

VAN ALSTYNE ECONOMIC DEVELOPMENT CORPORATION

MINUTES - REGULAR MEETING

Friday, May 26, 2017

8:00 a.m.

228 E. Marshall

VAN ALSTYNE, TEXAS

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. Called to order at 8:05 AM. Present: Randy Uselton, Timmerle Kelly, Kaaren Teuber, James Lewis, and Jodi Carr. Absent: Patrick Flynn. No guests present.**
- 2. Minutes of Special Call Meeting of May 8, 2017 were presented. Kaaren moved to accept minutes as presented, Timmerle seconded. Motion moved.**
- 3. Treasurer's Reports for April, 2017 were discussed. Timmerle reviewed the Balance Sheet and stated we have received all the financials from the City and have entered all the documents the City gave us. There are a couple of items that Timmerle will work with Doti on to make sure it reconciles with the City. Timmerle noted that the Statement of Revenue and Expenditures from the City was not complete and suggested we get the City's Statement of Revenue & Expenditures through their last entry to true up with EDC books. Timmerle will get with Jennifer on this and it will be discussed at our next meeting for approval at that time. The Corless deposit needs to be added to RLF. Timmerle asked what the insurance charge was for, and Jodi reported it was liability and contents. Randy asked about the lease payment. He thought the lease was back to normal and we should be paying \$600. Jodi explained the \$700 reflects the error the City made in over charging the CDC for their portion of the rent. It has been corrected. The CDC was charged \$500 the following month to account for the extra \$100. It should be \$600 each month going forward. Kaaren asked why Net Income is a minus from Profit and Loss, Timmerle said it relates to Shared Use Path, Phase I. The approval of these financials will be tabled until next meeting.**
- 4. 2016 Audit was discussed by Timmerle. She informed the Board that all adjustments have been made. The notes of the Auditor are standard things. Accumulated depreciation must be taken care of and sales tax is moved to a receivable. Lot 5 will be settled in future years, just to make sure Boards to come will be aware of the situation. Jodi stated that overall, EDC did well in the Audit findings. Timmerle informed the Auditor that the EDC will make the adjusting journal entries at the end of every fiscal year. No Action was taken by the Board.**
- 5. Employment Agreement has been signed and executed by both the City of Van Alstyne and the VAEDC. It was approved and passed in the last meeting to have the oversight of the Director belong to the Board. Kaaren asked about increases in salary. Randy replied it will be part of the budgeting process. Kaaren asked if the Board has voted to approve this Employment Agreement. Kaaren reported that she didn't recall reading in the minutes that the Board accepted this document, or did just Randy accept it. Randy said he didn't think we had this document at the last meeting. Jodi provided the minutes from the last meeting, stating: "the Board voted to have**

the financials and the oversight of the Director returned back over to EDC.” Kaaren replied that the Board did not see this document. Timmerle said at this point we would need to see if there are any changes we would like to see in this document. Randy said if the Board votes to remove her from the City, it nullifies her city benefit, so that’s why we left her as a city employee. Kaaren said unless and until we can provide her with other benefits we can amend this contract if needed. James asked if we have considered other benefits. He stated we are already paying for the benefits. Jodi replied that she has recently received a quote and will contact TML about options. The Board instructed Jodi to put this item on the agenda for the next meeting to review and continue the discussion. Randy cautioned Jodi to match equivalent coverage to make sure we do this correctly. Timmerle also didn’t want Jodi to give up retirement and it was discussed that TML offers EDC’s the opportunity to participate. Randy would like to see this data prior to the budget cycle so the Board can review it. Jodi expressed her appreciation that the Board is concerned about her keeping benefits. Timmerle said that is why the Board entered the first agreement with the City.

