

## **HENRY COUNTY DEVELOPMENT AUTHORITY**

### **MEETING MINUTES**

**September 4th, 2024**

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

A meeting of the Henry County Development Authority (HCDA) was held on September 4th, 2024, in the conference room located in their offices, at 125 Westridge Industrial Blvd, Suite 101, McDonough, GA, 30253. Board members present were Irvin Culpepper, Charles Marshall, David Crow, Cynthia Andrews, and Eddie Ausband, who joined the meeting by teleconference. Siddiqa Gibson was absent. Also, in attendance were Rod Meadows, Meadows, Macie & Morris, Legal Counsel; Stephen Morris, Meadows, Macie & Morris, Legal Counsel; Sara Lithgow, Meadows, Macie & Morris, Paralegal; Josh Fenn, Executive Director; Kelsea Morton, Executive Assistant; Susan Wise, Manager of Business Development; and Sharon K. Hill, Manager of Established Industry. At 8:00 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 asked the Board if there were any requested amendments to the agenda as posted, or a motion to approve the agenda. Staff requested the inclusion of Executive Session for the purpose of Personnel and Real Estate matters. Chairman Culpepper then asked if there were any additional 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 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. Ms. Andrews requested that staff edit the first motion made under "Working Group Updates", to exclude "the Henry County BOC define the oversights of the two positions." Additionally, she requested staff shorten the last sentence of the motion made under "New Business", regarding the Southern Crescent Technical College Sponsorship, to read as "Mr. Marshall also abstained from the vote", and staff agreed to make the requested edits. Ms. Andrews then made a motion to approve the Minutes from August 21st, 2024, pending the requested edits, and Mr. Crow seconded; the motion passed unanimously. Mr. Marshall then posed the question of recording all future Board Meetings for referential purposes when writing the minutes. Mr. Meadows advised the Board that creating an audio

recording of the meetings to avoid discrepancy in the written minutes can be done and advised that the audio recording be deleted once the written minutes are approved by the Board. No further action was taken.

## **V. EXECUTIVE SESSION**

At 8:10 a.m., Chairman Culpepper accepted a motion made by Mr. Crow to enter Executive Session for the purpose of real estate and personnel matters, and Ms. Andrews seconded. The motion to move the meeting into executive session passed unanimously. At 8:39 a.m., Chairman Culpepper accepted a motion made by Ms. Andrews to exit the executive session, and Mr. Marshall seconded. The motion to exit the Executive Session passed unanimously, and the meeting was moved back into open session.

## **VI. STANDING REPORTS**

### **INVOICES/FINANCIALS/CORPUS**

Mr. Fenn reviewed the HCDA Consolidated Budget Statement and correlating financial reports for the month ending August 31st, 2024, and noted the monthly and year-to-date balances for the HCDA County & Corpus budgets. Mr. Fenn offered to answer any questions from the Board regarding the financial reports. Hearing none, Ms. Andrews then made a motion to approve the invoices, financials, and Corpus reports, and Mr. Crow seconded. The motion passed unanimously.

### **MARKETING REPORT**

Mr. Fenn presented the Marketing Report, which included metrics of the digital marketing platforms during the period.

### **STAFF REPORT**

Mr. Fenn presented the monthly staff report for August 2024, including the current YTD number of projects, YTD Capital Investments, and number of jobs created for the fiscal year.

### **ESTABLISHED INDUSTRY REPORT**

Ms. Hill presented the established industry report for August; 12 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 August, including the Established Industry Roundtable on Safety and Security, which was held at Luxottica.

### **DISTRICT REPORTS**

D1: No Report

D2: No Report

D3: No Report

D4: No Report

D5: Chairman Culpepper first thanked Josh Fenn for attending a townhall meeting, which was hosted by Commissioner Lewis, and for providing information on what the role of the Development Authority is, and its benefits to the county and its citizens. He also mentioned there would be an upcoming townhall meeting set for October 24<sup>th</sup>, 2024, regarding SPLOST.

County at Large: No Report

## **VII. NEW BUSINESS**

- ARC State of the Region Breakfast**

Mr. Fenn informed the Board of the upcoming ARC State of the Region Breakfast and indicated that staff would follow up with each Board member directly to determine the available participants. Ms. Andrews stated that purchasing a table of 10 may not be necessary if less than half of the Board is able to attend, and recommended that in such a case, individual tickets for the interested members should be purchased instead. No further actions were made following this discussion.

