

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

**MINUTES OF REGULAR SESSION MEETING  
TUESDAY, MARCH 12, 2019**

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, March 12, 2019, at 5:00 p.m., in the Arbor Hall Auditorium, Clayton County State University, 5823 Trammell Road, Morrow, Georgia.

Members present at the meeting were Eldrin Bell, Chairman; Dr. Tim Gilrane; Larry Vincent; Helen McSwain; and Herman Andrews. Also present were Authority counsel, M. Michelle Youngblood; Khalfani Stephens, Executive Director; William Corbin, Senior Business Development Manager; Richard Buckley, Buckley Properties; Gita Berman, OA Development; and members of the public.

**Call to Order and Welcome of Guests**

Chairman Bell called the meeting to order at 5:00 p.m. and welcomed the guests.

**Approval of Agenda**

Chairman Bell presented the agenda and inquired as to whether there were any additions, changes, or deletions. Mr. Stephens asked to add item #1 under New Business (Georgia Commute Options) and noted the need for an executive session to discuss potential litigation. After a general discussion, upon motion by Helen McSwain, seconded by Herman Andrews, it was unanimously:

**RESOLVED:** That the Agenda be approved as amended.

**Approval of Minutes**

The minutes of the February 12, 2019 regular meeting were presented. The minutes of the January 8, 2019 executive session were presented. After a general discussion, upon motion by Larry Vincent, seconded by Tim Gilrane, it was:

**RESOLVED:** That the minutes of the February 12, 2019 regular meeting and the January 8, 2019 executive session be approved as presented.

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**Approval of Treasurer's Report**

Khalfani Stephens presented the Treasurer report. He reported that the operating account began the month of January with an opening balance of \$5,253,003.14. There were deposits totaling \$5,424.13, checks written totaling \$31,511.70, and withdrawals totaling \$31,481.13, leaving a closing balance of \$5,195,434.44. After a general discussion, upon motion by Larry Vincent, seconded by Herman Andrews, it was unanimously:

**RESOLVED:** That the Treasurer's Report be approved, and invoices for Piper Jaffray and Starr Agency be tabled, and invoices from Clayton County Water Authority and Arts Clayton (Arte Gras) approved for payment as presented.

**OLD BUSINESS**

**1. Consultant Conflict of Interest Policy**

Mr. Stephens presented the proposed conflict of interest policy. After a general discussion, upon motion by Helen McSwain, seconded by Larry Vincent, it was unanimously:

**RESOLVED:** That the policy be adopted as presented, effective immediately.

**2. Corporate Credit Card Policy**

Mr. Stephens presented the proposed corporate credit card policy. Authority counsel reminded the Board that it had discussed obtaining a credit card for use by the Executive Director but needed a policy in place governing its use. After a general discussion, upon motion by Larry Vincent; seconded by Helen McSwain, it was unanimously

**RESOLVED:** That the policy be adopted as presented, effective immediately.

**3. Corporate Credit Card Approval**

After a general discussion and upon motion by Larry Vincent, seconded by Tim Gilrane, it was unanimously

**RESOLVED:** That the Authority approve the issuance of two (2) corporate credit cards from SunTrust bank, one (1) for use by the

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Executive Director, with a limit of \$5,000.00, and the other  
for use by the Office Manager, with a limit of \$1,000.00.

**4. Consider Revisions to Application for Bond Financing**

Authority counsel discussed a revision to the application to add a parenthetical specifying minimum fees for bond issues. After a general discussion and upon motion by Larry Vincent, seconded by Helen McSwain it was unanimously

**RESOLVED:** That the revised application be approved as presented.

**5. Elections**

Tabled.

**6. Selection and Retention of Auditor**

Chairman Bell called on Khalfani Stephens for a report. Mr. Stephens reported that there were three (3) proposals: Mauldin & Jenkins, the County's auditor; Fulton & Kozak, the Authority's past auditor; and Tabb & Tabb. All three (3) firms provided quotes for the FY2018 annual audit, as well as a 6-month audit for the first six months of 2019, should the Authority elect to change its fiscal year from the calendar year to a July 1 – June 30 fiscal year. After a general discussion, and upon motion by Tim Gilrane, seconded by Larry Vincent, it was unanimously

**RESOLVED:** That Fulton & Kozak be selected as auditor, and the officers be and hereby are authorized to execute and deliver the engagement letter and such other documents as necessary to effectuate this resolution.

