# **Board Meeting Packet**

December 6, 2023

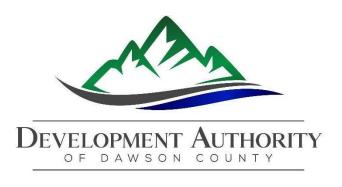


## DAWSON

## 2023 Board of Directors

Brian Trapnell, Chair Jere Allen, Vice Chair Lynn Jackson **Dennis Fedoruk Tony Passarello** Dr. Carroll Turner **Gary Vaughters** 

44 Commerce Drive | **developdawson.org** | 706-265-6278



Development Authority of Dawson County
Special Called Meeting
6:00 PM
December 06, 2023
Location:
Chamber of Commerce
44 Commerce Drive
Dawsonville, GA 30534

Call to Order Announcements Brian Trapnell

Approval of the Quorum & Attendance Brian Trapnell

Approval of Agenda Brian Trapnell

Approval of the Minutes Brian Trapnell

• November 7<sup>th</sup> Regular Meeting

Financial Report Tony Passarello

**New Business** 

P3 Opportunities
 No Action

Mandy Power

• BTD Letter of Intent Action

• Budget 2024 Action

• Update To Quickbooks Software Action

• Meeting Schedule for 2024 Action Kevin Herrit

**Old Business** 

• ETC Project Update No Action Jason Smith

• Grant Workshop/Retail Strategies No Action Kevin Herrit

Chamber Economic Development Update Kevin Herrit

Ex-Officio Reports Mandy Power

Executive Session (If needed)

Brian Trapnell

Adjourn Brian Trapnell



#### Development Authority of Dawson County Regular Meeting Minutes November 7, 2023

**Location:** Meeting conducted at the Dawson County Chamber of Commerce building, located at 44 Commerce Drive, Dawsonville, GA and simultaneously remote meeting via video conference.

**Attendees:** Brian Trapnell, Chair; Jere Allen, Vice-Chair; Tony Passarello, Treasurer; Lynn Jackson, Gary Vaughters.

**Absent:** Dennis Fedoruk, Secretary; Dr. Carroll Turner

Ex-Officio: Dawson County Chamber of Commerce President & CEO Mandy Power.

**Guests:** Director of Economic Development, Kevin Herrit; Economic Development Director for the GA Ports Authority, Taylor Worley; Economic Development Lead with Moffatt & Nichol, Eli J. Falls

**Call to Order.** Called to Order at 6:04 pm by Brian Trapnell, Chair.

- **1. Announcements.** None
- 2. Approval of the advertised Location, Quorum & Attendance. The Chair requested a motion that the meeting was being held in the duly advertised location, a quorum was reached, and board members were in attendance in person or via telephone/video. Confirmation was made that the meeting was submitted to Dawson News & posted. The motion to approve the advertised location, quorum, and attendance was made by Jere Allen and Seconded by Tony Passarello. Passed 5-0. Trapnell, Allen, Passarello, Vaughters, and Jackson were in favor. No discussion. None opposed.
- **3. Approval of the Agenda**. The Chair requested a motion on the draft agenda (previously provided to the Board electronically). Motion to approve the agenda by Gary Vaughters. Seconded by Jere Allen. Passed 5-0. Trapnell, Allen, Passarello, Vaughters, and Jackson were in favor. No discussion. None opposed.
- **4. Approval of the Minutes.** The Chair opened the floor to discuss the regular meeting

minutes of the September 5, 2023, meeting, as previously provided to the Board electronically. The Chair requested a motion to approve the Minutes as presented. The motion was made by Jere Allen to accept September 5, 2023, minutes as written. Gary Vaughters seconded the motion. Passed 5-0. Trapnell, Allen, Passarello, Vaughters, and Jackson were in favor. No discussion. None opposed.

**Financial Report.** Tony Passarello gave an overview of finances (see attached Balance Sheet & Statements of Revenues and Expenses). Motion made by Jere Allen to accept the October 2023 Financial Report as presented. Motion seconded by Gary Vaughters. Passed 5-0. Trapnell, Allen, Passarello, Vaughters, and Jackson were in favor. No discussion. None opposed.

