Katrina Bradbury
Chairman

James Newton
Vice Chairman

Alan Hallman
Mayor

Cecilia Reme
Board member

J. Allen Poole
Board member

Matt Morrison
Board member

John Stalvey
Board member

Susan Bailey
Board member

DEVELOPMENT AUTHORITY OF THE CITY OF HAPEVILLE (STATUTORY AUTHORITY)

700 Doug Davis Drive
Hapeville, GA 30354

April 6, 2023 6:30 PM

AGENDA

1. CALL TO ORDER:

2. ROLL CALL:

Katrina Bradbury, Chairman
James Newton, Vice Chairman
Alan Hallman
Cecilia Reme
J. Allen Poole
Matt Morrison
John Stalvey
Susan Bailey

3. WELCOME:

4. APPROVAL OF MINUTES:

4.I. Approval of Minutes: March 16, 2023, Special-Called Meeting Minutes.

5. OLD BUSINESS:

5.I. Discussion on Lawn Service for Development property.

6. NEW BUSINESS:

7. FINANCIAL REPORT:

7.I. HDA Monthly Reports: March 2023

8. ECONOMIC DEVELOPMENT UPDATE:

9. PUBLIC COMMENTS:

10. EXECUTIVE SESSION: *When Executive Session is Required one will be called for the following issues: 1) Litigation O.C.G.A. §50-14-2; 2) Real Estate O.C.G.A. §50-14-3(b)(1); or 3) Personnel O.C.G.A. §50-14-3(b)(2).*

11. ADJOURN:

SPEICAL-CALLED
HAPEVILLE DEVELOPMENT AUTHORITY MEETING

700 Doug Davis Drive
Hapeville, GA 30354

March 16, 2023 6:30 PM

MINUTES

Katrina Bradbury
Chairman

James Newton
Vice Chairman

Alan Hallman
Mayor

Cecilia Reme
Board member

J. Allen Poole
Board member

Matt Morrison
Board member

John Stalvey
Board member

Susan Bailey
Board member

1. **CALL TO ORDER:** by Chairman Bradbury at 6:33PM
2. **ROLL CALL:**
   - ✓ Katrina Bradbury, Chairman
   - ✓ James Newton, Vice Chairman
   - ✓ Alan Hallman
   - × Cecilia Reme
   - ✓ J. Allen Poole
   - ✓ Matt Morrison
   - ✓ John Stalvey
   - ✓ Susan Bailey
3. **WELCOME:** Chairman Bradbury welcomed all to the Hapeville Development Authority March 16th Meeting.
4. **ELECTION OF OFFICERS:**

   4.I. - Katrina Bradbury as Chairman,

   - James Newton as Vice-Chairman

   - Sharee Steed as Secretary/Treasurer

   MOTION: Board member Stalvey made a motion to maintain all the positions of the election officers, Board member Poole provided the seconded. **Motion carried 7-0**.
5. **APPROVAL OF MINUTES:**

   5.I. Approval of Minutes: July 7, 2022 Meeting Minutes.

   5.II. Approval of Minutes: December 8, 2022, Meeting Minutes.

   MOTION: Mayor Hallman made a motion to approve all presented minutes, Bandmember Bailey provided the second. **Motion carried 7-0**
6. **OLD BUSINESS:** None
7. **NEW BUSINESS:**

   7.I. Discussion on Lawn Service for Development property.

   Chairman Bradbury informed the Board that the lot on Virginia Avenue is the only one the Board still pays for lawn service. She stated that Board needs to find a company that can service the lot and require the insurance. However, she noted that locating a company that would service and maintain such a small lot might be challenging. Chairman Bradbury suggested to the Board the option of opening a bid for the services or implying that the City maintains the lots under its agreement with its lawn service contractor.

Mayor Hallman suggested that the lot can be added to the contracted lawn service that the City has. He indicated that he would contact the contractor to see if an addendum could be made and would update the Board with a decision.

8. FINANCIAL REPORT:

8.I. HDA Monthly Reports: November- December 2022

8.II. HDA Monthly Reports: January- February 2023

The Board reviewed the reports, and Chairman Bradbury and Economic Consultant David Burt updated the Board on the active payment of tenants: Butter Sweets (Hoe Cakes) Bakery, TowerCom, and PrintMaker.

