Stockbridge

Where Community Connects

City of Stockbridge
Citywide Development Authority

STOCKBRIDGE

Development Authority

Ariel Shaw, Chair

Terri Gleaton, Vice Chair

LaKeisha Gantt, Secretary

Gadson Woodall, Treasurer

Monica Jones, Board Member

Kim Mays, Board Member

Ivy D. Sears, Board Member

Vacant, Board Member

Vacant, Board Member

Frederick Gardiner, City Manager

Vacant, Economic Dev. Director

Vanessa Holiday, Recorder

STOCKBRIDGE CITY HALL
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Citywide Development Authority Meeting Agenda
September 10, 2024 6:00 PM

Citywide Development Authority (DA) The work of development authorities is crucial for the ability for local government to create a legacy of sustained prosperity and requires strong leadership from board members, staff, and elected officials. The Citywide Development Authority is a (7) seven-member authority consisting of (6) residents of the City and/or business owners and operators preferably with subject-matter expertise such as attorneys, realtors, developers, and zoning experts and (1) member of the Governing Body. The directors shall be taxpayers residing in the county or municipal corporation for which the authority is created, and their successors shall be appointed as provided by the resolution provided for in Code Section 36-62-4

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AGENDA
CITYWIDE DEVELOPMENT AUTHORITY MEETING
CITY OF STOCKBRIDGE

TUESDAY, SEPTEMBER 10, 2024 6:00 PM

I. Welcome & Call to Order - Chair

II. Roll Call - Secretary

III. Approval of Agenda

IV. Old Business

1. Review and Approve July 9, 2024 Minutes

V. New Business

2. Chair Updates
3. Economic Development
4. Finance and Treasurer Updates

VI. Executive Session Real Estate Matters

VII. Adjourn

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Citywide Development Authority

Citywide Development Authority
Meeting Minutes
Tuesday, July 9, 2024
Stockbridge City Hall Levi Meeting Room 6:00 P.M.

Ariel Shaw, Chair Present	Vacant Board, Secretary
Vacant, Vice-Chair	Gadson Woodall, Treasurer Absent
Kim Mays, Board Member Present	Ivy D. Sears, Board Member Present
Monica Jones, Board Member Present	Terri Gleaton – Board Member Present (arrived at 6:09 p.m.)
LaKeisha Gantt, Councilmember Present (arrived at 6:21 p.m.)	Elle Whigham, Board Attorney Present

Also Present: City Clerk, Vanessa Holiday
City Manager, Frederick Gardiner

The Meeting was called to order by Chair Shaw at 6:04 p.m.

Roll Call by Chair Shaw; all members were present except Board Members Woodall, Gleaton and Councilmember Gantt.

Motion to approve the Agenda was made by Chair Shaw; seconded by Board Member Mays. The motion passed unanimously 4-0.

Chair Shaw welcomed new Board Members Kim Mays, Ivy D. Sears, and Monica Jones. Each new member introduced themselves and gave an overview of their background and experience.

Chair Shaw introduced Attorney Elle Whigham of Denmark Ashby, who will assist with legal matters.

Board member Gleaton joined the meeting at 6:09 p.m.

City Manager, Frederick Gardiner, Chair Shaw, and Board Member Gleaton introduced themselves and gave an overview of their background and experience.

City Clerk, Vanessa Holiday, was introduced to the Board's new members.

Motion to amend the Agenda moving the Bylaws to Item 5A was made by Chair Shaw; seconded by Board Member Mays. The motion passed unanimously 5-0.

<u>Chair Updates</u>
Chair Shaw referenced the upcoming Economic Development in Savannah, GA September 18 – 20, 2024, and noted the conference is the same week as Henry County Schools Fall Break, and associated fees paid by the Board.

Chair Shaw, and Board Members Gleaton and Ivey noted they would attend the GEDA Conference. Chair Shaw noted Board Members Jones and Ivy are scheduled to attend mandated Development Authority training in August.

Chair Shaw referenced the Broker's Open event that will take place at the Amphitheater Green Room on August 21, 2024 from 4pm – 9pm and is looking for to the 2nd one being as successful, if not more, than the first Broker's Open, and thanked Board Member Gleaton for her sponsorship of the first event, noting she was not a member of the board at the time.

Councilmember Gantt joined the meeting at 6:21 p.m.

Chair Shaw motioned to allocate $1,500 from the budget for event expenses; seconded by Board member Gleaton. The motion passed unanimously 6-0.

