Van Alstyne Community Development Corporation
MINUTES – Regular Board Meeting
228 East Marshall
Thursday, December 8, 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 6:33 p.m. He recognized and welcomed Mayor Larry Cooper and City Manager Frank Baker.

   Present: Collin Flynn; Robert Lewis; Wayne Womack; Chris Dorak; and Kanita Larkins
   Absent: Mark Rock; Emily Freeman; Robert Jaska
   Guests: City Manager Frank Baker and Mayor Larry Cooper

2. **Discuss/Action: Approval of Minutes from previous meeting(s):** Minutes from the November 2, 2016 Special Called Board Meeting and November 10, 2016 Board Meeting were reviewed by the board members. Robert Lewis made a motion to approve the minutes. Wayne Womack seconded the motion. Motion carried.

3. **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 November 2016. Collin Flynn made a motion to approve the Treasurer's reports. Wayne Womack seconded the motion. Motion passed.

4. **Discuss/Action: Election and Appointment of Officers:** Robert Lewis opened the floor for the nomination of board officers. Robert Lewis nominated Collin Flynn as the president. With no other nominations being made, Collin Flynn was voted unanimously as president. Wayne Womack nominated Chris Dorak as the vice-president. With no other nominations being made, Chris Dorak was voted unanimously as vice-president. Wayne Womack nominated Robert Jaska as the treasurer. With no other nominations being made, Robert Jaska was voted unanimously as treasurer. Wayne Womack nominated Robert Lewis as secretary of the board. With no other nominations being made, Robert Lewis was voted unanimously as secretary of the board.

5. **Discuss/Action: Brochures, Website and Facebook:** Chris Dorak provided information regarding his discussion with Laura Dapkus of Sheep Boutique printing of the brochures. As the board members have already reviewed estimates from Mrs. Dapkus and Climer Design, Collin Flynn made a motion to hire Laura Dapkus to do the brochures. Robert Lewis seconded the motion. Motion passed.

   Kanita Larkins reported to the board members that a Facebook page has been created and she and Emily Freeman are administrators. Board members were encouraged to invite their Facebook "friends" to "like" the new VACDC Facebook page.

Kanita Larkins reported that she, Laura Dapkus, web designer for the VACDC and VAEDC, Doti Izzi and Jodi Carr, both with VAEDC, have met to discuss modifications of the websites for the VAEDC and VACDC. Jodi Carr is now on the VAEDC website as the contact person. The VAEDC website will also note that commercial/retail inquiries are referred to the VACDC, and vice versa. Additionally, the property listings for commercial/retail will be placed on the VACDC website, with a link on the VAEDC site. City Manager Frank Baker also requested that links for Industrial/Manufacturing property listings be on the VACDC website.

6. **Discuss/Action: Retail/Commercial-submission of Van Alstyne information:** As the VACDC will be handling the retail and commercial inquiries that come through this office, as well as recruitment of new retail and commercial businesses, Kanita Larkins asked directions from the board members on the procedures they want her to follow when handling these matters. Wayne Womack asked how inquiries are being handled. Kanita Larkins stated that she has emailed the City Manager and the president of the VACDC of all inquiries. As Collin Flynn has been acting President up until his appointment as President tonight, he has been her contact for the VACDC. She has copied the City Manager and Collin Flynn with her follow up emails of responses to request for information. If a meeting is required, she would set up said meeting with Collin Flynn and Frank Baker. Further discussion that inquiries coming to this office should be shared with the City and vice versa.

   Discussion by the board members regarding the use of the Residential Study obtained by the VAEDC. Collin Flynn has questions as to why the VAEDC requires a Non-Disclosure and Confidentiality Agreement. Kanita Larkins was instructed to put this matter on the VAEDC agenda to obtain the answer to that question, as well as the VACDC splitting the cost of the study.

7. **Discuss/Action: Status of Pedestrian/Bike Trail:** Frank Baker stated that there is no additional information since Engineer Len McManus has informed Kanita Larkins that they are in the final negotiations with the sub-consultants and will forward the contract to Frank for signatures. The design process will begin soon.

8. **Discuss/Action: Update on Façade Program-Senior Center:** Kanita Larkins reported to the board that work has commenced on the renovations to the facade at the Senior Center. The deadline complete the project is February 7th. If an extension is needed, Mr. Kern will need to appear before the board to request one.

9. **Discuss/Action: Update on Railcar Renovations:** There has not been any recent developments.

10. **Discuss/Action: Update Parks Projects:** Kanita Larkins reports that the required resolution for the professional assembling of the playground equipment and canopy by APC*Play was read by the Mayor at the last City Council meeting on November 29th and will be published in the paper. APC*Play has been contacted and the tentative date of

the assembling of the playground equipment and canopy is the week of February 13, 2017, weather permitting.

Steve White/Public Works is currently in the process of receiving bids to make repairs to the gazebo at Dorothy Fielder Park to include repairing the railing, replacing the rotten door and wood on the building, and small electrical work.

11. **Discuss/Action: Grant Application for American Academy of Dermatology/Shade Structure Program:** This matter was previously discussed by former board president Andrew Sikes. Grant funds up to $8,000.00 are available to eligible entities for assembling of shade structures. Kanita Larkins requested the permission of the board members to begin researching this grant, taking it before City Council for their approval, and to begin the process. Collin Flynn made a motion authorizing Kanita Larkins to begin the process of the grant application for the American Academy of Dermatology/Shade Structure Program. Robert Lewis seconded the motion. Motion passed.

12. **Discuss/Action: Report of Committee assigned to meet with VAEDC:** Collin Flynn will arrange a meeting with VAEDC president Randy Uselton to determine status of transition of the organizations, as well as the office space.

13. **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.

14. **Comments by the President, Mayor and City Manager:** Collin Flynn had some conflict of interest questions. Kanita Larkins was instructed to contact attorney Julie Fort to determine if she would host a workshop for both the VACDC and VAEDC. The Mayor commended the board for the attention to all the matters brought before them.

15. **Adjourn:** Robert Lewis made a motion to adjourn the meeting. Wayne Womack seconded the motion. Motion carried, and meeting adjourned at 8:01 p.m. The next Regular Board Meeting is scheduled for **Thursday, January 12, 2017 at 6:30 p.m.**

Minutes respectfully submitted by Kanita Larkins December 8, 2016