9. ECONOMIC DEVELOPMENT UPDATE: There were no Economic Development updates during this meeting.

10. PUBLIC COMMENTS: None

11. EXECUTIVE SESSION: *When Executive Session is Required one will be called for the following issues: 1) Litigation O.C.G.A. §50-14-2; 2) Real Estate O.C.G.A. §50-14-3(b)(1); or 3) Personnel O.C.G.A. §50-14-3(b)(2).*

MOTION: Board member Stalvey made a motion to go into recess, Board member Morrison provided a second**. Motion carried 7-0.**

Board member Stalvey made a motion to go into executive session at 6:49 PM. Mayor Hallman provided a second. **Motion carried 7-0.**

Board member Poole made a motion to reconvene into the Meeting at 7:30 PM, Board member Morrison provided a second. **Motion carried 7-0.**

12. ADJOURN:

Vice-Chair Newton made a motion to adjourn at 7:31PM, Board member Morrison provided the seconded. **Motion carried 5-0**.

Respectfully submitted,

____

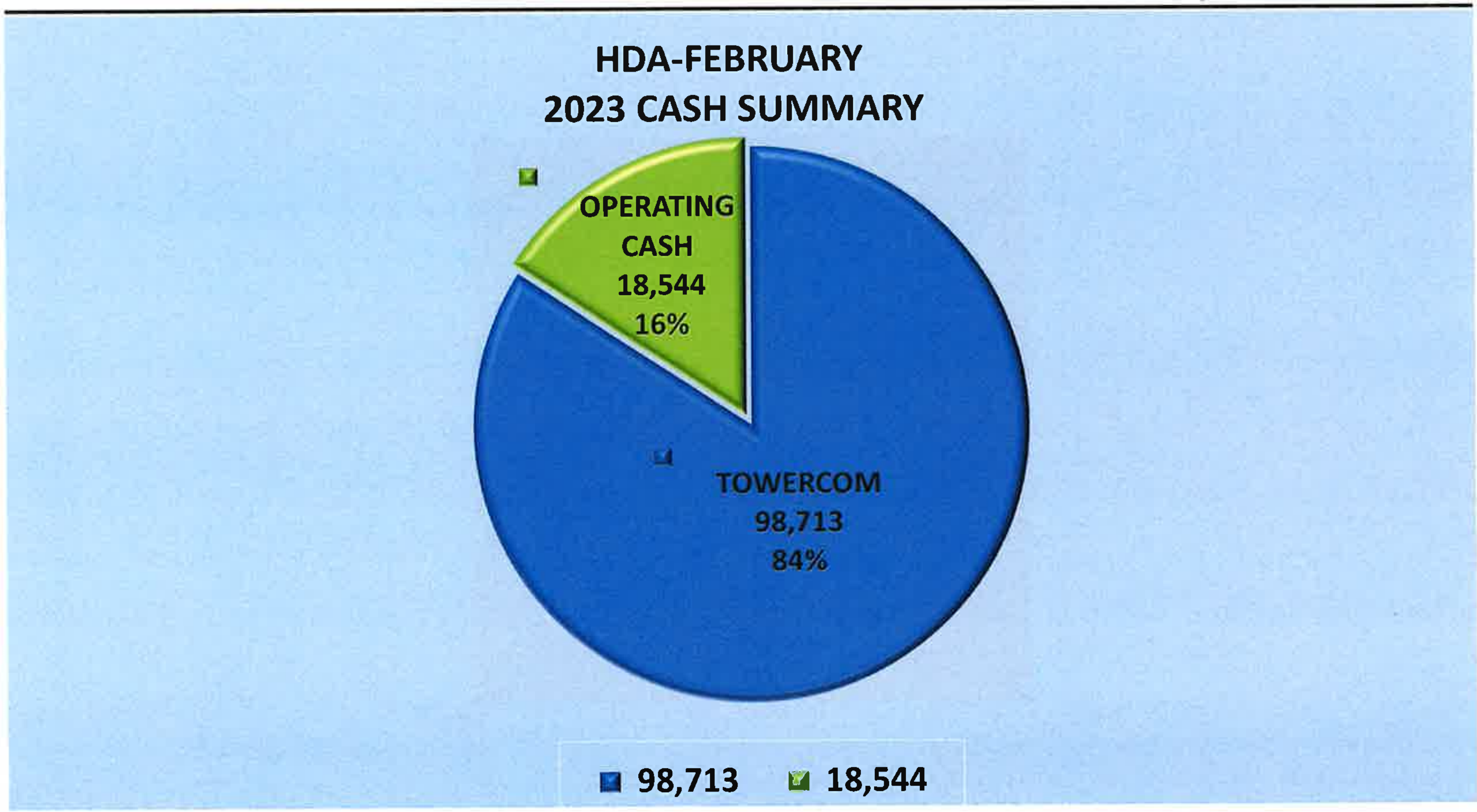
Katrina Bradbury, Chairman

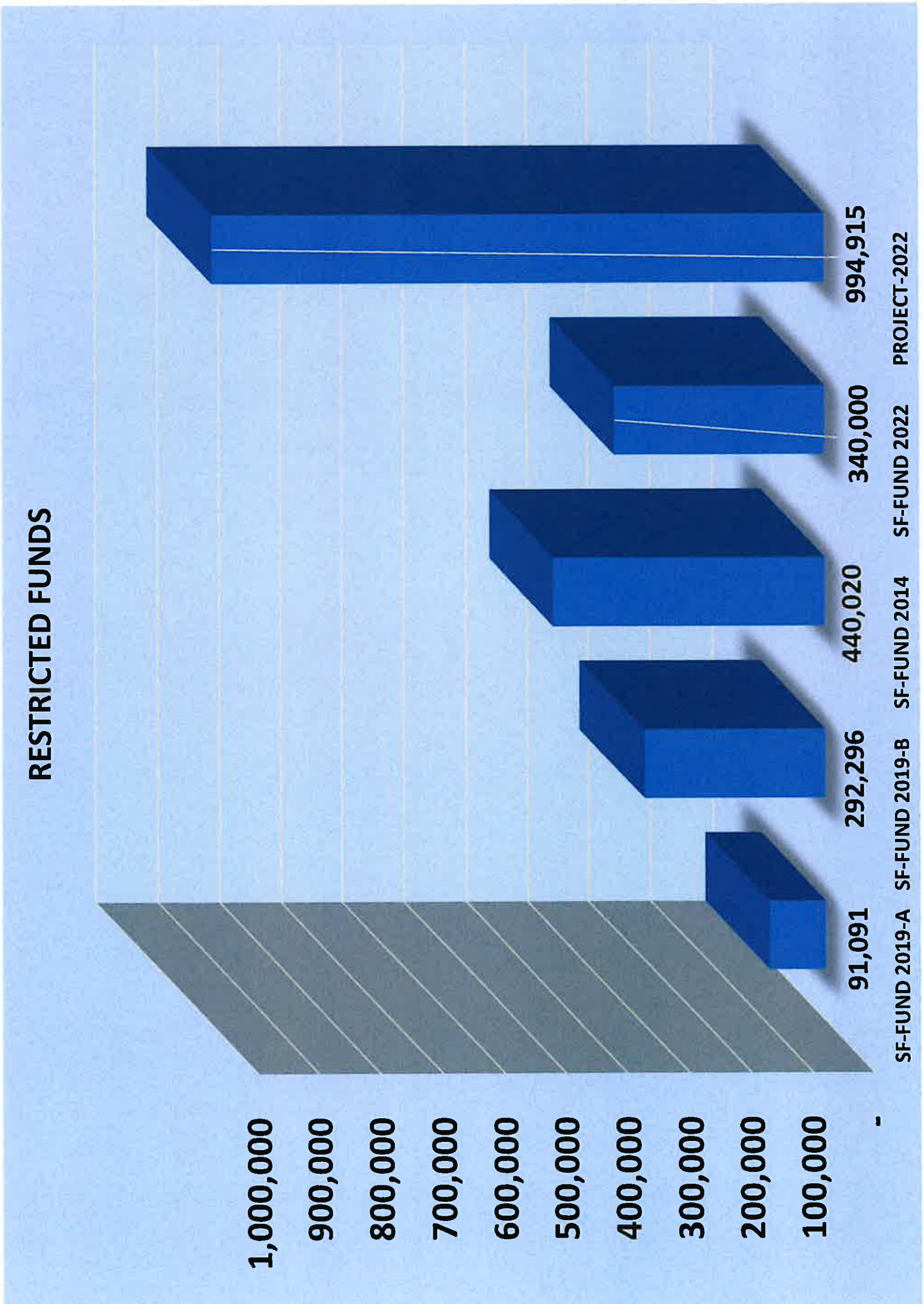
____

Sharee Steed, City Clerk

HAPEVILLE DEVELOPMENT AUTHORITY
OPERATING ACCOUNT

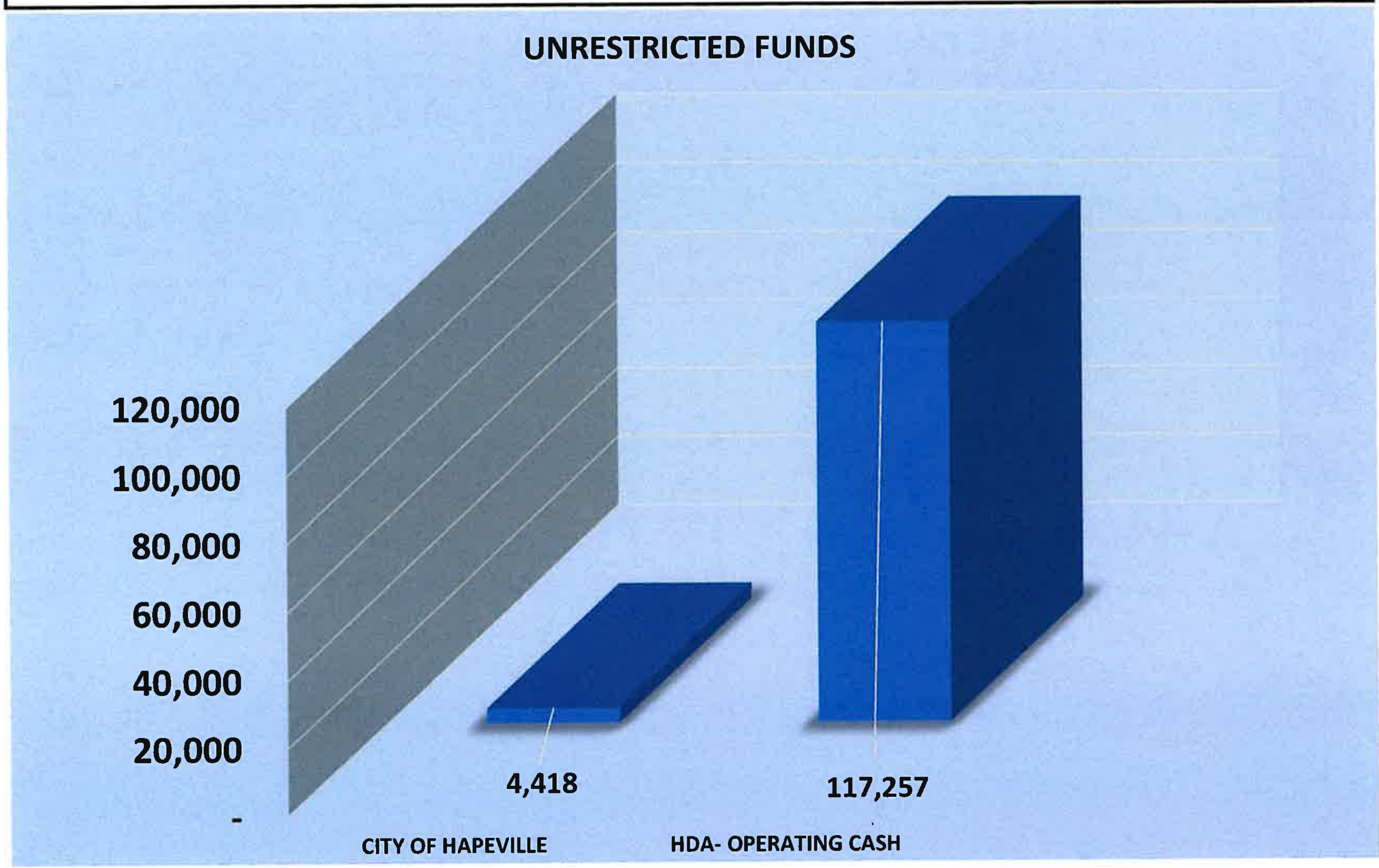
		MARCH 2023
TOWERCOM (Transfer Due to City)	$	98,713
OPERATING CASH BALANCE (HDA)		18,544
TOTAL	**$**	**117,257**




