



REGULAR MEETING MINUTES

NOVEMBER 16, 2017 4:00PM

PUBLIC MEETING ROOM- CATOOSA COUNTY ADMINISTRATION BUILDING

800 LAFAYETTE STREET

RINGGOLD, GEORGIA

TIME AND PLACE OF THE MEETING

The regular meeting of the Catoosa County Development Authority/ Development Authority of Catoosa County was held on Wednesday November 16, 2017 at 4:00 pm in the Public Meeting Room of the Catoosa County Administration Building, 800 Lafayette Street, Ringgold, Georgia.

CALL TO ORDER

Chairman Randall Peters called the meeting to order at 4:06 pm and established that a quorum was present. The following members were present: Tammy Cole, Rodney Crowe, Jim Emberson, Randall Peters and Mike Signiski. *Stephanie Dickert, Lisa Headrick, Rick Partain and Scott Smith were absent.*

AGENDA SETTING

Additions: None

Modifications: None

Remove: None

MINUTES

Randall Peters made a motion to approve the minutes of the regular EDA meeting held on September 12, 2017. Tammy Cole second the motion with a proposed edit to the invoice amount for GeoServices, LLC for project jump from "\$3,9003" to "\$3,903". Chairman Peters called for all those in favor of approving the motion with the edit to indicate so by saying aye. There was no opposition and the motion was approved by unanimous consent.

NEW BUSINESS

PROPOSED RATIFICATION & APPROVAL OF BROWN BROS. PAY APPLICATION NO. 4 FOR PROJECT JUMP

Attorney Chad Young explained that Brown Bros. Inc. is performing Project Jump site work. The pay application, which is for \$178,706.25 for work performed through October 2, 2017, has already been paid. Chief Financial Officer Carl Henson requested the pay application be paid out of 2016-2017 fiscal year, which ended on September 30, 2016. Attorney Chad Young proposed the pay application be ratified by the board. The engineer has certified the pay application and has verified the work has been done in the field. For reference purposes, Attorney Young stated total original contract amount is \$1,418,000. Total retainage (10%) would be \$132,700.

Rodney Crowe made a motion to ratify pay application 4 of Brown Bros. for Project Jump in the amount of \$178,706.25. Mike Signiski second the motion. Chairman Peters 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 RATIFICATION & APPROVAL OF INVOICES FROM GEOSERVICES, LLC FOR GEOTECHNICAL TESTING FOR PROJECT JUMP SITE WORK

Attorney Young stated the proposed ratification is the Invoice from GeoServices, LLC for sitework for Project Jump. The first invoice covers all services from July 30, 2017 to September 2, 2017 for a total amount of \$2,073. The second invoice covers all services from September 3, 2017 to September 30, 2017 for a total amount of \$277.50. Both invoices have

been reviewed and approved by the project engineer and is part of the site cost for the project. Chief Financial Officer Carl Henson also paid these invoices out of 2016-2017 fiscal year, which ended on September 30, 2016.

Tammy Cole made a motion to ratify the invoices from GeoServices, LLC for Project Jump in the amount of \$2,073 and \$277.50. Rodney Crowe second the motion. Chairman Peters 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.

ANNOUNCEMENT OF OFFICER ELECTION

Chairman Randall Peters announced upcoming EDA officer elections during the next regularly scheduled EDA meeting in December. Randall stated he intends to step down as Chairman of the Board. Newly elected officers begin their positions starting January 1, 2018.

REPORTS/ DISCUSSION

ECONOMIC DEVELOPMENT COORDINATOR REPORT

Taylor Kielty had 1 new lead since the last meeting. The lead came from an existing manufacturing/distribution company that is looking to expand. She also discussed Georgia Northwestern Technical College's Apprenticeship Program that combines classroom training with on-site training. Employers can use the Apprentice program to recruit and train new employees and to upskill their current workforce. In addition, she performed an existing industry visit at Happy Feet International with Stephanie Scarce (GDEcD) and Keith Barclift (NWGJDA), as well as Signal Machine Company with Stephanie Scarce (GDEcD) and Patty Hart (GNTC). Signal Machine Company is interested in pursuing apprenticeship program with Georgia Northwestern Technical College. Taylor also plans on attending Development Authority Board Training in Statesboro, GA through Georgia Power on December 6, 2017.

ADJOURN

Jim Emberson made a motion to adjourn the meeting. Tammy Cole second the motion. Chairman Peters 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. The meeting adjourned at 4:22 p.m.