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Executive Director



Board of Directors Regular Meeting Minutes - DRAFT

The Development Authority of the
City of Milledgeville and Baldwin County

Date of Meeting: January 22, 2018

Members Present: Cheryl Crumbley, Quentin T. Howell, Dr. Noris Price, Greg Tyson, Ed Walker, Derek Williams

Members Absent: Karen Rowell

Staff: Matt Poyner, Amy Davis

Counsel: Kevin Brown

Others: Billy Hobbs, Latonya Howell
Greg Barnes (8:48am)

With a quorum present at the meeting, Chairman Ed Walker called to order the regular board meeting of the Development Authority of the City of Milledgeville and Baldwin County (DAMBC) at 8:33 a.m. on January 22, 2018 at the Economic Development Center.

I. Minutes

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

II. Financial Report

Treasurer Greg Tyson gave the financial status report as of January 16, 2018. Deposit account balances, loan balances, Sibley-Smith Industrial Park bond, and SPLOST overview were reviewed. Executive Director noted the SPLOST outstanding balance owed to DAMBC to date is approximately \$680-700K.

The P&L statement reflects being just under 85% of Q1 FY2017-2018 budget. At just under 114%, the Q2 FY2017-2018 P&L is slightly over due to expenses related to the State of GA Project Manager Visit, Holiday Reception honoring the retirement of Board Treasurer Henry Pope, renewal of office software licenses, audit payment, and insurance payments due. While Q2 was slightly over, the FY2017-2018 YTD P&L is tracking in an acceptable range at 55% of budget.

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Executive Director Poyner noted, regarding the FY2017-2018 Q2 P&L, the Project Manager Visit included 9 state project managers. The expense was originally coded under the line item to be funded from City water/sewer allocated funds. After making the request to the City for reimbursement, the request was denied. Executive Director Poyner and Treasurer Greg Tyson met with City Manager Barry Jarrett for an understanding of the process for reimbursement from the water/sewer funds going forward. The process in the future for requesting those funds will be to submit a request prior to the expenses being made. Approval of the expenses being paid from the water/sewer funds is likely only after the DAMBC funds in the marketing line item are exhausted, which they are now. Chairman Ed Walker said the coding of those expenses is relevant moving forward for future requests of water/sewer funds.

There being no further discussion, a motion was made by Cheryl Crumbley, 2nd by Derek Williams, to accept the financials as presented. The Board voted in favor, none opposed, motion passed.

III. Executive Director Report

Matt Poyner presented the Executive Director Report to the Board as follows:

Existing Industry:

- Have made some headway with local industry to discuss the apprenticeship program. Working now to set up a meeting date.
- Baldwin County unemployment rate is 5.6% which is 2nd highest in region.

Milledgeville-Baldwin County Industrial Park:

- Been working with Harris & Company to modify the originally approved maintenance agreement. The original proposal was approved at an annual contract of \$30,605 with guidelines from the Board to negotiate a lower price if possible. Harris & Company has worked with us to reduce costs to a new annual contract of \$23,790 (savings of \$6,815). Main areas that were modified were number of trips per month to provide services. **(Please see attached)**
- Phase II covenants will be distributed to the businesses located with Industrial Park on the northern portion of SR22 that were not included in the Phase III covenants.
- Work on Seagle Site has been completed by Roberts Land Management. The site looks 100% better and shows very nicely now with the brush and scrub pines removed.
- Thomas & Hutton has provided a new proposal of services that will run from January 1 – June 30, 2018. **(Please see attached)** Below is a breakdown of fees paid under this contract:

- 1) January – June 2014: \$24,109 (69% of proposed budget)

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- 2) July – December 2014: \$19,148 (55% of proposed budget)
- 3) January – June 2015: \$10,228 (29% of proposed budget)
- 4) July – December 2015: \$13,806 (39% of proposed budget)
- 5) January – June 2016: \$22,193 (64% of proposed budget)
- 6) July – December 2016: \$14,925 (43% of proposed budget)
- 7) January – June 2017: \$17,293 (49% of proposed budget)
- 8) July – December 2017: \$7,514 (21% of proposed budget)

Executive Director Poyner noted payment for the T&H contract expenses comes from the project assistance account. E.D. Poyner suggests, with an established professional relationship of 4 years with T&H, the Board considering entering into a 1 year contract with T&H. Previous contracts have been for 6 months duration. After board member discussion, Derek Williams made a motion, 2nd by Greg Tyson, to continue contract with T&H for 6 month duration. The Board voted in favor, none opposed. Motion carried.

