

**DEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
REDEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
AND
URBAN REDEVELOPMENT AGENCY OF CLAYTON COUNTY**

**MINUTES OF REGULAR SESSION MEETING
TUESDAY, AUGUST 14, 2018**

The regular monthly meeting of the Development Authority of Clayton County, Redevelopment Authority of Clayton County, and Urban Redevelopment Agency of Clayton County was held on Tuesday, August 14, 2018, at 5:00 p.m., in the Conference Room at the Clayton County Office of Economic Development, 1588 Westwood Way, Morrow, Georgia.

Members present at the meeting were Michael Edmondson, Chairman; Eldrin Bell, Vice-Chair; Ricky L. Clark, Jr., Secretary/Treasurer; Don McMillian, Assistant Secretary/Treasurer; Dr. Alieka Anderson; and Dr. Tim Gilrane. Also present were Authority counsel, M. Michelle Youngblood; and Deanna Murphy, Sizemore Group; and members of the public.

Call to Order and Welcome of Guests

Chairman Edmondson called the meeting to order at 5:01 p.m.

Approval of Agenda

Chairman Edmondson presented the agenda and inquired as to whether there were any additions, changes, or deletions. Alieka Anderson asked to add an item under New Business to consider sponsorship of Chairman Turner's Second Annual International Ball. Chairman Edmondson asked to delete item 1b under Old Business (Mr. Stephens' comments were based on a previous draft not approved by the Authority), and under New Business items 5, 6, and 12. He also noted the executive session was for real estate and personnel matters. After a general discussion, upon motion by Eldrin Bell, seconded by Alieka Anderson, it was unanimously:

RESOLVED: That the Agenda be approved as amended.

Approval of Minutes

Chairman Edmondson presented the minutes of the regular meeting on July 10, 2018 (regular and executive session), and inquired whether there were any additions, changes, or deletions. After a general discussion, upon motion by Ricky Clark, seconded by Eldrin Bell, it was unanimously:

RESOLVED: That the minutes of the regular meeting on July 10, 2018 (regular and executive session) be approved as presented. A copy is available in the Authority's office.

**DEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
REDEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
AND
URBAN REDEVELOPMENT AGENCY OF CLAYTON COUNTY**

Approval of Treasurer's Report

Treasurer Ricky Clark reported that the Authority's operating account ended the month of July with a balance of approximately \$5.5 million; the University Station account had an ending balance of approximately \$104,549.46; the Castellini REBA grant account had a balance of \$56.55, and the Chime Solutions REBA grant account had a balance of \$125.69. He also reported that the Urban Redevelopment Agency has a balance of \$24,253.02. Invoices for Freeman Mathis & Gary, LLP were approved in the amount of \$6,230.00 (operating account); Metro Atlanta Chamber of Commerce in the amount of \$2,500.00; Fulton & Kozak in the amount of \$22,250.00 (FY2017 Audit); DVS Design in the amount of \$750.00; and EPIC Insurance Brokers in the amount of \$87.40 (balance of premium). After a general discussion, upon motion by Eldrin Bell, seconded by Tim Gilrane, it was unanimously:

RESOLVED: That the Treasurer's Report be approved and the Officers be and hereby are authorized to pay all invoices as presented. Mr. Clark is authorized to pay EPIC Insurance Brokers upon his review of related documentation.

OLD BUSINESS

1. Revisions to Employee Handbook

a. Paid Holidays

Chairman Edmondson reported that Mr. Stephens had noted that the Employee Handbook says that employees receive twelve (12) paid holidays, but only lists nine (9) specific holidays that are paid. He recommended enumerating the other three (3) holidays as President's Day, Veteran's Day, and New Year's Eve. After a general discussion, upon motion by Eldrin Bell, seconded by Ricky Clark, it was unanimously:

RESOLVED: That the additional paid holidays be President's Day, Veteran's Day, and New Year's Eve.

2. Review of Payroll and Benefit Services

Chairman Edmondson reported that the County's CFO, Ramona Bivins, will reconcile the payroll for employees in the Office of Economic Development before making the first quarterly transfer of the hotel/motel tax to the Authority. Chairman Edmondson stated that Mr. Stephens reported that he was being paid through the Authority's payroll service. Chairman Edmondson asked to table any further discussion until the next meeting, when Mr. Johnson is present, since he had spearheaded the payroll and benefits services.

**DEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
REDEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
AND
URBAN REDEVELOPMENT AGENCY OF CLAYTON COUNTY**

3. Update: Master Planning Services for Mountain View and Old Dixie Highway - Sizemore

Chairman Edmondson called on Deanna Murphy from Sizemore Group for a presentation. Ms. Murphy reported that the design workshop for both nodes had been held on July 23. She presented the vision statement for each node, developed from comments by stakeholders at the design workshop. She also discussed preliminary recommendations for development in each node. Next month's report will include draft renderings.

OTHER BUSINESS

Chairman Edmondson noted that there were guests present to discuss certain matters to come before the Board in executive session and asked to consider holding the executive session at this time, because at least one guest had a plane reservation coming up.

1. Executive Session to Discuss Real Estate Matters

Chairman Edmondson noted that there was a need for an Executive Session for the purposes of discussing real estate and personnel matters. Upon motion by Don McMillian, seconded by Eldrin Bell, it was unanimously:

RESOLVED: To adjourn into executive session for the purposes of discussing real estate and personnel matters.

Whereupon, the open meeting adjourned into executive session at 6:01 p.m. Upon motion by Eldrin Bell, seconded by Tim Gilrane, it was unanimously:

RESOLVED: That the open meeting reconvene.

