

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

**MINUTES OF REGULAR MEETING
MONDAY, JANUARY 11, 2016**

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 Monday, January 11, 2016, at 4:06 p.m., in the Clayton County Office of Economic Development Conference Room, 1588 Westwood Way, Morrow, Georgia.

Members present at the meeting were Larry W. Vincent, Chairman; Kalanos Johnson, Vice-Chairman; L. Lee Camp, Secretary/Treasurer; Helen McSwain, Assistant Secretary/Treasurer; Eldrin Bell; Shar'ron Russell; and Tameka West. Also present were Authority Counsel, G. Robert Oliver and M. Michelle Youngblood; Courtney Pogue, Director, and Bill Keir, Deputy Director, Clayton County Office of Economic Development; and Richard Buckley, Buckley Properties.

Call to Order and Welcome of Guests

Chairman Vincent called the meeting to order at 4:06 p.m. and welcomed the guests.

Approval of Agenda

Chairman Vincent presented the agenda and inquired as to whether there were any additions, changes, or deletions. He noted that he had one addition under New Business, DACC Annual Sponsorship and Contributions, which would be item number three.

Upon motion by Eldrin Bell, seconded by Lee Camp, it was unanimously:

RESOLVED: That the agenda be approved as amended.

Approval of the Minutes of December 14, 2015 Meeting

Chairman Vincent presented the minutes of the December 14, 2015, meeting and inquired as to whether there were any additions, changes, or deletions. There being none, upon motion by Eldrin Bell, seconded by Helen McSwain, it was unanimously:

RESOLVED: That the minutes be approved as presented. A copy is available in the Authority office.

OLD BUSINESS

1. Monthly Activity Report

Chairman Vincent called on Courtney Pogue for a report. Mr. Pogue presented an Economic Development Overview of Clayton County, which he intends to present to the Board of Commissioners at an upcoming meeting. He discussed economic development tools that the

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County can add to its toolbox, as well as various factors such as education and unemployment which affect economic development.

Mr. Pogue also reported that his office is working with two existing businesses that are looking to expand. He also reported that there is a new 800,000 square foot industrial spec building opening by the Wal-Mart on Anvil Block Road.

2. New Market Tax Credit Proposal

Chairman Vincent called on Courtney Pogue for a report. Mr. Pogue reported that in order for Clayton County to be able to take advantage of the New Market Tax Credit as a tool for incoming businesses, it first must form a community development entity, which requires an application to the U.S. Department of Treasury. He reported that he is requesting funding to add this New Market Tax Credit to the County's toolbox, first for the CDE Application, and then subsequently, for the New Market Tax Credit Application, a total budget not to exceed \$50,000. He reported that \$10,000 was allocated for the CDE Application, and \$40,000 for the New Market Tax Credit Application. After general discussion with Authority counsel, who agreed, upon request, to provide a proposal to the Authority for the CDE Application component, upon motion by Eldrin Bell, seconded by Tameka West, it was unanimously:

RESOLVED: To move forward with adding the New Market Tax Credit to the County's toolbox, and to select counsel to prepare the CDE Application upon receipt of the proposal from Authority counsel.

3. DNR Update

Chairman Vincent called on Richard Buckley for a report. Mr. Buckley reported that he had met with representatives from Georgia Power, who had evaluated the exterior lighting of the facility. He reported there are pole lights in the front parking lot, and wall packs in the back. He reported that, for traditional lighting, there is an upfront capital cost to install the lighting, but no ongoing costs, other than the cost of the electricity to run the lights. With the LED Program through Georgia Power, Georgia Power would install the equipment, but there would be an annual cost (effectively renting that equipment), in addition to the cost of the electricity. He reported that the cost of the wall packs is approximately \$3,000 a year, with a savings in electrical costs of approximately \$1,000 per year. He reported that the cost for the pole lights in the parking lot is approximately \$6,800 per year, with an electricity savings of approximately \$800 per year. He reported that the LED lights are higher intensity, therefore illuminating the exterior of the building better, but that comes at a cost of approximately \$8,000 a year over and above existing electricity costs. He reported that the tenant has not requested updated lighting. However, he added that, at the tenant's request, he had removed three trees that were obstructing the existing lighting, and trimmed three other trees, to better expose the existing lighting fixtures.

After a general discussion, upon motion by Eldrin Bell, seconded by Lee Camp, it was unanimously:

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RESOLVED: Not to move forward with LED lighting through Georgia Power. Larry W. Vincent and Shar'ron Russell recused from the discussion and the voting, since they are employed by Georgia Power Company.

4. REBA Grant Update

Chairman Vincent called upon Michelle Youngblood for a report. Ms. Youngblood reported that she had provided the documentation supplied by Castellini to the Department of Community Affairs in connection with the Drawdown Request for the REBA Grant Fund. She reported that DCA had requested additional documentation, and she had submitted that request back to Castellini in December. She reported that, having not received additional documentation from Castellini, she followed up January 4, 2016, and did receive additional documentation from Castellini.

