

Van Alstyne Community Development Corporation
MINUTES – Regular Board Meeting
228 East Marshall
Thursday, October 13, 2016

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):** Vice President Collin Flynn called the meeting to order at 6:32 p.m. He recognized and welcomed new board member Robert Jaska.

Present: Collin Flynn, Robert Lewis, Emily Freeman, Wayne Womack, Robert Jaska, Kanita Larkins, and City Manager Frank Baker

Absent: Mark Rock

Guests: None

- 2. PUBLIC HEARING: Conduct a Public Hearing regarding professional assembling of new playground equipment and canopy at Forrest Moore Park by APC*Play, the company who sold the equipment to Parks.**

The board members had no questions or concerns. There was no one present in addition to those listed above. This matter can now go before the next City Council meeting in November for two separate resolution readings as required by statute.

- 3. Discuss/Action: Approval of Minutes from previous meeting(s):** Minutes from the September 15, 2016 VACDC Board Meeting were reviewed by the Board. Robert Lewis made a motion to approve the minutes. Wayne Womack seconded the motion. Motion carried.

- 4. 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 September 2016. Wayne Womack made a motion to approve the Treasurer's reports. Robert Lewis seconded the motion. Motion carried.

- 5. Discuss/Action: Petty Cash & Debit/Credit Card:** Kanita Larkins reported to the board that when making small purchases for the office, the VAEDC had petty cash that was used to buy what was needed and then VACDC's portion was invoiced by VAEDC for reimbursement. Since the City will now be taking care of financial transactions for VAEDC, this organization will now be responsible for its own purchases and financial transactions. The board members discussed whether to use petty cash and/or a credit or debit card. To simplify the matter, it was determined that a debit card should be requested from Landmark Bank with a maximum transaction limit of a \$300.00. Robert Lewis made a motion that Kanita Larkins take the necessary steps to have a debit card issued by Landmark Bank with a maximum transaction limit of \$300.00. Robert Jaska seconded the motion. Motion passed.

- 6. Discuss/Action: Retire in Texas-State Fair of Texas & Brochures:** Kanita Larkins reports she was at the State Fair as a representative of Van Alstyne as a Retire in Texas community. Due to a heavy work, Laura Dapkus/Sheep Boutique was not able to get the brochures designed and printed for Kanita to take the State Fair for display. Additionally, while meeting with Mrs. Dapkus, it was recommended that the board members consider having two separate brochures created: 1) information regarding Retire in Texas, quality of life projects and cultural interests; and 2) information that includes information more geared to an audience consisting of retail/commercial realtors-investors-buyers who have clients interested in bring retail/commercial business into Van Alstyne. Vice President Collin Flynn asked for volunteers to be on a committee that would work with Kanita and Laura Dapkus to come up with designs and determine would most beneficial for the VACDC. Robert Jaska and Emily Freeman stated they could assist in this matter.
- 7. Discuss/Action: Update on Façade Program-Senior Center:** Kanita Larkins reported to the board that she has not received an update. However, Emily Freeman informed the board that Mr. Kern was currently working on shelves for the Van Alstyne ISD. Kanita Larkins will contact Kristen Hamner at City Hall periodically to determine if a permit has been requested.
- 8. Discuss/Action: Update on Railcar Renovations:** Robert Lewis provided an update on the renovation of the railcar. Robert and his sons will continue to work on the rail car to include fixing the roof and the floors. Currently security is an issue because there is no lock on the sliding door. He will weld latches and put a lock on the door. Further discussion regarding the remaining funds to work on the cars. In addition to the amount budgeted for 2016-2017 (\$10,000), there is a balance of \$3,917.19 from previous funds allocated to this project for a total of \$13,917.19. City Manager Frank Baker advised the board that there is a design in the City's future plans for the rail cars that include a small park. Kanita Larkins stated she had seen this plan before and would check the files for that illustration.
- 9. Discuss/Action: Update Parks Projects:** Kanita Larkins reported to the board that she contacted Teddie Ann Salmon, President of Parks Board, regarding the status of projects. She was advised by Mrs. Salmon that pursuant to the rules that Kanita should contact Steve White, Public Works Manager, to get a status report. City Manager Frank Baker advised the board that Mr. White was in the process of obtaining bids on the banisters and handrails for gazebo at Dorothy Fielder Park as it does not appear that the welding department at the Grayson College can do the work. There was further discussion regarding the water fountain and storage room of the gazebo.
- 10. Discuss/Action: Review of Applications of potential new board members:** Kanita Larkins advised that she had not received any applications for board members who can fill the last remaining vacancy. Wayne Womack stated he had two people he was going to visit regarding the vacancy. Emily Freeman said she had someone she was going to talk to as well. After discussing the matter, the board members determined in order to have the vacancy filled before the next board meeting (November 10th) that a deadline of October 27th will be required to allow the board members time to meet for a special

called meeting before the next City Council meeting (November 8th) and give Kanita time to send an agenda request to Jennifer at City Hall (deadline of November 2nd).

- 11. Discuss/Action: Report of Committee assigned to meet with VAEDC:** Collin Flynn reminded the board he and VAEDC President Randy Uselton had discussed the following: a) Mr. Uselton's meeting with owners of building to discuss lease; 2) researching other lease options; and 3) possibility of buying a place in light of the fact there will be a municipal center in the next five to seven years. Kanita Larkins presented and the board members reviewed information regarding the various vacant office spaces that were available. She was still working on getting information on a few more places. Collin stated that Mr. Uselton would let him know the results of his conversation with the owners of the current location regarding the lease. Additional discussion regarding the EDC's agreement to share the Residential Study with the VACDC.
- 12. 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.
- 13. Discuss/Action: Office location of Administrative Coordinator:** Board member Wayne Womack requested that this matter be placed on the agenda. His concern is Kanita is often the only staff in the office and when a person enters the building, he or she has to wait for Kanita to come to the front. Currently Kanita is the only full-time staff at the office. Connie Christenson is in the office on Monday, Tuesday and Friday. Doti Izzi, administrative assistant for the VAEDC, is in the office approximately ten hours a week, primarily the mornings of Monday and Wednesday. Kanita Larkins shared with the board her concern regarding the lack of privacy for both the Chamber and the VACDC regarding confidential matters. Additionally, the Chamber often hosts monthly breakfast at this office this could be a distraction in performing her duties. No decisions were made at this time as the board will continue to monitor the situation to determine if any changes should be made.
- 14. Comments by the President, Mayor and City Manager:** Vice President Collin Flynn instructed Kanita Larkins to include on the agenda for the November's board meeting the election of officers and two signors of financial documents to replace Nancy Webb and Billy Plake. City Manager Frank Baker discussed and answered questions regarding future development and City Council items.
- 15. Adjourn:** Robert Lewis made a motion to adjourn the meeting. Wayne Womack seconded the motion. Motion carried, and meeting adjourned at 7:46 p.m. The next Regular Board Meeting is scheduled for **Thursday, November 10, 2016 at 6:30 p.m.**

Minutes respectfully submitted by Kanita Larkins September 15, 2016