**Van Alstyne Community Development Corporation**

**Minutes – Regular Board Meeting**

**228 East Marshall**

**Thursday, November 9, 2017, 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)**

President Chris Dorak called the meeting to order at 6:30 PM

Present: Chris Dorak, Mark Rock, Alesha Crowell, Wayne Womack, Robert Lewis, Robert Jaska, Rodney Williams and Emily Freeman

Guests: Laura Cooper, Laura Dapkus, Teddie Ann Salmon and Mayor Larry Cooper

**2. Closed Session 6:34 PM – 6:53 PM**

Recess into closed session pursuant to Chapter 551, Texas Government Code

for deliberation regarding:

a. Section 551.074 - to deliberate or discuss the appointment, employment, evaluation, reassignment of duties, discipline, or dismissal of a public officer or employee;

b. Section 551.071 – to deliberate or discuss an interlocal agreement with the City of Van Alstyne regarding the Executive Director position for the Van Alstyne Community Development Corporation;

c. Reconvene into open session

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

Robert Lewis made a motion to accept the final draft of the interlocal agreement sent via email by Melissa Cranford. Wayne Womack seconded the motion. The motion passed unanimously.

**4. Discuss/Action: Funding for Christmas tree/gazebo lights for downtown park**

A presentation was made by Laura Cooper, President of Keep Van Alstyne Beautiful. She requested assistance from the VACDC to help pay for ten strands of Christmas lights for the Christmas tree and the gazebo located at Dorothy Fielder Park. The total of these ten strands would be $199.80 from Home Depot. She also requested a donation for two strands of LED lights for the kid’s area at Dorothy Fielder Park, totaling $49.96. The total of these two projects would be $249.76. Chris Dorak made a motion to approve the donation request for the two projects. Robert Lewis seconded the motion. Wayne Womack amended the motion to approve the donation amount for the two projects with a maximum of $300 to cover any additional fees. The motion passed 5-0, with Robert Jaska abstaining.

**5. Discuss/Action: Adding real estate listing and website makeover**

Laura Dapkus presented three options available to add commercial real estate listings to the VACDC website.

Option 1: Xceligent- A professional listing of commercial properties available in Van Alstyne, updated and maintained by Xceligent staff. It would cost $300 to install, and $300 a month to maintain, with a one year contract.

Option 2: “Fancy” Manual Listings- This option would allow user submitted listings, and would be maintained by the VACDC staff. The set-up fee ranges from $700-$1,000. There is no monthly fee, but will cost $350 annually, for licensing fees.

Option 3: “Plain” Manual Listing- This would be user submitted and maintained. The estimated price for set-up ranges from $300-$1,000 with no monthly or annual fees.

After discussion, this item was tabled until Laura emails the full presentation containing more details to Rodney, to pass along to the Board for further review.

**6. Discuss/Action: Approval of minutes from October 12, 2017 meeting**

Robert Lewis made a motion to approve the minutes as presented. Wayne Womack seconded the motion. The motion was approved unanimously.

**7. Discuss/Action: Approval of Treasurer’s Report**

Wayne Womack made a motion to accept the Treasurer’s Report as presented. Robert Lewis seconded the motion. The motion passed unanimously.

**8. Discuss/Action: Director’s Report**

Rodney Williams reported that he is currently gathering information for the 2017 audit, which will be on-site February 26, 2018… After the Gazebo work was complete, signs were put up to show renovations were funded by the VACDC…Rodney reported that a new printer is needed for his computer, and he will shop for one under the $250 price range, to be purchased with his debit card…A façade improvement packet was given to Jeff Sharer for the property at the corner of Highway 5 and Van Alstyne Parkway (formerly the tire shop). That building is also available as a commercial property, as well as the building formerly occupied by Pizza Hut…Rodney visited with prospective businesses interested in Van Alstyne; including a home and ranch store, and several restaurants…Rodney also assisted two local business owners in issues related to opening in the city.

**9. Discuss/Action: Update on façade projects, a) Kristy Bryant properties, b) Quality Drafting**

Rodney Williams updated the board on current façade projects. A) Kristy Bryant is 98% finished and is planning an Open House next Wednesday. Once everything is complete, she will submit invoices. b) Quality Drafting has not started their projects yet.

**10. Discuss/Action: Proposed Lease Agreement with Van Alstyne EDC**

Wayne Womack made a motion to table the item, in order to give the Board time to review, make notes, comments and concerns regarding the agreement; and bring back to the January Board Meeting. Robert Lewis seconded the motion. The motion passed unanimously**.**

**11. Discuss/Action: Confirmation to the VACDC Board of Directors that there is no outstanding debt as of 10/31/2017 as confirmation for FY 2017 audit**

Robert Jaska made a motion to state that the VACDC has no outside debt. Alesha Crowell seconded the motion. The motion passed unanimously.

**12. Discuss/Action: Purchase of HP Care Package for newly purchased computer**

Rodney Williams presented a full coverage plan that would cover the new CDC laptop for three years, and include customer support. The plan would total $191.99. Robert Jaska made a motion to approve that purchase. Alesha Crowell seconded the motion. The motion passed unanimously.

**13. Discuss/Action: Review of new logo designs**

This item was tabled until the final product is ready for review.

**14. Comments by the Board Members, Board President and Mayor**

Teddie Ann Salmon requested that the VACDC provide a copy of the minutes to City Council each month, via email to Jennifer at City Hall. Chris Dorak asked that City Council make a motion to request our monthly minutes.

Mayor Larry Cooper requested to be on the agenda nextmonth to brainstorm solutions for our downtown parking issues.

**15. Adjourn**

The meeting was adjourned at 8:06 PM

Respectfully submitted by Emily Freeman