**Van Alstyne Economic Development Corporation**

**Minutes**

**Regular Board Meeting**

**228 East Marshall**

**Van Alstyne, TX 75495**

**Friday, March 27, 2015, 9:30 A.M.**

**A QUORUM OF 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 Guests:** The meeting was called to order by Randy Uselton, EDC Board President at 9:40 a.m.
	* + **Present:** Kaaren Teuber; Patrick Flynn; Randy Uselton; James Lewis; City Manager Frank Baker; Kanita Larkins, and April Edwards
		+ **Absent:**  Timmerle Kelly
		+ **Guests:** City Councilman Larry Cooper
2. **Minutes from previous meeting:** Minutes from the regular board meeting of February 27, 2015 were reviewed by the board members. Kaaren Teuber made a motion to accept the minutes. Randy Uselton 2nd the motion. Motion passed.

1. **Treasurer’s Report:** The treasurer’s reports to include the Profit & Loss and Balance Sheets for the month of February 2015 were reviewed by the board members. Randy Uselton made a motion to accept the minutes. James Lewis2nd the motion. Motion carried.
2. **Recess into closed session pursuant to Chapter 551, Texas Government Code for deliberation regarding: Section 551:072, Real Property: *went into closed session at 9:43 a.m.***

**a. Deliberate the purchase, lease and value of real property located at or near Industrial Park. *Out of closed session at 10:03 a.m.***

1. **Discuss/Action: Take any action as result of closed session-real property located at near Industrial Park:** Kaaren Teuber made a motion that Randy Uselton, with assistance from Kanita Larkins, contact the landowners east and south of the Industrial Park to determine if they are agreeable to make an agreement with the VAEDC on an option to buy, and if so, begin negotiations. Randy Uselton 2nd the motion. Motion carried.
2. **Discuss/Action: Repairs and maintenance at Industrial Park:** Kanita Larkins reports she has been in contact by a DGNO representative and they will get back with her regarding estimates. James Lewis recommended using rubber or concrete instead of wood so that it will last longer. Randy Uselton suggested obtaining bids for multiple options. Kanita Larkins reports that Jack Crockett, who will be doing the mason work on the entrance sign, has applied for a permit at City Hall. He will begin the work when the permit is approved and the weather allows him to do so.
3. **Update: VAEDC Website:** Kanita Larkins reports that she is continuing to update the website to include commercial real estate listings but it has been a slow process.
4. **Update: TCOG Maps:**  Kanita Larkins reports that she has been working with Michael at TCOG in regards an ETJ map. She has also visited with City Attorney Julie Fort, who was representing the City during the litigation involving the ETJ and Anna, Gunter, and Howe, about the ETJ map that was presented as an exhibit for the Judgments.
5. **Update: Palladium:** Kanita Larkins reports she has been in contact with Mary Henderson, the person who is in charge of the application process, and Ms. Henderson states the application along with its supporting documents will be submitted on April 1st. A decision will not be reached until May or June 2015. Ms. Henderson will keep us advised.
6. **Training & Seminars:** Kanita Larkins reminded the board members of the tax workshop on June 26, 2015 at Richardson, Texas. Kaaren Teuber plans to attend. Kanita Larkins informed that she will be completing her OU-EDI (University of Oklahoma-Economic Development Institute) the first week in May. Last year she was able to attend classes at Addison, Texas; however, this year the Institute will be at Nashville, Tennessee. She plans to use her vacation to travel to Nashville, but requests that she receive her wages during the time she is attending class. Randy Uselton made a motion that Kanita Larkins be compensated (paid wages) for her time attending classes at the OU-EDI in Nashville. Patrick Flynn seconded the motion. Motion passed.
7. **Update on SWOT Analysis Workshop:** The second and final session of the SWOT Analysis Workshop is scheduled for Wednesday, April 22, 2015. Randy Uselton will be facilitating the event.
8. **Discuss/Action: Procedure in Handling Prospective Leads:** Randy Uselton advised the board members that he believes that a procedure should be put in place as concerns prospective leads received by the office. In particular, Kanita Larkins receives emails from the Governor’s office regarding companies that want to move to Texas. Randy Uselton recommends that the two board members, along with City Manager Frank Baker, review the leads to determine if VAEDC should respond. Kaaren Teuber nominated Randy Uselton and Patrick Flynn to review the prospects with City Manager Frank Baker to make the decision whether to respond to their request for information, and to report back at the monthly board meetings regarding the prospects received. With no other nominations being made, Randy Uselton and Patrick Flynn were selected to review the prospective leads.
9. **Resourcing real property opportunities:** Randy Uselton suggested to the board members that VAEDC should have multiple real estate agents involved in property opportunities. City Manager Frank Baker advised the board members that realtors that have an interest in the community be selected. Randy Uselton stated he will need to recuse himself when the board members make that decision as his wife, Kim Uselton, is a local realtor. James Lewis made a motion to table this issue until the next board meeting. Patrick Flynn 2nd. Motion passed.
10. **Comments of President, Mayor, and City Manager:**  None.
11. **Adjourn:** Randy Uselton made the motion to adjourn. Patrick Flynn 2nd the motion. Motion carried. Adjourned at 10:44 a.m. The next regular board meeting is scheduled for **April 24, 2015 at 9:30 a.m.**

Minutes respectfully submitted by Kanita Larkins March 27, 2015