#### 5. New Business.

- **A. GA Ports Authority Inland Port Update.** Taylor Worley presented a PowerPoint presentation that informed the board of how the new Blueridge Connector inland port (BRC) in Gainesville would work and function. Taylor talked about how an inland port worked and what companies would be shipping through the port at its opening in 2026. The board asked several questions on how the inland port worked and what the difference was between an inland port and a multi-modal facility. Mr. Worley completed taking questions and thanked the board for inviting him to present the BRC update. No action was taken.
- **B.** Port Planning Introduction by Moffett & Nichol: Eli Falls with Moffett & Nichol introduced a PowerPoint presentation about port planning and documents that could help the Development Authority if they decided that companies that use train transportation were one of the priority industries they wished to attract. Mr. Falls demonstrated some of the documentation that was created for Murry County concerning the Appalachian inland port and how that information supported Murry County's efforts to acquire Georgia Ready for Accelerated Development (GRAD) certification. He noted that the information contained in the reports allowed Authorities to answer Request For Information (RFI) faster and more precisely when requested from Site Selection Companies. The board thanked him for the presentation. No action was taken.
- C. Support Letter for Dawson County Recreational Trails Program Grant (RTP): Director Herrit presented to the board for their consideration a support letter that indicated their support for a request to submit for funding to create a walking and biking trail at the new County Park designed for low intensity active and passive use. Director Herrit indicated that the letter had been signed and was forwarded to the County for inclusion after consultation with officers of the Board. However, due to time constraints for submittal and the Regular standing board meeting, staff lacked sufficient time to present this to the entire board for approval before the county must apply. The board approved the support letter with a vote of 5-0 in favor of the letter. Jere Allen made the motion, and Lynn Jackson seconded it.

#### 6. Old Business.

**A, ETC Project Update**: Jason Smith, via email, stated that they continue to market to customers in the service area and sign on new customers. Jason indicated they only had a few more customers on their list to connect and would be looking to submit the final reimbursement request by the end of 2023. No motions were made.

- **B. Grant Workshop with Retail Strategies:** Director Herrit gave a brief summary of the upcoming Workshop with Retail Strategies and Valdosta State. He directed the board to review the documentation about the workshop included in the agenda packet. He asked if anyone would like to attend the workshop in the last vacant set to let President and CEO Mandy Power or himself know before the December 12<sup>th</sup> workshop date. No action was needed for the workshop.
- **7. Economic Development Report.** President and CEO Ms. Power presented an Economic Development update. No motions were made.
- **8. Ex-Officio Reports.** President and CEO Ms. Power updated the board on events and initiatives that the Dawson County Chamber of Commerce scheduled over the next few months. No action was taken, and no motions were made.
- **9. Executive Session.** No executive session was required.
- **10. Adjournment.** The motion to adjourn was presented by Gary Vaughters and seconded by Jere Allen. All attendees were in favor, and the meeting was adjourned at 7:38 p.m.

Respectfully submitted,

Dennis Fedoruk, Secretary - Development Authority of Dawson County

## **Development Authority of Dawson County** Balance Sheet All Transactions

	Dec 5, 23
ASSETS Current Assets Checking/Savings 1100-CASH 105 - 105-DADC Operating 7308	330,267.03
Total 1100-CASH	330,267.03
Total Checking/Savings	330,267.03
Accounts Receivable Accounts Receivable	1,500.00
Total Accounts Receivable	1,500.00
Total Current Assets	331,767.03
Fixed Assets 1152 - Furniture and Equipment 1154 - Accumulated Depreciation	10,561.83 -7,535.50
Total Fixed Assets	3,026.33
TOTAL ASSETS	334,793.36
LIABILITIES & EQUITY Liabilities Current Liabilities Accounts Payable 130 Accounts Payable	14,594.19
Total Accounts Payable	14,594.19
Total Current Liabilities	14,594.19
Total Liabilities	14,594.19
Equity 13900 - Retained Earnings 13901-Invested Capital Assets Opening Balance Equity Net Income	11,208.69 3,027.00 -4,753.05 310,716.53
Total Equity	320,199.17
TOTAL LIABILITIES & EQUITY	334,793.36

