**Van Alstyne Community Development Corporation**

 **Minutes – Regular Board Meeting**

**228 East Marshall**

**Thursday, October 12, 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 6:32 p.m.**

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

 **Guest: Mayor Larry Cooper**

**2. 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 closed session**

 **No action was taken as a result of the executive session.**

**4. Discuss/Action: Approval of minutes from August 15, 2017, September 6, 2017 and September 14, 2017 meetings.**

 **Wayne Womack made a motion to accept the minutes, Robert Lewis seconded the motion. The motion passed unanimously, 7-0.**

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

 **A treasurer’s report was not available and will be presented at a later date.**

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

**Rodney Williams updated the board on the completed phone line installation, paperwork filed with the City for direct deposit activation, a completed request from the Social Security Administration to correct former employee Kanita Larkins’ filings, TWC reporting and front window signage. Furthermore, Rodney Williams reported on Facebook numbers, meetings with prospective commercial and retail business owners and a commercial real estate broker, meetings with Frank Baker and Jennifer Gould at City Hall to discuss payments regarding Phase I of the Shared Use Path and small business owner issues, meetings with aldermen Suzon Crowell and Teddie Ann Salmon, contact with the owner of the property at 211 E. Marshall regarding possible sale of property, progress of merry-go-round construction project at North Park and future attendance at TEDC Sales Tax Workshop on Oct. 27 in Mesquite and ICSC Dealmaking Conference Nov. 8-10 in Dallas.**

**7. Discuss/Action: Status of Pedestrian/Bike Trail Refund**

**Rodney Williams met with Jennifer Gould regarding an approximate $12,000 overpayment for Phase I of the Shared Use Path project. Jennifer Gould recommended that the CDC put this issue on an upcoming City Council agenda to request the return of funds. Alesha Crowell made a motion to authorize Rodney Williams to request this item be placed on the November Van Alstyne City Council agenda and Wayne Womack seconded. The motion passed unanimously, 7-0. Chris Dorak also informed the board that with the failure of Phase 2 to pass through Council the $30,000 originally budgeted for that project will now be moved to contingent funds.**

**8. Discuss/Action: Update on Park Projects/Gazebo Invoice– Dorothy Fielder Park**

 **Public Works Director Steve White had prior to the meeting submitted an invoice from contractor Jerry Moody for work completed on the gazebo project at Dorothy Fielder Park. The invoice amount was $6,100, which was $692 more than the original amount of $5,408 approved by the CDC board. Robert Lewis informed the board that the additional amount was for the installation of lights supplied by the City. Wayne Womack made a motion to approve the $6,100 invoice with a second from Robert Lewis. The motion passed 6-1 with Mark Rock voting against.**

**9. Discuss/Action: Update on Façade Projects a) Kristy Bryant Properties and b) Include completion forms in Façade Program packets**

 **Rodney Williams updated the board on façade projects; a) Kristy Bryant properties are awaiting completion of electrical work before final invoices will be submitted for approval; b) there were no corrections given for new façade completion forms and those will be inserted into new packets effective immediately.**

**10. Discuss/Action: Update on Shade Structure Program**

 **Rodney Williams updated the board on the Shade Structure Program. The AAD, which administers the program and grant, requires a sun-safety/skin cancer awareness program to be in place one year prior to construction of a grant-eligible project. Rodney met with VAISD Superintendent Dr. David Brown and VAISD nurse Mackenzie Smith regarding the creation of an education program and is in contact with AAD regarding program requirements.**

**11. Discuss/Action: Alderman’s Request for Quarterly Reports**

 **Discussion only. No action taken.**

**12. Discuss/Action: Reimbursing Chris Dorak for computer purchase.**

 **Chris Dorak used his HP employee discount to purchase a laptop in the amount of $1087.98 for Rodney Williams and needs to be reimbursed. Robert Lewis made a motion to reimburse Chris Dorak in the amount of $1087.98 and Collin Flynn seconded the motion. The motion passed 6-0 with Chris Dorak abstaining.**

**13. Comments by the President and Mayor**

**Chris Dorak commended the direction the CDC is going in and praised the board and Rodney Williams for their efforts. He also asked board directors to pass any possible new business leads on to Rodney and to keep him in mind when talking to out-of-town businesses. Larry Cooper also praised the CDC on its direction.**

**13. Adjourn**

 **The meeting was adjourned at 7:31 p.m.**

**Respectfully submitted by Rodney Williams**