

**CLAY COUNTY DEVELOPMENT AUTHORITY
REGULAR SCHEDULED PUBLIC MEETING
MINUTES**

September 20, 2017

Present: Marge Hutton, Cathy Chambers, Chereese Stewart, Greg Clary, Bruce Butler, Tom Morris, Amy Pope Wells

Excused: Russell Buck, Mike Davidson, Keith Ward

Staff: Josh Cockrell, Taylor Mejia, April Scott; Counsel

Guests: Matt Carlton, Paz Patel, Chip Dobson, Laura Pavlus, Annie Grogan

Call to Order: **Marge Hutton** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:00 PM.

Invocation: **Greg Clary** provided the invocation.

Comments from the Public: None.

Recognitions

Marge Hutton recognized past Board Members Chip Dobson, Matt Carlton, and Paz Patel for their service on the CCDA Board.

Economic Development Report

Laura Pavlus informed the Board of the status of EDC projects.

Small Business Development Report

Annie Grogan passed out the SBDC report and informed the Board of the programs available to small businesses for hurricane relief.

Secretary's Report

Approval of August 9, 2017 Minutes – Chereese Stewart made a motion to approve the minutes as presented. Motion was seconded and passed unanimously.

Treasurer's Report

Josh Cockrell presented the August 2017 financials to the Board. **Bruce Butler** made a motion to accept the Treasurer's Report. The motion was seconded and passed unanimously.

Adoption of FY 2017-18 Budget

Josh Cockrell presented the FY 2017-18 Budget to the Board. The Board continued discussion regarding projected revenues from sources like rental and grants as well as

expenses like sponsorships and professional fees. **Greg Clary** made a motion to accept the FY 2017-18 proposed budget. Motion seconded and passed unanimously.

Committee Reports

None.

Chair's Report

None.

Executive Director's Report

Auditor Negotiations and Contract – **Josh Cockrell** informed the Board of the progress that was made in negotiations with James Moore & Associates. **Tom Morris** made a motion to accept the contract with James Moore & Associates. Motion seconded and passed unanimously.

Building Update and Next Steps – **Josh Cockrell** stated that the new building tenant will be moving in on November 1. He informed the Board that he is in the process of finding a new location for the phone line and that the new meeting space will be at Haven Hospice. The Board briefly discussed the agreement executed with the tenant to possibly purchase the building. **Josh Cockrell** also explained that the CCDA is not exempt from paying property taxes on the building for the square footage not used by the CCDA or used by non-exempt organizations/businesses.

Report on Grants – **Josh Cockrell** gave a brief update on the status of grants including the buffer grants and DIG grant.

Industrial Revenue Bonds – **Josh Cockrell** informed the Board that there should be an IRB application to present at the next meeting. He also informed the Board that he and April Scott worked with Peter Dame begin the review and update of the guidelines for IRB's. The Board discussed potential outreach efforts for members to inform the community of IRB opportunities.

Attorney's Report

April Scott stated that she is still in the process of working with Peter Dame to determine which entity can grant the CCDA approval for IRB applications.

Old Business/New Business/ Board Comments

Community Auto Finance Partnership Program – Tabled until next meeting.

Election of New Officers – **Cathy Chambers** nominated Russell Buck for Board Chairman. Motion seconded and passed unanimously. **Chereese Stewart** nominated Marge Hutton for Board Vice Chairman. Motion seconded and passed unanimously. **Marge Hutton** nominated Mike Davidson for Treasurer. Motion seconded and passed unanimously. **Marge Hutton** made a motion to nominate Greg Clary for Secretary. Motion seconded and passed unanimously.

Adjourned: 5:15 PM