

**CLAY COUNTY DEVELOPMENT AUTHORITY
DEVCOM COMMITTEE MEETING
MINUTES**

September 17, 2014

Present: CCDA (Debbie Ricks, Matt Welch, Matt Carlton); **Chamber** (Jan Conrad, Blain Claypool)

Absent: **Chamber** (Leslie Dougher)

Guests: None

Staff: **Chamber** (Doug Conkey, Tresa Calfee); **CCDA** (Josh Cockrell, Grady Williams, CCDA Counsel)

Call to Order: **Josh Cockrell** called the Clay County Development Authority ("CCDA") DEVCOM meeting to order at 3:00 PM.

Public Comment: None

Old Business/New Business: Doug Conkey defined the ownership of the DEVCOM building and areas as outlined in the partnership agreement. Common areas were defined as well. He has been exploring reducing overall costs of services to maintain the DEVCOM building. A new contract has been signed with a local landscaping company which has resulted in reduced costs in services. The water cooler contract is also being reviewed to determine cost-savings opportunities. The insurance contract is being reviewed as well for savings. The cleaning contract was reviewed. The contract provides cleaning services twice a week to the common areas and the Chamber space. CCDA tenants have complained that the services aren't being provided in the common area upstairs. In addition, the tenant office spaces aren't provided cleaning services and their leases don't state that they will be provided services. Josh Cockrell recommended that the common areas only be bid out for cleaning services and the Chamber maintain the cleaning of its own spaces. The Committee determined that services should be reviewed and DEVCOM will continue to pay for cleaning services for areas in which they are currently provided.

Matt Welch requested that a termite bond be researched and if not already provided, the Committee act on having one in place.

Doug Conkey provided details of the current operating account balance and reserve account balance. Staff requested consideration for a reduced monthly amount paid to DEVCOM in order to find additional savings. Matt Welch indicated that he is not in favor of reducing the amount of money placed monthly into reserves. Jan Conrad recommended that a reserve study be conducted to determine the lifespan of

building assets and to determine the amounts of funds that should be maintained in the reserve account. The Bylaws do not provide any information regarding maintaining a reserve fund. The Committee determined to maintain the current level of funding by both entities for the time being and to conduct a reserve study. Debbie Ricks made a motion to conduct a reserve study. Seconded, and motion passed unanimously.

Improving the signage in front of the building was discussed. Doug Conkey will research what the sign code will allow for monument signage. It was determined that the issue will be tabled following the conduction of a reserve study.

Adjourned: 3:46P.M.