

MINUTES – JANUARY 13, 2020

BROOKS COUNTY DEVELOPMENT AUTHORITY

Attorney Luke Mitchell called the meeting to order. Board members Henry Burton, Tim Crosby, Jack Harrell, Marie Horne, Ulysses Marable, Stephanie Mata and Andy Swann attended, along with Engineer Ben DeVane and Director Tiffany Holmes.

Annual Organizational Business

Attorney Mitchell called for an election of officers (Chairman, Vice Chairman, Secretary and Treasurer). The following action was taken and should be used to update bank records:

1. Chairman – Stephanie Mata nominated Jack Harrell for Chairman; seconded by Ulysses Marable; unanimously approved.
2. Vice Chairman – Jack Harrell nominated Henry Burton for Vice Chairman; seconded by Stephanie Mata; unanimously approved.
3. Secretary – Jack Harrell nominated Stephanie Mata for Secretary; seconded by Stephanie Mata; unanimously approved.
4. Treasurer – Jack Harrell nominated Andy Swann for Treasurer; seconded by Stephanie Mata; unanimously approved.

Attorney Mitchell turned the meeting over to Chairman Harrell.

Chairman Harrell moved to discuss the meeting calendar for the Brooks County Development Authority. Members discussed availability. Henry Burton motioned to hold the monthly meeting of the Brooks County Development Authority on the second Monday of each month at 6:00 PM in the meeting room of the Brooks County Board of Commissioners located at 610 S. Highland Rd.; seconded by Ulysses Marable; unanimously approved.

Minutes and Financials

Copies of the minutes of the monthly meeting held December 9th were reviewed. Andy Swann motioned to approve the minutes of the meeting as presented; seconded by Tim Crosby; unanimously approved.

The financial reports for December 2019 were provided to the board for review and approval along with the checking account balances. Henry Burton motioned to accept the financial reports as provided; seconded by Tim Crosby; unanimously accepted.

Old Business

Tiffany shared that the former Suwanee Swifty building located at 510 S. Washington St. is now available.

Project updates were provided.

Engineer DeVane discussed plans for entrance signage at the industrial park. He will work with contractors to get updated construction estimates.

New Business

Tiffany shared that the Brooks County Development Authority had been given 30 days to vacate the office building located at 220 E. Screven St. She will continue to look for suitable locations. Chairman Harrell requested that she seek to find a location that would allow for a 12 month lease.

Tiffany presented the proposed budget for 2020 and invited all members to contact her with questions and concerns ahead of the February meeting.

Tiffany also presented information on a new project, Project Lemon. Very limited information is available at this time.

Reports

Chairman Harrell moved to reports. Tiffany provided her director's report along with requested meeting, conference and vacation schedule.

There being no further business, Tim Crosby motioned to adjourn the meeting; seconded by Henry Burton; unanimously approved.

Respectfully Submitted:

Andy Swann
Secretary