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Executive Director



Board of Directors Called Meeting Minutes

The Development Authority of the
City of Milledgeville and Baldwin County

Date of Meeting: November 02, 2017

Members Present: Cheryl Crumbley, Henry Pope, Karen Rowell, Sharon Seymour, Greg Tyson, Ed Walker, Derek Williams

Members Absent: Quentin T. Howell, Dr. Noris Price

Staff: Matt Poyner, Amy Davis

Counsel: Kevin Brown

Others: Sammy Hall, Baldwin County Commissioners
Meredith Lipscomb, Mauldin & Jenkins

With a quorum present at the meeting, Chairman Ed Walker called to order the called board meeting of the Development Authority of the City of Milledgeville and Baldwin County (DAMBC) at 8:33 a.m. on November 02, 2017 at the Economic Development Center.

I. Minutes

Minutes from the prior board meeting, held September 25, 2017, were reviewed by the board. Chairman Ed Walker opened the floor for discussion. Being no questions or discussion, a motion was made by Greg Tyson, 2nd by Derek Williams, to approve the prior board meeting minutes as presented. The Board voted in favor, none opposed, motion passed.

II. Financial Report

Prior to presentation of the financials, Chairman Ed Walker addressed the Board to read a letter of resignation submitted by Treasurer Henry Pope. After 12 years of distinguished service and nearing a time he may consider professional retirement, Henry Pope will step down from the DAMBC Board effective December 31, 2017.

Treasurer Henry Pope gave the financial status report as of October 30, 2017. Deposit account balances, loan balances, Sibley-Smith Industrial Park bond, and SPLOST overview were reviewed. The current P & L Statement reflects being at 84.96% of the Q1 budget & 27.84% of the YTD budget for FY2018. There being no questions raised by board members, a motion was made by Derek Williams, 2nd by Greg Tyson, to accept the financials as presented. The Board voted in favor, none opposed, motion passed.

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III. Annual Audit Report

Meredith Lipscomb with independent audit firm, Mauldin & Jenkins, presented findings from the recently completed annual audit of the DAMBC and issued an unmodified opinion, reflecting no negative findings for the period of July 1, 2016 – June 30, 2017. Ms. Lipscomb noted the DAMBC may want to consider budgeting for project assistance going forward. Counsel Kevin Brown noted, regarding the debt balance with OneGeorgia, it is an unsecured debt because the spec building was sold. Treasurer Henry Pope submitted there is no request being made for Mauldin & Jenkins to revise the audit report since the revision of the OneGeorgia debt as being unsecured has been recorded in the meeting minutes. Chairman Walker opened the floor for questions about the audit. Being none, Henry Pope made a motion, 2nd by Derek Williams, to accept the audit report as submitted by Mauldin & Jenkins with acknowledgement of the OneGeorgia debt collateral revision. All voted in favor, none opposed, motion passed.

IV. Executive Director Report

Existing Industry:

- Final Industry Appreciation event was held October 28th at GMC football game.
- Local industry in SR22 Park will meet to discuss solar panels. Solar panels may need to be installed on DAMBC property adjacent to facility. The agreement would be similar to the one we have in place currently for Rath.
- Will reach out to a local industry that has shown interest in pursuing a local apprenticeship program with our Career Academy.
- Baldwin County unemployment rate is 5.4%, generally good and has improved, but relative to other Georgia counties, has the 2nd highest in the region, the 1st being Twiggs County at 7%.

Milledgeville-Baldwin County Industrial Park:

- Only received one RFP for landscape maintenance in the Park. **(Please see attached)** Executive Director Poyner budgeted \$16,500. for the work. Harris' bid was the only received and came in higher than the budgeted amount. E.D. Poyner is requesting approval from the Board to move forward negotiating the bid from Harris. Derek Williams made a motion, 2nd by Karen Rowell, to approve E.D. Matt Poyner initiating a bid negotiation with Harris Landscape and the final bid amount to be approved by the DAMBC Executive Committee. The Board voted all in favor, none opposed, motion passed.
- The Southern Pipe & Supply building located at 110 Industrial Park Drive is being sold to a new user. Re-Bath & Middle Georgia Kitchens (same company) will be purchasing the building from Century Bank & Trust as the bank has been leasing the facility to Southern Pipe & Supply. The company use meets the standards of what will be allowed in our Phase II covenants which are the same as the already approved Phase III covenants. Derek Williams recused himself from participating in meeting discussion, action, and voting.

