

Van Alstyne Community Development Corporation
MINUTES – Regular Board Meeting
228 East Marshall
Thursday, January 12, 2017

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 Collin Flynn called the meeting to order at 6:31 p.m. He recognized and welcomed Bob Sanford/Senior Center, Brenda McDonald/Chamber of Commerce, Mayor Larry Cooper and City Manager Frank Baker.

Present: Collin Flynn; Robert Lewis; Wayne Womack; Chris Dorak; Emily Freeman; and Kanita Larkins

Absent: Mark Rock; Robert Jaska

Guests: Bob Sanford/Senior Center; Brenda McDonald/Chamber of Commerce; City Manager Frank Baker and Mayor Larry Cooper

- 2. PUBLIC HEARING: Conduct a Public Hearing regarding providing funds for City Master Plan:** President Collin Flynn read from agenda and said matter was discussed by the board members.

- 3. Paul Nobles – Chamber of Commerce funding & Small Business Concerns:** Mr. Nobles had requested to be on the agenda to speak to the board; however, he was not present to discuss this agenda item.

- 4. Discuss/Action City Master Plan:** City Manager Frank Baker informed the board members that the last Community Development Plan for the City of Van Alstyne was prepared in 2003. Plans are normally good for only a five to ten year period (2008 – 2013); and therefore an updated plan is long overdue. At the last City Council meeting on Tuesday, January 10, 2017, a representative with Gateway Planning made a presentation to City Council regarding a multi-based and business plan that would focus on the revitalization of the Historic Downtown/Central Business District. Input would be provided by representatives of various organizations to include the Van Alstyne Economic and Community Development Corporations. Currently the cost of this project is \$42,500 plus expenses with a threshold of \$55,000. Mr. Baker is requesting funds in the amount of \$16,000.00 each from the Van Alstyne Community Development Corporation and the Van Alstyne Economic Development Corporation. Mr. Baker will email a scope of the Gateway Planning work plan to Kanita Larkins for her to forward to each of the board members for their review.

- 5. Discuss/Action: Approval of Minutes from previous meeting(s):** Minutes from the December 8, 2016 Board Meeting were reviewed by the board members. Chris Dorak made a motion to approve the minutes. Wayne Womack seconded the motion. Motion carried.

6. **Discuss/Action: Approval of Treasurer's Report:** The Treasurer's reports were presented to the board members to include the Balance Sheet and Profit & Loss Statement for the month of December 2016. Chris Dorak made a motion to approve the Treasurer's reports. Wayne Womack seconded the motion. Motion passed.
7. **Discuss/Action: Brochures, Website and Facebook:** Kanita Larkins reported to the board she is working with Laura Dapkus/Sheep Boutique in drafting the brochure. She is currently waiting on information requested from Van Alstyne Independent School District (VAISD) and Palladium. Chris Dorak inquired if other organizations; i.e., VAISD, City, and Grayson College could contribute to the cost as their information would be in the brochure. Kanita Larkins was instructed to contact VAISD, Grayson College, and possibly the County regarding assisting in the cost of the brochure. Kanita Larkins stated the Palladium would be contributing to the cost.

Kanita Larkins reported to the board members that a Facebook page has been created and has been published, but she is still in process of posting items.

Kanita Larkins reported that she, Laura Dapkus, had met to discuss the real estate listings on the VAEDC and VAEDCs' websites. Mrs. Dapkus suggested Kanita meet with Jodi Carr and Doti Izzi, staff for the VAEDC to determine what real estate listings will remain on the VAEDC website and what listings go the VACDC website. The board members instructed Kanita Larkins to set up the meeting(s) and begin the process.

8. **Discuss/Action: Residential Study purchased by VAEDC:** Kanita Larkins reports that the board members for the VAEDC have agreed to allow Van Alstyne Community Development Corporation to use the Residential Study and VACDC pay for half the cost of the study (\$750.00). As the study was prepared almost a year ago and since that time new development has occurred, the board members discussed the possibility of having a new study prepared. Kanita Larkins was instructed to inquire if the VAEDC would split the cost for a new study.
9. **Discuss/Action: Status of Pedestrian/Bike Trail:** Kanita Larkins provided a status report from the City Engineer Len McManus. Final scope was sent to TXDOT for approval. Frank should have final documents this week. Design (schematic layout) will start immediately thereafter.
10. **Discuss/Action: Update on Façade Program-Senior Center:** Bob Sanford, President for the Senior Center, informed the board members that the façade and infrastructure work had been completed at the Senior Center. While making the improvements the contractor encountered problems with bricks at the entrance. The invoice previously provided was \$7,500.00 and the board members approved \$3,750.00 in matching funds. The additional invoice for materials to strengthen the front entrance is \$1,500.00. Robert Lewis made a motion to include the extra cost to the proceeds of the matching grant (up to \$5,000.00). Chris Dorak seconded the motion. Motion passed.

11. **Discuss/Action: Update on Railcar Renovations:** Robert Lewis reports he will begin working on the rail cars again soon. He plans on placing two interior doors inside the rail car and a lock for the exterior door.

12. **Discuss/Action: Update Parks Projects:** APC*Play is scheduled to commence with the assembling of the playground equipment and canopy the week of February 13, 2017, weather permitting.

Steve White/Public Works received only one bid for repairs needed for the gazebo at Dorothy Fielder Park. Kanita Larkins was instructed to contact Steve White to determine if the wood floor is strong enough to support steel railings. Also, determine how long it will take to complete the project from start to finish.

Discussion by board members regarding a fundraiser involving local businesses/restaurants providing percentage of sales and VACDC would match the amount. Kanita Larkins was instructed to contact City Attorney Julie Fort to determine if VACDC and/or Parks are allowed to sponsor fundraisers. She was also instructed to inform the Chamber of Commerce of the repair so they can prepare accordingly for events.

13. **Discuss/Action: Grant Application for American Academy of Dermatology/Shade Structure Program:** Kanita Larkins reports the application process for the 2017 Shade Structure Program application process opens September 1, 2017 with a deadline of November 25, 2017. One of the requirements is to find a dermatologist who will write a letter of support. She inquired if any of the board members had a preference for a particular dermatologist(s). There being none, she will begin the search to find someone local or in the area.

14. **Discuss/Action: SWOT Notes Strategic Plan:** The SWOT notes were emailed to the board members for their review and discussion. This matter will be tabled until the next regular meeting.

15. **Discuss/Action: Report of Committee assigned to meet with VAEDC:** Collin Flynn informed the board members that the VAEDC has extended its lease with Ms. Snyder and Ms. Giles. The amount of the lease will increase from \$1,200.00 to \$1,400.00, but the VAEDC will absorb the extra amount and VACDC will continue to pay the VAEDC \$600.00 per month for the lease. Collin Flynn instructed Kanita Larkins to request that he be put on agenda for the next VAEDC board meeting.

16. **Discuss/Action: Monthly Report of Job Duties performed by Administrative Coordinator:** Kanita Larkins provided her a report of the duties she had performed since the last board meetings for the board members' review. No one had any questions or concerns.

17. **Comments by the President, Mayor and City Manager:** The Mayor thanked the board for their time and dedication.

18. **Adjourn:** Robert Lewis made a motion to adjourn the meeting. Emily Freeman seconded the motion. Motion carried, and meeting adjourned at 7:45 p.m. The next Regular Board Meeting is scheduled for **Thursday, February 9, 2017 at 6:30 p.m.**

Minutes respectfully submitted by Kanita Larkins January 12, 2017