Sibley-Smith Industrial Park:

- All the hay on the property has been cut and bailed and removed. The property looks very nice.
- Reached out to CGF&T Forestry, LLC to see if they could cruise the property to provide a value of the pine trees on the property for harvesting after receiving a letter from their company offering these services.
- Brandon Brown is in the residence on the property. He has provided his renters insurance for us. **(Please see attached)**

Fall Line Regional Development Authority (FLRDA):

- Had another productive FLRDA meeting on January 10th. The board approved funding to be allocated to start soils testing on Tract 1 in Wilkinson County to prepare for future commercial development. Additionally, the board allocated funding to T&H to begin investigating the best way to provide wastewater treatment of these commercial tracts.
- The board requested that legal counsel begin drafting a board governance policy to be attached to by-laws as well as providing examples of covenants to be put in place for the commercial and industrial property.
- Due to a lack of representation from Wilkinson County, the board postponed elections of a new executive committee as well as committee nominations for the Finance and Policy committees.

Projects / Recruitment:

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- Project Julian: Quentin Howell inquired about the Tesla charging stations that were originally planned for installation in downtown Milledgeville. E.D. Poyner advised power for the stations was going to pull from the building at which Project Julian was going to be located. Since the company has decided against locating there, and the stations were primarily at the request of company leadership, the stations would be sent back to Tesla.

PROJECTS/RECRUITMENT (Tax Abatement Categories)								
CLASS	JOBS	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	4	0	3	0	0	1
III	100 - ∞	\$100MM - ∞	2	0	2	0	0	0

Retail:

- N/A

Continuing Education:

- Continue to work on Capstone project for GACEcD certification

Other:

- We have not received written notification yet but I have learned that the Baldwin County Commissioners have approved our request for funding for FY2018.
- Insurance rates have risen for coverage for 2018 by \$95.66 per month. Executive Director Matt Poyner advised the Board of an increase in his insurance coverage rates. With the City and County declining Poyner's request for coverage on their plans in years past and the cost of individual insurance being costly, Poyner's coverage is under his spouse's employer plan. Quentin Howell inquired about the annual cost for that coverage. E.D. Poyner stated the annual coverage is approximately \$10K. A motion was made by Derek Williams, 2nd by Cheryl Crumbley, to approve adjusting the DAMBC budget to reflect the increase in insurance costs as presented. The Board voted in favor, none opposed. Motion passed.
- 2018 Job Tax Credit (JTC) Designation has been released. Baldwin County will remain in Tier 1 with the maximum JTC's available for net new jobs. Ranking is 19th of 159 counties in Georgia. Unfortunately, we are lowest in Middle Georgia. **(Please see attached)**

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Job Tax Credit Ranking: Executive Director Matt Poyner detailed the Job Tax Credit Ranking to the Board. Counsel Kevin Brown stressed to board members of the ranking being formulaic and not a measure of community success, but accounts for numerous factors and indicates areas for improvement.

- Designate a time in Q1 for half day Strategic Planning Session. Met with Pat Topping who has retired as Vice President from the Macon Economic Development Commission. Pat has started his own consulting firm named Pat Topping Consulting. Pat has been a part of over 20 strategic plans in Macon and has consulted with multiple communities in Georgia to provide these services to them as well. We discussed three main points for the planning session.

(Please see attached)

- 1) Pat will interview four to five community members before the board convenes for the planning session to get an outside feel of how the DAMBC is perceived in how we do our business.
- 2) The planning session will focus on multiple facets including marketing, funding, and inventory options.
- 3) Finally, Pat will provide a wrap up of the plan and action items. He will also conduct an internal audit of the Executive Director to see if there are areas in which the internal workings can be modified or improved for maximum impact.

