**Van Alstyne Community Development Corporation**

**Minutes – Regular Board Meeting**

**228 East Marshall**

**Thursday, August 9, 2018 6:30 P.M.**

**A QUORUM OF THE CITY COUNCIL MEMBERS MAY OR MAY NOT BE PRESENT. NO ACTION OF THE CITY COUNCIL WILL BE TAKEN AT THIS MEETING.**

1. **Call to order - Recognition of guest(s)**

**The meeting was called to order at 6:30 p.m.**

**Present: Chris Dorak, Mark Rock, Wayne Womack, Robert Lewis, Robert Jaska, Collin Flynn, Rodney Williams**

**Absent: Alesha Crowell**

**Guests: Kelly Bishop, Shannon Morgan, Kaaren Teuber, JD Ballard, Lane Jones, Mary Jane Farmer, Barbie Griffin**

1. **Discuss/Action: Hold joint session with the Van Alstyne Economic Development Corporation to discuss sublease agreement**

**Kaaren Teuber, EDC board president, wanted to know why the CDC would not sign the proffered sublease agreement. CDC President Chris Dorak explained to her that the board’s position is that the agreement as prepared by the EDC’s attorney indemnifies and protects the EDC and does nothing to protect the CDC. Dorak stated that the board is there to protect the CDC’s best interests and that the sublease did not accomplish that goal as presented. Teuber requested that the board re-word the two items in question and present it to the EDC for review. No action was taken.**

**3. Exit joint session and reconvene into regular session**

**There was not a quorum of EDC board members present thus a joint session was not necessary.**

**4. Discuss/Action: Additional Fall der All funding and support (Mary Jane Farmer)**

**Mary Jane Farmer presented a request to fund the purchase of new pole banners for the Fall der All celebration in October at a cost of $245.25. She also asked for an additional $500-600 to fund one more Music in the Park event as it was scheduled to end in August. Farmer further requested $150 each for an advertising budget for the Christmas tree lighting on the first Saturday in December and the Christmas parade celebration on the second Saturday in December.**

**Robert Lewis made a motion to approve the purchase of the Fall der All banners and Wayne Womack seconded the motion. The motion passed, 6-0.**

**After more discussion regarding the need for additional seasonal/event banners for downtown, including ones for spring, Christmas and July Fourth, Wayne Womack made a motion to approve the purchase at a cost not to exceed $900. Robert Lewis seconded the motion and it passed, 6-0. The cost to fund the additional banners will be factored into the next fiscal year budget.**

**Collin Flynn made a motion to approve the funding of $500-600 for an additional Music in the Park event with a second from Wayne Womack. The motion passed 6-0.**

**Mark Rock made a motion to approve the advertising funding request for both the Christmas tree lighting and the Christmas parade celebration at a total cost of $300. Wayne Womack seconded the motion and it passed 6-0. Further discussion was had regarding the best way to advertise and market these events.**

**5. Discuss/Action: Approval of minutes from previous meeting: July 12, 2018**

**Wayne Womack made a motion to approve the minutes as presented with a second from Robert Lewis. The motion passed 6-0.**

**6. Discuss/Action: Treasurer’s report**

**Wayne Womack made a motion to approve the treasurer’s report as presented with a second from Collin Flynn. The motion passed 6-0.**

