

**WHITE OAK ECONOMIC DEVELOPMENT  
CORPORATION REGULAR BOARD MINUTES  
WHITE OAK CITY HALL  
SEPTEMBER 23, 2014  
6:00 P.M.**

MEMBERS PRESENT : President Thomas Cash, James Crump, Curtis Smith, Mike Gilbert

MEMBERS ABSENT : Greg Hulett, Barbara Ray, Ken Cunningham

STAFF PRESENT : Charlie Smith, Sherry Roberts, Maureen Carrigan

GUESTS PRESENT : None

CALL TO ORDER

President Cash called the meeting to order at 6:02 p.m.

CONSENT AGENDA: All matters listed under the Consent Agenda are considered routine and will be enacted in one motion. Should the President, a Board member, or a citizen desire discussion of any item that item will be removed from the Consent Agenda and will be considered separately.

- a. Approve Minutes from the July 22, 2014 meeting.
- b. Accept EDC Monthly Financial Report for Period Ending August 30, 2014

Director Gilbert made the motion to approve, seconded by Vice-President Smith. Carried unanimously.

CONSIDER AND/OR APPROVE Boon, Shaver, Echols, Coleman, and Goolsby as the WOEDCO attorney.

President Cash explained that the Board previously switched attorneys during the Don Giovanni lawsuit. Vice-President Smith stated that Attorney Gary Shaver did not do anything to help get WOEDCO money back.

City Coordinator Charlie Smith explained to the Board that Don Giovanni's kept switching attorneys and Darren Coleman actually got the ball rolling and Gary Shaver actually did everything that could have been done. Gary had to refile motions every time they changed attorneys. When they finally settled on one attorney is when the process got into motion. Director Gilbert asked if Brad Echols was the Kilgore attorney. City Coordinator Smith answered no.

Motion to change attorneys made by Director Crump, seconded by Director Gilbert. Carried unanimously.

DISCUSS new contract with City of White Oak.

City Coordinator Smith explained there is not a current contract between the City and WOEDCO. The previous contract expired in 2008 and was not renegotiated. Mr. Smith stated he would like

to know what items the WOEDCO Board would like in the contract with the City. He updated the Board about Debbie Sadler no longer being a City employee. Mr. Smith explained that two City positions were eliminated due to budget constraints. This elimination would allow WOEDCO's fund balance to build back up, and the committee chosen to decide which positions to eliminate concluded that this particular position should not be considered full-time. It was decided that he would do the work, City Secretary Sherry Roberts would handle the secretarial work, and A/P Specialist Maureen Carrigan would perform the financial duties. Vice-President Smith stated WOEDCO used to pay 75% of the WOEDCO Executive Director salary. City Secretary Sherry Roberts explained this was just for one year.

President Cash asked City Coordinator Smith to explain the dues in the Board packet. City Coordinator Smith explained that he had Maureen go back four years to see how much money could be put back into the WOEDCO budget by cutting expenses. Mr. Smith stated the research revealed over \$25,000 from fiscal year 13/14 that could have been saved from trips and dues. He explained that his connection with Debbie was that she would send a last-minute e-mail on a Friday afternoon about an upcoming conference the following week. He acknowledged the different roles this position played with the City. This position answered to the Board for WOEDCO related duties and to the city coordinator for the City duties relating to community development.

President Cash questioned if WOEDCO would continue to pay the same amount of dues every year. City Coordinator Smith answered no and there was further discussion related to what dues would continue to be paid, City rules regarding travel expense reports, and financial issues.

Regarding the contract, City Coordinator Smith expressed his desire to put some information together for the Board and continue from there.

CONSIDER AND/OR APPROVE disposal method of WOEDCO vehicle.

City Coordinator Smith explained that the City bought the vehicle back in 2004 and was reimbursed by WOEDCO. He asked if WOEDCO would donate or sell it back to the city and let it be used for the police department. City Secretary Sherry Roberts commented that the car is fully depreciated. City Coordinator Smith then commented that it has around 90,000 miles on it. President Cash requested this item be tabled until he could research the book value of the car.

Director Crump made a motion to table in order to give President Cash time to research the book value of the car, seconded by Director Gilbert. Carried unanimously.

CONSIDER AND/OR APPROVE audit engagement letter from Karen A. Jacks & Associates, P.C. for fiscal year ending September 30, 2014.

Vice-President Curtis Smith questioned if this was just to hire the firm to do the audit and if this same firm performs the audit every year. President Cash answered affirmatively.

Vice-President Smith made the motion to approve, seconded by Director Crump. Carried unanimously.

CONSIDER AND/OR APPROVE Greg Hulett as an authorized signer on WOEDCO bank accounts.

City Coordinator Smith explained the WOEDCO by-laws only allow for one person from the President or Vice-President position and one person from the Secretary or Treasurer position to be account signers. Since Director Hulett is not one of these officer positions, the item died for lack of a motion.

DISCUSS the December business luncheon.

Every year WOEDCO has a luncheon for area businesses. City Coordinator Smith questioned if the Board would like to continue this practice. He believes it is a good thing, but admitted there should be a few changes. There is normally a good turnout. The informal consensus was to continue the business luncheons.

DISCUSS AND/OR TAKE ACTION on previously approved late payment fee.

President Cash explained this fee was previously approved and questioned the reason it had not been put into effect. It was discovered that this practice was not incorporated by staff. President Cash reiterated that the motion was approved and he wanted it to take effect. Vice-President Smith questioned that if this wording is not in their contract, was it possible to add the fee. It was decided not to add this fee to current grant/loan recipients and President Cash proposed this wording be added in future contracts.

#### STAFF REPORTS & UPDATES

City Coordinator Smith updated the Board about Celtex located on Cherokee Trace. The company had planned to move to Gladewater, but the deal had been put on hold. They would like to build in the Willow Lake Business Park. They have around five employees and will possibly double that in the next year because of business growth. Gladewater offered Celtex an incentive of \$60,000 and several acres of land in their industrial park that would require a lot of dirt work. At some point Celtex will come to the Board with an incentive request. City Coordinator Smith expressed his intent to talk to the owner of the local Chick-fil-a restaurants to see if there is an interest in opening a restaurant in White Oak. President Cash pointed out that the one good thing about being in White Oak is that it will pull in the surrounding towns like Gladewater and Kilgore.

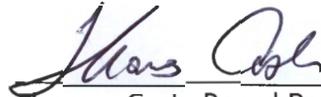
City Coordinator Smith acknowledged his excitement about the opportunity to put money back into WOEDCO. Between the three staff employees (including him) handling the bookwork, it will be very detailed and Board members will be able to see where WOEDCO funds are spent.

President Cash inquired about the most recent DCG Bakery repayment. Maureen Carrigan responded that they had paid both their August and September payments. Next payment is due October 1 and they have up to three business days after that to make payment. City Coordinator Smith reported that if they are one day late, the judgment is ready to be processed.

The Board was updated about the new construction of McDonald's across the street from their current location. It would be November or December before the old building can be razed.

ADJOURNMENT

Director Gilbert made the motion to adjourn at 6:46 p.m., seconded by Vice-President Smith. Carried unanimously.

  
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Thomas Cash, Board President

ATTEST:

  
  
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Sherry Roberts, TRMC  
City Secretary