She reported that DCA had requested copies of all invoices (a cumulative invoice, number 6, previously had been submitted by Castellini), as well as proof of payment, such as cancelled checks or wire transfer confirmations. She reported that Castellini has supplied additional invoices, although invoice number 4 was still missing, but had not provided any documentation of payment. She is following up with Castellini again.

5. Aerotropolis Alliance Update

Chairman Vincent reported that the Aerotropolis Alliance had hired a marketing firm, which has finalized a logo for the Alliance. He reported that the Authority and County's participation in the Aerotropolis has gotten a lot of traction and that there has been a lot of interest in Mountainview.

6. Update of Action Items from December 14, 2015 Meeting

Helen McSwain inquired as to whether the letter to David Garfunkel, owner of Lovejoy Station, which had been approved at the December meeting, had been sent. Authority counsel, Chairman Vincent, and Vice Chairman Johnson reported that the letter, executed jointly by the Development Authority and the Board of Commissioners, had been sent to the owner.

NEW BUSINESS

1. 2016 Conflict of Interest Resolution

Chairman Vincent called on Michelle Youngblood for a report. Ms. Youngblood reviewed the 2016 Conflict of Interest Resolution with the Board members, advising that it complied with State Ethics and County Ethics Guidelines. Specifically, no member of the Board shall accept gifts, entertainment, personal favors, or financial benefits having a value in excess of \$50.00, shall become connected, directly or indirectly with any competing entity, or involved in

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activities or organizations which have an adverse effect on the Authority or the activities of the Authority. She also reminded the Board that it receives confidential information in connection with certain projects, and that all information received confidentially must not be disclosed. She reminded the Board that each member had a duty to disclose to the Authority any outside activities or interests which are an actual conflict or would have the appearance of a conflict. She summarized by stating that the Board members have a duty to the Authority to put the best interest of the Authority first, ahead of the personal interest of the Board members.

After a general discussion, upon motion by Eldrin Bell, seconded by Tameka West, it was unanimously:

RESOLVED: That the 2016 Conflict of Interest Resolution be adopted as presented.

2. 2016 Indemnification Resolution

Chairman Vincent called on Michelle Youngblood for a report. Ms. Youngblood reminded the Board that this is similar to the Resolution adopted each year by the Authority. She reported that the Authority has the option, but not the obligation, to indemnify the Board members in the event they are sued for acts or omissions taken in their official capacity as members of the Authority. She noted that the Authority has exercised the option to provide indemnification for several years. However, the indemnification only covers negligent acts, not intentional malfeasance, or criminal acts. She also noted that the Authority has insurance coverage for acts and omissions in their official capacity but the resolution is one prerequisite.

After a general discussion, upon motion by Lee Camp, seconded by Eldrin Bell, it was unanimously:

RESOLVED: That the 2016 Indemnification Resolution be adopted as presented.

3. DACC Sponsorship and Contribution

Chairman Vincent reported that Authority counsel Michelle Youngblood had prepared a chart detailing the sponsorships and contributions made by the Authority in 2015. She distributed the chart, and discussed possible additions. He asked the Board to consider sponsoring two tables at the upcoming State of the Airport Luncheon on March 10, 2016. This event is sponsored by the Metro Atlanta Chamber. The regular table rate is \$1,500, but the Authority has been offered a discounted corporate rate of \$1,000 per table, so two tables would be a total cost of \$2,000. Chairman Vincent also reported that he received a request from the Clayton County Public Schools to sponsor a table at the State of the District Address coming up on January 14, 2016 at a cost of \$1,000. He noted that the South Metro Development Outlook sponsorship has increased in cost from \$5,000 in 2015 to \$5,550 in 2016. Arte Gras, which is a fund raiser for Arts Clayton, has increased the cost of its tables from \$1,000 to \$1,250 in 2016. Upcoming events are as follows:

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- Clayton County Public Schools State of the District Address – January 14, 2016
- State of the Airport Luncheon – March 10, 2016
- Chamber Banquet – January 29, 2016
- Arte Gras – March 12, 2016
- South Metro Development Outlook – March 24, 2016
- Georgia Minority Business Awards – March 24, 2016

There ensued a discussion of the effectiveness of the full page color ad in Georgia Trend Magazine, at a cost of \$11,000. Mr. Pogue reported that Clayton County will be featured in the magazine five or six times this year, regardless of whether the Authority has an ad in the magazine. He reported that there are other publications which have advertising available, as well. He reported that he would ask the Authority to share advertising costs with the Board of Commissioners, and would present a report in February detailing those recommendations.

