

Development Authority of Butts County

Monthly Board Meeting

Minutes

The Development Authority of Butts County held its monthly meeting on Friday, April 14, 2023 at the Historic Butts County Courthouse, 25 Third Street, Jackson, GA.

Development Authority Members present and comprising a quorum were:

Members	PRESENT	ABSENT	Members	PRESENT	ABSENT
Zach Burden	X		Roger McDaniel	X	
John Fisher	X		Alicia Washington	X	
John Harkness	X		Arthur White	X	
Fred Head	X				

Guests: Joe Reed-Brushy Creek Homeowners Association; Amanda Fields-Georgia Department of Economic Development; Authority Legal Counsel, Kevin Brown.

Staff Present: Executive Director Bob White; Existing Industry/Workforce Development Coordinator, Melissa Griffin.

I. Welcome and Approval of the Agenda

Chairman Harkness called the meeting to order and amended the Agenda to add an item for discussion in New Business. On a motion by Mr. Head, seconded by Mr. Burden, the Board voted unanimously to amend the Agenda.

II. Approval of the Minutes

a) March 10, 2023 – Monthly Meeting

Mr. Arthur White noted that the draft Minutes had incorrectly listed him as present at the March meeting although he was absent. On a motion Ms. Washington, seconded by Mr. Fisher, the Board unanimously approved the Minutes as amended.

III. Board Items for Discussion and Action

- a) Financial Reports March 2023**
- Checking IDA
 - Checking DABC
 - MasterCard Credit Card
 - Joint Development Authority of Butts & Spalding

On a motion by Mr. Head, seconded by Mr. McDaniel, the Board voted unanimously to approve the Financial Reports as presented.

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IV. **Old Business**

- a) **FY2024 Budget Update** – Executive Director Bob White shared a revised FY2024 Budget summary that reflected revised budget items including increased personnel costs that were presented to the County Budget team on March 15th. Based on feedback from the Budget team, Mr. White offered that the allocation from the Board of Commissioners would likely remain at \$115,000 for FY2024.

V. **New Business**

- a) **Electric Service at Riverview Business Park** – Chairman Harkness reported that – following an inspection by Central Georgia EMC of the sign at the entrance to the Authority’s Riverview Business Park – it was determined that electrical connections to the illuminated sign were not operational and had apparently not been operational for some time, although the Authority was paying for electrical service to the sign on the monthly Central Georgia EMC bill. Given that the lack of lighting on the sign had not proven to be an issue, Chairman Harkness suggested that the lighting not be repaired which would result in a slight decrease in the monthly electric bills. On a motion by Mr. McDaniel, seconded by Mr. Head, the Board voted unanimously to have the electrical service discontinued to the Riverview entrance sign.

VI. **Staff Reports and Information**

- a) Executive Director Bob White and Workforce Development Coordinator, Melissa Griffin, provided an update on staff activity since the last meeting.

VII. **Executive Session – Real Estate and Personnel Matters**

On a motion by Mr. Arthur White, seconded by Ms. Washington, the Board voted unanimously to enter Executive Session to discuss real estate and personnel matters. Following discussion, the Board adjourned the Executive Session and re-enter the public meeting.

On a motion by Mr. Fisher, seconded by Mr. McDaniel, the Board voted to approve the sale of the approximately 15 acre tract in Monroe County abutting the Riverview Business Park to Mr. Robert House for \$200,000, subject to the negative covenant of any use which would be inconsistent with the commercial or industrial development of Riverview Business Park as owned by the Authority or its successors in such that a buffer would be requested or otherwise be required.

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Regarding the Personnel Matter discussed, Chairman Harkness reported that the Board had unanimously approved the extension of the employment contract with Executive Director White from its current expiration on June 30 2023, for a two-year period ending June 30, 2025, subject to the renewal provisions in the new contract. Further, Mr. White's salary would be increased as follows: Beginning July 1, 2023, the salary of the Executive Director would be set at \$105,000 for the fiscal year ending June 30, 2025, and, thereafter, beginning July 1, 2024, the salary of the Executive Director will be set as \$115,000 for the fiscal year ending June 30, 2025.

Executive Director White expressed his appreciation for the continued support of the Board, and noted that he is eager to continue to represent the Development Authority and Butts County.

IV. Adjournment – On a motion by Mr. McDaniel, seconded by Mr. Head, the Board voted to adjourn.

The Minutes were officially approved by the Board on: May 12, 2023

Executive Director

Chairman