

**DEVELOPMENT AUTHORITY OF THE CITY
OF JEFFERSONVILLE AND TWIGGS COUNTY
REGULAR MEETING
September 26, 2019**

5:00 P.M. Development Authority Office

PRESENT: Mr. Douglas Chance, Chair; Mr. Donald Floyd, Vice-Chair; Mrs. Louise Wimberly, Mr. Eddie Stephens, Ms. Jessica Walden, Board Members. Mrs. Judy Sherling, Executive Director, Mr. Kevin Brown, Attorney. Absent: Mrs. Cindie Nobles, Secretary-Treasurer; Mr. Michael Sinclair, Board Member.

INVOCATION: Mr. Eddie Stephens

VISITORS: Patrick Floyd, James Tidwell

ANNOUNCEMENTS: There were no announcements.

MINUTES: Mr. Floyd made a motion to approve the Minutes of the May 23, 2019 Meeting as presented with a second by Mr. Stephens. Unanimous Vote of the four members present. Motion Carried.

TREASURER'S REPORT: Mrs. Sherling noted an update to the June Treasurer's report to add outstanding checks. Mrs. Wimberly made a motion to approve the revisions to the June Treasurer's report, seconded by Mr. Stephens. Unanimous Vote of the four members present. Motion Carried. Mr. Stephens then made a motion to approve the July 31, 2019 Treasurer's Report as presented. Mr. Floyd seconded. Unanimous Vote of the four members present. Motion Carried. Finally, Mr. Floyd made a motion to approve the August 31, 2019 Treasurer's Report, seconded by Mrs. Wimberly. Unanimous Vote of the four members present. Motion Carried.

At this point, Ms. Walden entered the meeting.

NEW BUSINESS:

- A discussion about meeting dates began with the need to cancel the November and December meetings that are scheduled for Thanksgiving and Christmas Eve. In lieu of these dates, Mr. Floyd made a motion to have a called meeting on Dec. 5, 2019, seconded by Mr. Stephens. Unanimous Vote of the five members present. Motion Carried.
- Mrs. Sherling then presented a proposal to alter the 2020 meeting schedule to have regularly scheduled meetings every other month beginning in January. Called meetings will be held on off months, if needed. Meeting dates will be scheduled for January 23, March 26, May 28, July 23, September 24 and December 3, 2020. Mr. Floyd made a motion to accept this proposal, seconded by Mr. Stephens. Unanimous Vote of the five members present. Motion Carried.
- The first draft of the 2020 Authority budget was presented for discussion. Of particular concern is the need for part-time help, perhaps as a paid intern, to have someone trained and able to begin the position should Mrs. Sherling retire. Several scenarios were discussed and will be built into the final presentation of the budget at the October meeting. If there are changes needed at that time, they can be made with a final budget to be adopted at the called Dec. 5 meeting.
- Mrs. Sherling presented a proposal from Industry and Trade Magazine for an online ad on the home page of this site where site-selectors are regular readers. She presented an example of the ad from another state and noted the traffic counts. Two options were presented for six months and twelve months. The six-month cost would average \$375 per month, paid semi-annually while the year-long contract would be a substantial savings and cost \$281.25 per month, paid annually. Ms. Walden made a motion to proceed with the one-year agreement, to be paid at the October meeting and budgeted for next October to repeat, if results are realized. Mrs. Wimberly seconded. Unanimous Vote of the five members present. Motion Carried.
- Mrs. Sherling reported that the tenants for Unit C have renewed their lease agreement for another year. Discussions will begin with the county for a 12-month lease of Unit A by Twiggs County.

ONGOING BUSINESS:

- Mrs. Sherling reported that the GRAD application was sent back for additional reports on environmental issues. GEC has presented a proposal to complete the needed work for an approximate cost of \$3,200. After discussion and

opinion from Attorney Brown, Mr. Stephens made a motion to approve the additional expense, seconded by Mrs. Wimberly. Unanimous Vote of the five members present. Motion Carried.

- A prospect is interested in land on Nike Rd adjacent to B H Hall Concrete. We need to know the exact acreage available. Mrs. Sherling asked for approval of a quote from Peacock Surveys for \$700 to survey the remaining land on Nike Rd. Mr. Floyd made a motion to approve, seconded by Mrs. Wimberly. Unanimous Vote of the five members present. Motion Carried.
- Two contracts were verbally approved in August but needed ratification by the board. Mr. Floyd made a motion to approve the contract from Jani-King for \$200 per month for two cleanings, inside and out. Mr. Stephens seconded. Unanimous Vote of the five members present. Motion Carried.

Mrs. Wimberly made a motion to ratify the contract with National Pen for an order of pens totaling \$297.43. Ms. Walden seconded. Unanimous Vote of the five members present. Motion Carried.

- Mrs. Sherling reported that, in addition to the cleaning by Jani-King, we will have Andy's Lawn Care trim the grass in the front of the parking lot, as needed, at a cost of \$30 per cutting. This is within the allowed building maintenance amount previously approved so no further action was needed.
- Four members of the board along with Mrs. Sherling attended the SideBar training in Dublin in August. Travel expense was calculated and paid to each for a total of \$192.56. This was a budgeted expense so no further action was needed.

EXECUTIVE DIRECTOR'S REPORT:

Mrs. Sherling gave the following updates –

- MGEA has received Round 2 grant funding for the ongoing workforce initiative. Mrs. Sherling will be actively engaged in the process of workforce development, specifically with Twiggs County schools.
- No further report was available from the Twiggs Solar project.
- McCoy Grading will be removing dirt from the Hillandale tract to use in repairing Hwy 129. They will remove the top soil, excavate no deeper than road level on approximately four acres, replace the top soil when finished and plant grass seeds to prevent erosion. In return, the Authority will not charge for the dirt. This action was approved at a 2018 meeting.
- Mrs. Sherling is working with several new prospects in hope of bringing one or more of three new businesses as well as a mixed-use development to Twiggs County.
- RFQ's have been received for the Trail Grant and will be presented at the Oct. 1 Commission meeting for selection of the winning engineering firm.
- Mrs. Sherling will be out of town on vacation the week of Oct. 7-11 but will be meeting with some of the prospects in Atlanta while there, if they are available. Mrs. Wimberly will check mail and phone calls during the week.

EXECUTIVE SESSION – no executive session was needed at this meeting.

ADJOURN: Mr. Floyd made a motion to adjourn so that members could attend the REACH Banquet, seconded by Mrs. Wimberly. Unanimous Vote of the five members present. Motion Carried. The meeting ended at 6:09 PM.

Mr. Douglas Chance, Chairman

Mrs. Cindie Nobles, Secretary-Treasurer