

Durant Industrial Authority

MINUTES OF THE DURANT INDUSTRIAL AUTHORITY REGULAR MEETING November 4, 2019 AT 3:00 P.M.

1) Call to Order –

Chairman Chris Pierce called the meeting to order at 3:02 p.m., declared a quorum present, and opened the meeting.

2) Roll Call – Jennifer Taylor

The following Durant Industrial Authority members were present: Steve Brittingham, Dennis Garrett, *Tammy Gwin, Jeff Hammock, Chris Pierce, Janet Reed, Jeff Shattuck, *Ashley Stuteville
*Denotes a partial attendance

The following members were absent:

The following guests were present at this month's meeting: John Dean, Robert Holliday

3) Opening Invocation – Paul Buntz

4) Consideration and Action – Approval of Minutes of Regular Meeting for October 7, 2019 – Chairman

A motion was made by Jeff Hammock to approve the minutes as presented. Janet Reed seconds the motion. The motion carried by:

Aye: Steve Brittingham, Dennis Garrett, Jeff Hammock, Chris Pierce, Janet Reed, Jeff Shattuck

Nay: None

**Ashley Stuteville enters the meeting at 3:03 p.m.*

5) Review Industrial Authority Financial Reports – An-Chen Lai

An-Chen Lai was unavailable, Paul Buntz presented financial statements included in the November 4, 2019 packet to the trustees.

**Tammy Gwin enters the meeting at 3:05 p.m.*

6) Further consideration review of formula for allocations made to assess the DIA for General Liability Insurance, IT Service Fees, Audit Fees, and any other allocations included in the FY 2020 Budget.

No Action Taken

Paul Buntz explained to the trustees that there was no need to look into this any further, since we are going to be asking for a full reimbursement on item 9 of the meeting.

7) Consideration and Action – Durant Industrial Authority Claims – October 2019 – Chairman

The Authority reviewed the claims for the Durant Industrial Authority:

○ Durant Area Chamber of Commerce	\$1,385.00
○ Paul S. Buntz.....	\$2,531.25
○ Loucinda French	\$30.00
○ Jennifer Taylor	\$150.00
○ AT&T Mobility.....	\$56.98
○ Cheryl Jackson.....	\$2407.61
○ John Jackson	\$2407.60
○ Oklahoma Department of Commerce	\$7020.66
○ TOTAL	\$15,989.10

After some discussion on the claims, Janet Reed made a motion to approve the claims as presented. Jeff Shattuck seconds the motion. The motion carried by:

Aye: Steve Brittingham, Dennis Garrett, Jeff Hammock, Chris Pierce, Janet Reed, Jeff Shattuck, Ashley Stuteville
Nay: None

8) Discussion and possible consideration action regarding advisory legal opinion from Econ Law Firm regarding the prospective purchase of industrial property with funds from the City’s Economic Development Sales Tax.

No Action Taken

The authority discussed what they wanted to do now that they have the input from the authority and city attorney. There was discussion on what all they would like to do for business in the future. The authority agreed to have Paul Buntz look into what criteria/formula is required for any business.

9) Consideration requesting that the City of Durant reimburse the Durant Industrial Authority for administrative costs of the Durant Industrial Authority retroactive to July 1, 2019, as per Agreement between the City and the DIA.

Paul Buntz shared with the committee that there is a memo in packet behind the financials, explaining that the current fiscal year contract show city should pay: Insurance, Audit, IT, and salary fees. Janet Reed made a motion to request monies reimbursed and the city pay for the fees moving forward. Ashley Stuteville seconds the motion.

Aye: Steve Brittingham, Dennis Garrett, Jeff Hammock, Chris Pierce, Janet Reed, Jeff Shattuck, Ashley Stuteville
Nay: None

10) Update on Durant Industrial Authority Projects and Related Items – Paul Buntz

Paul Buntz updated the trustees on current projects and related items. Report included in the November 4, 2019 packet.

11) Information Items

No Informational Items

12) Consider Executive Session for the Durant Industrial Authority to discuss items (Executive Session Authorize by Title 25, Section 307B.1 and 307B.3 of the Oklahoma State Statues)

- a. Discussion hiring, compensation, and employment contract of new Executive Director.**
- b. Discussion of the purchase or appraisal of real property for Economic Development.**

A Motion was made by Jeff Hammock to enter into executive session. Ashley Stuteville seconds the motion. The motion carried by:

Aye: Steve Brittingham, Dennis Garrett, Jeff Hammock, Chris Pierce, Janet Reed, Jeff Shattuck, Ashley Stuteville
Nay: None

13) Consider Motion to Return to Regular Session – Chairman

A motion was made by Jeff hammock to return to regular meeting. Ashley Stuteville seconds the motion. The motion carried by:

Aye: Steve Brittingham, Dennis Garrett, Jeff Hammock, Chris Pierce, Janet Reed, Jeff Shattuck, Ashley Stuteville
Nay: None

14) Consideration and Action Pursuant to Items 14a. and 14b. above – Chairman

No Action Taken

15) Durant Industrial Authority New Business – Chairman

No Action Taken

16) Adjournment – Chairman

A motion was made by Jeff Hammock to adjourn the meeting. Dennis Garrett seconds the motion. The motion carried by:

Aye: Steve Brittingham, Dennis Garrett, Jeff Hammock, Chris Pierce, Janet Reed, Jeff Shattuck, Ashley Stuteville
Nay: None