

**CLAY COUNTY DEVELOPMENT AUTHORITY  
REGULAR SCHEDULED PUBLIC MEETING  
MINUTES**

**April 21, 2021**

**Present:** Keith Ward, Bruce Butler, Daniel Vallencourt, Tina Clary, and Jim Horne

**Absent:** Amy Pope-Wells, Chereese Stewart, Tiffany Howard, Joelle Marquis

**Staff:** Josh Cockrell and April Scott (Legal Counsel)

**Guests:** Ken Willey (general public)

**Call to Order:** **Keith Ward** called the Clay County Development Authority ("CCDA") Public Meeting to order at 4:18 PM.

**Invocation:** **Bruce Butler** provided the invocation and Pledge of Allegiance.

**Comments from the Public:** None.

**Secretary's Report**

**Josh Cockrell** presented the meeting minutes from the March 10 meeting. There was a misspelling as '*Tulsa & Associates*' on page 2 (correct to Tolson & Associates). **Bruce Butler** motioned for approval of minutes with the correction. **Daniel Vallencourt** seconded the motion. Unanimously approved.

**Treasurer's Report**

**Josh Cockrell** presented the February and March financial reports. The reports do not reflect the recent College Drive property acquisitions. **Bruce Butler** motioned for acceptance of the Treasurer's Report. **Daniel Vallencourt** seconded the motion. Unanimously approved.

**Economic Development Report**

**Josh Cockrell** presented the Clay County Economic Development Summary report as provided by **JJ Harris** of Clay EDC. **Keith Ward** and the Board discussed the status of the residential real estate market. The Board discussed a desire to have greater stakeholder representation on the CCDA Board and at CCDA meetings. **Josh Cockrell** stated that there are other times when stakeholders gather. **Bruce Butler** stated that redundancy of information sharing and strategic messaging is not harmful. **Josh Cockrell** discussed having stakeholders visit CCDA meetings to report throughout the year. The Board decided to invite **Steve Kennedy, City Manager of Green Cove Springs**, to attend the next meeting.

**Chairman's Report**

**Keith Ward** introduced and welcomed **Jim Horne** to the CCDA Board. **Keith Ward** also reported that **Joelle Marquis** has joined the Board. **Josh Cockrell** discussed the strong aptitude and capacity represented in the current Board composition. The Board discussed the roles of CCDA, EDC, and the Chamber in the community.

### **Executive Director's Report**

**Josh Cockrell** reported on the DEO Defense Infrastructure Grants and the infrastructure improvement projects it enables to be completed at Camp Blanding Joint Training Center. The Defense Task Force Grants are used to acquire buffer land around the base. Currently, CCDA has two outstanding grants with \$867k in funds pending.

**Josh Cockrell** reported on the CCDA property purchases at 407 and 411 College Drive that have occurred. CCDA has acquired approximately 3 acres of land. The Board discussed the remaining parcels which they are working to acquire.

**Josh Cockrell** discussed a website refresh for CCDA. He has a quote for \$10,000 with a 7 to 8 week development timeline. The Board discussed the need to put the project out for RFP when the time is right to do the project. The Board tabled the project for now.

### **Attorney's Report**

**April Scott** reported that she has been working on the CCDA College Drive real estate purchases. CCDA is holding the escrow deposit for the 411 College Drive property with a 60 day intent to vacate. The Board discussed that the seller was happy with the transaction. Keith Ward thanked April Scott's team for their efficiency in the closing transactions and commended them for their professionalism.

### **New/Old Business**

**Keith Ward** discussed that the next steps for the College Drive properties is to achieve the necessary property rezoning. **Josh Cockrell** stated that he will propose BB-3 rezoning for the 411 parcel. **Bruce Butler** motioned for **Josh Cockrell** to begin the process of getting the parcel rezoned to BB-3. **Tina Clary** seconded the motion. Unanimously approved.

**Josh Cockrell** discussed the development of a Memorandum of Understanding between CCDA and Clay County Utility Authority to extend the water/sewer lines to the College Drive properties.

**Josh Cockrell** discussed another adjoining .766 acres parcel being offered for \$162k that is zoned AR and could potentially be used for a retention pond. **Daniel Vallencourt** motioned to offer up to \$162k, starting at \$150k, for 419D College Drive with 30-day due diligence. **Tina Clary** seconded the motion. Unanimously approved. If the buyer accepts the offer, the sale will be approved at the next Board meeting. **Jim Horne** asked about potential site uses for the College Drive properties.

The Board discussed the recent elections in the Town of Orange Park and City of Green Cove Springs.

**Josh Cockrell** discussed a desire to reduce the minimum acreage required for planned urban developments.

**Adjourned: 5:50 PM**