RESTRICTED FUNDS
1,000,000
900,000
800,000
700,000
600,000
500,000
400,000
300,000
200,000
100,000
-
91,091
292,296
440,020
340,000
994,915
SF-FUND 2019-A
SF-FUND 2019-B
SF-FUND 2014
SF-FUND 2022
PROJECT-2022

HAPEVILLE DEVELOPMENT AUTHORITY
OPERATING CASH SUMMARY

		MARCH 2023
CITY OF HAPEVILLE	$	4,418
HDA- OPERATING CASH		117,257
TOTAL	$	121,675



Deposit Date	POLICE	MASTER PK		Dev Auth Pmts to city		Balance Due City
	381102	381101				
BALANCE FORWARD FROM 12/31/2022						$ 84,357.25
01/01/2023	1,738.91					1,738.91
01/31/2023		3,014.11				3,014.11
02/01/2023	1,738.91					1,738.91
02/28/2023		3,019.94				3,019.94
03/01/2023	1,738.91					1,738.91
03/31/2023		3,104.53				3,104.53
						0.00
						0.00
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						0.00
TOTAL						$ 98,712.56

BALANCE SHEET
AS OF: MARCH 31ST, 2023

295-DEVELOPMENT AUTHORITY

ACCOUNT #	ACCOUNT DESCRIPTION	BALANCE		
ASSETS				
295-0-0000-111100	CLAIM ON CASH - DEV AUTHORITY	(1,621,215.31)		
295-0-0000-111109	Cash Project-HDA-(2022 Bond)	994,914.98		
295-0-0000-111114	Cash - Sinking Fd - 2014	440,019.57		
295-0-0000-111118	Cash- Dev Auth-COH	4,418.28		
295-0-0000-111120	Cash -- Hapeville Dev Auth	117,256.62		
295-0-0000-111121	Cash Sinking-HDA-(2022 Bond)	340,000.00		
295-0-0000-111122	Cash-Bond Sink Fd-Ser 2019A	91,090.92		
295-0-0000-111123	Cash-Bd Sink Fd-Ser 2019B	292,296.31		
295-0-0000-111125	Regions - Sinking Fund 2014	57.56		
295-0-0000-112800	N/R - 625 N Central - Short	8,619.09		
295-0-0000-112801	Note Receivable - 625 N Centra	79,102.02		
295-0-0000-112810	Lease Receivable	1,313,203.90		
295-0-0000-116201	Property and Land	99,873.00		
295-0-0000-116202	Delta Property - Land & Bldg	67,998.00		
295-0-0000-116205	Land - 840 S Central Ave	73,733.35		
295-0-0000-116208	Dearborn Plaza Property	406,314.01		
295-0-0000-117600	Construction in Progress	1,991,741.55		
295-0-0000-119100	Loss on Issuance 2019 Bond Ser	10,564.63		
			4,709,988.48	
	TOTAL ASSETS			4,709,988.48
LIABILITIES				
295-0-0000-121700	Retainage Payable	78,095.05		
295-0-0000-122404	Accrued Interest on 2014 Bds	69,131.50		
295-0-0000-122407	Accrued Int - 2019 Ser A Bonds	10,445.83		
295-0-0000-122408	Accrued Int - 2019 Ser B Bonds	12,302.70		
295-0-0000-125100	Due to General Fund	201,914.99		
295-0-0000-125599	Bonds Payable - Short term	1,085,000.00		
295-0-0000-125600	Bonds Pay (ST)-Contra	(1,085,000.00)		
295-0-0000-125605	Series 2014 A1 W-S Cap Proj	3,140,700.00		
295-0-0000-125606	Series 2014 A1 - Gen Fd Proj	469,300.00		
295-0-0000-125607	Bonds Payable 2019 A (City)	1,150,000.00		
295-0-0000-125608	Bonds Payable 2019 B (HDA)	1,110,000.00		
295-0-0000-125609	Bonds Payable 2022 Bd (HDA)	3,400,000.00		
295-0-0000-125700	Deferred Inflow-TowerCom	1,348,574.76		
	TOTAL LIABILITIES		10,990,464.83	
EQUITY				
295-0-0000-134200	Fund Balance	(3,852,741.59)		
	TOTAL BEGINNING EQUITY	(3,852,741.59)		
	TOTAL REVENUE	1,140,537.16		
	TOTAL EXPENSES	3,568,271.92		
	TOTAL REVENUE OVER/(UNDER) EXPENSES	(2,427,734.76)		
	TOTAL EQUITY & REV. OVER/(UNDER) EXP.		(6,280,476.35)	
	TOTAL LIABILITIES, EQUITY & REV.OVER/(UNDER) EXP.			4,709,988.48

