

MINUTES – FEBRUARY 10, 2020

BROOKS COUNTY DEVELOPMENT AUTHORITY

Chairman Harrell called the meeting to order. Board members Henry Burton, Marie Horne, Stephanie Mata and Andy Swann attended, along with Engineer Ben DeVane and Director Tiffany Holmes.

Appearances

Pat Sullivan (and Melissa) appeared before the board to discuss the 54+/- acres purchased in the old industrial park. Survey was conducted approximately 6 months after purchase once land had opportunity to dry out after a season of heavy rains. Survey concluded that property was approximately 8 acres less than expected. The purpose of Mr. Sullivan's appearance was to ask the board to consider a "refund" of the purchase price (\$1,200/acre) for the 8 acres.

Minutes and Financials

Copies of the minutes of the monthly meeting held January 13th were reviewed. Tiffany pointed out that her notes did not indicate who provided the second for the motions made in the election of the Vice Chairman, Secretary and Treasurer positions. Stephanie Mata volunteered to be listed as having made the second for all three positions. With that correction to the minutes, Stephanie Mata motioned to approve the minutes of the meeting as presented; seconded by Henry Burton; unanimously approved.

Chairman Harrell expressed an interest in conducting a financial review to ensure proper fund management. Henry Burton motioned to authorize Tiffany to collect necessary banking information; seconded by Stephanie Mata; unanimously approved.

The financial reports for January 2020 were provided to the board for review and approval along with the checking account balances. Andy Swann motioned to accept the financial reports as provided; seconded by Marie Horne; unanimously accepted.

Old Business

Project updates were provided, if available.

Chairman Harrell shared that he had contacted Kenneth Marshall with Deep South Machine to prepare a cost estimate to repair skyline lighting in downtown Quitman.

Tiffany shared that CineVantage Productions and Prevailing Pictures will host an open house on February 18th.

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

Regarding the plat discrepancy discussed previously by Mr. Pat Sullivan, Attorney Mitchell shared that he saw no obligation to "refund" Mr. Sullivan's money, but believed the board could do so as a goodwill gesture without creating legal exposure. Engineer DeVane believes that as pieces were sold off, there was a miscalculation leading to the discrepancy in acreage. Andy Swann motioned to "refund" Mr. Pat Sullivan in the amount of \$9,960 (8.05 acres x \$1,200); seconded by Stephanie Mata; unanimously approved.

New Business

Tiffany shared that the office of the Brooks County Development Authority was now moved to 1308 W. Screven St., Quitman, GA 31643 in Pledger Insurance Agency. Discussion was had regarding the need for a lease,

preferably for a period of 12 months. Henry Burton motioned to move forward with preparing a 12 month lease; seconded by Marie Horne; unanimously approved.

Chairman Harrell proceeded to agenda item 8b – Sell of Acreage in Brooks County Industrial Park. He explained that the Brooks County Board of Commissioners are interested in obtaining approximately 10 acres in the park for the purpose of constructing a new administrative building. Attorney Mitchell shared that in order to be allowed to build, the BCDA must amend the covenants to allow for non-industrial use. Chairman Maxwell committed that no livestock would ever be allowed on the property as it might present concerns for Aviagen. Engineer DeVane brought to attention the required easements and setbacks on the property. See attached map for details. Marie Horne motioned to allow the BOC to obtain 10+/- acres in the Brooks County Industrial Park at a 4 to 1 swap (Section II to Section I) and to only amend the covenants to allow for non-industrial use; seconded by Henry Burton; unanimously approved.

Tiffany presented the revised 2020 Budget for approval. Discussion was had. Henry Burton motioned to move the \$12,500 in "Discretionary Performance Bonus Pay" to "Discretionary" to allow for flexibility; seconded by Stephanie Mata; unanimously approved. Andy Swann motioned to approve the 2020 Budget; seconded by Stephanie Mata; unanimously approved.

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, Henry Burton motioned to adjourn the meeting; seconded by Marie Horne; unanimously approved.

Respectfully Submitted:

Stephanie Mata
Secretary