

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

**POST-MEETING SUMMARY
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 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, the agenda was approved as amended. Motion by Helen McSwain, seconded by Herman Andrews, vote unanimous.

Approval of Minutes

The minutes of the February 12, 2019 regular meeting were presented and approved as presented. The minutes of the January 8, 2019 regular meeting (executive session) were presented and approved as presented. Motion by Larry Vincent, seconded by Tim Gilrane. Vote unanimous.

Approval of Treasurer's Report

Khalfani Stephens presented the Treasurer's report. He reported that the operating account began the month of January with an opening balance of \$5,2553.003.14. There were deposits totaling \$5,424.13, checks written totaling \$31,511.70, and withdrawals totaling \$31,4814.13, leaving a closing balance of \$5,195,434.44. Invoices for Piper Jaffray and Starr Agency were

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tabled; invoices from Clayton County Water Authority and Arts Clayton (Arte Gras) were approved. Motion by Larry Vincent; seconded by Herman Andrews. Vote unanimous.

OLD BUSINESS

1. Consultant Conflict of Interest Policy

Mr. Stephens presented the proposed conflict of interest policy. After a general discussion, the policy was adopted, effective immediately. Motion by Helen McSwain; seconded by Larry Vincent. Vote unanimous.

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, the policy was adopted, effective immediately. Motion by Larry Vincent; seconded by Helen McSwain. Vote unanimous.

3. Corporate Credit Card Approval

The Authority approved issuance of two (2) corporate credit cards from SunTrust bank, one (1) for use by the 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. Motion by Larry Vincent, seconded by Tim Gilrane. Vote unanimous.

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. The revised application was approved as presented. Motion by Larry Vincent; seconded by Helen McSwain. Vote unanimous.

5. Elections

Tabled.

6. Selection and Retention of Auditor

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Mr. Stephens 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, Fulton & Kozak were selected. Motion by Tim Gilrane; seconded by Larry Vincent. Vote unanimous.

7. Selection and Retention of Auditor

The Authority discussed meeting location options sufficient to accommodate the public. After a general discussion, the remainder of the meetings in 2019 will be held in the Arbor Hall Auditorium at Clayton State University, 5823 Trammell Road, Morrow, Georgia. Motion by Herman Andrews; seconded by Larry Vincent. Vote unanimous.

8. Board Training

Mr. Stephens discussed upcoming training options. There is one in Griffin on March 15, and one in Cartersville on June 14. 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 as well as 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

9. 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).

10. Center for Leadership and Civic Engagement

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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, the request was approved. Motion by Helen McSwain; seconded by Tim Gilrane. Vote unanimous.

After further discussion about past contributions to the Athletic Department, the Authority decided to contribute \$5,000.00 for 2019. Motion by Tim Gilrane; seconded by Helen McSwain. Vote unanimous.

9. Projects Report

Mr. Stephens reported that this was a duplicate item already covered.

10. Jonesboro Main Street Member Request

Mr. Stephens reported that the Jonesboro Downtown Development Authority had asked for the Authority to participate at the business level. After a general discussion, the Authority approved participation as a large business at a rate of \$300. Motion by Louis Johnson, seconded by Tim Gilrane. Vote unanimous..

11. Request for Proposals / Request for Qualifications – CPA

Mr. Stephens asked the Board to consider issuing an RFQ for a CPA. Authority counsel clarified that if this was for services of an auditor, the annual audit is due by June 30 and generally gets underway in February or March. It was the consensus of the Authority to solicit bids and present the top 3 responsive bids for approval at the March meeting.

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. Motion by Larry Vincent, seconded by Helen McSwain. Vote unanimous. Whereupon, the meeting was suspended at 6:47 p.m.

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Upon motion by Larry Vincent, seconded by Helen McSwain, it was unanimously resolved to reconvene the open meeting. Whereupon, the open meeting reconvened at 7:15 p.m.

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. Whereupon, the open meeting reconvened at 7:55 p.m.

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

The Authority voted to terminate the agreement for financial services with Piper Jaffray upon thirty (30) days written notice. Motion by Tim Gilrane; seconded by Larry Vincent. Vote unanimous.

Chairman Bell inquired as to whether there was any additional business to come before the Board. There being none, the meeting adjourned at 7:57 p.m. Motion by Larry Vincent; seconded by Helen McSwain, vote unanimous.

Louis Johnson, Secretary/Treasurer