- Southern Crescent Technical College Drive “Fore” Education Tournament**

Ms. Andrews made a motion to approve the Sponsorship opportunity for Southern Crescent Technical College Foundations Drive “Fore” Education Golf Tournament, at the “Birdie” sponsorship level of \$1,000.00, which allows a team of four individuals to participate in the tournament. Mr. Crow seconded, and the motion passed unanimously.

- Review of Proposed “The Grove” Tax Allocation District**

Mr. Fenn provided the Board with an overview of the proposed Tax Allocation District (TAD) for “The Grove”, which is a residential property. He explained that a TAD would essentially freeze the value of the property for tax valuation purposes, and that the TAD funds collected could be used for both development and improvement projects within the district.

## **VIII. LEGAL MATTERS**

- Motion to Ratify the First Amendment to Sales Agreement for First Airport Adjacent Property (200+/- acres)**

Mr. Marshall made a motion, having first ascertained that there were no conflicts of interest, that the HCDA ratify the Chairman’s execution of the First Amendment to the Sales Agreement regarding 200 +/- acres adjacent to the airport which extends the contract by three months (with the option for an additional three months) without requiring additional escrow, as drafted

by Purchaser's 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 transaction, along with the discretion to make such 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 Mr. Crow, to adjourn the September 4th, 2024, meeting of the Henry County Development Authority Board of Directors, and Ms. Andrews seconded. At 9:51 a.m., the meeting was adjourned.

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Kelsea Morton, Recording Secretary

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Irvin K. Culpepper Jr., Chairman

**HENRY COUNTY DEVELOPMENT AUTHORITY**

**CALLED MEETING MINUTES**

**SEPTEMBER 19TH, 2024**

**I. CALL TO ORDER**

A called meeting of the Henry County Development Authority (HCDA) was held on September 19th, 2024, at 125 Westridge Industrial Blvd., McDonough, Georgia in the Board conference room. Board members present were Irvin Culpepper, Charles Marshall, David Crow, Siddiqa Gibson and Eddie Ausband. Cynthia Andrews joined the meeting via conference call. Also, in attendance were Rod Meadows, Macie & Morris, Legal Counsel; Sharon K. Hill, Manager of Established Industry; Susan Wise, Manager of Business Development, and Kelsea Morton, Executive Assistant. Josh Fenn, Executive Director, joined via conference call. At 8:00 a.m., Chairman Culpepper called the called 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 called meeting notices were properly posted.

**III. APPROVAL OF AGENDA**

Chairman Culpepper made a request to the Board for the inclusion of an Executive session for the purpose of Personnel matters, and asked if there were any additional amendments to the agenda. Hearing none, Mr. Ausband made a motion to approve the agenda with the requested amendment, and Ms. Gibaon seconded; the motion to approve the agenda as amended passed unanimously.

**IV. EXECUTIVE SESSION**

At 8:02 a.m., Chairman Culpepper accepted a motion made by Mr. Ausband to enter Executive Session for the purpose of Personnel Matters, and Ms. Gibson seconded. The motion to move the meeting to Executive session passed unanimously, and all staff was excused from the room. At 8:35 a.m., Chairman Culpepper accepted a motion made by Mr. Ausband to move the meeting to an open session, and Ms. Gibson seconded. The motion to exit Executive Session passed unanimously, and staff joined the meeting once again.

Upon re-entering open session, Mr. Crow made a motion that the HCDA move to offer the position of Interim Executive Director to Sharon K. Hill, who currently serves as the Manager of Established Industry, until such time as a new Executive Director is officially hired. Mr. Ausband seconded, and the motion passed unanimously.

**Henry County Development Authority**

**Called Meeting Minutes**

**September 19th, 2024**

**Page 2 of 2**

A second motion was made by Mr. Marshall, for the HCDA to utilize the services of The Chason Group, to assist in the search and hiring of a New Executive Director. This motion was seconded by Mr. Crow, and passed unanimously.

Finally, a motion was made by Mr. Ausband, to approve a Staff/Board farewell luncheon at Eagles Landing County Club on Friday, September 20<sup>th</sup>, 2024, for the Executive Director, Josh Fenn. Mr. Crow seconded, and the motion passed unanimously.

**V. ADJOURN**

Chairman Culpepper accepted a motion made by Mr. Ausband, to adjourn the September 19th, 2024, meeting of the Henry County Development Authority Board of Directors, and Ms. Gibson seconded. At 8:38 a.m., the called meeting was adjourned.

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Kelsea Morton, Recording Secretary

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Irv Culpepper, Chairman