**Van Alstyne Community Development Corporation**

**Minutes – Regular Board Meeting**

**155 E. Preston St.**

**Wednesday, November 18, 2020 6:00 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. VISITORS WISHING TO SPEAK MUST BE RECOGNIZED BY THE PRESIDENT OF THE BOARD AND LIMIT COMMENTS TO 2 MINUTES.**

1. **Call to order - Recognition of guest(s)**

**The meeting was called to order at 6:01 p.m. Present were board members David Sileven, Mark Moss, Robert Jaska, Sherry Jeffcoat, Brad Clough and Executive Director Rodney Williams**

**Guests present were Mark Rock and Devit Rock.**

1. **Discuss/Action: Approval of minutes from previous meeting: October 8, 2020 regularly scheduled meeting.**

**Sherry Jeffcoat made a motion to approve the minutes as presented. Mark Moss seconded the motion and it passed unanimously, 5-0.**

**3. Discuss/Action: Façade grant requests from Rock’s Heart of Restoration, 130 N. Waco St.**

**Mark and Devit Rock, of Rock’s Heart of Restoration, presented their request for two façade grants – one for external wood repair and one for external painting. Sherry Jeffcoat pointed out that one of the estimates included interior repair and painting and Mark Rock stated that he would have that pulled and removed before turning in a final invoice.**

**4. Discuss/Action: Funding of grant request from Trent Voigt, Paynetworx**

**Rodney Williams informed the Board that Trent Voigt had amended the cost for the doors on the project at 160 N. Main Dr. The grant had previously been approved but as there had been a change in the size of the doors as initially presented – from 8-foot to 7-foot doors - there needed to be a price adjustment. Voigt made the adjustment and Williams informed the Board of the new amount. Mark Moss made a motion to approve the funding of the new amended amount of $4,612.40 with a second from Robert Jaska. The motion passed 5-0.**

**5. Discuss/Action: Adoption of revised personnel policy**

**David Sileven presented the personnel policy with an amended paragraph under “Holiday Leave”. Mark Moss also found a typo. Sherry Jeffcoat made a motion to approve the personnel policy with the revised paragraph and the typo correction. Mark Moss seconded the motion and it passed 5-0.**

**6. Discuss/Action: Revised agreement letter with the Van Alstyne Chamber of Commerce**

**David Sileven informed the Board that he and Rodney Williams had been asked to meet with Brenda McDonald and David Morgan of the Van Alstyne Chamber of Commerce regarding wording of the letter sent to them regarding a move back into the office at 228 E. Marshall St. They stated the Chamber Board had some concerns with not giving a building key to its paid employee. There were also concerns about adding a non-solicitation clause and wording regarding extended personal visits and phone calls during business hours. A non-solicitation clause will be added to the document but the personal visitation wording will not be changed. The Board discussed delivery of a key to Robert Jaska as he sits on both the VACED board and the Van Alstyne Chamber of Commerce board since its paid employee would be here typically during weekday work hours. Brad Clough made a motion to instruct Rodney Williams to change wording in the letter regarding the key to state that one would be given to Robert Jaska. Mark Moss seconded the motion and it passed 5-0.**

**7. Discuss/Action: Billboard renewal and messaging**

**Rodney Williams informed the Board that the billboard leased by the CDC on Highway 75 North is up for renewal. The Board discussed future messaging on the billboard. Robert Jaska made a motion to authorize Williams to renew the annual lease with a second from Sherry Jeffcoat. The motion passed 5-0.**

**8. Discuss/Action: Board member resignation**

**A resignation letter from Wayne Womack dated November 13, 2020 was presented to the Board. Sherry Jeffcoat made a motion to formally accept the letter of resignation. Mark Moss seconded the motion and it passed 5-0.**

**9. Discuss/Action: Funding of ChristmasTown**

**Rodney Williams presented a budget request for ChristmasTown on behalf of the ChristmasTown committee for $5,000. He broke down the spending items and answered questions from the Board. Brad Clough made a motion to approve the funding with a second from Mark Moss. The motion passed 5-0.**

**10. Discuss/Action: Treasurer’s Report**

**Robert Jaska made a motion to approve the treasurer’s report as presented. Sherry Jeffcoat seconded the motion and it passed 5-0.**

**11. Discuss/Action: Director’s report**

**Rodney Williams presented his monthly activity report. Among the items was working with a company to get an estimate on sorting out the downtown lights along Preston, Jefferson and Marshall streets. David Sileven made a motion to authorize Williams to spend up to $2,500 to have the work done with anything above that requiring notification to the Board. Mark Moss seconded the motion and it passed 5-0.**

**Williams also recommended the cancellation of a December meeting due to the holiday schedule as most City boards and councils were doing the same. The Board agreed to cancel the December meeting.**

**12. Recess into closed session pursuant to Chapter 551, Texas Government Code for deliberation regarding:**

1. **Section 551.087. Deliberation Regarding Economic Development Negotiations. This chapter does not require a governmental body to conduct an open meeting: (1) 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 (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).**
2. **Section 551.074 – to deliberate or discuss the appointment, employment, evaluation, reassignment of duties, discipline, or dismissal of a public officer or employee;**
3. **Reconvene into open session**

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

**Sherry Jeffcoat made a motion to approve the requests of $1,975 for façade repair work and $3,952.50 minus the cost of interior repairs for painting not covered under a façade grant in accordance with section 501.103 of the Texas Local Govt. Code relating to site improvements. Brad Clough seconded the motion and it passed 5-0.**

**Robert Jaska made a motion to approve the performance review and 10% salary increase for Executive Director Rodney Williams as recommended by the performance review committee and to be split 50-50 with the Economic Development Corporation. Sherry Jeffcoat seconded the motion and it passed 5-0.**

**14. Closing comments**

**There were no closing comments.**

**15. Adjourn**

**Robert Jaska made a motion to adjourn the meeting at 7:54 p.m. It was seconded by Brad Clough and passed 5-0.**

**Respectfully submitted by Rodney Williams.**