



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

Thursday, September 6, 2018

3121 Norman Berry

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 6:35 pm.

Board Members Present:

Tina Dharman (Chairperson), Joseph Johnson (Vice-Chairperson), Brittany Byrom, Margaret McClure, Jackie Slaughter-Gibbons, Kristin Pritz, and Norman Urquhart

Others Present:

Kirby Glaze (Legal Counsel), Rhonda Appleby (Secretary-Treasurer), and Nyomi Haynes (Recording Secretary)

II. Adoption of Agenda

Mr. Urquhart motioned to approve the agenda. Mr. Johnson seconded the motion. **Approved unanimously, the motion carried.**

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

August 2, 2018 meeting summary.

Mr. Urquhart motioned to approve the summary. Mr. Johnson seconded the motion. **Approved unanimously, the motion carried.**

IV. Chairperson's Report

None.

V. Secretary/Treasurer Report

a. Bank Reconciliation

Ms. Appleby informed the board of their low bank balance and that she had spoken with the Finance Director and the City Manager regarding BIDA's compensation for the transfer of the Common's properties. Ms. Appleby mentioned that she was in the process of requisitioning the \$70,000.00; however, she stated that she was unsure of the payment schedule – whether it should be a one-time payment or a schedule of payments. Ms. Dharman said that it was her belief that the payments are to occur on a yearly basis for five (5)

years. Mr. Glaze said that the payments would be structured as compensation for the properties the City was acquiring from BIDA.

b. Approval of Expenses

Ms. Appleby presented Ms. Haynes' invoice for payment. Mr. Johnson made a motion to approve Ms. Haynes' invoice. Mr. Urquhart seconded the motion. **Approved unanimously, the motion carried.**

VI. Legal Report

Mr. Glaze informed the board that he had prepared a document detailing the financial transaction of the Commons' transfer. Mr. Glaze would present the documents to the board for their review once reviewed by the City Attorney.

Ms. Appleby asked if she needed to draft an invoice for the transaction. Mr. Glaze replied that the transaction would be structured as a promissory note from the City to BIDA. Payment on the promissory note will be due each year for the next five (5) years.

Ms. Dharman inquired about a bank deposit of \$2500.00. Ms. Appleby replied that the money was allocated from Economic Development's budget to pay for transcription services.

Ms. McClure inquired about the payment date of the promissory note. Mr. Glaze answered that he intentionally omitted the document's date so that when reviewed by the City Manager and City Attorney, the dates of the payment schedule would be inserted into the document.

Ms. Dharman inquired about the status of the quitclaim deed for 2797 Main Street. Mr. Glaze stated that he had reached out to the City Attorney about the matter, but have not received a reply. He went on to state that he reviewed his past notes and found that the City quitclaimed the property to BIDA because of an error in the way the deed was titled. Ms. Dharman stated that she knew the quitclaim was approved, but was unsure of the property's status. She then asked if BIDA obtained a copy of the quitclaim, could they file the document with Fulton County. Mr. Glaze explained that the board needed the original copy of the deed in order to file with Fulton County. If the quitclaim deed was approved and the paperwork have not been prepared, Mr. Glaze stated that he would prepare the paperwork and reach out to the City Attorney regarding its execution.

VII. Old Business

None

VIII. New Business

Ms. McClure suggested for the board to place the transcriptionist's services on retainer, but not to exceed a specific amount each month. Mr. Glaze stated that the board could take action where the invoices stood approved as long as the invoices do not exceed a certain amount each month and cumulative amount each year. As long as the invoices met those circumstances, the board did not have to take action each month. In the event the invoices exceeded the specified amount, the board would need to take action. Mr. Glaze informed the board that on average Ms. Haynes' invoices did not exceed \$250.00. Ms. Appleby asked about payment for special call meetings. Ms. Dharman replied that as long as the amount did not exceed \$2500.00 per year, then the Chairperson could sign off on the invoices without having the board's approval. Mr. Glaze agreed with Ms. Dharman and further stated that if the amount of the invoices exceed the \$2500.00 limit due to special call meetings, then the board would need to approve the additional invoice amounts.

Mr. Johnson motioned to approve a retainer for transcriptionist services, but not to exceed \$250.00 per month and not to exceed \$2500.00 per fiscal year. Ms. McClure seconded the motion. **Approved unanimously, the motion carried.**

At this point, Mr. Steven Rodgers arrived to the meeting.

Ms. Dharman informed the board that the Soccer in the Streets organization conducted a groundbreaking ceremony in the West End area. The organization was looking into new funding sources to start construction at the East Point or DeKalb site. Ms. Dharman mentioned that she heard Soccer in the Streets had conducted a groundbreaking ceremony on Main Street. Ms. McClure expressed her concerns over the organization conducting a groundbreaking ceremony at Main Street without the board's consent.

Adjournment

Having no further business, the meeting properly adjourned at 6:55 pm following a unanimous adoption of a motion made by Mr. Johnson and seconded by Mr. Urquhart. **Approved unanimously, the motion carried.**