

Durant Industrial Authority

MINUTES OF THE DURANT INDUSTRIAL AUTHORITY REGULAR CALLED MEETING OF March 10, 2015 AT 7 A.M. IN THE DURANT INDUSTRIAL AUTHORITY CONFERENCE ROOM.

I. Call to Order – Chairman Tomlinson

Chairman Tomlinson called the meeting to order at 7:04 a.m., declared a quorum present and opened the meeting.

II. Opening Invocation – Dennis Mendez

III. Roll Call – Julie Ingram

The following Durant Industrial Authority members were present: Ron Bennett, Greg Massey, Darrell Mendez, Fran Mickle, Nate Morrison, Janet Reed and Chairman Tomlinson.

The following support staff members were present: James Dunegan, Julie Ingram and Tommy Kramer.

The following guest was present at this month's meeting: Jessica Breger – Staff Reporter for the Durant Daily Democrat. Cindy Price City Clerk sitting in to assist Julie Ingram.

James Dunegan was not absent in February 10, 2015 meeting as stated. He was present at the February 10, 2015 meeting. He was not present in the January 2015 meeting.

IV. Consider Approval of Minutes of the Regular Monthly Meeting on February 10, 2015

James Dunegan stated a correction on page 1 section III of the minutes that he was present in last month's meeting on February 10, 2015. In section V – the last paragraph reference to February but should be March.

A motion was made by Darrell Mendez to approve the minutes. The motion was seconded by Ron Bennett. The motion was carried by:

Aye: Ron Bennett, Greg Massey, Darrell Mendez, Fran Mickle, Nate Morrison,
Janet Reed and Chairman Tomlinson.
Nay: None
Abstain: None

v. Review the Durant Industrial Authority January 31, 2015 Financial Report - Tommy Kramer

Tommy Kramer reviewed the January 2015 Financial Report for Durant Industrial Authority Fund 020. The Durant Industrial Authority total cash and receivables, as of January 31, 2015 were \$3,608,112.05. The Fund 020 total current and long term liabilities are \$1,493,199.10 as of January 31, 2015.

The total revenues collected in Fund 020 for January 31, 2015 were \$32,482.49. Mr. Kramer noted the \$2,000.00 DIA Property Lease Revenue from Dixie Mat, Inc. The total normal monthly expenses and fund reserve activity was \$56,157.87, leaving a negative net change fund balance of (\$23,675.38). The year to date negative fund change balance is (\$121,208.90). Chairman Tomlinson directed Tommy Kramer to check why personal, professional and contractual services were higher this month. James Dunegan pointed out he was present at the February 2015 regular meeting. Let it reflect that the minutes should reflect Mr. Dunegan was present in the February 10, 2015 meeting. Chairman Tomlinson mentioned the minutes should reflect Mr. Dunegan present at the February 10, 2015 meeting.

Economic Development Fund 110 for Job Creation total Assists of \$5,721,245.43 for end of January 2015. Total Revenue \$90,617.88 with exposure, from Hitchcock Dis Center for materials on the Hitchcock project of \$6,257.50, leaving a total in net change funds to \$84,360.38 for the month of January 2015. Mr. Kramer mentioned that he spoke with Mr. Hitchcock and they will hire a contractor next week.

Mr. Kramer presented the Texoma Manufacturing Company's 13th Quarter payroll report, as of date, the total staff employees is 91, and total payroll of wages paid is \$5.3M. This does include bonuses in the payroll total. The payroll information was provided by the Workforce Payroll Wage Data for Texoma Manufacturing in early February. Mr. Kramer mentioned that this is the second highest payroll for Scott Crane. Performance bonuses are included in the total taxable payroll dollars.

VI. Consider Approval of the Durant Industrial Authority Claims for the Month of February 2015 - Tommy Kramer

A copy of the February 2015 Durant Industrial Authority Budget Analysis was electronically mailed to each Durant Industrial Authority Board Member for their review prior to the March 10, 2015 regular scheduled meeting of the Durant Industrial Authority.