Whereupon, the open meeting reconvened at 6:48 p.m.

2. Consideration of Items, if any, Discussed in Executive Session

a. A proposed property exchange with Lake Spivey Golf Club was approved. Upon motion by Don McMillian, seconded by Tim Gilrane, it was unanimously:

RESOLVED: That the property exchange with Lake Spivey Golf Club be approved, and Authority counsel is hereby authorized to prepare a land swap agreement.

**DEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
REDEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
AND
URBAN REDEVELOPMENT AGENCY OF CLAYTON COUNTY**

b. Chairman Edmondson reported that there was an offer to donate property at 5937 Highway 42, Ellenwood, Georgia to the Authority. Upon motion by Eldrin Bell, seconded by Tim Gilrane, it was unanimously:

RESOLVED: That the Officers be and hereby are authorized to obtain a title examination and survey of the property; that the Authority accept the donation of the property located at 5937 Highway 42, Ellenwood, Georgia upon receipt of a satisfactory title examination and survey; and that upon acceptance, the Authority issue a donation letter to the property owner for the 2018 assessed value of \$556,000.00.

c. Chairman Edmondson reported that GDOT is widening Tara Boulevard and needs a portion of the property involved in the bond transaction with Casey Investment Group / LTI. They have asked for a Lease Amendment to release the property needed by GDOT from the lease and bond covenants and a quitclaim deed transferring the property back to LTI to conveyance to GDOT. Upon motion by Ricky Clark, seconded by Eldrin Bell, it was unanimously:

RESOLVED: That the Lease Amendment to release the property, bond covenants and quitclaim deed be approved, and the officers are authorized to execute and deliver the same.

NEW BUSINESS

1. Proposed Budget

Chairman Edmondson asked to table this discussion until the next meeting when Mr. Stephens is present.

2. Proposed Staffing Structure

Chairman Edmondson asked to table this discussion until the next meeting when Mr. Stephens is present.

3. Proposed Contract with Carvir Group for Recruiting Services

Chairman Edmondson asked to table this discussion until the next meeting.

4. Request for credit card with limit of \$20,000 to facilitate the purchases of materials, travel arrangements, etc.

Chairman Edmondson reported that Mr. Stephens had requested the Authority to obtain a credit card with a limit of \$20,000 to facilitate the purchase of materials, travel arrangements,

**DEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
REDEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
AND
URBAN REDEVELOPMENT AGENCY OF CLAYTON COUNTY**

etc. It was the consensus of the Authority that Mr. Stephens meet with Mr. Clark to discuss use of the credit card and use of Authority checks for payments. After a general discussion, upon motion by Eldrin Bell, seconded by Tim Gilrane, it was unanimously:

RESOLVED: That the Authority approved a credit card for expenses with a limit of \$5,000.00.

5. 5711 Jonesboro Road standard lease rates (\$7,500/week)

Chairman Edmondson reminded the Board that it previously had approved leasing the parking lot only for film use at a rate of \$2,000.00 per day. He reported that Tamara Patridge had received an inquiry about the use of the building. There ensued a discussion about a weekly lease rate for the use of the building for film purposes only, excluding utilities and upon proof of insurance. It was the consensus of the Authority to ask Ms. Patridge to come back with a revised proposal, including a higher weekly rental rate.

6. Protocol for property sales

Chairman Edmondson reported that he and Mr. Stephens receive multiple calls each week about property owned by the Authority but not listed for sale. Mr. Stephens had asked whether there was a protocol for responding to such inquiries. It was the consensus of the Board that Mr. Stephens should compile an inventory of existing properties for further discussion. After a general discussion, upon motion by Ricky Clark, seconded by Alieka Anderson, it was:

RESOLVED: That the Mr. Stephens provide all Board Members with weekly updates of economic development activities including properties shown to prospects and items scheduled for the upcoming week.

Voted 5-1 in favor (Michael Edmondson opposed).

7. Pendleton Consulting Group contract for services

Chairman Edmondson asked to table this discussion until the next meeting.

8. J&J Consulting Group contract for services

Chairman Edmondson asked to table this discussion until the next meeting.

9. Proposed Revolving Line of Credit facility

Chairman Edmondson asked to table this discussion until the next meeting.

**DEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
REDEVELOPMENT AUTHORITY OF CLAYTON COUNTY,
AND
URBAN REDEVELOPMENT AGENCY OF CLAYTON COUNTY**

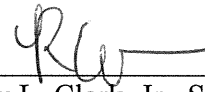
10. Chairman Turner's Second Annual International Ball

Alieka Anderson reported that Chairman Turner's Second Annual International Ball is coming up, and she asked the Authority to consider sponsoring the event. A bronze level sponsorship provides a table of eight (8) with two (2) reserved seats for special guests, company name and logo on promotional advertisements and in the event program, at a cost of \$1,500.00. Other levels of sponsorship are available, and individual tickets are \$125.00. After a general discussion, upon motion by Alieka Anderson, seconded by Eldrin Bell, the Authority voted 3-0-3 (Alieka Anderson, Eldrin Bell, Ricky Clark in favor of sponsorship; Michael Edmondson, Tim Gilrane, and Don McMillian opposed). Motion failed.

Chairman Edmondson inquired as to whether there was any additional business to come before the Board. There being none, upon motion by Don McMillian, seconded by Tim Gilrane, it was unanimously:

RESOLVED: That the meeting be adjourned.

Whereupon, the meeting adjourned at 7:25 p.m.



Ricky L. Clark, Jr., Secretary/Treasurer

OR



Don McMillian, Assistant Secretary/Treasurer