**7. Discuss/Action: Director’s report**

**Executive Director Rodney Williams presented his monthly report. Williams updated the Board on an open records request, progress on trademarking the VACDC logo and the finalizing of the CDC’s insurance policy… Williams also informed the Board that webmaster Laura Dapkus is working on a site page/tab for the Façade Grant Program and that a calendar has been added to the landing page that links to the City and Chamber’s calendars… Williams informed the Board that he met with the developer of a new mixed-use project and that he has scheduled a meeting with another commercial developer who might be interested in joining the project… He attended the grand opening for The Roost on June 13 and the Partin and Sanford Elementary School dedications on July 31 and August 2, respectively, as well as the Van Alstyne Chamber of Commerce’s monthly Board meeting on August 7 and its Networking Breakfast on August 8… Williams also attended local government training through Messer, Rockefeller, Fort in Sherman on July 20… He met with a new business owner to successfully work out permitting and inspection issues… Williams spoke with two prospective new business owners regarding their search for spaces with existing commercial kitchens… Williams also spoke with two prospective new business owners and directed them to vacant office locations… He spoke with Grayson College Dean Kim Williams regarding progress on establishing a scholarship for students of the Small Business Program… Williams met with VAISD Superintendent Dr. David Brown to discuss a potential project… He met with the owner of a vacant storefront downtown who has decided to sell… Williams spoke with another owner of a vacant space on Main Street who indicated that she will be selling or leasing her unoccupied two-story storefront in late Fall… He communicated with a major pharmacy chain about its future plans for Van Alstyne.**

**8 Discuss/Action: Consider and take any action recommending appointments to the VACDC Board of Directors**

**Rodney Williams informed the Board that he had posted the board applications the previous month on the CDC’s website and its front door, and the City had posted it on its website as well. Three applications were received, all from current Board members Alesha Crowell, Robert Jaska and Chris Dorak.**

**Robert Jaska made a motion to approve the recommendation of Chris Dorak to the CDC Board of Directors. Robert Lewis seconded the motion and it passed 5-0 with Dorak abstaining.**

**Mark Rock made a motion to approve the recommendation of Alesha Crowell to the CDC Board of Directors. Wayne Womack seconded the motion and it passed 6-0.**

**Wayne Womack made a motion to approve the recommendation of Robert Jaska to the CDC Board of Directors. Robert Lewis seconded the motion and it passed 5-0 with Jaska abstaining.**

**9. Discuss/Action: Community task force update**

**Rodney Williams informed the Board that the task force has been disbanded. Chris Dorak added that the task force accomplished some good things in its time and that the CDC would continue to work on improving the downtown area.**

**10. Discuss/Action: Capital Improvement Program presentation**

**Rodney Williams made a PowerPoint presentation on community improvements. This was part two of a two-part capital improvement program presentation following part one done in July. Williams will present this at the September City Council meeting as per the corporation’s bylaws.**

**11. Discuss/Action: Update on projects: a) railcar renovation; b) Project Barley; c) Façade Grant Program**

**Robert Lewis updated the Board on the railcar renovation and stated that there is approximately an hour’s worth of sanding to be done and then the finish coat to be put on… Rodney Williams stated that work on the hardware store is progressing and that the owners are finishing work on the site plan and hope to present it to the planning and zoning commission in September… Williams updated the Board on the Façade Grant Program. He stated that he has given application packages to Sonic, Donut Chef and AirView AC. He also stated that Quality Drafting owner Wesley Shanklin, Sr., informed him that the they will no longer need a previously-approved façade grant package as they are going to fund the work on their own. Williams accompanied Shanklin to City Hall where he finished the permitting application and applied for his building permit.**

**12. Discuss/Action: Approval for Quickbooks training seminar**

**Rodney Williams requested permission to enroll in a two-day Quickbooks training seminar on September 19-20 put on by Intuit. Robert Lewis made a motion to approve the cost of $549.95 and Wayne Womack seconded the motion. It passed 6-0.**

**13. Recess into closed session pursuant to Chapter 551, Texas Government Code for deliberation regarding:**

1. **Sec. 551.072 – to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.**
2. **Section 551.074 – to deliberate or discuss the appointment, employment, evaluation, reassignment of duties, discipline, or dismissal of a public officer or employee;**
3. **Reconvene into open session**

**14. Discuss/Action: Take any action as a result of closed session**

**Following the closed session, Wayne Womack made a motion to approve the compensation committee’s recommendation for Executive Director Rodney Williams. The motion passed 5-0 with Robert Jaska absent from this vote.**

**15. Closing comments**

**There were no closing comments.**

**16. Adjourn**

**The meeting was adjourned at 8:38 p.m.**

**Respectfully submitted by Rodney Williams.**