Chair Shaw referenced the closing on Parcel ID No. 032-01030015 on June 25, 2024 for a hotel on North Park Trail, and that all funds in the amount of $679,866 have been received, and noted a copy of the Settlement Statement would be submitted to the City Clerk for recordkeeping, and noted the agreement with the City is once the properties that are transferred to CDA close, the percentage split is negotiated. Councilmember Gantt noted she would advise the Council of the closing.

Attorney Whigham presented a Resolution to approve the hiring of a Commercial Broker with a 5% fee.

Chair Shaw noted The Thomas Agency and T. Dallas Smith presented to the Board.

The Board by consensus agreed that all members of the board need to review the presentations and Minutes; the City Clerk stated all requested information would be sent to all members.

Motion to approve the Board moving forward with hiring a Commercial Broker with a 5% commission and the selection of the firm at a future meeting was made by Chair Shaw; seconded by Board Member Gleaton. The motion passed unanimously 6-0.

Attorney Whigham presented a Resolution to approve the Executive Director position.

Chair Shaw noted the salary would be $59,850 w/benefits, noting the Board Members are volunteers and the Board needs administrative support to carry out the city's vision; and noted the number of Economic Development Directors that have turned over in the last 3 years, and the board needs consistency and accountability from city staff, noting to this point it has been a heavy lift by the Board with creating the website, video, pictures, and needing to get a banner made for several weeks now is why this board, which is very aggressive, is needing a dedicated person in that role.

Mr. Gardiner noted the position would be a duplication of services and asked the Board to allow the city to bring the Economic Development Director on board and have a chance to offer support to the board.

Board Member Gleaton agreed with Mr. Gardiner, noting the key will be checks and balances, accountability, and administrative support from city staff.

Chair Shaw asked for information regarding the Façade Grant.

Councilmember Gantt stated her recollection as a former member of the DDA Board was a committee that updated the Façade Grant and brought it to the City Council for approval.

Mr. Gardiner noted that if the Board wants a Façade Grant Program, approve it, and let staff do the work; noted the DDA's Program has been updated, and the CDA should seek out specific corridors as target areas.

Councilmember Gantt asked that the Economic Incentives and Programs be submitted to the Board.

Board Member Gleaton asked how the Board will receive administrative support.

Councilmember Gantt stated she would meet with the City Manager to discuss personnel needs for support for the board.

Motion to Table the Resolution to hire an Executive Director indefinitely was made by Chair Shaw; seconded by Councilmember Gantt. The motion passed 5-1 (Gleaton Opposed).

Attorney Whigham presented the Bylaws Amendment Resolution.

Motion to approve the Bylaws Amendment Resolution with amendments to <u>Section 3.1 Membership</u> to include the verbiage at least (7) seven members and

Section 5.3 Duties of Chairperson was made by Board Member Gleaton; seconded by Board Member Mays. The motion passed unanimously 6-0.

Motion to remove Subcommittee from the Bylaws was made by Board Member Gleaton; seconded by Board Member Mays. The motion passed unanimously 6-0.

Following review of the Minutes, Chair Shaw motioned to approve the May 14, 2024 Summary Meeting Minutes was made by Councilmember Gantt; seconded by Board Member Gleaton. The motion passed unanimously 6-0.

Chair Shaw noted resignations from Samantha Samuels and Mark Glenn have been received and accepted.

Motion to appoint Terri Gleaton, Vice-Chair was made by Chair Shaw; seconded by Board Member Gleaton. The motion passed unanimously 6-0.

Motion to appoint LaKeisha Gantt, Board Secretary was made by Chair Shaw; seconded by Board Member Gleaton. The motion passed unanimously 6-0.

Executive Session

Motion to convene Executive Session for Real Estate at 7:37 p.m. was made by Chair Shaw; seconded by Councilmember Gantt. The motion passed unanimously 6-0.

Motion to adjourn Executive Session at 8:22 p.m. was made by Chair Shaw; seconded by Board Member Gleaton. The motion passed unanimously 6-0.

Motion to sign an Executive Session Affidavit was made by Chair Shaw; seconded by Board member Gleaton. The motion passed unanimously 6-0.

Motion to reconvene the meeting. was made by Chair Shaw; seconded by Board member Gleaton. The motion passed unanimously 6-0.

Motion to approve a Resolution to request the transfer of parcels 032-01033000 and 032-01030031 for properties located at 176 and 185 North Park Trail from the City of Stockbridge to the Citywide Development Authority was made by Chair Shaw; seconded by Councilmember Gantt. The motion passed unanimously 6-0.

Motion to adjourn the meeting at 8:26 p.m. was made by Chair Shaw; seconded by Councilmember Gantt. The motion passed unanimously 6-0.

Minutes recorded by: Vanessa Holiday, City Clerk

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