



## **REGULAR MEETING MINUTES**

**May 7, 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 May 7, 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 4:05pm and established that a quorum was present.

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

### **AGENDA SETTING**

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

***No changes were made to the posted agenda.***

### **MINUTES**

**PROPOSED APPROVAL OF MINUTES OF REGULAR EDA MEETING HELD ON April 9, 2019**

Corrected various dates listed on minutes.

***Charles Lancaster made a motion to approve the minutes of the regular EDA meeting held on April 9, 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.***

### **OLD BUSINESS**

#### **NAMING COMMITTEE UPDATE**

Chairman Partain gave an update on the Naming Committee. The committee recommended keeping the name of the park simple and geographically defining. Naming rights would be offered on the future access road if required for an incentive. In addition, "Business Park" as opposed to "Industrial Park" was chosen. "North Georgia Business Park" was adopted as the name for current "Catoosa County Industrial Site."

### **NEW BUSINESS**

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

Keith Barclift presented Pay Application Number 3 for NABCO Electric Company, Inc for their work on the traffic signal at the US HWY 41 Project site. Current payment due is \$38,469.50 which includes a 50/50 split with the City of Fort Oglethorpe bringing the total due from the Catoosa County Economic Development Authority to \$19,234.80. The remaining balance due on this includes the retainage of \$22,182.80. There is a 30-day hold on the retainage until GDOT verifies the functionality of traffic signal.

***Stephanie Dickert made a motion approve Pay Application Number 3 for NABCO Electric Company, Inc in the amount of \$38,469.50. Michael Signiski 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.***

#### **PROPOSED APPROVAL OF PAY APPLICATION US HWY 41 Project – Brown Brothers, Inc.**

Keith Barclift presented Pay Application Number 4 for Brown Brothers, Inc. for their work on the Stateline Access Road on the US Hwy 41 Project. Current payment due is \$23,541.55 which includes a 50/50 split with the City of Fort Oglethorpe bringing the total due from the Catoosa County Economic Development Authority to \$11,770.77. This amount is for the retainage on the Stateline Access Road portion of the US HWY 41 Project and will bring the balance to finish on this portion of the project to zero.

***Tammy Cole made a motion to approve Pay Application Number 4 for Brown Brothers, Inc. in the amount of \$23,541.55. 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 was approved by unanimous consent.***

#### **RATIFICATION OF S&ME PROPOSAL**

Keith Barclift presented a proposal from S&ME for ratification. In order to move forward with the demolition of the abandoned dwelling located at 11671 US Hwy 41 on the North Georgia Business Park, lead paint and asbestos testing are required in order to determine which hazardous materials will need to be disposed of prior to demolition. Barclift reported that County Manager Alicia Vaughn and Board Chair Rick Partain approved the \$2,600 proposal as per County purchasing policies; however, because the board has not adopted any formal purchasing policies, ratification of the proposal is requested.

***Charles Lancaster made a motion to ratify the S&ME proposal in the amount of \$2,600. 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 was approved by unanimous consent.***

#### **REPORTS/DISCUSSIONS**

##### **ECONOMIC DEVELOPMENT DIRECTORS REPORT**

Keith Barclift gave an update on the North Georgia Business Park which included the lead paint and asbestos testing, final uploads of aerials post-bush hogging, and conversations with Kinder Morgan regarding the natural gas transmission line. In addition, the TVA InvestPrep Application has moved forward to the Site Visit phase which is scheduled for June 18. Barclift will develop a design for a temporary sign for the Business Park and seek a reimbursement from Top of Georgia – he will send a design out for feedback to the board prior to finalization.

Barclift fielded one RFI request and had two industry visits since the last meeting.

The Northwest Georgia Joint Development Authority and Top of Georgia's FAM Tour will kick off on Wednesday and last through Friday. There is a reception on Thursday at 6:00 pm at the Ringgold Depot.

##### **PURCHASING POLICIES DISCUSSION**

Keith Barclift recommended the Catoosa County Economic Development Authority formally adopt Catoosa County's purchasing policies with the addition of adding EDA Chair and Board on the appropriate levels. In addition, he recommended adopting similar policies as it pertains to EDA revenues generated by sale of land, bond fees, PILOT payments, or other similar non-tax payer funds. Barclift will develop draft policies to for review at the next meeting.

Board Chair Rick Partain also recommended adopting Catoosa County's investment policy as well.

#### **EXECUTIVE SESSION**

None required.

**OPEN SESSION**

Board Member Ray Johnson inquired about the status of the bond issuance to repay the EDA's debt to the Catoosa County general fund. County Manager Alicia Vaughn reported that the County is working towards options and will have an update for the board in the future.

**ADJOURN**

*Stephanie Dickert made a motion to adjourn the meeting. Tammy Cole 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 was approved by unanimous consent. The meeting adjourned at 4:43 p.m.*