## **Development Authority of Dawson County** Revenues and Expenses January through December 2023

	Jan - Dec 23	Budget	% of Budg	et
Ordinary Income/Expense				
Income 305-INCOME				
1305.2 Other - EMC Donations 1343-Kroger Capital Lease PILOT 1355-County Subsidy	11.40 91,873.39 300,000.00	103,375.00 300,000.00	88.9% 100.0%	
Total 305-INCOME	391,884.79	403,375.00		97.2%
310-GRANT INCOME 1352-Broadband Grant	949,623.83	500,000.00	189.9%	
Total 310-GRANT INCOME	949,623.83	500,000.00		189.9%
340-INTEREST INCOME 1340 - Interest UCB 7308	314.67	173.00	181.9%	
Total 340-INTEREST INCOME	314.67	173.00		181.9%
350-BOND REVENUE 305.2-Bond Fees-Kroger 350.3-The Peaks of Dawsonville	0.00 5,000.00	1,500.00	0.0%	
Total 350-BOND REVENUE	5,000.00	1,500.00		333.3%
Total Income	1,346,823.29	905,048.00		148.8%
Expense 5100-ACCOUNTING AND AUDITING 1507-Audit Services	1,500.00	1,500.00	100.0%	
Total 5100-ACCOUNTING AND AUDITING	1,500.00	1,500.00		100.0%
5115-CONFERENCES/SEMINARS 1535 - Business Meeting/Luncheo 1709 - Conference/Seminars	1,150.81 150.12	900.00	127.9%	
Total 5115-CONFERENCES/SEMINARS	1,300.93	900.00		144.5%
5125-OFFICE EXPENSE 1101-General Supplies	0.00	500.00	0.0%	
Total 5125-OFFICE EXPENSE	0.00	500.00		0.0%
5130-OPERATING EXPENSES 1901-Directors & Officers Insur	2,830.00	2,830.00	100.0%	
Total 5130-OPERATING EXPENSES	2,830.00	2,830.00		100.0%
5135-PROJECTS 1424 PILOT - Kroger 1430-Business Retention 1440-Operating Reserves 1452-Broadband Grant 1460.1 Grant Matching Fund 1470-Project Fund	90,373.40 1,350.00 0.00 949,623.83 2,500.00 30,212.50	103,375.00 5,000.00 50,000.00 500,000.00 2,500.00 40,000.00	87.4% 27.0% 0.0% 189.9% 100.0% 75.5%	
1491 - Business Recruitment	0.00	3,000.00	0.0%	
Total 5135-PROJECTS	1,074,059.73	703,875.00		152.6%
5160-TRAINING 1605-Training/Conferences	0.00	5,248.00	0.0%	
Total 5160-TRAINING	0.00	5,248.00		0.0%
5165-Travel/Entertainment 1535-Meals 1536-Board Retreat 1537-Hotels	0.00 2,367.31 0.00	1,200.00 2,000.00 1,000.00	0.0% 118.4% 0.0%	

3:47 PM 12/05/23 **Accrual Basis** 

## **Development Authority of Dawson County** Revenues and Expenses January through December 2023

	Jan - Dec 23	Budget	% of Budget	
Total 5165-Travel/Entertainment	2,367.31	4,200.00	56	.4%
5200-Consulting & Legal Fees 1502-Legal Fees	1,606.50	25,000.00	6.4%	
Total 5200-Consulting & Legal Fees	1,606.50	25,000.00	6	.4%
5210-Contract Services 11210-Website 1505-Contract Services DCCC	6,420.81 141,713.00	5,800.00 154,596.00	110.7% 91.7%	
Total 5210-Contract Services	148,133.81	160,396.00	92	.4%
6100 - Dues and Subscriptions 6101 - Dues	1,598.00	599.00	266.8%	
Total 6100 - Dues and Subscriptions	1,598.00	599.00	266	.8%
Total Expense	1,233,396.28	905,048.00	136	.3%
Net Ordinary Income	113,427.01	0.00	100	.0%
et Income	113,427.01	0.00	100	.0%



December 5, 2023

BTD Manufacturing, Inc. 55 Impulse Industrial Drive Dawsonville, GA 30535

Re: New 162,000 square foot manufacturing and warehouse facility located in Land Lot 346, 310, 311 and 312, Land District 13 South, Tax Parcels 106-134 & 106-336-001, Georgia Highway 400, Dawson County, GA

Dear	

The Development Authority of Dawson County ("DADC") has a shared commitment and enthusiasm to support this next BTD Manufacturing, Inc. ("BTD") expansion project, a new 162,000 square foot manufacturing and warehouse facility located in Land Lot 346, 310, 311 and 312, Land District 13 South, Tax Parcels 106-134 & 106-336-001, Georgia Highway 400, Dawson County, GA (the "Project"). DADC recently met and confirmed unanimous support to extend an infrastructure benefit for this project in response to BTD's commitment to the following:

Schedule	New Jobs	Investment
[2023-28]	74*	\$32,000,000

<sup>\*</sup> Fifty percent (50%) of the jobs will be filled by residents of Dawson County.

