

**MINUTES OF THE REGULAR MEETING OF  
COLLIERVILLE INDUSTRIAL DEVELOPMENT BOARD**

Thursday, January 22, 2015

The Collierville Industrial Development Board held a regular advertised public meeting at 5:30pm on Thursday, January 22, 2015, in the Administrative Conference Room at Town Hall, located at 500 Poplar View Parkway.

1. **CALL TO ORDER**: Chairman Mark Moody called the meeting to order.
2. **ROLL CALL**: Angela Reeder took the roll. The following members of the Industrial Development Board were present: Mark Moody, Thomas Bergeron, Terry Cochran, Stuart Brazile, Sherri Scardino, and John Green. Ron Lawrence, Taylor Stamps, and Brandy Thompson were absent. Mr. Duncan told the Board that Ms. Thompson apologized for missing the meeting, as she was home sick with the flu.

Staff present were Town Administrator James Lewellen, IDB Attorney Josh Lawhead, Economic Development Director John Duncan, Accounting Supervisor Kate Watkins, and Angela Reeder.

3. **WELCOME AND INTRODUCTION OF NEWLY APPOINTED BOARD MEMBERS**

Mr. Duncan welcomed Ms. Scardino and had the individual Board members and staff introduce themselves. Ms. Scardino then explained that she grew up in Collierville and now works for Helena Chemical.

Mr. Duncan then introduced Mr. Rod DeBerry. Mr. DeBerry explained that he now works in the County Trustee's office and one of his tasks is to work with PILOTS, both their reporting and compliance. He explained that his office is working on developing a process to make PILOT reporting more seamless. His goal in visiting cities is to help Board's understand what their companies are required to do each year, which is reporting to both the County Assessor's Office and to the State Board of Equalization.

4. **ELECTION OF OFFICERS**

Mr. Lawhead explained that there needed to be one motion to nominate someone for each of the three offices, or there could be three motions, each nominating a person for one of the positions.

Mr. Bergeron made a motion to nominate Mark Moody as Chairman, Stuart Brazile as Vice Chair, and Ron Lawrence as Secretary/Treasurer. Mr. Cochran seconded that motion. All were in favor, none were opposed. Motion is approved.

5. **APPROVAL OF MINUTES**

A. **November 18, 2014, 3:00 p.m.**

B. **November 18, 2014, 4:00 p.m.**

Mr. Cochran made a motion, seconded by Mr. Bergeron, to approve the minutes as written for the two meetings of the Industrial Development Board on November 18, 2014. All were in favor, none were opposed. Motion is approved.

## 6. BUSINESS ITEMS

### A. **Resolution 2015-1, a resolution to approve 2013 Personal Property Lease additions and deletions by Strike King Lure Company.**

Mr. Lawhead explained that this resolution would approve as of December 31, 2013, the addition of new personal property into the PILOT by Strike King for 2013, and the deletion of certain other personal property currently in the PILOT, most likely because those items are being taken out of service. This process is performed through a bill of sale from Strike King to the IDB, and then our deeding back through quick claim to Strike King. This resolution would approve those documents to be executed by the Chairman.

Motion by Mr. Bergeron to approve Resolution 2015-1. The motion was seconded by Mr. Moody and approved unanimously by the Board.

### B. **Resolution 2015-2, a resolution to approve 2014 Personal Property Lease additions and deletions by Strike King Lure Company.**

Mr. Lawhead explained this item was similar to the previous resolution, except this resolution would approve as of December 31, 2014, the addition of new personal property and the deletion of certain other personal property into the PILOT by Strike King for 2014.

Motion by Mr. Cochran to approve Resolution 2015-2. The motion was seconded by Mr. Green and approved unanimously by the Board.

### C. **Resolution 2015-3, a resolution to approve 2014 Personal Property Lease additions and deletions by Shelby Group International, Inc., d/b/a MCR Safety.**

Mr. Lawhead explained that this resolution would approve the addition of new personal property into and deletion of certain other personal property from the PILOT by Shelby Group International, who does business as MCR Safety, for 2014.

Motion by Mr. Bergeron to approve Resolution 2015-3. The motion was seconded by Mr. Cochran and approved unanimously by the Board.