CITY OF HAPEVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

295-DEVELOPMENT AUTHORITY
FINANCIAL SUMMARY

% OF YEAR COMPLETED: 75.00

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
REVENUE SUMMARY						
INVESTMENT INCOME	0	9.42	465.03	0.00	(465.03)	0.00
MISC REVENUE	0	5,983.44	103,072.13	0.00	(103,072.13)	0.00
OTHER FINANCING SOURCES	0	210,000.00	1,037,000.00	0.00	(1,037,000.00)	0.00
TOTAL REVENUES	0	215,992.86	1,140,537.16	0.00	(1,140,537.16)	0.00
EXPENDITURE SUMMARY						
Operating Expense						
CONTRACTED SERVICES	0	0.00	600.00	0.00	(600.00)	0.00
SUPPLIES & MINOR EQPT	0	128.21	134,861.19	0.00	(134,861.19)	0.00
CAPITAL OUTLAYS > $5000	0	0.00	326,179.99	0.00	(326,179.99)	0.00
DEBT SERVICE	0	0.00	1,262,857.01	0.00	(1,262,857.01)	0.00
INTERFUND TRANSACTIONS	0	0.00	1,843,773.73	0.00	(1,843,773.73)	0.00
TOTAL Operating Expense	0	128.21	3,568,271.92	0.00	(3,568,271.92)	0.00
TOTAL EXPENDITURES	0	128.21	3,568,271.92	0.00	(3,568,271.92)	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	215,864.65	(2,427,734.76)	0.00	2,427,734.76	0.00