Tommy Kramer informed the Durant Industrial Authority Board of the February 2015 claims for payment approval. The payroll claims for February 2015 were \$24,242.54. The Submitted claim reports for Durant Industrial Authority Fund 020 for the month of December 2014 totaled \$16,601.81.

Items discussed were the following expense claims for Fund 020:

- Durant Area Chamber of Commerce – Copy Machine Rental - \$160.00;
- Durant Area Chamber of Commerce – Office Rent - \$1,225.00;
- AT&T Phone Service (Office)- \$9.88
- AT&T (Mobile) – \$56.90
- Touchstone Communication (Long Distance) - \$7.55
- Crawford & Associates – Professional Audit fees -\$353.52
- JP Morgan Chase – Office Supplies; Training and Travel - \$639.88
- Fuel man-\$31.03
- P.L. Pat Phelps –Consulting Fees for Legal Services-\$70.00
- Five CDBG Loan Payments to Oklahoma Department of Commerce - \$7,020.66;
- Cheryl Jackson – Land Acquisition Payment (principal and interest) - \$2,407.61;
- John Jackson – Land Acquisition Payment (principal and interest) - \$2,407.60;
- Conway Data (2) Publications – Site Selection \$904.40 and The State of Oklahoma Success - \$4,140.00 Total \$5,044.40
- Donna Smith – Office Contract Labor \$1,885.00
- Oklahoma Southeast Annual Membership fees \$400.00 + \$400.00 (Double payment – credit refund due)
- Oklahoma Economic Development Professional Annual Membership fees - \$300.00
- Arledge & Associates – Audit Fees \$4,311.72
- Dean Actuaries – Employee Audit Fees \$578.25 (Audit of employees health care and city retirement funds)

A motion was made by Fran Mickle to approve the claims for the month of February 2015 This motion was seconded by Janet Reed. The motion was carried by:

Aye: Ron Bennett, Greg Massey, Darrell Mendez, Fran Mickle, Nate Morrison, and Chairman Tomlinson.
Nay: None
Abstain: None

VII. Discussion and Consideration of Entering into Executive Session for purpose of Annual Review Fiscal Year 2014-2015 Salary Compensation, Job Description and Duties of the Durant Industrial Authority Executive Director, according to Title 25, Section 307 (1) – Chairman Tomlinson

A motion was made by Greg Massey to enter into Executive Session to discuss Project Clark. The motion was seconded by Nate Morrison

The motion was carried by:

Aye: Ron Bennett, Greg Massey, Darrell Mendez, Fran Mickle, Nate Morrison, and Chairman Tomlinson.

Nay: None

Abstain: None

VIII. Consider Motion to Return to Regular Session – Chairman Tomlinson

A motion was made by Nate Morrison to return to Regular Session. This motion was Seconded by Greg Massey.

The motion was carried by:

Aye: Ron Bennett, Greg Massey, Darrell Mendez, Fran Mickle, Nate Morrison, and Chairman Tomlinson.

Nay: None

Abstain: None

IX. Consider Action Pursuant to VIII. – Chairman Tomlinson

The motion was carried by:

Aye: Ron Bennett, Greg Massey, Darrell Mendez, Fran Mickle, Nate Morrison, And Chairman Tomlinson.

Nay: None

Abstain: None

X. Durant Industrial Authority New Business

Mr. Kramer introduced the new DIA Staff Assistant Ms. Julie Ingram of Durant. Ms. Ingram is the Executive Assistant to the Senior Vice President of Banking at Comerica Bank in Dallas.

XI. Adjournment

Nate Morrison made a motion that the meeting be adjourned at 8:50am. Fran Mickle Seconded the motion.

The motion was carried by:

Aye: Ron Bennett, Greg Massey, Darrell Mendez, Fran Mickle, Nate Morrison, and
Chairman Tomlinson.
Nay: None
Abstain: None