

Development Authority of Butts County
Monthly Board Meeting
Minutes

The Development Authority of Butts County held its regularly scheduled meeting on Friday, January 8, 2021. The meeting was held in the conference room of the newly renovated 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 Present: Board members Burden, Crowe, McDaniel and White, as well as Kevin Brown, Seyfarth Shaw (Authority Counsel), participated by teleconference. Other guests included Butts County Manager Brad Johnson, Assistant County Manager Michael Brewer, Chamber of Commerce Director Lisa Durden and Assistant Chamber Director, Bridget Daniel.

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. On a motion Mr. Head, seconded by Mr. Arthur White, the Agenda was unanimously approved.

II. Election of Officers

At the earlier Butts County Industrial Development Authority (IDA) meeting, the following officer slate was elected by unanimous vote: Mr. John Harkness-Chair; Mr. Arthur White-Vice Chair and, Ms. Alicia Washington-Treasurer. On a motion by Ms. Washington, seconded by Mr. Arthur White, the Board voted unanimously to mirror and accept the slate of officers for the IDA for the Development Authority of Butts County for 2021.

III. Approval of the Minutes:

December 11, 2020 Minutes: On a motion by Mr. Crowe, seconded by Mr. Arthur White, the Board unanimously approved the Minutes of the December 11, 2020 meeting as submitted.

IV. Board Items for Discussion and Action:

a) **Financial Reports – December 2020:** On a motion by Mr. Head, seconded by Ms. Washington, the Board unanimously approved the December 2020 Financial statements.

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V. **Old Business**

a) **DDS Project Update:** Executive Director Bob White provided an update on the proposed Georgia Department of Driver Services (DDS) Customer Center in Jackson. Mr. White reported that no bids had been received for the proposed DDS project in Jackson by the posted submittal date. He noted that – should the Georgia Department of Driver Services and the State Properties Commission (SPC), as well as the IDA, wish to re-post the RFP for Sealed Bids- it would be relatively simple and inexpensive process to restart the bid solicitation. However, since the previous Letter of Intent with DDS and SPC had stipulated that the IDA would be reimbursed for pre-engineering and legal expenses absorbed by the Authority at an amount not to exceed \$10,000 should the project not proceed...but had already exceeded that amount...that agreement would need to be reached prior to bid solicitation to increase the amount of the refundable engineering and legal expenses. The Board authorized Chairman Harkness and Executive Director Bob White to proceed with discussions with DDS and SPC and, should there be agreement to extend the reimbursable expense amount, to restart the bid process.

b) **MasterBrand Cabinets, Inc. Update:** Mr. Bob White reported a management team from MasterBrand Cabinets (MBCI) had met with representatives from Georgia QuickStart, Chairman Harkness and himself, and afterwards the team toured facilities at the Central Georgia EMC (CGEMC) campus in Jackson. Thanks to the generosity of Central Georgia EMC, MCBI will utilize office space on the campus for temporary transition offices for MBCI staff, and they will also utilize the CGEMC Annex to host their upcoming hiring events. Mr. White will provide an update at the February meeting.

c) **Development Authority Office Move Update:** Bob White reported that the relocation of the Development Authority offices to the new offices at the Butts County Courthouse had been completed, and that phone and internet service were scheduled to be completed during the next two weeks. Mr. White noted that although the basic office furniture for the new offices was in place, that some additional items of furniture such as guest seating would be needed. Mr. White will research whether any County surplus furniture might be available in lieu of purchasing additional furniture, and he will report on his findings at the February meeting.

VI. **New Business**

I. **Annual Planning Retreat:** Mr. White introduced Ms. Jenny Robbins, Community Development Manager for Georgia EMC who would be facilitating, virtually, the Authority's planning session to begin immediately following the conclusion of the meeting.

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- VII. **Director's Report and Information:** Bob White provided a brief report on activity since the last meeting.
- VIII. **Executive Session:** No Executive Session was required.
- IX. **Adjournment:** On a motion by Mr. Arthur White, seconded by Mr. Head, the Board voted unanimously to adjourn the meeting, and begin the planning session.

The minutes were officially approved by the Board on February 12, 2021

Executive Director

Chairman