DADC is offering one of the following benefits: (i) matching up to \$200,000 of grant funding awarded through the OneGeorgia Equity program of the Georgia Department of Community Affairs ("DCA"); or (ii) providing funding up to \$150,000 in the event the grant is not awarded, for infrastructure improvements to benefit the Project in the event no grant is awarded. The funding would be applied towards public infrastructure improvements in the form of waterline improvements to upgrade the existing 8-inch waterline to a 12-inch waterline stretching from Dawson Forest Road to Grizzel Road. The funding will be deposited into a project fund and managed by DADC if required by DCA for the grant award or managed by the Etowah Water and Sewer Authority ("Etowah"), who will manage the installation of the improvements. Additionally, DADC has submitted a grant application for the infrastructure improvements to DCA and is willing to partner with Etowah and/or BTD as may required by DCA pursuant to any grant terms.

In return for the consideration of the above described public infrastructure upgrades, BTD would enter into a performance agreement with DADC that would outline the expectations for job creation, investment and this benefit. BTD will be responsible for paying legal fees

opportunities to local contractors and subcontractors whenever possible. BTD has exceeded DADC's expectations as a community partner and I remain confident that BTD will find an eager and capable workforce for this new endeavor among the citizens of Dawson County. If the proposed terms are agreeable to BTD please sign and return this Letter of Intent where indicated below and return it to DADC by \_\_\_\_\_\_, 2023. I look forward to working with you on this matter. If you have any questions or if I can be of help to you in the future, please let me know. With best regards, I am Very truly yours, Brian Trapnell Accepted by: **BTD Manufacturing, Inc.** Name: \_\_\_\_\_ Title: \_\_\_\_\_

associated with the transaction for both itself and DADC. We further request that BTD give

cc:

#### 2024 Development Authority of Dawso<u>n County Draft</u>

			A	Development Authority 2024 Revenues and Expenses		velopment thority 23 Revenues and penses	
				2024		2023	
Fund Balance January 1					\$	211,509	
Income	12/12	Kroger PILOT		\$101,061	\$	91,873	add 10%
303		County Funding		\$400,000		300,000	uuu 1070
Ī		Bond Fees - Kroger		\$1,500		1,500	
		Bond Revenues - Other			\$	5,000	The Peak
	1305.2	Other - EMC Donations			\$	-	
	1340	Interest Income		\$250	\$	283	

Total Income	\$702,811	\$ 1,348,280
Less Broadband Grant	\$502,811	\$ 398,656

\$200,000 \$

949,624

5100 Ac	ccountin	g and Audit			
	1507	Audit		\$1,500	\$ 1,500
			Total Services	\$1,500	\$ 1,500

5115	Conference	ces/Seminars/Board Meetings			_
	1535	Luncheons-Business Meetings	\$1,500	\$ 909	Meetings
•		Total Conferences	\$1,500	\$ 909	

5130 Operating Expenses

310 Grant Income

1352 Broadband Infastructure Grant

1510 Operating Supplies	\$500	\$ 328
1910 D&O Insurance	\$2,830	\$ 2,830
1520 Software	\$5,000	

deposit slips/Credit Card Fees

Total Operating Expenses	\$3,330	\$ 3,158	]
5135 Projects			
1424 Kroger PILOT	\$101,061	\$ 91,873	
1430 Business Retention/Industry Roundtable	\$9,000		Gala Table & Golf
1440 Operating Reserves	\$50,000	50,000	
1452 Broadband Grant	\$200,000	949,624	
1460 Grant Fund			
1460.1 Grant Matching Fund		\$ 2,500	
1470 Project Fund	\$70,000	\$ 30,213	
1490 Workforce Development	\$3,000		
1491 Business Recruitment	\$3,000		
517 Joint Development Authority			
Total Projects	\$436,061	\$ 1,125,560	
Less Broadband Grant	\$236,061	\$ 175,936	
5160 Training/Conferences/Seminars			_
1709 Conferences/Meetings	\$5,000	\$ 150	
1605 Training	\$2,500	\$ 820	
Total Conferences/Seminars	\$7,500	\$ 820	
			•
5200 Consulting & Legal Fees			_
502 Consulting & Legal	\$25,000	\$ 5,574	
Total Consulting & Legal	\$25,000	\$ 5,574	
5165 Travel/Entertainment			
1535 Meals	\$1,500		
Board Retreat	\$2,500	\$ 2,367	
Travel	\$1,000		???? Biotech Conference????
Total Travel/Entertainment	\$5,000	\$ 2,367	
5210 Contract Services			1
1505 Dawson County Chamber Service Agreement	\$154,596	\$ 154,596	
1506 Consulting Fees			
11210 DADC Website (Municode)	\$6,500	6,421	
Total Contract Services	\$161,096	\$ 161,017	