### D. **Resolution 2015-4, a resolution to approve 2014 Personal Property Lease additions and deletions by Carrier Corporation.**

Mr. Lawhead explained that this resolution, similar to the previous, would approve the addition of new personal property into and deletion of certain other personal property from the PILOT by Carrier Corporation for 2014. This resolution would approve those documents to be executed by the Chairman.

Mr. Cochran asked if there was a minimum required amount to report additions and deletions for a PILOT.

Mr. Lawhead replied that generally speaking, PILOT companies need to maintain 90% of the approved amount of personal property in their PILOT. He noted that all of the applicants being considered tonight fall within that range.

Mr. Cochran asked if there was a minimum amount they were required to add each year.

Mr. Lawhead said that they were approved for a certain amount of Personal Property by the Board, and that if the company adds personal property but doesn't want to add it to the roll, they are not required to and they can pay standard ad valorem for it. However, In order to have it added to the personal property roll for PILOT purposes, they have to ask the Board for that privilege.

Motion by Mr. Cochran to approve Resolution 2015-4. The motion was seconded by Mr. Green and approved unanimously by the Board.

## **7. OTHER BUSINESS**

Chairman Moody asked to add one item prior to the Economic Development Overview. He explained to the Board that they have a checking account that is used for various things. He noted that when events occur, such as the ice cream social and one yesterday, John Duncan is the one doing the legwork. Given that, he noted that it would be convenient if John were an authorized check signer.

Mr. Green moved that the Board authorize John Duncan being added as an authorized check signer for the IDB. The motion was seconded by Mr. Bergeron and approved unanimously by the Board.

Mr. Duncan then provided the Board with the current balance in the Suntrust IDB checking account, which was \$ 64,421.13 as of December 31, 2014. He told the Board that some of that money was recently used for the Commercial Real Estate, Developer, and Investor luncheon.

### **A. Economic Development Overview.**

Mr. Duncan presented the Board with an overview of Economic Development activities in Collierville since their last meeting, including the recent well attended luncheon, an overview of restaurant and retail activities in town, the new ED retail brochure, the health care cluster concept, Hwy 72 as a logistics corridor, and new warehouse space being built.

Mr. Green commented that he attended yesterday's luncheon and found it well done and enjoyable, with good presentations from the Mayor, Mr. Lewellen, and John.

Mr. Moody asked about those PILOT companies, such as Helena, that did not submit an addition/deletion request for 2014.

Mr. Lawhead noted that Mr. Duncan informed all of the applicants of the timeline to submit lists and documentation to formalize any additions/deletions. He noted not everyone would submit, as it is not a requirement. He stated that it is good to have them turn the information in a timely fashion however.

Mr. Duncan noted that with regard to Helena specifically, their previous PILOT had expired and the recently approved PILOT had not taken effect at this time. He also confirmed that he had notified all of the PILOTs with a letter, emails, and phone calls about the requirement to file with the county and state.

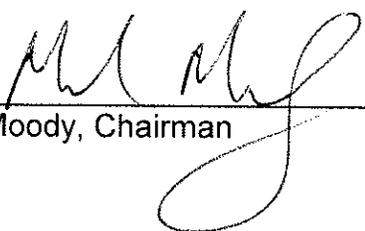
Mr. Lawhead said that it is up to the Board, if the Board wants to put a deadline on when information must be submitted in order to be considered for annual additions/deletions. He noted that there currently is no identified hard and fast deadline.

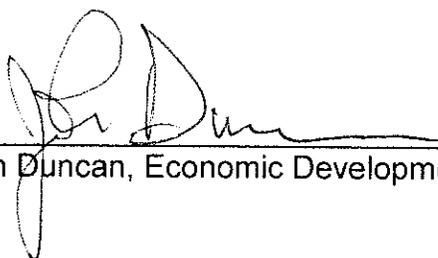
Mr. Cochran noted that EDGE Board recently considered a retail PILOT with IKEA and that it would be worthwhile for the Board members to be considering their opinions on when or if the IDB would consider a retail PILOT.

The Board then discussed various alternatives and options for a deadline to submit paperwork for annual additions/deletions, including reasonable dates, penalties, and reminding applicants of the reporting requirements.

## 8. ADJOURNMENT

With no further business, Chairman Moody adjourned the meeting at @ 6:18pm.

  
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Mark Moody, Chairman

  
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John Duncan, Economic Development Director