

FINAL MINUTES OF THE JANUARY 15, 2009, MEETING OF
THE MADISON COUNTY ECONOMIC DEVELOPMENT AUTHORITY
HELD AND CONDUCTED ON THE 15TH DAY OF JANUARY 2009,
AT 8:30 A.M.
IN THE MCEDA CONFERENCE ROOM
OF THE MCEDA OFFICES AT 623 HIGHLAND COLONY PARKWAY,
RIDGELAND, MISSISSIPPI

The meeting of the Madison County Economic Development Authority was conducted on the 15th day of January, 2009, at 8:30 a.m. in the MCEDA Office at 623 Highland Colony Parkway, Ridgeland, MS

Members Present: John Almond, Jack Harrington, Dick Hutchinson and Chip Estes

Also present were Tim Coursey, Lenita Knight, Mitch Stringer, Taravia Seals and Attorney Leslie Scott.

Guests: Paul Griffin, Curt Craig, and Jeff Ballweber.

At 8:42 a.m., Vice-Chairman Hutchinson announced that the members present constituted a quorum and declared the meeting duly convened and directed that the notice for the meeting be filed with the minutes.

Mr. Almond made a motion to adopt the agenda as presented. After a second by Mr. Harrington, the motion was unanimously approved.

Mr. Almond made a motion to adopt the December 18, 2008, minutes as presented. After a second by Mr. Harrington, with one abstention by Mr. Estes, the motion was approved.

Mr. Jeff Ballweber provided an update on the Northeast Madison County Lake project. He stated that information for each watershed will be bind and bound individually. He also stated that the final report will be sent to Mr. Coursey before the February board meeting.

Mr. Ballweber reported that he met with the MCEDA staff to discuss the upcoming Washington D.C. trip. It was determined that this trip should be coordinated with the Madison County Board of Supervisors to determine earmark opportunities. Mr. Ballweber stated that there are competitive and congressional grant programs available that are different from the traditional earmark requests. These programs require senator or congressman designation. Mr. Ballweber also stated that there are other competitive programs that could be considered.

Mr. Ballweber suggests that MCEDA can either take a passive approach which would be to watch RFP's or an aggressive approach which would be to go to Washington D.C. and meet with delegation and agencies and make requests for funding. Mr. Ballweber also suggests subsequent follow up visits once the initial visit is completed.

The MCEDA Board expressed concerns about getting the Corps of Engineers behind the program. Mr. Ballweber stated that the Corps of Engineers have seen the matrix. Mr. Curt Craig spoke of the approach taken thus far with the Corps, stating that they have agreed with everything done so far. However, they will not state any approval at this stage in the process.

Mr. Coursey stated that the Madison County Board of Supervisors is planning a trip to Washington D.C. at the end of February during the month of March. MCEDA would like to align the dates of their visit with the dates that the Board of Supervisors plan to be in Washington. The suggested attendees are Tim Coursey, Calvin Harris, Dick Hutchinson, Lenita Knight, Mitch Stringer and Jeff Ballweber.

Secret ballots were marked to elect the 2009 Secretary/Treasurer. In keeping with the By-Laws, Vice Chairman Hutchinson moved in to the Chairman position, and Secretary/Treasurer Harrington moved into the Vice Chairman position. After tallying of the votes by Attorney Scott, Mr. Calvin Harris was announced as unanimously winning the election and was named Secretary/Treasurer.

Mr. Coursey reported that MCEDA will be hosting a ribbon-cutting event for Euro American Plastics, Inc. on Thursday, January 29, 2009 at 10:00 a.m. Euro American Plastics is located in Kearney Park in Flora.

Mr. Coursey reported that during discussions on contractual services at the December MCEDA Board meeting it was suggested that we request a financial disclosure form from our accountants. Attorney Scott stated that any form chosen can be changed to fit MCEDA's needs and this form is not a requirement of MCEDA.

It was reiterated that the MCEDA monthly Board meetings are scheduled for the second Thursday of each month. Exceptions of Special Call meetings should be handled on a case by case basis. Should there be a need to change the scheduled meeting date in the future the MCEDA Staff will send an email to all board members with 2 to 3 possible dates for each to choose from.

Ms. Taravia Harris stated that the MCEDA newsletter will be entitled, "Expansion". The newsletter will be sent out monthly and will begin with the January 2009 edition. The spotlighted industry for the month is Euro American Plastics, Inc. Ms. Harris also reported that the website is still under construction and should go live in the next week. Ms. Harris also reported that new marketing material has been received and that brochures are the next priority. She also stated that the mentoring video will be included on the new website.

Mr. Coursey reported that regarding the Gluckstadt Master Plan, there is a meeting scheduled for January 16 with Russell Perkins. MCEDA will have to file a right of way when the roadway is constructed.

Mr. Coursey reported that Ms. Sara Williams will not be able to assist with the Madison County Business League, as she has taken other employment. Mr. Estes presented the resume of Paula Ohlmyer who is interested in part time employment. This resume will be reviewed by the Business League Board along with any others that are received.

Mr. Coursey reported that the MCEDA staff is currently working on the State of the Economy Report Card. The staff plans to have the report finished by the February Board meeting.

Mr. Coursey reported that meetings with the CAVS center personnel will be conducted on a monthly basis. These meetings are with Robert Sheeley and Clay Walton.