4. 2016 State of the Airport Luncheon

After a discussion about whether to sponsor two tables at a discounted rate of \$1,000 each (regular rate \$1,500 each) or a higher level sponsorship at \$3,500, which includes certain marketing and advertising at the event, but only one table, there was a consensus of the Authority to sponsor at the \$3,500 level, for the additional marketing and exposure benefits. Mr. Pogue stated that his office would sponsor the second table. The expenditure is approved and authorized in conjunction with the treasurer's report.

5. 2016 South Metro Development Outlook

Authority counsel noted that the cost for the event at the same level sponsorship had increased from \$5,000 in 2015 to \$5,500 in 2016. It was the consensus of the Authority to maintain the same level of sponsorship. Approval and authorization of the expenditure is included in the treasurer's report.

OTHER BUSINESS

Approval of the Treasurer's Report

Chairman Vincent presented reported that the operating account began the month with an opening balance of \$794,619.49. There were deposits totaling \$159,047.77, including \$30.90 for interest and checks written in the amount of \$28,349.00, leaving a closing balance of \$925,318.26. Chairman Vincent reported that the opening balance for the Redevelopment Authority's account was \$943.66, with interest added in the amount of \$0.03, leaving an ending balance of \$943.69. Chairman Vincent also reviewed the outstanding invoices.

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Therefore, the payments pending for approval are as follows:

Freeman Mathis & Gary, for services rendered through December Invoice Nos. 176750, 176752, 176753, 176754	\$3,845.00
Freeman Mathis & Gary to be paid by OA Development as property manager for DACC Public Purpose Corp I - \$320.00 Invoice No. 176748	
Freeman Mathis & Gary, to be paid by Richard Buckley as property manager for DACC Public Purpose Corp II - \$500.00 Invoice No.176749	
Melissa Preston, CPA Invoice # 2970 for Write Up Services	\$750.00
State of the Airport Luncheon	\$3,500.00
South Metro Development Outlook	\$5,500.00
Arte Gras	\$1,250.00
Clayton County Public Schools State of the District	\$1,000.00
Georgia Minority Business Awards	\$3,750.00
	\$19,595.00
Total	<u>\$19,595.00</u>

After a general discussion, upon motion by Eldrin Bell, seconded by Helen McSwain, it was unanimously:

RESOLVED: That the Treasurer’s Report be and hereby is approved, and that the officers be and hereby are authorized to pay all invoices as outlined above.

University Station f/k/a Gateway

Chairman Vincent reported that the University Station Account began the month with an opening balance of \$95,049.74. There was a deposit in the amount of \$3.20 for interest, and

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checks written in the amount of \$7,744.00, leaving a closing balance of \$87,308.94. He reported that there was one invoice from:

Freeman Mathis & Gary, for services rendered through December 2015	\$1,940.00
Invoice No. 176751	

After a general discussion, upon motion by Eldrin Bell, seconded by Shar'ron Russell, it was unanimously:

RESOLVED: That the University Station Report be and hereby is approved, and that the officers be and hereby are authorized to pay all invoices as outlined above.

Rainwood

Chairman Vincent reported that occupancy for the month of December was 98%, with an economic occupancy of 78%. Authority counsel Michelle Youngblood noted that the year-to-date information contained in the report was for the entire year of 2015, since the report covered the month of December. Eldrin Bell noted that he still plans to make a site visit to the property, and Chairman Vincent asked him to be the point person for Rainwood to review the monthly report and discuss with the property manager before each meeting.

After a general discussion, upon motion by Lee Camp, seconded by Helen McSwain, it was unanimously:

RESOLVED: That the Rainwood Report be approved as presented.

Accounting Package:

There was no accounting package.

Report from Legal Counsel

There was no further report from legal counsel.

Chairman Vincent noted that there was an need for executive session, to discuss acquisition of real estate. Upon motion by Eldrin Bell, seconded by Lee Camp, it was unanimously:

RESOLVED: That the meeting adjourn into executive session for the purpose of discussing the acquisition of real estate.

Whereupon, the open meeting adjourned into executive session at 6:25 p.m.

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The open meeting reconvened at 6:55 p.m.

Chairman Vincent inquired as to whether there was any further business to come before the Board. Eldrin Bell inquired as to whether Authority members were permitted to participate in the advanced training offered by the Carl Vinson Institute. Chairman Vincent reported that the Authority does cover the cost of additional training, and encourages all Board members to receive as much training as possible. Mr. Bell also noted that he had received a call from the County Law Department inquiring as to whether he was paid for his service on the Authority. Authority counsel noted that service on the Development Authority is unpaid in accordance with State law.

There being no further business to come before the Board, upon motion by Eldrin Bell, seconded by, Helen McSwain, it was unanimously:

RESOLVED: That the meeting be adjourned.

Whereupon, the meeting adjourned at 7:00 p.m.



E. Lee Camp, Secretary/Treasurer
HELEN McSWAIN ASST.