**Van Alstyne Community Development Corporation**

**Minutes – Regular Board Meeting**

**228 East Marshall**

**Thursday, September 13, 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 were board members Chris Dorak, Alesha Crowell, Mark Rock, Wayne Womack, Robert Lewis, Collin Flynn and Robert Jaska and Executive Director Rodney Williams.**

**Guests present were Lane Jones, Ryan Pittman, Ryan Neal, Rian Alexis Neal, Marla Butler, Dan Kelly and, later, Suzon Crowell.**

1. **Recess into closed session pursuant to Chapter 551, Texas Government Code for deliberation regarding:**
2. **Sec. 551.071.  CONSULTATION WITH ATTORNEY; CLOSED MEETING – Meeting with CDC Attorney regarding a matter in which the duty of the CDC Attorney under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas conflicts with the Open Meetings Act.**
3. **Reconvene into open session**
4. **Discuss/Action: Take any action as a result of closed session**

**Wayne Womack made a motion to have Rodney Williams review the Community Grant Program to coincide with Texas Local Government Code 505.158 as recommended by Ryan Pittman, attorney. Robert Lewis seconded the motion and it passed 7-0.**

**Robert Lewis made a motion to have Ryan Pittman review corporation bylaws for any inconsistencies within the bylaws. Wayne Womack seconded the motion and it passed 7-0.**

**Alesha Crowell made a motion to follow Ryan Pittman’s suggestion regarding Texas Local Government Code 501.103 language for motions regarding “site improvements”. Collin Flynn seconded the motion and it passed, 7-0.**

1. **Discuss/Action: Approval of minutes from previous meeting: August 28, 2018**

**Alesha Crowell made a motion to approve the minutes as presented with a second from Robert Lewis. The motion passed, 7-0.**

1. **Discuss/Action: Approval of treasurer’s report**

**Robert Jaska made a motion to present the treasurer’s report as presented. Wayne Womack seconded the motion and it passed 7-0.**

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

**Executive Director Rodney Williams updated the Board on current and future projects and activities… the high school football schedules included in Chamber Welcome Bags has been a massively successful project and the entire stock of 1,000 is nearly exhausted… Williams worked with the state comptroller to get economic development reports filed for FY 16-17 and 17-18 and get contact information corrected… Williams introduced AirView AC to the City Council in August… He met with a developer and a builder regarding a commercial project… He researched property on Henry Hynds Expressway for ownership… Williams assisted Quality Drafting in getting permitting issues/scheduling sorted out so that work could be started on its downtown façade rehab project… He met with a prospective business owner and assisted him in finding a new home for his business. Central Treasures is currently in the process of moving into a space on the west side of town on VA Parkway… Williams met with a business owner and developer regarding the Leo Bowler space on E. Marshall Street… Williams joined Lane Jones in a meeting with municipal consultants… In addition to two council meetings, Williams also attended Coffee with Cops on Aug. 10, the Interurban Alley Quarterly Chamber Luncheon on Aug. 21, the VA Chamber of Commerce meeting on Sept. 4, the Chamber Networking Breakfast on Sept. 12 and three Christmas sub-committee planning meetings.**

1. **Discuss/Action: Conduct a public hearing regarding the formal adoption of the Community Development Capital Improvement Program (CDCIP) and required annual updates to CDCIP**

**Rodney Williams informed the Board that while it is legal to conduct a public hearing for this item based on a posted agenda he would rather advertise it in the local newspaper, the Van Alstyne Leader, in advance of the October board meeting. Collin Flynn made a motion to follow Rodney Williams’ recommendation to advertise a public hearing for the formal adoption of the CDCIP in the Van Alstyne Leader and table this item for the following month. Wayne Womack seconded the motion and it passed 7-0.**

1. **Discuss/Action: Lighting at Forrest Moore playground and funding for Forrest Moore bridge repairs**