The Town of Flora is going to request us to allow them to construct a new water tower in the Flora Industrial Park. Mr. Coursey has communicated with Flora town engineer to look at the type of tank to build in the Flora Industrial Park. Engineer Dave Holman will submit the information requested next month.

Mr. Coursey requested travel approval for Mr. Coursey, Mr. Hutchinson and Mr. Stringer to IEDC training in Tempe AZ, SEDC Meet the Site location Consultants in Dallas, March 23-25 for Mr. Coursey, NE Madison Delegation visit for Mr. Coursey, Mr. Hutchinson, Mr. Harris, Ms. Knight, Mr. Stringer and Pickering representative to Washington D.C. during the month of February or March. and Economic Development Institute Training in Oklahoma City, April 19 - 23 for Mr. Stringer. Mr. Almond made a motion to approve the travel requests as presented. After a second by Mr. Harrington the motion was unanimously approved.

Mr. Estes made a motion to approve travel to California for Mr. Coursey, Mr. Stringer and Mr. Estes and any other MCEDA Board members that would like to attend for the purpose of touring prospective industry for Madison County. After a second by Mr. Harrington the motion was unanimously approved.

Mr. Harrington made a motion to approve the financial report as presented. After a second by Mr. Almond, the motion was unanimously approved.

Ms. Leslie Scott reported that the legal team has focused on routine matters for the month.

Mr. Stringer reported that the ribbon cutting for Euro American Plastics has been scheduled for January 29. He stated that a meeting has been scheduled with Electro national and the WIN Job Center to discuss available training. Mr. Stringer also reported that he has completed lobbying forms for the state to keep registration and reporting current.

Ms. Knight reported that she meet with Ms. Kay Patrick, Assistant Superintendent of Schools for Canton Public Schools for the video presentation. Due to a school district emergency, Ms. Patrick was unable to view the video with Ms. Knight. However Ms. Patrick planned to review

the video, share it with Superintendent Luckett and get back with Ms. Knight by January 22 to discuss how the video might be disseminated through the Canton School District.

Ms. Knight also reported that she visited Mississippi Public Broadcast and met with Nikki McCelleis, Director, Educational Services and Nancy Pearson, Director of Educational Technology. MPB is willing to include the Madison County video in various ways. Some of the suggested venues are to include it on their Website under "Hot Chalk", which is available to teachers across the state of MS, Set up a Blog and encourage students to give their thought about the video on a blog after they view it. And another option is to promote an essay contest on how the video made you feel with the winning essay being posted on their website. The MPB team also plans to share the video with Gear up MS which works in at least 20 school districts around the state.

Ms. Knight has contacted Madison County School District Superintendent Mike Kent to discuss the video and distributing it in this school district. Ms. Knight will be meeting with Mr. Kent to present the video on January 15. Mr. Harrington stated that he would like to see the video run on the regular programming circulation of the MS Public Broadcast and suggested looking into this further with MPB. Ms. Knight will make contact with MPB for further discussion.

Mr. Coursey reported that regarding the MCEDA Records Retention Policy, the MCEDA staff has reviewed the files retention rules from Dept. of Archives and History and the records retention policy/schedule. Here are the findings and the policy we will follow for our records management.

According to the Proposed Records Retention schedule, it is necessary to maintain the originals of all Official Correspondences on a permanent basis. This would include minutes and files of any format relating to policy decisions of elected officials and department directors.

As far as financial information, the retention policy varies from permanent to 3 to 5 years retention based on the item/ title.

Also, after scanning the information, there are standards that must be followed to ensure the authenticity and availability of the information.

Ultimately, scanning will be a method of convenience for research purposes. However, it appears that much of the original information will still have to be retained and accessible. This function also will require a quality control procedure to be in place to ensure the integrity and legibility of scanned images (store in plastics boxes).

We recommend that after scanning, we maintain the original records in a location to be determined with system management rules and regulations put in place (in house) to ensure the location and maintenance of all scanned information. We will separate out all materials that do not need to be archived eg. duplicate old maps and old phone logs and dispose of them.

There was a motion by Mr. Harrington and second by Mr. Estes to go into closed session for the purpose of discussing the need for an Executive Session to address possible land sales and personnel matters. The motion passed unanimously. There was then a discussion of the need to

go into Executive Session to consider the aforementioned, at the conclusion of which there was a motion by Mr. Harrington and a second by Mr. Almond to do so. This motion was adopted unanimously. Chairman Hutchinson then opened the meeting to announce publicly that the Board was going into Executive Session to discuss possible land sales. Chairman Hutchinson convened an Executive Session for this purpose.

Mr. Estes made a motion to adjourn Executive Session. After a second by Mr. Harrington, there was a unanimous vote to adjourn the Executive Session and reconvene the open session. The following actions taken in Executive Session were then reported by the Chair:

Mr. Estes Made a motion to allow Mr. Coursey to continue Gluckstadt property negotiations and bring back findings to the MCEDA Board. After a second by Mr. Almond, the motion was unanimously approved.

Mr. Harrington made a motion to approval salary increase in the amount of 3% for MCEDA staff members, Lenita Knight, Mitch Stringer and Taravia Seals Harris. After a second by Mr. Estes, the motion was unanimously approved.

At 11:48 a.m., upon a motion made by Mr. Harrington, seconded by Mr. Estes and unanimously adopted, the meeting was adjourned.

G. Richard Hutchinson, Chairman

ATTEST:

Calvin Harris, Secretary-Treasurer