

Development Authority of Butts County
Monthly Board Meeting
Minutes

The Development Authority of Butts County held its regularly scheduled meeting on Friday, March 12, 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				

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. McDaniel, seconded by Mr. Head, the Agenda was unanimously approved.

II. Approval of the Minutes:

February 12, 2021 Minutes: On a motion by Mr. McDaniel, seconded by Mr. Head, the Board unanimously approved the Minutes of the February 12, 2021 meeting as submitted.

III. Board Items for Discussion and Action:

- a) **Financial Reports – February 2021:** On a motion by Mr. Head, seconded by Mr. Burden, the Board voted unanimously to approve the February 2021 Financial Statements.

IV. 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 all Sealed bids would be due by COB on Friday, March 12th, and the Bid Opening would be on Monday, March 15, in the Development Authority offices. Mr. White will provide an update at the March meeting.

- b) **MasterBrand Cabinets, Inc. Update:** Mr. Bob White provided an update on the MasterBrand Cabinets, Inc. project, noting that all fully executed State Performance & Accountability Agreements had been received and forwarded along with other requested documentation to the Authority’s grant consultants, Allen-Smith Consulting for the preparation of the REBA Grant application. Legal counsel for Prologis and MasterBrand Cabinets have been identified, and Authority Counsel is working on development of the Memorandum of Understanding.

Development Authority of Butts County

Monthly Board Meeting

Minutes

c) **New Staff Position Update:** Mr. White advised that the job description for the new part-time Existing Industry Coordinator position and the application form had been added to the Authority website, and that posting of the job had been added to the Development Authority's and the Butts County Chamber of Commerce social media pages.

d) **Development Authority Property Land Survey Update:** Mr. White reported that the survey on a portion of the Authority's Riverview Phase II property had been prepared by Mr. Andy Williams, Surveyor, in advance of the anticipated property exchange with the Towaliga County Line Baptist Church. Mr. White shared a copy of the survey with Board members and noted that the amount of land surveyed totaled 4.795 acres. On a motion by Mr. McDaniel, seconded by Mr. Arthur White, the Board voted unanimously to accept the survey and to move forward with the proposed land swap with the church.

e) **Website Project Vendor Recommendation:** Bob White reported that, following the February Authority meeting, a team consisting of himself and Board members Alicia Washington, Clint Crowe and Zach Burden had viewed presentations by GIS Planning and GIS WebTech. Following the presentations, the team discussed the various presentations and proposals and unanimously recommended that GIS Planning be awarded the one-year contract at a cost of \$5,000. On a motion by Mr. McDaniel, seconded by Mr. Head, the Board unanimously voted to award the contract to GIS Planning.

V. **New Business**

a) **Central Georgia EMC Broadband Proposal:** Chairman Harkness and Executive Director Bob White reported that the Butts County Board of Commissioners and the Butts County School Board had passed joint resolutions supporting the initiative of Central Georgia EMC to extend Broadband fiber throughout their service territory including a substantial portion of Butts County. Each body committed to providing \$300,000 to expedite the installation and implementation of fiber broadband in Butts County, with the funds to be appropriated through the Development Authority of Butts County to Central Georgia EMC.

Mr. Harkness disclosed that he, as an officer of Central Georgia EMC, nor fellow Authority member, Mr. Arthur White, who serves on the Central Georgia EMC Board of Directors, would not receive any direct financial benefit from the Broadband initiative by Central Georgia EMC and the actions of the Board of Commissioners and the Board of Education. Authority Counsel Kevin Brown – who participated via conference call – advised that neither Mr. Harkness nor Mr. Arthur White's participation rises to the level of a conflict of interest. On a motion by Mr. Crowe, seconded by Mr. McDaniel, the Board unanimously agreed – with Mr. Harkness and Mr. Arthur White abstaining - that Mr. Harkness' and Mr. Arthur White's participation in votes or future action by the Authority on the Broadband matter did not represent a conflict of interest.

Development Authority of Butts County

Monthly Board Meeting

Minutes

VI. **Director's Report and Information:** Bob White provided a brief report on activity since the last meeting.

VII. **Executive Session for Personnel and Real Estate Matter:** On a motion by Ms. Washington, seconded by Mr. Crowe, the Board voted unanimously to enter into Executive Session to discuss Personnel and Real Estate Matters. Mr. Bob White was excused from the Personnel discussion and returned to the Executive Session for discussion of the Real Estate matter. Following the discussion and upon a motion by Mr. Arthur White, seconded by Mr. Head, the Board voted unanimously to exit Executive Session.

On a motion by Mr. Head, seconded by Mr. MdDaniel, the Board unanimously authorized the Chairman to proceed with the matters as discussed in Executive Session.

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

The minutes were officially approved by the Board on April 9, 2021

Executive Director

Chairman