

## **HENRY COUNTY DEVELOPMENT AUTHORITY**

### **MEETING MINUTES**

**October 2nd, 2024**

#### **I. CALL TO ORDER**

A meeting of the Henry County Development Authority (HCDA) was held on October 2nd, 2024, in the conference room located in their offices, at 125 Westridge Industrial Blvd, Suite 101, McDonough, GA, 30253. The board members present were Irvin Culpepper, Charles Marshall, David Crow, Cynthia Andrews, Siddiqa Gibson, and Eddie Ausband, who joined the meeting by teleconference. Also, in attendance were Rod Meadows, Meadows, Macie & Morris, Legal Counsel; Sara Lithgow, Meadows, Macie & Morris, Paralegal; Sharon Hill, Interim Executive Director; Kelsea Morton, Executive Assistant; Susan Wise, Manager of Business Development; Joseph Henning, Henry County Chamber of Commerce, and Anthony Ford, Mayor of the City of Stockbridge. At 8:01 a.m., Chairman Culpepper called the meeting to order.

#### **II. CALL ROLL/QUORUM/NOTICE OF MEETING**

Chairman Culpepper asked for a roll call, which indicated the presence of a quorum, and verified that meeting notices were properly posted.

#### **III. APPROVAL OF AGENDA**

Chairman Culpepper requested the inclusion of Executive Session for the purpose of Project related updates, and asked if there were any additional request for amendments to the agenda, or if there was a motion to approve the agenda with the suggested amendment. Ms. Andrews made a motion to approve the agenda with the requested amendment, and Mr. Crow seconded; the motion to approve the agenda as amended passed unanimously.

#### **IV. MEETING MINUTES**

Chairman Culpepper confirmed that each Board member reviewed the Re-published Minutes from August 21st, 2024, and asked if there were any questions or comments from the Board, or a motion to approve the Meeting Minutes. Concerning the re-published minutes, Mr. Marshall requested an edit be made to include his request for the treasurer's stipend increase to be made retroactive. Staff agreed to make these edits, and to re-publish the August 21<sup>st</sup>, 2024, meeting minutes for review. Chairman Culpepper confirmed that each Board member reviewed the Minutes from September 4th, 2024, and asked if there were any questions or comments from the Board, or a motion to approve the Meeting Minutes. Mr. Marshall stated that his suggestion to have all Board Meetings recorded, along with Attorney Meadows' recommendation that if recordings were to be made there should be a strict policy to only save those audio recordings until such time as the written minutes are approved by the Board, was not included in the minutes, and requested staff to make this correction to the minutes; staff agreed. Ms. Andrews stated that her District 5 report was incorrectly attributed to Chairman Culpepper, and staff agreed to make those corrections in the minutes. Finally, Chairman Culpepper confirmed that each Board

member reviewed the Called- Meeting Minutes from September 19th, 2024, and asked if there were any questions or comments from the Board, or a motion to approve the Called-Meeting Minutes. Hearing none, Chairman Culpepper then accepted a motion made by Mr. Crow to approve the meeting minutes, pending the edits and re-publishing of the minutes for August 21<sup>st</sup>, and September 4<sup>th</sup>. Mr. Ausband seconded, and the motion passed unanimously.

## **V. LEGAL MATTERS**

- Motion to Review and Approve the contract with The Chason Group for the Executive Director Search**

Ms. Gibson made a motion, having first ascertained that there were no conflicts of interest, that the HCDA review and approve the proposed contract with The Chason Group, as drafted by The Chason Group and reviewed by our General Counsel, all of which having been provided electronically in advance of the day's meeting, and as discussed in the days meeting. She further moved that the Officers of the Authority be granted the right and responsibility to execute such documents as are necessary or convenient in connection with the transaction, along with the discretion to make minor amendments and corrections to any of the documents as might be suggested by counsel in conjunction with the subject transaction. The motion was seconded by Ms. Andrews and passed unanimously.

After this motion passed, Mr. Marshall suggested that the Henry County Manager, and the Director of the Henry County Water Authority, participate in the final interview for any selected candidate. No further action was taken on Mr. Marshall's request.

- Motion to Review and adopt the Third Amendment to the HCDA Lease Agreement**

Ms. Andrews made a motion, having first ascertained that there were no conflicts of interest, that the HCDA review and adopt the Third Amendment to the HCDA Office Lease Agreement, as drafted by the Landlord, and reviewed by our General Counsel, all of which having been provided electronically in advance of the days meeting, and as discussed in the days meeting. She further moved that the Officers of the Authority be granted the right and responsibility to execute such documents as are necessary or convenient in connection with the revisions, along with the discretion to make minor amendments and corrections to any of the documents as might be suggested by counsel in conjunction with the subject transaction. The motion was seconded by Ms. Gibson and passed unanimously.

