

**DEVELOPMENT AUTHORITY OF THE CITY
OF JEFFERSONVILLE AND TWIGGS COUNTY
RESCHEDULED REGULAR MEETING**

November 30, 2017

6:30 P.M. Development Authority Office; invocation by Vice-Chairman Floyd.

PRESENT: Mr. Douglas Chance, Chair; Mr. Donald Floyd, Vice-Chair; Mrs. Cindie Nobles, Secretary-Treasurer; Mr. Eddie Stephens, Mrs. Louise Wimberly, Board Members. Mrs. Judy Sherling, Executive Director, Mr. Kevin Brown, Attorney. Absent: Mr. Derrick Height, Mrs. Edna Roberts, Board Members.

INVOCATION: Mr. Douglas Chance

VISITORS: There were no visitors present.

MINUTES: Mr. Stephens made a motion to approve the Minutes of the October 26, 2017 Meeting as presented with a second by Mrs. Wimberly. Unanimous Vote of the five members present. Motion Carried.

TREASURER'S REPORT: Mr. Floyd made a motion to approve the October 31, 2017 Treasurer's Report as presented. Mr. Stephens seconded. Unanimous Vote of the five members present. Motion Carried.

APPOINTMENTS: There were no appointments.

NEW BUSINESS:

Mrs. Sherling announced that Derrick Height has indicated he will resign from the Authority's board due to a new job that will involve out-of-town travel. He will submit a letter to the Mayor.

Tax bills from the County and City were presented for payment. A credit was given by the seller at the time of closing so the entire amount will be due from the Authority. After this year, the property will be considered exempt. Mrs. Wimberly made a motion to pay the taxes in the amount of \$2,164.47 to the County and \$643.66 to the City of Jeffersonville. Mrs. Nobles seconded. Unanimous Vote of the five members present. Motion Carried.

Mrs. Sherling presented a proposal from an online company called Blaze who would produce an online guidebook to Twiggs County. A contract in the amount of \$1532.50 would be paid in equal amounts by the Authority, County Commission and Chamber of Commerce. Mrs. Wimberly made a motion to enter into the contract based on the fact that both the County and Chamber have already approved their portion of the payment. Mr. Stephens seconded. Unanimous Vote of the five members present. Motion Carried.

Mrs. Sherling reported that Travelers Insurance has asked for additional information concerning our Directors and Officers policy. The agent with the Sanford Group in Macon who handles our insurance will contact Travelers and notify us when they have the requested forms to be completed.

The issue concerning the ravine on Hwy. 18 was discussed with input from Mr. Stephens, who retired from GDOT, and Mrs. Sherling who has been in conversation with the mayor of Jeffersonville and with GDOT personnel. The ultimate party responsible for repair will be GDOT. Mrs. Sherling will continue to monitor the situation and offer facilitation of discussions, as needed. If the dirt at the industrial park is needed, she will follow up with the board at that time.

Attorney Brown presented his invoice for the work done related to the purchase of 14072 US 80 and generously offered to reduce the invoice by half to \$5,453.25. Mr. Stephens made a motion to accept his offer and pay the invoice, seconded by Mrs. Nobles. Unanimous Vote of the five members present. Motion Carried.

ONGOING BUSINESS:

EQUITY grant update

Draw #2 has been processed and will be paid to the contractor upon receipt of funds from DCA. The amount of the second payment will be \$72,540 paid from the EQUITY account at Bank of Dudley. In addition, Mr. Floyd made a motion to approve two payments totaling \$5,047.12 to Richardson, Garrettson and Associates as engineers for the project. Work is proceeding on schedule.

Progress report for 14072 US80 building

Mrs. Sherling reported the following updates:

- The County has approved contracts for cleaning of the DFCS building and we can expect them to leave our building early in January if the State Properties Commission's inspector approves the work and sanitizing of the DFCS building. Mrs. Sherling is seeking new tenants for Unit A to take occupancy upon the end of the current lease agreement with SPC/DFCS.
- Extermination services have started with an initial treatment and will be followed up each quarter. All tenants have agreed to pay their share.
- Unit B's tenant has been counseled about no overnight guests. It appears that problem has been addressed as there have been no further noises or visual signs since the discussion.
- Mrs. Sherling reported that the Senior Center has offered to make curtains for our office. After discussion, Mrs. Nobles made a motion to approve up to \$500 for materials and rods. Mrs. Wimberly seconded. Unanimous Vote of the five members present. Motion Carried.

EXECUTIVE DIRECTOR'S REPORT

Project Solar 2017 – We are now in a waiting period for a final award of projects, expected to happen in January.

Project Solar 2018 – this is a new company just beginning site selection. Mrs. Sherling will work with them to insure a smooth process should they decide to locate a project in Twiggs County.

Dominion – after researching accounting best practices, Mrs. Nobles made a motion that the Authority apply for an American Express credit card to allow purchases up to \$1,000 with pre-approval by the board. Mrs. Sherling will have a \$200 discretionary limit for small purchases and will notify the board in advance when purchases are to be made by emailing the officers. The transactions will then be ratified at the next meeting following the transactions. Mr. Floyd seconded. Unanimous Vote of the five members present. Motion Carried.

Possible debit/credit card – Mrs. Sherling presented a proposal to have a debit card issued on a petty cash account that would allow purchases online for items such as anti-virus protection. Mrs. Nobles voiced a concern over the Authority's accepted policy of two signatures required for expenses. Mrs. Sherling will contact the Authority's auditor, Meredith Lipson, and inquire about how other governmental agencies now handle online purchases, including the need to file quarterly taxes online with the state of Georgia.

County Administrator - The new county administrator is Kelvin Lewis. He will be at this office on Dec. 7 to meet with Mrs. Sherling and discuss ways that the County and Authority can best work together in the future.

Upcoming meetings – a schedule of 2018 meetings was presented for the board's use. There will be no meeting in December 2017 due to the Christmas holiday.

- **EXECUTIVE SESSION** – there was no need for an Executive Session.

ADJOURN: Mrs. Wimberly made a motion to adjourn. Mr. Stephens seconded. Unanimous Vote of the five present. Motion Carried. The meeting ended at 7:48 PM.

Mr. Douglas Chance, Chairman

Mrs. Cindie Nobles, Secretary-Treasurer