



**City of East Point
Monthly Meeting Summary
Business and Industrial Development Authority**

Thursday, April 4, 2019
3121 Norman Berry Drive
East Point, GA 30344
6:30 pm

I. Call to order

Chairperson, Ms. Dharman, established a Call to Order of the East Point Business and Industrial Development Authority (BIDA) meeting at 6:37 pm.

Board Members Present:

Tina Dharman (Chairperson), Brittany Byrom, Joseph Johnson (Vice-Chairperson), Steven Rogers, Mayor Deana Holiday Ingraham, Jackie Slaughter Gibbons, Margaret McClure and Norman Urquhart

Others Present:

Kirby Glaze (Legal Counsel), Regina Scott-Carter (Secretary-Treasurer), and Nyomi Haynes (Recording Secretary)

II. Adoption of Agenda

Chairperson Dharman requested a motion be made to approve today's agenda. Mayor Deana Holiday-Ingraham made a motion to approve the agenda as printed and Mr. Joseph Johnson seconded the motion. The agenda was approved unanimously, and the motion carried.

III. Approval of the Meeting Summary from the following meeting:

March 7, 2019 meeting summary.

The Chairperson requested a motion be made to approve the March 7, 2019 meeting summary. Ms. McClure placed the motion up for discussion. Ms. McClure felt that the motion to approve the March 7, 2019 minutes should be tabled due to the following corrections:

1. On page one (1), under the header "*Adoption of the Agenda*" where it stated "...Mr. Johnson motioned to move the adoption of the agenda and move the authority fee structure to new business." It should have stated "...the agenda was adopted as amended."
2. On page one (1), under the header "*Legal Report*", where it stated, "... "... Soccer In The Streets has submitted their plans to the City. Mr. Johnson motioned to approve SITS as presented, Ms. Pritz seconded the motion. **Approved unanimously, the motion carried.**

The acronym for “Soccer in The Streets” (S.I.T.S.) should have been used after the spelling of the organization’s name.

3. On page two (2), paragraph one (1), under sub-header “*Changing their Fee Structure*” where it stated, “... So, to avoid that he recommends charge it all upfront and collect it at one time, so this way less money over time but more money at closing,” the text should be grammatically corrected to reflect specifically who “he” is referring to – Mr. Glaze or Mr. Rogers.
4. On page 2, paragraph one (1), under sub-header “*Changing their Fee Structure*” where is stated “...*That amount cannot raise the yield amount of the bond more than 1/8 of 1 percent over the lifetime of the bond.*” It should reflect when writing numbers, specifically, where “1/8 of 1%” the digit one percent should be written out with the numeric number enclosed within parenthesis.
5. On page 2, under the header “*Adjournment*” where it stated “...*Having no further business, the meeting properly adjourned at 6:54 pm following a unanimous adoption of a motion made by Ms. Pritz seconded by Mr. Urqhart. Approved **unanimously, the motion carried.***” It should follow in proper order to show that a motion was made prior to the adjournment.

Ms. Dharman asked if the board would like to table the minutes or approve them with the stated corrections. Ms. McClure responded with a motion to table the approval of the minutes until corrections are made. Ms. McClure added to the motion that the minutes be given prior to a 24-hr. notice prior to the meeting. Ms. Dharman agreed and noted they must be posted 24-hrs prior to the meeting itself online and where regular city meetings are normally posted. Ms. Carter stated the agenda is sent to Customer Care, the City Annex, the Clerk’s Office at Jefferson Station and IT for the website. Ms. Dharman then stated going forward to be sure the agenda and minute summary be forwarded and posted one week prior to the meeting. The motion was seconded by Mr. Johnson. The motion as amended was approved unanimously, and the motion carried.

IV. Chairperson’s Report

Ms. Dharman asked about Board Member Training. She stated Ms. Pritz and Ms. Byrom are the only two (2) who still need training; therefore, what are the upcoming dates available for them to take the training? Ms. Carter responded the next date is in Savannah on April 26, 2019 and an unknown date in June 2019 for the Atlanta, GA area. Ms. Carter then asked if we would be considered out of compliance with the two of them being untrained board members? Mr. Glaze responded that there was no penalty under law specific to this situation. He also said in general, if there is reasonable effort made to obtain the training the board would not be considered out of compliance.

V. Secretary/Treasurer Report

a. Bank Reconciliation

Ms. Carter informed the board of their bank balance and that there were no outstanding reconciliation items included in the March statement.

b. Insurance

Ms. Carter informed the board that renewal of the General Liability Insurance and the Directors and Officers insurance are due May 16, 2019 and will not be billed until April 16, 2019; therefore, it will be presented next month.

VI. Legal Report

Mr. Glaze reported he had two (2) Items:

a. Soccer In The Street (SITS)

Kirby stated the SITS group reached an agreement with the adjoining property owners as to the terms of their leases. The adjoining property owners used a BIDA type of lease which had no substantive changes needed. However, Sanjay forwarded as they had not been submitted in time to seek the board's approval or amendment by this evening. Thus, Kirby advised Sanjay it would be presented next month for any action that may be needed.

b. Memo on Authority Transaction Fees

The second item included the memo on the Authority Transaction Fees submitted by Kirby in the board package. Ms. Dharman stated that the board needed time to review the fee schedule and since Kristen was not in attendance and that she was the one that specifically asked for a paper copy, Tina would like to revisit it next month. Nonetheless, Kirby brought a couple of errors to the board's attention before moving on with his report.

Madame Mayor asked the question concerning Soccer in the Streets conducting a ground breaking on April 11, 2019: therefore, would not having an executed lease prior impact their ability to have the ground breaking? Mr. Glaze's response was that it will not impact their doing such unless Soccer in the Streets' lease has comments that will make substantive changes to the approved form of the lease. Kirby assured the board he will review SITS comments well in advance of their ribbon cutting.

VII. Old Business

None reported.

VIII. New Business

None reported.

IX. Adjournment

Ms. Dharman asked if all were in favor of adjourning the meeting. All board members voted in favor of adjourning the meeting. The meeting was adjourned at 6:54pm.