

# Durant Industrial Authority

## MINUTES OF THE DURANT INDUSTRIAL AUTHORITY REGULAR CALLED MEETING OF February 10, 2015 AT 7 A.M. IN THE DURANT AREA CHAMBER OF COMMERCE 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 – Fran Mickle

### III. Roll Call – Tommy Kramer

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

The following Authority member was absent: Janet Reed

The following support staff members were present: Tommy Kramer.

The following support staff member was absent: James Dunegan

The following guests were present at this month's meeting: Jessica Breger – Staff Reporter for the Durant Daily Democrat.

### IV. Consider Approval of Minutes of the Regular Monthly Meeting on January 13, 2015

Fran Mickle stated a correction in the minutes on Page 3, Agenda item number 8, that Jim Dunegan was not present at the January 13, 2015 meeting.

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

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

IV.

**v. Review the Durant Industrial Authority December 31, 2014 Financial Report - Tommy Kramer**

Tommy Kramer reviewed the December 2014 Financial Report for Durant Industrial Authority Fund 020. The Durant Industrial Authority total cash and receivables, as of December 31, 2014 were \$3,641,172.67. The Fund 020 total current and long term liabilities are \$1,505,007.59 as of December 31, 2014.

The total revenues collected in Fund 020 for December 2014 were \$32,895.85. Mr. Kramer noted the \$2,525.00 DIA Property Lease Revenue was from Dixie Mat, Inc. and Kevin Dale. The total expenses and fund reserve activity was \$88,756.43, leaving a negative fund balance of (\$55,860.58).

Economic Development Fund 110 for Job Creation total assets as of December 31, 2014 was \$5,630,627.55 with no liabilities as of December 2014. Income and Expense Statement Fund 110 for December Total Revenue is \$87,188.04 with no expenses, leaving a total of \$87,188.04. Mr. Kramer pointed out a CI-EDA Grant Match transfer of \$500,000 to Southeastern Oklahoma State University water tower project. A \$630,000 transfer for new industrial road improvements to Waldron Drive was also noted by Mr. Kramer, who mentioned that the concrete curbing was ready to be poured, weather permitting. The Net Change in Fund balance is \$87,188.04.

Mr. Kramer presented the Pharmcare OK of Durant Employee 4<sup>th</sup> Quarter 2014 Payroll Report of 23 staff members and \$230,843.97 wages paid. The 2013 and 2014 full two years payroll is \$1,901,580.80. The Durant Industrial Authority offices has been in contact with Mr. Scott Crain, and he will provide the Workforce Payroll Wage Data for Texoma Manufacturing in early February.

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

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

Tommy Kramer informed the Durant Industrial Authority Board of the January 2015 claims for payment approval. The payroll claims for January 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 -\$791.41
- JP Morgan Chase – Office Supplies; Training and Travel - \$469.07
- Fuelman-\$92.12
- 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 \$547.50
- 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 Ron Bennett to approve the claims for the month of January 2015  
This motion was seconded by Fran Mickle. 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 the salary compensation, job description and duties of the Durant Industrial Authority Executive Director. 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**

Fran Mickle made a motion that the Durant Industrial Authority members authorized a two percent salary increase to the Executive Director as of the first payroll period in March. 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

**X. Durant Industrial Authority New Business**

Mr. Kramer reported that he contacted Janet Reed, and she is recovering very well after her second hip replacement surgery.

Mr. Kramer announced that he has made a DIA Staff Assistance job offer to Ms. Julie Ingram of Durant. Ms. Ingram is the Executive Assistant to the Senior Vice President of Banking at Comerica Bank in Dallas.

Chairman Tomlinson discussed the possibility of the DIA hiring Josh J. McClintock as a capital government relations lobbyist. Chairman Tomlinson stated he would invite Mr. McClintock to make a presentation at the March 10, 2015 Board Meeting.

**XI. Adjournment**

Greg Massey made a motion that the meeting be adjourned at 8:18am. 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