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At 9:22am, Derek Williams excused himself from the board room. After brief discussion, Greg Tyson made a motion, 2nd by Henry Pope, to approve E.D. Poyner proceeding with delivery of a letter indicating Rebath & Middle Georgia Kitchens occupancy of shared space is allowable under the current industrial park covenants based on the stated use. In return, Rebath and Middle GA Kitchens must sign an agreement to abide by the Park covenants. The Board voted in favor, none opposed, motion passed. At 9:25am, Derek Williams returned to the board for continuance of the meeting.

- Proposal from Roberts Land Management to clear Seagle site from brush. **(Please see attached)**

E.D. Poyner reported strong need for the Seagle site to have trees ground and grass seed placed to improve the marketability and aesthetics of the site. Landscaping is needed on approximately 32 acres and the expenses would be paid out of the restricted funds account. Derek Williams noted, in addition to benefit for activity on that specific site, having the work done would improve marketability and aesthetics of the entire industrial park. A motion was made by Derek Williams, 2nd by Karen Rowell, to approve E.D. Poyner entering into contract with Roberts Land Management for landscaping work with the total work cost not to exceed \$13K. The Board voted in favor, none opposed, motion passed.

Sibley-Smith Industrial Park:

- The Smith family has moved out of the Sibley house on the property. The house needs to be cleaned inside and outside before we can market as a rental option to a tenant. ServPro has provided a proposal to clean the floors, pressure wash the exterior of the house and patio and to do general cleaning within the residence. **(Please see attached)**

E.D. Poyner reported some work initially included in work to be done by ServPro was done by Ted Smith after the quote was given. After adjustment by ServPro, the proposed cost of the work needed went from \$7,300 to \$5,300. E.D. Poyner stressed the importance of having the house clean and maintained for optimal showcase to project managers. A motion was made by Greg Tyson, 2nd by Karen Rowell, approve the proposed work on the property by ServPro. The Board voted in favor, none opposed, motion carried.

- Power has been transferred into the name of the Development Authority.
- Mr. Douglas Gladdon has agreed to cut the property at no cost to the Authority. He will cut the fields twice a year, beginning the week of October 23rd, in exchange for keeping the hay he cuts.
- Reached out to Forest South Management to see if they could cruise the property to provide a value of the pine trees on the property for harvesting.
- Executive Director Poyner extended an offer to Brandon Brown, pending approval by the Board, to rent the Sibley House. References provided on Brandon Brown, as a potential renter, were positive. Counsel Kevin Brown will

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create a caretaker's lease, for a term of 12 months, with stipulations to include 45-day notice to permanently vacate, requirement for rental insurance covering liability, and agreement to leave the property for the purposes of the DAMBC showing. A motion was made by Derek Williams, 2nd by Sharon Seymour, to approve rental of the property to Brandon Brown for \$800 per month under the stipulations set forth in the rental/caretaker's lease. The Board voted in favor, none opposed, motion passed.

Fall Line Regional Development Authority (FLRDA):

- October meeting saw many items approved by the FLRDA:
 - FLRDA will have legal counsel review and amend bylaws.
 - FLRDA approved a budget for the first time in the history of the Authority.
 - Work will begin to clean up the property by fixing roads and doing maintenance work around the existing pond and pond dam.
 - FLRDA meetings will now be held quarterly with called meetings being held when and if necessary.

