

Hapeville Development Authority
3468 North Fulton Ave.
Hapeville, GA 30354
May 3, 2018 6:30PM

MINUTES

1. Call to Order: The meeting was called to order at 6:32PM at 3468 N. Fulton Avenue, Hapeville, GA 30354.
2. Roll Call:
 - Katrina Bradbury
 - Matt Morrison
 - Alan Hallman - absent
 - Richard Murray
 - J. Allen Poole
 - Tania Wismer – absent
 - James Newton – arrived at 6:36PM
 - John Stalvey
 - Susan Bailey
3. Approval of Minutes for April 5, 2018 - Chairman Bradbury entertained a motion to approve April 5, 2018 meeting minutes:
MOTION: Richard Murray made a motion to approve April 5, 2018 meeting minutes, John Stalvey seconded. Motion carried 5-0.
4. Approval of Executive Session Minutes – April 5, 2018. John Stalvey mentioned the misspelling of his name in the minutes and Susan Bailey said the date needs to be corrected.
MOTION: Susan Bailey made a motion to approve the minutes, Matt Morrison seconded. Motion carried 5-0.
5. Financial Report – Chairman Bradbury stated that the only comment she has about the financial report is there are some funds that have come into the Development Authority from the TowerCom leases that will need to be transferred to the city. Other than this, we've had mortgage collection and property maintenance paid. Susan Bailey asked does the Development Authority only have one mortgage – Bittersweet? Chairman Bradbury confirmed this, stating that they are caught up. She said she would have to look up how much longer Bittersweet has on their mortgage since she didn't remember the end date. Richard Murray asked about a simpler version of the financial report. Chairman Bradbury said that at the last meeting, it was said the city was short staffed.
6. Old Business
 - 6.I. Environmental Update and Sign Placement for 748 Virginia Avenue – David Burt stated he received an email that they are scheduled to start Tuesday and it'll take 2-3 days. He is hoping to have a report back before the next meeting. The report is concerning the second phase of the remediation. May have to mark off the section with caution tape because people from Slideways tend to park over there. Can place tape out on Monday evening. Richard Murray said to see if the city has any cones first. David Burt said he can make signs to post that can say "site work begins

Tuesday, May 8, no parking after that date and towing enforced". Matt Morrison asked are we going to touch bases with Slideways, so they can help support this? David Burt said he'll tell Slideways the date.

David Burt said they have the sign. A permit for a permanent one is involved but can do a temporary permit for 30 days and can renew if needed (2 - 30-day increment within a year). Matt Morrison asked how long will phase two go with duration? David Burt replied by saying he didn't know, but hopefully their plan will say to monitor for two years. He will ask how long it'll be before the report is ready.

Everyone agreed that doing a temporary permit for the sign would be good and to renew if needed. If wanting to keep it longer, Chairman Bradbury will fill out the paperwork for a permanent permit. Either, John Stalvey or Richard Murray will have the sign. Also, Chairman Bradbury will reimburse Richard Murray in the amount of \$97.20 for the sign.

7. New Business

7.1. Consideration and Action on Separating the Secretary and Treasurer Position – Chairman Bradbury said at the last meeting, the Authority voted James Newton to continue as the Secretary/Treasurer. After the former City Clerk resigned, it left the position vacant and Mike Rast had gone to Council, so she was the only remaining officer. She thought that the Authority should talk about it and mentioned that Crystal Epps is available as the City makes her available for the secretarial functions as far as the minutes and agendas. Both positions (Secretary and Treasurer) are in the by-laws, however, we can combine them as it has been done in the past. Also, in the past, the City has made available the finance department to assist with the treasury function as well. Chairman Bradbury said clearly, we have Crystal doing the functions of the secretary.

Susan Bailey asked is the description in the by-laws still relevant to the position, and should the Authority look over the by-laws and make changes to fit the functions of today's Authority? Chairman Bradbury said currently the City maintains the financials on the City system which is also available to the auditors, so she doesn't think that it should be pulled off the system.

Chairman Bradbury said that the Authority should have more conversation on how the language should be re-worded in the by-laws concerning the positions. Susan Bailey suggested that all read over the by-laws and make recommendations for changes and to bring back to the next meeting.

J. Allen Poole said he didn't interpret that James Newton would stay in the position permanently. Chairman Bradbury stated that the Secretary/Treasurer position has been filled as one position because the by-laws allows for that; stating that we don't have to do it that way, but it does allow for that. James agreed to do it during that interim and then at the last meeting while voting for officers, we voted for James to continue being Secretary/Treasurer. Chairman Bradbury said she is open for ideas. J. Allen Poole said it would operate smoother with the City Clerk being both as we've operated in the past.

John Stalvey said he agrees with this; however, he feels that we still need to look over the by-laws and see if anything needs changing. Chairman Bradbury added that Crystal can read over the by-laws too. Susan Bailey said for everyone to send thoughts to the Chairman.

Chairman Bradbury said that the agenda was written in a way that we could act on separating the Secretary/Treasurer position, but it doesn't cover re-electing the Secretary/Treasurer. Susan Bailey said James Newton would need to resign as Treasurer.

MOTION: John Stalvey made a motion to table 7.1 item until the next meeting, so everyone could review the by-laws and send the Chairman their thoughts, Susan Bailey seconded. Motion carried 6-0.

7.II Landscaping Contract –Chairman Bradbury said that contract was brought up due to talks of getting the Willingham property cleaned up. The Hunts do not want to take this on; they basically want to cut grass. Her concerns with going forward with paying someone to clean all this up, is that the Authority would want to add in the new agreement that this is maintained as well.

Chairman Bradbury went over the properties included in the current contract, stating that 917 is no more.

Richard Murray asked how did the liability insurance requirements come about in the current contract? He suggested that the Authority check and see what the City's requires for construction projects.

Chairman Bradbury stated that the Willingham parcel is sort of the gateway into the City. She has someone now that she is waiting on to give a price on the initial clean up of it. As we talk to people about the contract, we can see if they're interested in that. That would be a separate project. She asked does the Authority has anyone they would like to ask? Or, can post out for bid. John Stalvey said the Authority can post it and the City as well. Chairman Bradbury said that we need to find out what the insurance requirements are, so it can be added in the bid. Richard Murray said we need to clearly define the clean up first. Susan Bailey said the properties will need to be shown because there are no addresses on most of the streets. And before the Authority puts it out to bid, let's designate someone that is available to see what each property needs.

Richard Murray, John Stalvey and Matt Morrison volunteered to walk it and send pictures to everyone. They will make a list of what all they think need to be done.

8. Economic Development Update – None

9. Public Comment – George Rogan

10. Adjourn –

MOTION – Susan Bailey made a motion to adjourn at 7:21PM, Richard Murray seconded. Motion carried 6-0.

Respectfully submitted,

Katrina Bradbury, Chairman

Crystal Griggs-Epps, City Clerk