

Development Authority of Butts County
Monthly Board Meeting Minutes

February 13, 2026
Historic Butts County Courthouse
25 Third Street, Jackson, GA 30233
9:00 a.m.

The Development Authority of Butts County held its monthly meeting on Friday, January 9, 2026 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, Melissa Griffin, Director of Business Retention & Expansion, and Brushy Creek Homeowners Association representative Joe Reed were also in attendance. Also present was Development Authority Legal Counsel, Kevin Brown

I. Welcome and Approval of the Agenda

Chairman Harkness called the meeting to order. On a motion by Mrs. Washington, seconded by Mr. Head, the Board voted unanimously to approve the agenda.

II. Approval of the Minutes

Chairman Harkness called for approval of the minutes of January 9, 2026. On a motion by Mr. Head, seconded by Mr. McDaniel, the Board unanimously approved the minutes as submitted.

III. Board Items for Discussion and Action

a. Financial Reports – January 2026

- Checking IDA
- Checking DABC
- Credit Cards
- Joint Development Authority of Butts & Spalding

Executive Director Bob White presented the Financials, including current bills to be paid. On a motion by Mrs. Washington, seconded by Mr. McDaniel, the Board voted unanimously to approve the Financial Reports as presented.

Development Authority of Butts County
Monthly Board Meeting Minutes

IV. Old Business

a. Project Lighthouse/ADS PILOT Fund: Authority Treasurer, Alicia Washington, and Bob White advised that the Project Lighthouse/ADS PILOT fund had been created, and the funds distributed to the Board of Commissioners, Butts County Schools, and the Development Authority in the percentages specified in the revised Intergovernmental Agreement.

In response to Director's White question concerning the investment of Authority funds, Board Attorney, Kevin Brown, clarified that the Authority's investment vehicles face the same restrictions as investments by the cities and counties, with FDIC-insured bank funds and U.S. Government and state bonds. On a motion by Mr. Head, seconded by Mr. McDaniel, the Board voted unanimously to allow Treasurer Alicia Washington to invest money as outlined by counsel, Kevin Brown. Ms. Washington abstained from voting as she is an employee of United Bank.

V. New Business

a. FY2027 Budget Proposal: Executive Director White stated that he was advised this week that the Development Authority's proposed FY2027 budget was due to the County Manager's office by February 23rd, which is before the next Authority meeting in March, and so he prepared a draft FY budget for review by the Authority board prior to presentation to the County budget team. He clarified that the proposed budget that was being presented was for preliminary consideration by the commissioners, and that a more detailed budget would be presented to the Development Authority Board in July 2026 when FY26 year-ending expenditures were available. He noted that some budget increases such as legal expenses are variable depending on activity, but an increase was included in the proposed budget similar to those incurred in 2025. On a motion by Mrs. Washington, seconded by Mr. Arthur White, the Board approved the Budget Proposal.

b. Google Workspace E-mail Accounts-Executive Director White explained that the Development Authority was currently paying for individual Google Workspace E-mail accounts for board members that were not being used, and he recommended that those accounts be terminated Which would result in annual savings of nearly \$500. On a motion by Mr. Arthur White, seconded by Mr. Head, the Board voted to authorize Director White to cancel the unused accounts.

c. Butts County Chamber Magazine-Executive Director made the Board aware that – following advice from Chairman Harkness - a full-page ad in the Butts County Chamber Magazine would be continued for 2026 at a cost of \$1,200. No Board action was required..

VI. Staff Reports, and Information – Executive Director Bob White reported on new business opportunities, including a recent RFI. Melissa Griffin, Director, Business Retention and Expansion, provided an update on business retention and expansion efforts. Callen Moore, a marketing consultant, is currently assisting with the creation of a one-page leave-behind explaining the services the Development Authority provides. Also, Mrs. Moore is helping to create the Butts County Development Authority Resource Guide. The Tri-County Workforce Alignment Committee, now known as Unity Works, A Southern Crescent Collective, is progressing on plans for the Regional Job Fair to be held on April 15th. The Tri-County Workforce Development Collaborative met on January 30th. Participants were divided into committees to continue addressing the local and regional workforce needs for manufacturing high-demand career fields. Ms. Griffin will chair the Communication committee.

Development Authority of Butts County
Monthly Board Meeting Minutes

- VII. Executive Session-Personnel and Legal Matters-**On motion by Mr. Arthur White and seconded by Mr. McDaniel, the Board approved to reconvene from Executive Session.

a. Legal- Authority counsel, Kevin Brown, relayed that the land and contemplated investments related to Lighthouse's expansion on adjoining approximately 70 acres could not be included in the original 2024 project as requested by the Company, as the additional project was not included in the validation, and there is insufficient capacity under the 2024 Bond to accommodate the additional investment. Mr. Brown suggested a methodology for consideration by which the expansion could be accommodated through a similar PILOT bond. Discussion ensued on how the expansion project could be modeled, with assumptions on PILOTs and savings, and potential next steps would be to review the proposed stream of payments with the company, County, and School officials for feedback.

b. Personnel-The Board approved extending Executive Director Bob White's contract until the end of the calendar year 2026. Kevin Brown will review and update the current job description in advance of beginning the search process for a successor later in the year. On a motion by Mr. Arthur White, seconded by Mr. Fred Head, the Board approved personnel and legal matters as stated

- VIII. Adjournment-** On a motion by Mr. McDaniel, seconded by Mr. Arthur White, the Board voted to adjourn.

The Minutes will be officially approved by the Board on: March 13, 2026

Executive Director

Chairman