

Campbellsville-Taylor County Economic Development Authority Minutes of Board Meeting held May 16, 2014

Members present: Mark Johnson, Russell Montgomery, Jane Wheatley, Barry Blevins, Angela Call, and John Chowning. Also present were Jon Hieneman, Ron McMahan and Jessica Sublett, as well as Shirley Buckner with Wise, Buckner, Sprowles & Associates.

Chair Mark Johnson called the meeting to order and John Chowning opened the meeting with prayer. Ron McMahan recited that the media had been properly notified of the meeting.

Minutes from the April 11th monthly meeting were reviewed. Minutes were by unanimous vote following motion by Angela Call and seconded by John Chowning.

The April financials were presented by Ron McMahan. Motion made by John Chowning, seconded by Barry Blevins to approve the financial reports. Motion approved by unanimous vote.

The Fiscal Year 2012/2013 Audit was presented by Shirley Buckner. Audit was approved by unanimous vote following motion by Russell Montgomery and seconded by John Chowning.

Chairman Mark Johnson's report:

- Encouraged more transparency in the EDA records and the public's viewing of the minutes and financials from the monthly meetings. Motion made by John Chowning to appoint Mark Johnson, Ron McMahan and Jessica Sublett to report in June on how to promote more transparency and possibly begin publishing minutes on the website. Motion seconded by Russell Montgomery and approved by unanimous vote.
- Presented the 2014/2015 budget for review. A final draft will be presented in June once action has been taken on what the monthly automobile allowance will be.

Executive Director Ron McMahan's report:


- The next board meeting is scheduled for Friday, June 13, 2014.
- Auto Allowance – surveyed the EDA organizations in surrounding counties to see what is provided to them in regards to a vehicle or vehicle allowance. All but two counties have switched to a monthly auto allowance instead of providing a vehicle and the two counties who currently provide a vehicle will not be replacing them once the cost to maintain is too high. The monthly allowance ranges from \$350-500 a month, with most increasing to \$500 a month for the upcoming fiscal year. Most counties also allowed an additional expense of paying IRS mileage for out-of-county trips. Motion made by Jane Wheatley and seconded by John Chowning to give a \$500 monthly allowance and reimburse mileage at the standard IRS rate for out-of-county trips beginning with the new fiscal year. Motioned approved by unanimous vote.

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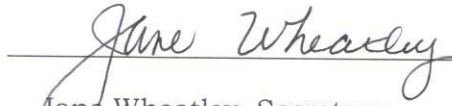
- Existing Industries Update:
 - INFAC is seeking to refinance the loan on their building and is asking for EDA board approval to do so. Motion was made by Russell Montgomery, seconded by Barry Blevins and approved by unanimous vote to allow INFAC to refinance their loan with the provision that the EDA is the first position on the lien.
 - SERCO – adding 50 jobs, but no physical expansion at this time.
 - Amazon – will be celebrating their 15th anniversary later this year, is planning to have a large presence at the 4th of July Celebration.
 - Murakami – has requested updated bids from their contractors on a possible future expansion.
 - Campbellsville Apparel – currently has 75 employees, is hoping to receive a new work order under their current government contract in the next few months.
- New Prospects/Projects:
 - Collier's Commerce Real Estate Brokers – they have requested specific information on the INFAC/Hilpp building that is available. They have been in conversations with Mr. Hilpp about the cost of building lease per month.
- HCTP Update:
 - Build-Ready Program – a new initiative from the state to certify that pad sites are ready for building. Working with Dabney Engineering to complete the topography of the site before crops were planted for the season. Have to provide virtual buildings for this certification. Motion made by John Chowning and seconded by Jane Wheatley to allow Ron McMahan to send bids out to engineering and architectural firms to complete the requirements per the professional services procurement policy and to grant a bid with a qualitative scoring allowing the best bid vs. the cheapest. Motion approved by unanimous vote.
 - ATMOS – have received cost estimates for the City and Water & Sewer Company for extending the water and sewer lines to and just beyond the ATMOS property. Motion made by John Chowning and seconded by Jane Wheatley to authorize Ron to proceed in working with the Water & Sewer Company to complete the project at a reasonable cost and to report back to the executive committee with the cost. Motion approved by unanimous vote.
- State Update – at a recent meeting, two cities got up and announced they would give away their spec building, offer free land, pay for equipment and build new buildings if a company brought the right amount of jobs to the area. State is also reeling from the pull-out of Toyota's offices in northern KY.
- John Chowning and Russell Montgomery were reappointed by the city and the county to additional four-year terms.