E.D. Poyner is recommending a March/April time frame for a strategic planning meeting and the meeting be facilitated by Pat Topping. His fee for the subject matter expert consulting is \$2500. Ed Walker asked whether Pat Topping can provide a benchmark analysis of the Baldwin County community in relation to other comparable communities. E.D. Poyner advised that he will reach out to Georgia Power to gain a better understanding of how Baldwin County is compared to similar communities. Derek Williams inquired about whether Georgia Power charges for strategic planning consulting services. E.D. Poyner advised they do not, however, recent changes have been made to the state regional areas and Jim Lovett is no longer the project manager for Baldwin County. The new Georgia Power regional manager is Matt Forshee who is not yet familiar with the regional area. Derek Williams suggested having a new project manager without knowledge of the region may provide objective insight. Derek Williams also asked about the source of funds for paying for strategic planning consulting services. E.D. Poyner advised the services would be expensed from the Project Assistance account. A motion was made by Cheryl Crumbley, 2nd by Greg Tyson, to engage Pat Topping to provide strategic planning consulting services and to include the new Georgia Power regional manager. The Board voted in favor, none opposed. Motion passed.

DEVELOP

Milledgeville-Baldwin County

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- Coordinate in Q1 an all-day continuing education course in Milledgeville with either the Carl Vinson Institute from UGA or a representative from Seyarth-Shaw. Multiple board members need their mandated continuing education hours and a deeper dive can be made for existing board members with additional training.
- We had an excellent community tour in November with project managers from the Georgia Department of Economic Development. Three new projects have been realized from this event.
- Area Development magazine is holding an RFP Consultants workshop in April in Atlanta. This is the first type of workshop that I've seen that covers this type of in depth analysis and one on one time with the consultants. Seating is limited to 30 local agencies. **(Please see attached)**

Executive Director Matt Poyner is requesting permission to register to attend a small group, RFP workshop being offered by Area Development. E.D. Poyner is proposing to use funds from the water/sewer allocated City funds to cover registration cost. If the City does not approve those fund, E.D. Poyner suggests the expense to be paid out of the General Funds account and coded to either the Dues or Continuing Education budget line item. Derek Williams inquired whether E.D. Poyner thinks the expense can be paid from the City allocated water/sewer funds. E.D. Poyner stated while it is possible to request the funds from the City, the small size of this workshop and unique one-on-one with site selectors is a unique opportunity and registering time-sensitive since available slots filling quickly is probable. Dr. Noris Price asked if another consultant could provide the same RFP workshop comparable insight. E.D Poyner advised the benefit provided by this opportunity is unusual because of the individual time site selection consultants would spend with each participant giving specific direction regarding the completion of RFPs.

A motion was made by Noris Price, 2nd by Quentin Howell, to approve the DAMBC funding registration cost of the workshop, contingent on clearly identifying the funding source from either City allocated funds or DAMBC budget funds. The Board voted in favor, none opposed. Motion passed.

- Due to the holidays, we have been a bit behind with providing Ga Tech with what they need to conduct the fiscal and economic impact studies. They have all the information required now for the local economic impact of our seven largest industries. We are waiting on a few additional pieces from the City to conduct our fiscal impact study on three "what if" projects that we've worked. Will provide an update in February.
- Board appointments: Quentin Howell addressed Chairman Ed Walker for clarification about DAMBC Board appointments. Specifically, Mr. Howell wanted

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to know if board member appointment recommendations go from the DAMBC Executive Committee to the Board. Chairman Ed Walker responded that board members appointments are the responsibility of the governing bodies, the City of Milledgeville and Baldwin County and, while recommendations are made by the Executive committee to the governing bodies, it is the responsibility of those governing bodies to appoint or re-appoint board members to the DAMBC Board of Directors.

Upcoming Events:

- January 22 – Meeting with Ralph Forbes to get an update on work and meeting with County Commission Chair Tommy French and County Manager Carlos Tobar to discuss property.

IV. Executive Session

A motion was made by Derek Williams, 2nd by Cheryl Crumbley, to enter into executive session. Executive session was entered into at 9:43am.

“...discussions with counsel related to real estate matters and/or potential litigation...”

A motion was made by Quentin Howell, 2nd by Noris Price, to close executive session and reopen meeting to open session. Open session was reentered into at 10:19am. There was no action to be taken from executive session discussion, informational only.

V. Adjourn

There being no further business, a motion was made by Derek Williams, 2nd by Quentin Howell, to adjourn. The meeting was adjourned at 10:21am by Chairman Ed Walker.