



REGULAR MEETING MINUTES

JUNE 11, 2019 4:00PM

PUBLIC MEETING ROOM - CATOOSA COUNTY ADMINISTRATION BUILDING

800 LAFAYETTE STREET

RINGGOLD, GEORGIA

TIME AND PLACE OF THE MEETING

The called meeting of the Catoosa County Development Authority/ Development Authority of Catoosa County (EDA) was held on June 11, 2019 at 4:00 pm in the Public Meeting Room of the Catoosa County Administration Building, 800 Lafayette Street, Ringgold, Georgia.

CALL TO ORDER

Chairman Rick Partain called the meeting to order at 4:03pm and established that a quorum was present.

- ❖ The following board members were present: Rick Partain, Stephanie Dickert, Ray Johnson, and Lisa Headrick
- ❖ The following board members were absent: Michael Signiski, Tammy Cole, Charles Lancaster
- ❖ The following ex officio members were present: Amy Jackson

AGENDA SETTING

PROPOSED APPROVAL OF AGENDA OF REGULAR EDA MEETING HELD ON June 11, 2019

Stephanie Dickert made a motion to approve the agenda of the regular EDA meeting held on June 11, 2019. Ray Johnson seconded the motion. Chairman Partain called for all those in favor of approving the motion to indicate so by saying aye. There was no opposition and the motion was approved by unanimous consent.

MINUTES

PROPOSED APPROVAL OF MINUTES OF REGULAR EDA MEETING HELD ON May 7, 2019

Stephanie Dickert made a motion to approve the minutes of the regular EDA meeting held on May 7, 2019. Lisa Headrick seconded the motion. Chairman Partain called for all those in favor of approving the motion to indicate so by saying aye. There was no opposition and the motion was approved by unanimous consent.

OLD BUSINESS

S&ME REPORT

Keith Barclift reported that the S&ME inspection of the dwelling located at the business park was complete and that there was evidence of asbestos which will need to be abated by an approved contractor. In addition, the lead paint locations have been identified in order to notify the demolition company of its presence.

NEW BUSINESS

PROPOSED APPROVAL OF PAY APPLICATION US HWY 41 Project – NABCO Electric Company, Inc.

Keith Barclift presented Pay Application Number 4 for NABCO Electric Company, Inc for their work on the traffic signal at the US HWY 41 Project site. Current payment due is \$22,182.80 which includes a 50/50 split with the City of Fort Oglethorpe bringing the total due from the Catoosa County Economic Development Authority to \$11,091.40. This amount is the retainage on the contract. The project engineering has approved and signed off on the pay application.

Stephanie Dickert made a motion approve Pay Application Number 4 for NABCO Electric Company, Inc in the amount of \$22,182.80. Ray Johnson seconded the motion. Chairman Partain called for all those in favor of approving the motion to indicate so by saying aye. There was no opposition and the motion approved by unanimous consent.

PROPOSED APPROVAL OF INVOICE – S&ME, INC.

Economic Development Director Keith Barclift presented an invoice from S&ME, Inc. for their lead paint and asbestos testing. Current payment due is \$2,600.

Stephanie Dickert made a motion to approve the S&ME Invoice. in the amount of \$2,600. Lisa Headrick seconded the motion. Chairman Partain called for all those in favor of approving the motion to indicate so by saying aye. There was no opposition and the motion approved by unanimous consent.

PROPOSED AUTHORIZATION OF REIMBURSEMENT OF COUNTY GENERAL FUND FROM EDA FUNDS FOR PROJECT JUMP AND PROJECT BLUE EXPENSES

Attorney Chad Young reported that County Manager, Alicia Vaughn, and County Chief Financial Officer, Carol Roberts, and himself had met to determine outstanding balances due to the general fund from prior SPLOST cycles on various projects. In doing so, it was determined that Project Jump had a remaining balance of \$73,432.38 and Project Blue had a remaining balance of \$7,154.57. The combined amount of \$80,586.95 is due to the general fund from the EDA.

Ray Johnson made a motion repay the County General Fund \$80,586.95 from the EDA's deposit account. Stephanie Dickert seconded the motion. Chairman Partain called for all those in favor of approving the motion to indicate so by saying aye. There was no opposition and the motion approved by unanimous consent.

PROPOSED JOINT CATOOSA COUNTY DEVELOPMENT AUTHORITY AND DEVELOPMENT AUTHORITY OF CATOOSA COUNTY PURCHASING POLICY RESOLUTION

Attorney Chad Young presented a resolution for the formal adoption of purchasing policies by the Catoosa County Development Authority and the Development Authority of Catoosa County. These policies reflect the Catoosa County Government's purchasing policies with the addition of adding EDA Chairperson and EDA Board approval where appropriate.

Stephanie Dickert made a motion on behalf of the Catoosa County Development Authority and the Development Authority of Catoosa County to approve the joint resolution adopting purchasing policies as presented. Ray Johnson seconded the motion. Chairman Partain called for all those in favor of approving the motion to indicate so by saying aye. There was no opposition and the motion approved by unanimous consent.

PROPOSED JOINT CATOOSA COUNTY DEVELOPMENT AUTHORITY AND DEVELOPMENT AUTHORITY OF CATOOSA COUNTY PURCHASING GUIDELINES RESOLUTION

Attorney Chad Young presented a resolution for the formal adoption of purchasing guidelines. These guidelines outline the processes by which pay requisitions are submitted and approved.

Stephanie Dickert made a motion on behalf of the Catoosa County Development Authority and the Development Authority of Catoosa County to approve the joint resolution adopting purchasing guidelines as presented. Lisa Headrick seconded the motion. Chairman Partain called for all those in favor of approving the motion to indicate so by saying aye. There was no opposition and the motion approved by unanimous consent.

REPORTS/DISCUSSIONS

ECONOMIC DEVELOPMENT DIRECTORS REPORT

Economic Development Director Keith Barclift updated the board on the TVA InvestPrep visit scheduled for June 18.

Barclift fielded six RFI requests and had one industry visit since the last meeting. All project RFIs have been closed due to lack of available pad ready sites.

Barclift also reported on previous activities include the TVA TMS Showcase presentation, the Top of Georgia's FAM Tour, and the design for the Business Park sign. In addition, He presented for the Catoosa Chamber Leadership class, attended

various meeting for the Catoosa County College and Career Academy, and attended the Greater Chattanooga Economic Partnership's Business Development Committee meeting.

INCENTIVES DISCUSSION

Economic Development Director Keith Barclift presented the board with his updated incentives recommendations. He suggested that the board may want to appoint a committee to make a formal recommendation to EDA board for approval. Chairman Partain appointed Ray Johnson, Stephanie Dickert, Michael Signiski, and himself to serve on the committee along with two County Commissioners to be chosen by Commission Chair Stephen Henry.

EXECUTIVE SESSION

None required.

OPEN SESSION

Board Member Ray Johnson inquired about the pay back of the indebtedness to the county's general fund and whether or not that bond would need to be approved by July 1. Attorney Chad Young said that the July 1 deadline was only an issue if the county had need of the cash flow. Young reported that the County Manager and CFO were working on solutions to repay the debt, but that there was not immediate need to issue a bond.

ADJOURN

Stephanie Dickert made a motion to adjourn the meeting. Ray Johnson seconded the motion. Chairman Partain called for all those in favor of approving the motion to indicate so saying aye. There was no opposition and the motion approved by unanimous consent. The meeting adjourned at 4:32 p.m.