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Motion to adjourn was made by Russell Montgomery, seconded by Barry Blevins, and approved by unanimous vote.



Mark Johnson, Chairman



Jane Wheatley, Secretary

**Campbellsville-Taylor County Economic Development Authority
Operating Budget
YTD May 2014**

	Jul '13-Apr 14	Jul '13-May 14	Budget
Income			
Heartland Commerce Park Income	16,139	16,139	16,500
Interest			
Interest-Citizens Checking	2,761	3,051	2,500
Interest - Citizens HCTP	905	1,002	1,000
Other Income	718	718	0
Support-City of Campbellsville	125,000	137,500	150,000
Support-Taylor County Fiscal Ct	150,000	150,000	150,000
Total Income	291,857	304,357	316,500
Expense			
Accounting/Audit Expenses	0	2,000	2,000
Auto Expenses	4,705	4,705	5,000
Career Ready Support/Training	10,800	11,642	0
Conference & Seminar Expenses	520	520	6,000
Dues/Memberships/Subscriptions	1,521	1,663	2,000
Existing Ind. Program Expenses	728	797	5,000
Heartland Commerce Park Expense	16,995	21,005	15,000
Insurance Expense			
Auto Insurance Expense	329	329	675
Health Insurance Expense	15,026	16,560	25,000
Property & Liability Insurance	813	813	625
Workmans Comp Insurance	506	506	510
Interest Expense	40,953	45,050	49,166
Legal Expenses	665	1,539	1,500
Maintenance Expenses			
Building Maint Expense	120	120	100
Marketing Expenses			
Advertising Expense	6,371	6,371	10,000
Web Development Expense	605	605	6,000
Web Site Support Expense	15	15	150
Meetings Expense	1,028	1,318	1,500
Miscellaneous Expense	373	373	500
Office Equipment Expense			

	Jul '13-Apr 14	Jul '13-May 14	Budget
Computers Expense	498	498	1,000
Furniture Expense	100	100	
Other Equipment Expense	0	0	500
Telephone Equipment Expense	75	75	
Office Expense			
General Supplies	0	0	300
Office Supplies	607	607	600
Payroll Taxes Expense	6,515	7,141	7,400
Postage Expenses	41	41	200
Prospect Visits	1,228	1,228	1,000
Salaries & Wages			
Admin Assistant Salary	12,770	14,056	14,645
Director Retirement	12,657	13,906	15,515
Director Salary	66,994	73,606	79,343
Payroll Expenses	32	35	
Telephone Expenses			
Cellular Phone Expenses	1,421	1,524	1,244
Office Telephone Expense	1,756	1,863	2,160
Travel Expenses	10,570	11,021	10,000
Utilities Expense	4,759	5,159	4,800
Total Expense	222,096	246,789	269,434

Campbellsville-Taylor County Economic Development Authority
Balance Sheet
As of May 31, 2014

ASSETS

Current Assets

Checking/Savings

Citizens - HCTP Development	61,883.64
Citizens Bank & Trust	183,080.50
Petty Cash - Exec Director	150.00

Fixed Assets

Accum Depreciation	-35,541.26
Equipment	38,699.47

Other Assets

Land - HCTP	1,723,482.00
Land Improvements - HCTP	1,301,753.45

TOTAL ASSETS **3,273,507.80**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Credit Cards	1,940.92
HCTP Loan Payable - Citizens	1,768,725.78
Interest Payable	4,097.05
Payroll Liabilities	4,302.13

Total Liabilities 1,779,065.88

Equity

Retained Earnings	1,432,821.62
Net Income	61,620.30

Total Equity 1,494,441.92

TOTAL LIABILITIES & EQUITY **3,273,507.80**