

Development Authority of Butts County

Monthly Board Meeting

Minutes

The Development Authority of Butts County held its monthly meeting on Friday, July 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			

Staff Present: Executive Director Bob White; Existing Industry/Workforce Development Coordinator, Melissa Griffin, and Authority Legal Counsel, Mr. Kevin Brown

I. Welcome and Approval of the Agenda

Chairman Harkness called the meeting to order and confirmed that a quorum was present. On a motion by Mr. Fisher, seconded by Ms. Washington, the Board voted unanimously to approve the Agenda.

II. Approval of the Minutes

a) June 9, 2023 – Monthly Meeting

On a motion by Ms. Washington, seconded by Mr. Fisher, the Board unanimously approved the Minutes of the June 9, 2023, meeting.

III. Board Items for Discussion and Action

a) Financial Reports June 2023

- Checking IDA
- Checking DABC
- MasterCard Credit Card
- Joint Development Authority of Butts & Spalding

IV. Old Business

- a) **FY2023 Budget Year Ending Report** – Executive Director Bob White provided a draft FY2023 Year End financial report, and noted that the Authority’s total expenditures for FY 2023 ended under budget at an estimated 79% of the total amount budgeted. He explained that a sizeable amounts budgeted for unutilized Branding and Marketing and meetings and conference attendance for staff accounted for the largest amounts.

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V. New Business

- a) **Procter & Gamble (Project Oak) REBA Grant Application** – On a motion by Mr. Arthur White, seconded by Mr. Fisher, the Board voted unanimously for the Chair to execute the REBA Applicant Certification, the Certification for Award – REBA Grant to benefit Project Oak, and other documents as required under the Grant application process.
- b) **Public Officials Liability Insurance Renewal Application** – On a motion by Mr. Fisher, seconded by Ms. Washington, the Board voted unanimously for the Executive Director to submit the application for renewal of the Annual Public Officials Liability Insurance Policy to Millenium Insurance of Griffin.
- c) **Central Georgia EMC Annual Meeting** – On a motion by Mr. Fisher, seconded by Mr. McDaniel, the Board voted unanimously to authorize the Chairman to cast a vote on behalf of the Development Authority, as members of Central Georgia EMC, at the upcoming Central Georgia EMC Annual Meeting on August 2, 2023, confirming support for the recommended slate of officers and other EMC matters.

VI. Staff Reports and Information

- a) Executive Director Bob White provided an update on staff activity since the last meeting, including the Breakfast & Business roundtable held on Friday, June 30th, at Central Georgia EMC. Mr. White also provide copies of the first edition of the Development Authority’s new Newsletter, and he recognized the excellent efforts of Existing Industry and Workforce Development Coordinator, Melissa Griffin, in coordinating the Roundtable and developing the newsletter.

- VII. **Executive Session – Real Estate Matter** – On a motion by Mr. McDaniel, seconded by Ms. Washington, the Board voted unanimously to enter Executive Session to discuss a Real Estate Matter. Following discussion, and on a motion by Mr. McDaniel, seconded by Mr. Fisher, the Board voted unanimously to re-enter the regular meeting.

A motion was made by Mr. McDaniel to authorize execution of instruments to terminate outdated 2012 and prior Declarations of Restrictive Covenants for Riverview Park, and to rely on the County’s Development Ordinance for such matters. Seconded by Mr. Burden Passed unanimously.”

- VIII. **Adjournment:** On a motion by Mr. Head, seconded by Ms. Washington, the Board voted unanimously to adjourn.

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The Minutes was officially approved by the Board on: August 11, 2023

Executive Director

Chairman