- **Motion to Adopt Bond and Bond Validation Documents for Project Cool Breeze- US Cold Storage 2024**

Mr. Crow made a motion, having first ascertained that there were no conflicts of interest, that the HCDA review and adopt the Bond and the Bond Validation Documents for Project Cool Breeze - US Cold Storage, as drafted by Bond counsel, and reviewed by our General Counsel, along with all of the supporting documents in connection therewith, all of which having been provided electronically in advance of the days meeting, and as discussed in the days meeting. He further moved that the Officers of the Authority be granted the right and responsibility to execute such documents as are necessary or convenient in connection with the revisions, along with the discretion to make minor amendments and corrections to any of the documents as might be suggested by counsel in conjunction with the subject transaction. The motion was seconded by Ms. Andrews and passed unanimously.

## VI. GUEST PRESENTATIONS

- Joseph Henning, Director of the Henry County Chamber of Commerce, first thanked the Board for having him come to the meeting and introduce himself and stated that the Chamber is looking forward to working more collaboratively with the Henry County Development Authority to better the Economic standing of the County as a whole.
- Anthony S. Ford, Mayor of the city of Stockbridge, also thanked the Board for having him come to the meeting and provide updates on the current goals and milestones for the City of Stockbridge, including news that the Stockbridge Amphitheater is on track to be completely paid off by 2025.

## VII. STANDING REPORTS

### STAFF REPORTS

Ms. Hill requested staff to give their reports.

- **INVOICES/FINANCIALS/CORPUS**

Ms. Morton reviewed the HCDA Consolidated Budget Statement and financial reports for the month ending September 30th, 2024, and noted the monthly and year-to-date balances for the HCDA County & Corpus budgets. Ms. Morton offered to answer any questions from the Board regarding the financial reports. Ms. Andrews asked whether the invoice related to proposed The Chason Group contract could be paid through the County budget, or if it would need to be paid by CORPUS funds. Ms. Morton informed her that in the past such contracts with The Chason Group have been paid using the County Budget. Hearing no further questions, Ms. Andrews then made a motion to approve the invoices, financials, and Corpus reports, and Mr. Crow seconded. The motion passed unanimously.

- **BUSINESS DEVELOPMENT REPORT**

Ms. Wise presented the Business Development Report, which included a narrative summary of the steps taken from receiving RFIs, to site selection, to incentives offers. She also explained her role in relationship and inventory management.

- **MARKETING REPORT**

Ms. Hill presented the Marketing Report, which included details of her meeting with Michelle Amarra, SCB-TV, to discuss a potential contract for social media and marketing management. Ms. Hill suggested the already allocated funds, previously dedicated to the “Made in Henry” contract with SCB-TV, be reutilized and put towards a new contract for service with SCB-TV for social media and marketing management.

- **ESTABLISHED INDUSTRY REPORT**

Ms. Hill presented the established industry report for September; 5 visits to local industries, as well as visits with various community partners. She provided the Board with an update on the Established Industry and Workforce Development events and interactions attended during the month of September, and informed the Board of the up-coming Industry Roundtable Event, set for October 24<sup>th</sup>, 2024, at which Cheri Matthews, County Manager, will be presenting as a guest speaker. Additionally, she informed the Board of the upcoming Career Fair, set for November 14<sup>th</sup>, 2023, which will be held at the Academy of Advanced Studies.

## **DISTRICT REPORTS**

D1: No Report

D2: No Report

D3: No Report

D4: No Report

D5: Ms. Andrews reported that there would be an upcoming townhall meeting set for October 24<sup>th</sup>, 2024, regarding SPLOST.

County at Large: No Report

## **VIII. EXECUTIVE SESSION**

At 9:07 a.m., Chairman Culpepper accepted a motion made by Ms. Andrews to enter Executive Session for the purpose of Real Estate Project related updates, and Ms. Andrews seconded. The motion to move

the meeting into executive session passed unanimously. At 9:55 a.m., Chairman Culpepper accepted a motion made by Ms. Andrews to exit the executive session, and Ms. Gibson seconded. The motion to exit the Executive Session passed unanimously, and the meeting was moved back into open session.

## **IX. OLD BUSINESS**

### **First Reading of Revisions to the Authority's By-Laws**

- Motion to Review and Adopt the First Reading of the By-Law Revisions 2024**

Mr. Marshall made a motion, having first ascertained that there were no conflicts of interest, that the HCDA review and adopt the first reading of the proposed revised By-Laws, as drafted by the Policy & Procedure Working Group, and by our General Counsel, all of which having been provided electronically in advance of the days meeting, and as discussed in the days meeting. He further moved that the Officers of the Authority be granted the right and responsibility to execute such documents as are necessary or convenient in connection with the revisions, along with the discretion to make minor amendments and corrections to any of the documents as might be suggested by counsel in conjunction with the subject transaction. The motion was seconded by Mr. Crow and passed unanimously.

## **X. ADJOURN**

Chairman Culpepper accepted a motion made by Ms. Gibson, to adjourn the October 2nd, 2024, meeting of the Henry County Development Authority Board of Directors, and Ms. Andrews seconded. At 10:10 a.m., the meeting was adjourned.

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Kelsea Morton, Recording Secretary

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Irvin K. Culpepper Jr., Chairman