

**CLAY COUNTY DEVELOPMENT AUTHORITY
DEVCOM COMMITTEE MEETING
MINUTES**

August 19, 2015

Present: CCDA (Chip Dobson, Matt Carlton, Russell Buck); **Chamber** (Jan Conrad, Leslie Dougher [by phone], Blaine Claypool)

Staff: **Chamber** (Doug Conkey); **CCDA** (Josh Cockrell; Grady Williams, CCDA General Counsel)

Guests: Chris McNees

Call to Order: **Doug Conkey** called the Clay County Development Authority (“CCDA”) DEVCOM meeting to order at 3:05PM.

Approval of April 29, 2015 Minutes: **Matt Carlton** made a motion to approve the minutes. Seconded and passed unanimously.

Public Comment: None

Old Business/New Business:

- RFP for Cleaning Services – The current cleaning service company will not be able to renew a contract with CCDA. Committee will review bids for a new cleaning service and a final decision will be made at the next DEVCOM Committee meeting.
- 2015-2016 Budget – The committee reviewed the proposed 2015-2016 budget and discussed certain line items (parking lot restoration, tree maintenance service, HVAC repair/replacement, etc.). Doug Conkey informed the committee that changes to an approved budget can be made using an amendment to the budget as necessary. Following discussion **Jan Conrad** made a motion to approve the proposed 2015-2016 budget. Seconded and passed unanimously.
- Update on Building Negotiations – Doug Conkey and Josh Cockrell gave a brief overview to the committee regarding negotiations between CCDA and the Chamber of Commerce. After discussion the committee decided that it would be in the best interest to fully disclose any information that has been discussed with the Chamber to the CCDA Board members. Grady Williams suggested that both the CCDA and the Chamber should create term sheets that outlined details of the negotiations (price, closing costs, reserve money, and financing options). The committee discussed potential scheduling a workshop for CCDA and Chamber representatives to meet and review the term sheets. This workshop would be held after the September 2015 CCDA

Board meeting and a notice would be released at least seven days prior to the date of the workshop.

Adjourned: 3:52 P.M.