6. Director Job Description was reviewed and modified. This was discussed at the last meeting. There was a discussion about the 4-year requirement on the CEcD. Randy asked if it was too aggressive of a requirement. Jodi replied that the classes are expensive as well as the test. It will need to be budgeted. Timmerle asked for statistics, courses required, and timeline. James asked Jodi to research how many CEcD’s are in the State of Texas, and how many small cities have CEcD’s. Timmerle stated that she would rather see the CEcD be achieved sooner, rather than later for subject matter retention purposes. Randy said he thought the training of the CEcD would benefit the VAEDC. He said if we can gain an edge and Jodi learn new ideas, it is beneficial. Timmerle wanted Jodi to understand the Board did not want to set her up for failure, therefore finish sooner rather than later. In regards to requested time off, Randy said he would work with Frank to make sure Jodi goes through the Board to request time off. At present, the Board will take responsibility for Director’s time off request. Other areas of the job description were modified.
7. Industrial Park items were discussed. Jodi created and coordinated a Welcome Ceremony for LaCore Enterprises on May 24. It was a great turnout by our local stakeholders, dignitaries, and LaCore employees. The Board thanked Jodi for producing this successful event. Jodi asked the Board if they were ready to proceed with the electric and repair of the stucco on the sign. It was decided to wait. There was a discussion about mowing and that fact that the grass looked terrible at the La Core Welcoming. The Board felt the grass was too high to reflect regular mowing. Jodi will discuss the contract with the current mower. Also, we will gather bids for the next budget cycle.
8. New Board Meeting Dates & Times were discussed. Due to some work schedules, it is hard to make it for morning meetings. The Board decided to schedule our next meeting for the evening and take it month to month for a period. The next scheduled meeting is Monday, June 26, 2017, at 6:30 PM.
9. Shared Use Path was discussed. Jodi advised the Board that she could not find any records in the EDC Minutes where the Board voted to approve funding the Shared Use Path. Randy stated that because the Board voted to approve the 2016-2017 Budget, that was considered a vote “For” funding the Shared Use Path. Timmerle agreed with President Uselton. Randy stated a legal

opinion has been requested of Julie Fort. That will be shared with the Board when it is available. James suggested we investigate options for another attorney. No action was taken.

10. 2017 Amended Building & Key Use Agreement – VA Chamber agreement was discussed. This document will be signed by Chamber, VAEDC, and VACDC Board Presidents. The Board would like to ask the Chamber to pay for a monthly office cleaning service in lieu of rent and utilities.
11. Director’s Report of EDC Activities was presented to the Board. Randy and the Board complemented Jodi on creating and coordinating the La Core Welcoming. The event was well attended by dignitaries and elected officials. The board commented that there were a lot of activities and projects taking place in the EDC office.
12. Entered closed Executive Session pursuant to Chapter 551, Texas Government Code for deliberation regarding at 9:19AM:
 - a. Section 551.087 Deliberations Regarding Economic Development Negotiations:
 - i. to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or
 - ii. to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).Update on Project Leaf, Update on Project FP

Randy gave a break at 10:09 AM, and reconvened at 10:11 AM.

- b. Section 551.072 Deliberations Regarding Real Property: to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
Update on Project Leaf
- c. Section 551.074 Deliberations Regarding Personnel Matters:
 - (1) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or
 - (2) to hear a complaint or charge against an officer or employeeEDC Director

Reconvened into Open Session at 10:33 AM

13. Action(s) because of Executive Session: Timmerle made the motion to add Randy as a check signer and remove Jodi. James seconded. Motion passed. The Board was pleased with Jodi’s performance and expressed appreciation for her accomplishments. Performance evaluation

forms were completed by the Board Members for submission to Jodi's personnel files along with the letters of commendation on her behalf. James will submit the documents to the city for inclusion in Jodi's personnel file.

14. Comments of President: Randy thanked everyone for working through a productive session. A lot of good comments and participation.

15. Kaaren moved to adjourn, Randy seconded. Meeting adjourned at 10:36 AM. The next Regular Scheduled Meeting will be Monday, June 26th, 2017, at 6:30 PM.

Minutes respectfully submitted 5-31-17, by Jodi Carr