**7. Selection of Meeting Location**

The Authority discussed meeting location options sufficient to accommodate the public, including the Authority office on Westwood Way, the Community Room at the Clayton County Police Department Headquarters, and Arbor Hall Auditorium at Clayton State University. After a general discussion, and upon motion by Herman Andrews and seconded by Larry Vincent, it was unanimously

**RESOLVED:** That the remainder of the meetings in 2019 will be held in the Arbor Hall Auditorium at Clayton State University, 5823 Trammell Road, Morrow, Georgia.

**8. Board Training**

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Mr. Stephens discussed upcoming training options. There is one in Griffin on March 15, and one in Cartersville on June 14. After a general discussion, it was

**RESOLVED:** That the Board members shall notify Mr. Stephens which seminar they desire to attend.

**9. Projects Report**

Mr. Stephens reported that he has received an offer to purchase the property at 5711 Jonesboro Road, as well as a letter of intent for the same property, including the adjacent 20 acres. The purchase offer does not disclose the intended use, but the LOI is for a mixed-use development including senior housing, market rate housing, and office space. The Authority directed Mr. Stephens to create a guide sheet to assist future customers in navigating the various procedures in Clayton County.

**NEW BUSINESS**

**10. Georgia Commute Options**

Malika Reid Wilkins gave a presentation on Georgia Commute Options, which works to reduce single occupant vehicle traffic. Their services are free to employers. Available programs include Drive Change, which pays participants \$5 per day up to \$150 to make a “clean commute” (not ride in a car alone).

**11. Center for Leadership and Civic Engagement**

Tim Hynes, President of Clayton State University, reported that the University is launching a Center for Leadership and Civic Engagement to attract thought leadership from across the state to create learning opportunities for students and the community, in areas such as how to engage in productive public debate, how to interpret policy, and how to use data for good decision-making. The University is requesting \$10,000.00 to be used as start-up funds for the Center. After a general discussion, upon motion by Helen McSwain, seconded by Tim Gilrane, it was unanimously:

**RESOLVED:** That the Authority approve the \$10,000.00 start-up funds for the Center for Leadership and Civic Engagement.

**12. Clayton State University Athletic Department**

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The Authority discussed past contributions to the Clayton State University Athletic Department and the benefits of ongoing contributions. After a general discussion, upon motion by Tim Gilrane, seconded by Helen McSwain, it was unanimously:

**RESOLVED:** That the Authority contribute \$5,000.00 for 2019.

**OTHER BUSINESS**

Since Public Purpose Corporations I and II had meetings scheduled, with presentations from the respective property managers, the meeting was suspended to conduct the meetings of Public Purpose Corporations I and II. Upon motion by Larry Vincent, seconded by Helen McSwain, it was unanimously

**RESOLVED:** To suspend the meeting and 6:47 p.m.

Whereupon, the meeting was suspended at 6:47 p.m.

The open meeting was reconvened at 7:15 p.m.

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**1. Executive Session for the purpose of discussing potential litigation**

Authority counsel noted there was a need to discuss potential litigation. Upon motion by Helen McSwain, seconded by Tim Gilrane, it was unanimously:

**RESOLVED:** To adjourn into executive session for purposes of discussing potential litigation.

Whereupon, the meeting adjourned into executive session at 7:19 p.m.

Upon motion by Larry Vincent, seconded by Herman Andrews, it was unanimously:

**RESOLVED:** To reconvene the open meeting at 7:55 p.m.

Whereupon, the meeting adjourned into executive session at 7:55 p.m.

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

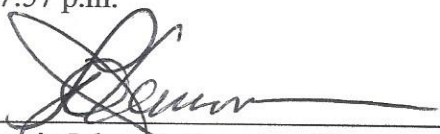
After a general discussion and upon motion by Tim Gilrane, seconded by Larry Vincent, it was unanimously:

**RESOLVED:** That the Authority terminate the agreement for financial services with Piper Jaffray upon thirty (30) days written notice.

Chairman Bell inquired as to whether there was any additional business to come before the Board. There being none, upon motion by Larry Vincent, seconded by Helen McSwain, it was unanimously:

**RESOLVED:** That the meeting be adjourned.

Whereupon, the meeting adjourned at 7:57 p.m.

  
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Louis Johnson, Secretary/Treasurer

OR

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Don McMillian, Assistant Secretary/Treasurer