

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

October 26, 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, Mr. Derrick Height, Board Members. Mrs. Judy Sherling, Executive Director, Mr. Kevin Brown, Attorney. Absent: Mrs. Louise Wimberly, Mrs. Edna Roberts, Board Members.

**INVOCATION:** Mr. Donald Floyd

**VISITORS:** Commissioner Brent DuBois, Mr. Patrick Floyd, Mr. James Tidwell.

**MINUTES:** Mr. Stephens made a motion to approve the Minutes of the September 28, 2017 Meeting as presented with a second by Mrs. Nobles. Unanimous Vote of the five members present. Motion Carried.

**TREASURER'S REPORT:** Mr. Floyd made a motion to approve the August 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:**

Mr. Floyd made a motion to add an item to the agenda to discuss the discarding of old computer equipment, seconded by Mr. Height. Unanimous Vote of the five members present. Motion Carried.

Mrs. Sherling presented a proposal to donate all old and unused computer equipment, minus the hard drives that will be saved for the posterity of records on the files, to a charitable mission in Warner Robins. This would include old printers, keyboards, cables, computer boxes and other miscellaneous items that are on hand. The proposed recipient would be a non-profit school in Honduras that is served by a Warner Robins church. A technician at Prestige Computer will handle the removal of the hard drives and the recycling of the remainder of the equipment to the church where it will be used for parts to re-build new computers and printers for the school. Anything not usable by this group will be given to Happy Hour, a non-profit school in Warner Robins. Mrs. Nobles made a motion to approve the donation of old equipment for this cause, seconded by Mr. Stephens. Unanimous Vote of the five members present. Motion Carried.

Commissioner Brent DuBois asked the Authority to consider approaching the owners of land surrounding Bullard boat landing on River Rd. to ask them to donate five to ten acres for an upgraded boat landing and parking area with a tax credit to be given in return. Mrs. Sherling will research the proposal and report to the Authority at the November meeting.

**ONGOING BUSINESS:**

**EQUITY grant update**

- The County Commission has voted to accept Connie Davis Dr. when it is completed as long as it is engineered properly and is striped.
- Dirt that is on the 259-acre tract that could have been usable to GDOT will be taken off the agenda for further discussions based on conversations with Rep. Bubber Epps
- A check is needed to have on hand as soon as the funds are deposited by DCA from Draw Down #1. Kimberly Lowe has filed all papers with DCA to request the funds. Mrs. Sherling will watch the account, with the help of Mrs. Faulk at Bank of Dudley, to know when to mail the check.

- A discussion about a marketing sign led to instructions for Mrs. Sherling to contact Lamar Signs to see what the size restrictions might be for a sign to be located on the cleared site but visible to I-16 traffic. She will also get quotes to construct and install the sign with approval at the November meeting.

#### **Progress report for 14072 US80 building**

- Wiring issues in Unit A – Mr. Floyd made a motion to have Mr. Stephens purchase the needed #6 insulated ground wire and install it in Unit A. Second by Mr. Height. Unanimous Vote of the five members present. Motion Carried.
- Mrs. Sherling presented a need for pest control at the building. Mrs. Nobles made a motion to have the Authority pay for the initial treatment inside and out in all units with the tenants to then have an opt-out option for ongoing quarterly treatments. Second by Mr. Height. Mrs. Sherling will get three quotes and contract with the lowest bidder. Unanimous Vote of the five members present. Motion Carried.
- Mr. Floyd asked about the lighting outside in the common area. He then made a motion to allow him to purchase a box of bulbs and replace the present old bulbs. Second by Mr. Height. Unanimous Vote of the five members present. Motion Carried.
- Mrs. Sherling asked about putting a drop box for collection of rent, keys and other deliveries. This was not approved by the Authority.
- Mrs. Sherling presented a possible scenario for an extended lease from DFCS due to the lack of proper cleaning of the adjacent DFCS building. They are currently on a month-to-month but will need to re-negotiate in January if they are unable to re-occupy the former building.
- Mrs. Sherling also announced that signatures on leases for Units B and C will be fully executed with signatures by the chair at this meeting.
- Mrs. Sherling also presented an option to make curtains for the windows in the Authority office and will present prices for materials at the November meeting.

#### **2018 Budget Review and Approval**

Mrs. Sherling presented the final draft of the 2018 budget noting that the following new items have been included:

- Payroll will increase by one hour per week to 22 hours with no increase in the rate of pay per hour. This is based on the average hours paid in 2017.
- The cost of the annual audit is increased by \$100. And added fee of \$1080 will be included for review work to be done by TJSDD of Dublin.
- Added funding for a new computer is included as the operating system of the current computer will not be supported beyond 2017. The present director's computer will be moved to the front desk and the old XP computer will be retired. All files will be moved from the old to the new computer. Work will be done by Prestige Computer as part of the five-year ongoing relationship with that company.
- Rental income for Units B and C are included as is the expense for utilities for Unit D, the master meter and the security lights. These are new items for 2018. The budget assumes no rent for Unit A as 75% occupancy is a more conservative estimate and the Authority hopes that DFCS is able to return to their former building.

After all changes were reviewed and discussed, Mrs. Nobles made a motion to approve the budget with the addition of expenses for TJSDD and the exterminator. Mr. Stephens seconded. Unanimous Vote of the five members present. Motion Carried.

#### **EXECUTIVE DIRECTOR'S REPORT**

**Project Solar 2017** – A Conditional Use Permit hearing will be held in the County Commission chambers on Friday, Oct. 27. We hope to have news by mid-November.

**Office Use** – Mrs. Sherling announced that the local garden club will meet at the Authority offices in November to discuss the best plants to use to cover the existing fencing along the western property line of the Authority's building at 14072 US80. She also announced that any groups now meeting at the

Senior Center do so as a part of an agreement with the county and do not pay a fee. Therefore, any groups asking to meet at the Authority office will not be taking revenue from the Senior Center.

**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.

**Upcoming meetings** – due to the timing of the meetings in November and December coinciding with Thanksgiving and Christmas, the Authority determined that only one meeting would be needed. Mrs. Nobles made a motion to meet on Nov. 30 instead of Nov. 23 (Thanksgiving) and to suspend the December meeting unless a called meeting is needed. Second by Mr. Floyd. Unanimous Vote of the five members present. Motion Carried.

- **EXECUTIVE SESSION** – Mr. Floyd made a motion to enter into executive session, seconded by Mr. Stephens. Unanimous Vote of the five members present. Motion Carried. The Authority entered into closed session at 8:47 PM to discuss real estate and returned to open session at 9:04 PM. There was no further action required.

**ADJOURN:** Mrs. Height made a motion to adjourn. Mrs. Nobles seconded. Unanimous Vote of the five present. Motion Carried. The meeting ended at 9:05 PM.

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Mr. Douglas Chance, Chairman

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Mrs. Cindie Nobles, Secretary-Treasurer