**City Manager Lane Jones spoke to the Board regarding the situation at Forrest Moore Park. Jones said that he took a walk through the park with Fire Chief Ryan Dockery and Public Works Director Steve White and that he was “embarrassed” by what he saw. Amid several issues found at the park one in particular stood out, that of the bridge on the north side of the park leading to the school. Jones described a bridge which is rife with structural problems and shoddy repair work. The wood in the bridge has rotted through in numerous places and those spots have been covered with metal road signs, which Jones deemed unacceptable. He is asking for funding of repairs totaling $11,180 plus whatever freight charges might apply. Collin Flynn said he strongly supported the work needed in the park and Alesha Crowell said this would be great to support the many families and residents who visit the City’s most widely-used park. At the Board’s request, Jones will attempt to get two more estimates or, if necessary, validate the cost of the current estimate. Wayne Womack made a motion to authorize VACDC to fund the full cost of the project not to exceed $12,102.38 in accordance with Texas Local Government code 501.103 regarding site improvements after getting the additional quotes or cost validation and to present this to City Council for approval. Alesha Crowell seconded the motion and it passed 6-0 with Robert Lewis abstaining.**

1. **Discuss/Action: Crafting a mission statement for VACDC**

**The Board was presented with a draft of a Mission Statement and Vision Statement for the Van Alstyne Community Development Corporation. Rodney Williams credited Wayne Womack with its creation and suggested one word be changed in the Mission Statement. Robert Lewis made a motion to approve the adoption of both the Mission and Vision Statements with the change as recommended. Alesha Crowell seconded the motion and it passed, 6-0.**

1. **Discuss/Action: Window cling marketing in downtown**

**Rodney Williams discussed the idea of installing window clings in vacant buildings downtown to direct potential new business owners to the VACDC. Other suggestions were made as well, including banners, signs and having a local high school student paint said windows. Williams will gather pricing and examples and report back to the Board at a later date.**

1. **Discuss/Action: Update on projects: a) railcar renovation; b) farmers market**

**Robert Lewis updated the Board on the railcar renovations. It is sanded and awaiting paint. Lewis said he was waiting for the recent rains to subside and hopes to have the painting done by October’s Fall der All event.**

**Rodney Williams updated the Board on the farmers market’s wish to begin shutting down early due to early nightfall. Lewis stated that the stage lights will light up the area for the farmers market and that light should not be a problem. Williams will relay this information. to the event organizer.**

**12. Discuss/Action: Providing additional benches for downtown**

**Rodney Williams discussed the purchase of eight new benches for downtown to complement the one purchased and installed in front of the Welcome Center. The cost on these is $7,580.96 with free freight if ordered by Sept. 30. Discussion was had about doing it in stages – four at a time. Robert Lewis said he would be against that and that the Board should approve all eight at once and wait until next year to do so if needed. Lewis made a motion to approve eight benches purchased from Hunter Knepshield of Texas in the amount of $7,580.96 in accordance with Texas Local Government code 501.103 regarding site improvements contingent upon getting them installed by October’s Fall der All event. Alesha Crowell seconded the motion and it passed 7-0.**

**A second motion was made by Lewis to approach City Council to move $8,000 from the façades to contingent projects in the FY 17-18 budget. Crowell seconded the motion and it passed 7-0.**

**13. Discuss/Action: Board officer elections**

**Wayne Womack made a motion to re-appoint Chris Dorak as Board President. Robert Jaska seconded the motion and it passed 6-0 with Dorak abstaining.**

**Chris Dorak made a motion to re-appoint Mark Rock as Vice-president with a second from Robert Lewis. The motion passed 6-0 with Rock abstaining.**

**Robert Lewis made a motion to re-appoint Robert Jaska as treasurer with a second from Alesha Crowell. The motion passed 6-0 with Jaska abstaining.**

**Robert Lewis made a motion to appoint Alesha Crowell as Secretary with a second from Mark Rock. The motion passed 6-0 with Crowell abstaining.**

**14. Closing comments**

 **There were no closing comments.**

**15. Adjourn**

 **The meeting was adjourned at 8:40 p.m.**

**Respectfully submitted by Rodney Williams**