Projects / Recruitment:

- Amy Davis presented 2012-2017 DAMBC project activity to the Board using data in the form of infographics to show project activity impact potential, including project site interest, project sector, potential community investment, and potential jobs creation.
- Project Julian: MOU has been delivered to company for review and comments were made and have been addressed by legal counsel. **(Please see attached)**. Additionally, the company has delivered plans to the City for approval for their interior build-out of the building. Regarding revisions requested by the company on Project Julian, they have requested a reduction in the investment amount, a reduction in the time frame from 5 years to 3 years, and an advance of funds for jobs creation. Counsel Kevin Brown is advising the DAMBC it would be fair to consider a reduction in investment, as low as \$1M, as long as quality jobs are created. On the company's request to reduce the agreement time frame from 5 years to 3 years, counsel suggests a compromise to offer 4 years. Finally, on the advancement of funds for jobs creation, Counsel Kevin Brown advises the DAMBC declines the request. The jobs creation has to be realized prior to funds awarded for those jobs.

A motion was made by Henry Pope, 2nd by Karen Rowell, to make the changes to the MOU as recommended by counsel. All voted in favor, none opposed, motion passed.

- Executive Director Poyner presented an invoice to the Board for review. The invoice is from Seyfarth & Shaw for additional work related to preparation of the Phosphorus MOU. A motion was made by Henry Pope, 2nd by Karen Rowell, to proceed with remittance of payment for the invoice. All voted in favor, none opposed, motion passed.

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PROJECTS/RECRUITMENT (Tax Abatement Categories)								
CLASS	JOB	INVESTMENT	ACTIVE PROJECTS	AERO	MFG	FOOD	S.S.	WARE
I	25 - 49	Min. \$10MM	1	0	0	0	1	0
II	50 - 99	\$10MM - \$100MM	5	0	5	0	0	0
III	100 - ∞	\$100MM - ∞	2	0	2	0	0	0

Retail:

- N/A

Continuing Education:

- Continue to work on Capstone project for GACEcD certification

Other:

- Working with Leadership Baldwin to set up an Industry Day for November 14th. Tour would include visits to Rath, StraPack, Z&S, and Triumph.
- 10 project managers from Atlanta will be visiting the community for a “Fam Tour” of Milledgeville & Baldwin County. This is a good opportunity to get these individuals in town to learn more about what we can offer.
- Sent out “cold call” emails to approximately 50 businesses that *Expansion Solutions* brought to my attention as part of our existing agreement.
- *Expansion Solutions* is offering another round of advertising/lead generation for the November through June issues. **(Please see attached)** Executive Director Poyner reported marketing efforts using the *Expansion Solutions* resources has not yielded significant results and further continuance of contract for those services is not advocated as this time.

Upcoming Events:

- November 7-8 – Project Manager visit to community
- November 14 – UGA CEcD Course (Athens)
- November 14 – Leadership Baldwin Industry Day
- December 11 – Holiday & Retirement Reception honoring Henry Pope’s years of distinguished service.

V. New Business

Georgia Tech Economic & Fiscal Impact Study

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Executive Director Matt Poyner has been speaking with Georgia Tech about a fiscal impact study on 3 of the DAMBC's "what if" projects. The purpose of highlighting and the importance in investment in proactive development efforts by demonstrating the potential impact of having been awarded 1 of the 3 potential projects. Funds for cost of the study, inexpensive relative to typical cost of a comparable economic study, would come from the project assistance account. Additionally, Georgia Tech will provide an economic impact study on the seven largest industrial companies in the community. Executive Director Poyner asserted the value of the study as a tool for presentation to elected officials and community leaders.

A motion was made by Derek Williams, 2nd by Karen Rowell, to approve Executive Director Matt Poyner moving forward with commissioning the study as presented. All voted in favor, none opposed, motion passed.

Baldwin County Commission Request

Baldwin County Commissioner Chairman Sammy Hall presented to the DAMBC Board on the proposed International Property Maintenance Ordinance. On behalf of the Baldwin County Commissioners, Chairman Sammy Hall is formally requesting a letter from the DAMBC in support of the proposed ordinance.

Counsel Kevin Brown recommends the DAMBC provide a letter in recognition and support of general aesthetics and related property maintenance in Baldwin County. A motion was made by Greg Tyson, 2nd by Henry Pope, to approve drafting a letter, as recommended by counsel, to the Baldwin County Commissioners. All voted in favor, none opposed, motion passed.

VI. Adjourn

There being no further business, the meeting was adjourned at 10:21am by Chairman Ed Walker.