CITY OF HAPEVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

295-DEVELOPMENT AUTHORITY

% OF YEAR COMPLETED: 75.00

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
INVESTMENT INCOME						
295-0-0000-361100 Interest on Note	0	9.42	465.03	0.00	(465.03)	0.00
TOTAL INVESTMENT INCOME	0	9.42	465.03	0.00	(465.03)	0.00
CONTRIBUTIONS						
MISC REVENUE						
295-0-0000-381100 Mortgage Income	0	1,140.00	10,260.00	0.00	(10,260.00)	0.00
295-0-0000-381101 Cell Tower Lease - MPa	0	3,104.53	27,223.24	0.00	(27,223.24)	0.00
295-0-0000-381102 Cell Phone Lease - PD	0	1,738.91	65,548.89	0.00	(65,548.89)	0.00
295-0-0000-381110 Misc Revenue	0	0.00	40.00	0.00	(40.00)	0.00
TOTAL MISC REVENUE	0	5,983.44	103,072.13	0.00	(103,072.13)	0.00
OTHER FINANCING SOURCES						
295-0-0000-395108 Trf from Gen Fd-2019A	0	23,300.00	116,500.00	0.00	(116,500.00)	0.00
295-0-0000-395109 Trf from Gen Fd-2019B	0	60,000.00	198,200.00	0.00	(198,200.00)	0.00
295-0-0000-395114 Trf from Gen Fd - 2014	0	12,500.00	62,125.04	0.00	(62,125.04)	0.00
295-0-0000-395508 Trf from W&S - 2019A	0	26,700.00	133,500.00	0.00	(133,500.00)	0.00
295-0-0000-395509 Trf from W&S - 2019 B	0	0.00	91,800.00	0.00	(91,800.00)	0.00
295-0-0000-395514 Trf fr W&S -2014	0	87,500.00	434,874.96	0.00	(434,874.96)	0.00
TOTAL OTHER FINANCING SOURCES	0	210,000.00	1,037,000.00	0.00	(1,037,000.00)	0.00
TOTAL REVENUE	0	215,992.86	1,140,537.16	0.00	(1,140,537.16)	0.00

CITY OF HAPEVILLE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: MARCH 31ST, 2023

295-DEVELOPMENT AUTHORITY
DEPARTMENT - Operating Expense

% OF YEAR COMPLETED: 75.00

DEPARTMENTAL EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	TOTAL ENCUMBERED	BUDGET BALANCE	% YTD BUDGET
CONTRACTED SERVICES						
295-5-7520-522201 Maintenance Expense	0	0.00	600.00	0.00	(600.00)	0.00
TOTAL CONTRACTED SERVICES	0	0.00	600.00	0.00	(600.00)	0.00
SUPPLIES & MINOR EQPT						
295-5-7520-531200 Bank Charges	0	128.21	716.98	0.00	(716.98)	0.00
295-5-7520-531300 Closing Costs and Fees	0	0.00	134,144.21	0.00	(134,144.21)	0.00
TOTAL SUPPLIES & MINOR EQPT	0	128.21	134,861.19	0.00	(134,861.19)	0.00
CAPITAL OUTLAYS > $5000						
295-5-7520-541245 Remediation - 748 VA	0	0.00	53,740.14	0.00	(53,740.14)	0.00
295-5-7520-541246 Construction - 748 VA	0	0.00	272,439.85	0.00	(272,439.85)	0.00
TOTAL CAPITAL OUTLAYS > $5000	0	0.00	326,179.99	0.00	(326,179.99)	0.00
DEPRECIATION & AMORT						
OTHER COSTS (NOC)						
DEBT SERVICE						
295-5-7520-582108 Prin-2019 B Bonds	0	0.00	355,000.00	0.00	(355,000.00)	0.00
295-5-7520-582109 Int Exp-2019 B Bonds	0	0.00	24,804.51	0.00	(24,804.51)	0.00
295-5-7520-582207 Prin-2019A Bonds	0	0.00	270,000.00	0.00	(270,000.00)	0.00
295-5-7520-582208 Int Exp - 2019A Bonds	0	0.00	23,598.50	0.00	(23,598.50)	0.00
295-5-7520-582400 Int Exp - 2014 Bonds	0	0.00	129,454.00	0.00	(129,454.00)	0.00
295-5-7520-582410 Principal - 2014 Bonds	0	0.00	460,000.00	0.00	(460,000.00)	0.00
TOTAL DEBT SERVICE	0	0.00	1,262,857.01	0.00	(1,262,857.01)	0.00
INTERFUND TRANSACTIONS						
295-5-7520-595100 T'fer Proceeds to GF	0	0.00	1,843,773.73	0.00	(1,843,773.73)	0.00
TOTAL INTERFUND TRANSACTIONS	0	0.00	1,843,773.73	0.00	(1,843,773.73)	0.00
TOTAL Operating Expense	0	128.21	3,568,271.92	0.00	(3,568,271.92)	0.00
TOTAL EXPENDITURES	0	128.21	3,568,271.92	0.00	(3,568,271.92)	0.00
REVENUE OVER/(UNDER) EXPENDITURES	0	215,864.65	(2,427,734.76)	0.00	2,427,734.76	0.00