6100	Dues and	Subscriptions		
	6101	Dues	\$399	\$ 1,398
		Subscriptons	\$200	
•		Total Dues & Subscriptions	\$599	\$ 1,398

	Total Expenses	\$641,586	\$ 1,302,303
Total Income		\$702,811	\$ 1,348,280
Less Expenses		\$641,586	\$ 1,302,303
	Year-end Profit/Loss	\$61,225	\$ 45,977

p-		
ENDING FUND BALANCE	\$	61,225

Final Approval

2024 Development Authority of Dawson County, Chair

2024 Development Authority of Dawson County, Treasurer

#### **AGENDA ITEM SUMMARY**

**Topic:** Discussion of Meeting Dates For The Year 2024 and January 2025.

**Summary:** The Development Authority of Dawson County will need to review and discuss the following dates for meeting dates during 2024. The meeting time will be 6:00 P.M. unless altered to meet in the day.

- January The day after New Year. Need a new date in January
- February 6
- March 5
- April − 2
- May 7
- June 4
- July − 2
- August 6
- September 3
- October 8
- November Retreat
- December 3
- January 7

**Recommendation:** Recommend approving the dates at the January meeting or modifying them to fit the board members' schedules.





ABOUT RETAIL ACADEMY

## **Executive Summary**

Retail Academy service is an award-winning service that was formed to provide tools, education, and guidance to communities seeking economic growth. Our aim at Retail Academy is to help each community identify their potential and provide the resources to achieve it.

Recruiting new and quality businesses can be complex, timeconsuming, and intimidating. To be successful communities need the real estate expertise, tools, and human effort to position their deserving municipality as an alluring location for national businesses and destinations for tourism and quality of life amenities.

Leaning on Retail Strategies' 150 years of collective retail-real estate experience, communities can effectively achieve this goal.





# CONGRATULATIONS 2023 GRANT RECIPIENTS! PARTICIPATING COMMUNITIES

State	Population
GA	11,381
GA	12,368
GA	29,218
GA	10,575
GA	23,128
GA	9,102
GA	8,582
GA	21,652
	GA GA GA GA





#### WHAT DOES THE TRAINING INCLUDE?

## **Retail Academy**

### Market Analysis

50+ page Retail Study Real Estate Opportunities Retail & Restaurant Prospects One-on-One Support









### Marketing Flyer

Aerial Map with Retailers Traffic Counts Demographics, Retail Leakage & Peer Analysis









#### Education

Six Hour Educational Online Course IEDC Continuing Education Credit Technical Assistance









## Frequently Asked Questions

#### Who Should Attend?

City Manager, Mayor, Economic Development Director or the community leaders who will be utilizing the information provided through Retail Academy to attract new business to your market.

What information is required before Retail Academy?

There will be a survey sent to community leaders in advance so they can provide local intelligence to assist in the development of your market strategy.



## **Training**

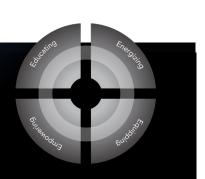
Taught by licensed real estate professionals that have worked with more than 300 communities throughout the U.S., the efforts of the instructors have generated millions of dollars in tax revenues and created thousands of jobs.

### This Training Will:

- Teach you how to use the tools (data/analytics/strategy)
- Show you how retailers view your market
- Give you access to industry contracts
- Write emails to expanding businesses
- Give you a script for outbound phone calls
- Provide knowledge on the retail expansion process

- Share best practices for Retail Recruitment
- Keep you in the know on Retail Trends
- Go over the Site Selection process in full detail
- Explain the development process
- Provide best practices for ICSC & Retail Live conferences
- Discuss franchise expansions

Education is action.





QUARTERLY SCHEDULE FOR PROJECT

## **Timeline**





#### **PLANNING**

Retail Strategies hosts a What to Expect from Retail Academy webinar to introduce the team and meet participants.

November 1, 2023



## **ONLINE COURSES**

Communities will receive a link to go through the Retail Academy online course at their own pace. Typically takes 3-6 hours.

November 2023



## RETAIL RECRUITMENT PLAN

Customized Retail Recruitment Plan completed. The plan will be reviewed and discussed at the training.

December 2023



**NETWORKING** 

Retail Strategies and VSU conduct a workshop to discuss best practices for retail recruitment as well as review Recruitment Plans.

December 12, 2023