**Van Alstyne Community Development Corporation**

**Minutes – Regular Board Meeting**

**228 East Marshall**

**Thursday, September 14, 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 Collin Flynn called the meeting to order at 6:30 PM**

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

**Guests: Melissa Cranford, Mayor Larry Cooper**

**2. Discuss/Action: Request by the Van Alstyne Independent School District to assist with a scoreboard installation project at the baseball and softball fields at Forrest Moore Park**

**Rodney Williams reported that the CDC has been approached by Superintendent Dr. David Brown for a contribution of $13,000 for the installation of two new scoreboards going in at the baseball and softball complex at Forrest Moore Park for the high school’s use. After discussion, Robert Jaska made a motion that the CDC contribute $6,500 out of this fiscal year’s budget from our advertising budget and $6,500 out of next fiscal year’s advertising budget contingent on the school district agreeing to include the Van Alstyne CDC’s name somewhere on both of the scoreboards, similar to the deal Texas Star Bank made with the school. Mark Rock seconded the motion. Motion passed unanimously.**

**3. 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**

**4. Discuss/Action: Take any action as a result of closed session**

**Chris Dorak made a motion to amend the interlocal agreement to require the city to give 30 days notice before terminating an agreement with a CDC employee. This amendment will need to be added to the agenda for the City Council meeting in November. A committee has also met and is in discussion to finalize policies and procedures for CDC employees. Wayne Womack seconded the motion. Motion passed unanimously.**

**5. Discuss/Action: Approval of minutes from August 10, 2017 meeting.**

**Robert Lewis made a motion to accept the minutes. Robert Jaska seconded the motion. Motion passed unanimously.**

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

**After clarifications from Chris Dorak on outstanding projects, and what has not cleared yet, Chris made a motion to accept the treasurer’s report. Wayne seconded the motion. Motion passed unanimously.**

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

**Rodney Williams updated the board on current projects he has been working on including: creating signs for the façade projects, researching the shade structure grant requirements, working with new business owners such as Becky Keil, Aaron and Maria Schoenfeld and Jafar of Jafar’s Mediterranean Grill. He has also updated billing accounts, gotten the CDC caught up with the Texas Workforce Commission for quarterly taxes and worked with Laura Dapkus on the options to add commercial real estate listings to our website. Rodney has also met with another CDC Director in a nearby town of a similar size to brainstorm ideas in networking, education, training and bringing new business to town.**

**8. Discuss/Action: Phone service contract through Grayson Collin Communications**

**Wayne Womack made a motion to accept the quote from GCC Communications for one new phone line with two phones for approximately $60 a month. Robert Lewis seconded the motion. Motion passed unanimously.**

**9. Discuss/Action: Status of Pedestrian/Bike Trail**

**After review of the Hike and Bike Trail, and the updated route, Chris Dorak made a motion to send the City Council a letter of support to honor the CDC’s $30,000 commitment for Phase II and to amend the draft as presented by Rodney Williams to read “Van Alstyne CDC” where “we” is present. Alesha Crowell seconded the motion. Motion passed 5-2, with Robert Jaska and Mark Rock opposing.**

**Another motion was then made by Chris Dorak to communicate that the $30,000 for Phase II will need to be adjusted by $12,000 for the overpayment of Phase I. To total the $30,000 for Phase II, the CDC will either need to be reimbursed the $12,000 or the CDC will pay $18,000 and the City can credit the $12,000 to total $30,000. Mark Rock seconded the motion. The motion passed unanimously.**

**10. Discuss/Action: Update on railcar renovation**

 **No updates**

**11. Discuss/Action: Update on Park Projects: a) Gazebo – Dorothy Fielder Park and b) Engineering funds for Park Master Plan and c) Merry-go-round at Northpark**

 **a) Robert Lewis reported that the work is finished. Rodney Williams reported that Public Works Director Steve White said the work is a week away from completion. Rodney requested an invoice from contractor Jerry Moody once the work is done. The expected invoice should total $5,408.**

 **b) No Update**

 **c) The Merry-Go-Round is currently under construction.**

**12. Discuss/Action: Community Development Capital Improvement Program planning**

 **Rodney Williams reported that under Article 4, Section 1 of the CDC bylaws, the board is required to present a comprehensive guide to what the CDC has done and is doing regarding community and quality of life projects to the City Council in November. Rodney is currently working on this project and will have it ready for review for the October meeting.**

**13. Discuss/Action: Professional memberships for Community Development Director; i.e., Texas Economic Development Corporation and International Council of Shopping Centers and conference and training dates as related**

 **Rodney Williams presented three different training options: Sales Tax Workshop Class, ICSC Dealmaking Conference and TEDC’s Basic Economic Development Class (BEDC). Robert Lewis made a motion that Rodney sign up for the ICSC Dealmaking Conference set for November 8-10 out of this fiscal year’s marketing budget and the Sales Tax Workshop on October 27 out of the next fiscal year’s training budget. This leaves the BEDC Class to be taken per Rodney’s schedule at a later date. Alesha Crowell seconded the motion. Motion passed unanimously.**

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

 **Robert Lewis made a motion to elect Chris Dorak as President. Robert Jaska seconded the motion. Motion passed unanimously.**

 **Wayne Womack made a motion to elect Mark Rock for Vice President. Chris Dorak seconded the motion. Motion passed unanimously.**

 **Chris Dorak made a motion to elect Robert Jaska for Treasurer. Robert Lewis seconded the motion. Motion passed unanimously.**

**Wayne Womack made a motion to elect Robert Lewis for Secretary. Alesha Crowell seconded the motion. Motion passed unanimously.**

**15. Comments by the President, Mayor and City Manager**

 **Collin Flynn thanked everyone for their hard work during his presidency.**

**16. Adjourn 9:02**

 **Respectfully Submitted by Emily Freeman**