

**CLAY COUNTY DEVELOPMENT AUTHORITY
BOARD OF DIRECTORS MEETING
ORANGE PARK, FLORIDA
4:00 pm**

MINUTES

October 19, 2011

Present – CCDA Board: Joe Mobley (joined meeting for Invocation), William Randall, Paz Patel, Matt Welch, Jan Conrad, Debbie Ricks, Tom Morris, Grady Williams (Attorney), Pam Gibson (joined via conference call)

Absent: Chip Dobson

Staff: John Tabor, Danita Andrews, Leah Zdenek, Jill Sanchez

Guest: David Conner, Stephanie Kopelousos, Sam Garrison, Holly Parish, M.L. Lewis, George Egan, Dean Vaughn, Dale Eggers, TC Amato, Bruce Jackson, Bill Griffin

Call to Order: Matt Welch, Past Chair of CCDA called the meeting of the Clay County Development Authority (CCDA) at 4:04 p.m.

Invocation: William Randall

Minutes: A motion (MW/PP) was made, seconded and carried to approve the September 21, 2011 minutes. A motion (TM/WR) was made, seconded and carried to approve the October 14, 2011 TEFRA Hearing minutes.

Treasurer's Report: Debbie Ricks reported reoccurring account payables and grant reimbursements and noted financials in order. Brief discussion took place about the accountant management letter accompanying the financials as standard practice and procedure. The motion was made to file financials for budget (MW/BR) seconded and approved.

Attorney Report: Mr. Williams reported the Board of County Commissioners has Haven Hospice Bond Issue scheduled for approval at their meeting of Tuesday, October 25, 2011. He recognized Ms. Andrews to report on the Harbor Road update. Ms. Andrews relayed the repair work had been completed for the 1286 Harbor Road facility and the balance of the security deposit was returned to Staples/PrintSouth. Ms. Andrews received three proposals for commercial real estate listings of the facility and requested a CCDA member to work with staff on the recommendation/selection. The recommendation was made for the CCDA staff to work with Mr. Patel to finalize a real estate listing using their best judgment. The motion was made (JM/DR), seconded and approved. Ms. Andrews provided pictures of the facility grounds and noted overgrowth of trees leading to build up of leaves as issue with the roof. The CCDA will authorize a budget for up to \$5,000 for landscaping and tree trimming. The motion was made (MW/DR), seconded and approved.

ED Report: Ms. Sanchez reviewed the CCDA homepage of the website and noted a more in-depth review will take place at the next board meeting. Ms. Andrews provided the summary report for September and detailed economic development programs. The EPA Hazardous Material grant was closed out and staff participated in the Soul Food Festival to communicate brownfields awareness for the Petroleum Assessment. The Florida Defense Alliance Reinvestment Grant enhances economic development programmatic capabilities and assists in enhancing and improving outcomes through marketing website updates, foundational studies like the target industry and site consultant missions. Ms. Andrews requested the

CCDA's consideration to assist the Chamber through cash flow issue this year in order to maintain this important work. The grant budget is approved in advance by the state. The CCDA would make short term loan to Chamber as grant expenses occur and be reimbursed quarterly. The motion was made (DR/MW), seconded and approved. The Business Retention Expansion program is important to maintain relationships with existing companies, growth opportunities and current issues. The Target Industry study has provided in-depth research into the types of business that has the best potential to be recruited and/or grow in Clay County. We will host an ED Quarterly Breakfast with a Target Industry Focus with SRI International and McCallum Sweeney Site Consultants, November 17. We will discuss what the next steps are to attract business and industry for Clay County and trends in site selection. Ms. Andrews gave a brief overview on current local and statewide incentives. Mr. Patel added recommendations to work with the County to enhance incentives to secure projects and add flexibility. Inquiries, prospect and project activity has been increasing. Direct, regional and state leads are on the upswing. Brief summary and highlights of 7 active prospect/projects were provided.

Chamber Report: Mr. Tabor presented that the County has an interest in pursuing a potential 50 acre sports complex and athletic facility that could be a good opportunity for a public/private partnership in Clay County. Mr. Tabor asked the CCDA to assist with travel expenses not to exceed \$5,000 to attend the Big League Dreams complex in Texas to generate ideas and meet with developers. Attorney Sam Garrison explained this is a top notch sports facility they hope to incorporate in Clay County to accommodate traveling baseball teams which will also generate revenue for local lodging and dining. Each park is specifically designed to meet the needs of the local community and designed as baseball centered but also could include lacrosse, soccer and tennis. Proposed travel for representatives Commissioner Conkey, Commissioner Stewart, Attorney Rob Bradley, Mr. Tabor and Mr. Mobley to visit the facilities. The motion was made (TM/PP), seconded and approved.

Committee Assignments: Mr. Mobley, Chair of CCDA, announced committee assignments. Ms. Ricks, Ms. Conrad and Rev. Randal were appointed to Finance Committee and a finance meeting will be held at 3 p.m., November 16th. Mr. Patel, Mr. Welch and Mr. Morris were appointed to serve on the DEVCOM committee. Ms. Andrews indicated the Economic Development Advisory board is in the process of forming committees and that a collaborative effort with CCDA involvement would be favorable. Brief discussion took place with volunteer interest in the following economic development task forces: One Stop Shop (Mr. Welch); Brownfields Management Committee (Rev. Randall); and Site Readiness (Mr. Patel).

Public Comments: Mr. Williams noted several businesses have indicated concerns with permitting in Clay County and it is important to gain better understanding of the issues. The business owners and representatives were provided opportunity to share their experiences. They spoke candidly about delays with permit issuance, development specific issues, subsequent changes midpoint and in particular fire safety delays and related issues that ultimately add costs and additional time to complete their projects. It was discussed in cases of tenant improvements that some municipalities allow general contractors to work to the point of first inspection once the permit is successfully applied for. Ms. Kopelousos indicated the county is looking at how to bring in utilities, have better coordination, and is working to connect the right people and review to the process. She introduced David Connor, Building Official for Clay County and emphasized accessibility. Ms. Andrews noted that the direct line of communication with the County Manager on business assistance needs and Ms. Kopelousos' responsiveness has expedited county assistance to work through issues. Working on the front end with the county and municipalities on the target industry study recommendation to establish a one stop resource and information center to help coordinate will be pursued. Ms. Kopelousos relayed she will be reaching out to gain experience and bring review to the processes.

Adjournment: The meeting adjourned at 5:27 pm.