussions be had with the Board of Commissioners and Chamber of Commerce and, perhaps, the Mayor of Jackson, to determine whether those groups might be interested in participating and possibly sharing costs in a branding and marketing strategy study. By consensus, the Board agreed that Director White should contact those groups to gauge their interest in moving forward.

V. **New Business**

- b) **Internship Opportunity:** Executive Director White briefly discussed his desire to add an internship opportunity for the Authority potentially with a Business major at Gordon State College, and he reported that he had requested information on internship criteria from the College, and that he would report back to the Board with any updates.
- c) **Grant Writing and Grant Administration Proposal:** Executive Director White reported he was still awaiting distribution of the Performance and Accountability Agreement from the Georgia Department of Economic Development on the Procter & Gamble project and that, following execution by all parties, we should be receiving shortly thereafter a letter from the Department of Community Affairs inviting the Authority to submit a REBA Grant application for the \$750,000 REBA Grant proposed for the P&G project. In order that we would be prepared to proceed with the grant application on a timely basis, Mr. White presented a proposal for Grant Writing and Grant Administration of the REBA Grant from Allen-Smith Consulting, the same consulting firm that the Authority had used for other recent grants, including the MasterBrand Cabinets REBA Grant. The amount of the proposal, as submitted, was not to exceed \$22,000. On a motion by Mr. Burden, seconded by Mr. Arthur White, the Board voted unanimously to authorize the engagement of Allen-Smith Consulting for Grant Writing and Grant Administration for the Procter & Gamble project, and for the Chair and Executive Director to execute all documents pertaining to the agreement.

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d) **Development Authority Land for Sale Signage:** Mr. McDaniel reported that he had noted that the signage posted on Authority-owned land for sale was generally in poor condition and needed to be updated. Mr. McDaniel volunteered to explore the process of updating and/or replacing the signage, and he will report his findings at an upcoming meeting.

VI. **Staff Reports and Information:** Bob White provided an update on staff activities since the past meeting. Noting the uptick in project activity based on progress for the new buildings and sites at Exits 205 and 201, Director White reported that he had begun exploring options for adding Contact Relation Management (CRM) software allow for staff to better monitor and report ongoing project activity, and he presented a proposal from Thorsen Consulting – a Chicago-based firm that had created CRMs for both Electric Cities of Georgia (ECG) and the Coweta County Development Authority. On a motion by Mr. Head, seconded by Mr. McDaniel, the Board voted unanimously to table action on the proposal to allow Director White time to identify other potential vendors.

VII. **Executive Session:** There were no items for discussion in Executive Session.

VIII. **Adjournment:** On a motion by Mr. McDaniel, seconded by Mr. Head, the Board voted unanimously to adjourn the meeting.

The minutes were officially approved by the Board on August 12, 2022

Executive Director

Chairman