

**Athens Economic Development Corporation
Board of Directors Meeting
Minutes for October 28, 2016**

The Board of Directors of the Athens Economic Development Corporation (hereafter referred to as AEDC) held a Regular Board Meeting at 9:00 a.m. on Friday, October 28, 2016, in the Derek Daniels Board Room of the Athens Partnership Center, 201 W. Corsicana, Athens, Texas.

Directors present: Jess Laird, President, Maurice Cox, Carmen Hunt, Jeaneane Lilly, Cliff Barrett, Will Traxson

Directors absent: John Trent

Staff present: Lisa Denton, Susan Jacobs

Guests: Philip Rodriguez, City Manager; Mayor Jerry Vaught, City of Athens

Call to Order

The meeting was called to order at 9:05 a.m. by President Jess Laird for all agenda items. A quorum was present.

Declaration of conflict of interest

None stated

Citizen Comments

None

Executive Director update on CEDA Award

Ms. Denton revealed the Community Economic Development Award that was presented to AEDC at the annual conference of the Texas Economic Development Council in San Antonio. Ms. Denton expressed her appreciation to Mayor Jerry Vaught, City Manager Philip Rodriguez and AEDC Board Member Jeaneane Lilly for representing AEDC and Athens at the luncheon.

Consider discussion and action regarding election of AEDC officers for FY 2016-17

Motion was made by Maurice Cox to elect the following as AEDC Officers for the FY2016-2017:

Jess Laird – President
Jeaneane Lilly – Vice President
Carmen Hunt – Secretary
Cliff Barrett-Treasurer

Will Traxson seconded the motion. Motion passed 6-0

Consider discussion and possible approval of minutes from the following AEDC Board Meetings:

A. September 20, 2016

Cliff Barrett made a motion to approve the minutes from September 20, 2016, as presented. Maurice Cox seconded the motion. Motion passed 6-0

Consider discussion and possible action on the following items associated with AEDC Financials:

A. September Financials

- A. **Revenue**- Total revenue for the month was \$129,230.43; sales tax accounting for \$113,855.77 of that amount. Sales tax collections were up 9.77% over this time last year. Sales tax collections are up 3.66% for the year.
- B. **Expenses**-Expenses for the month totaled \$73,622.74
- C. **Balance Sheet**-The Balance Sheet shows the corporation has \$2,200,847.21 in liquid assets, as of September 30, 2016.
- D. **Commitments/LTD**-AEDC has ED project commitments totaling \$1,566,973, and Long Term Debt Obligations of \$2,062,437.70 Unfunded amounts on the commitment schedule from 9/30/16 will roll over into FY 2016-17.

Jeaneane Lilly made a motion to approve the September financials. Carmen Hunt seconded the motion. Motion passed 6-0

Consider discussion and possible action on the following items associated with AEDC owned property:

A. Athens Industrial Park

1. Texas Capital Fund update

The City has received the contract and Council has authorized the mayor to execute. The formal procurement process for grant administration and engineering services has been completed.

2. Property transfer with FutureMatrix Interventional

Surveyor is working on lot surveys. Work should be complete within a 10 day timeframe.

B. Athens Partnership Center-201 W. Corsicana

1. Tenant Leases

Counsel has drafted renewal leases effective 12/01/16. The City has decided not to renew the lease of suite 2. Ms. Denton suggested AEDC staff occupy the office, to have a presence at the front to welcome guests. Staff reported that several visitors to the APC are looking for a map or other local information. A request was made to the City to provide racks with maps and other local information.

2. Room Rentals

With the City no longer under lease after November 30, 2016, discussion on liability was had regarding city meetings. Philip Rodriguez and Lisa Denton will check with counsel. Per Mr. Rodriguez, the City will take financial responsibility should an incident arise while they are using a meeting room. Room rentals to outside parties is not cost effective considering staff time,

wear and tear on the room and any damage that may occur. At this time, the policy on room usage will remain the same.

C. 1010 W. Corsicana Street

1. Roof replacement update

New roof is complete and HVAC is very pleased with the Red Dot's work.

2. Punch list items

HVAC has sent a letter to Athens Steel indicating that if the punch list items are not completed by month end, retainage will be used to hire another contractor to finish the work.

Consider discussion and possible action on the following items associated with the Business Assistance Grant Program

A. Approval of grant payment to Tara Winery d/b/a Athens Brewing Company

Staff has reviewed compliance and expenditures for front signage and lighting and recommends payment of \$1,750.52, which is 50% of the cost totaling \$3,501.04

Jeaneane Lilly made a motion to pay Tara Winery d/b/a Athens Brewing Company in the amount of \$1,750.52. Carmen Hunt seconded the motion. Motion passed 6-0.

B. Approval of grant payment to David Seeberger and Cameron Cravey

Staff has reviewed compliance and expenditures for exterior renovations totaling \$35,000 and recommends payment of \$10,000, which is the maximum amount under the grant program.

Motion was made by Cliff Barrett to approve a grant payment, in the amount of \$10,000, to David Seeberger and Cameron Cravey d/b/a Reliable One. Will Traxson seconded the motion. Motion passed 6-0

Compliance review of economic development performance agreement and approval of incentive payment to FutureMatrix Interventional

FMI projected hiring 15 full time employees, over a 3 year period, over the base of 298. They are currently at 381 full time employees. Incentive earned is \$30,000. Company must maintain these positions for the full 3 year term of the contract.

Will Traxson made a motion to approve the incentive payment of \$30,000 to FutureMatrix Interventional. Jeaneane Lilly seconded the motion. Motion passed 6-0.

Consider discussion and possible action on the following items associated with AEDC Community Development Committee

Will Traxson, Chairman of the Community Development Committee presented the board with recommended guidelines & criteria and application to be used for AEDC's community development grant program. If approved, deadlines for grant applications will be February 28, 2017. The committee will review applications and presentations and make recommendations to the board in April.

Motion to approve the guidelines & criteria and application was made by Jeaneane Lilly. Cliff Barrett seconded the motion. Motion passed 6-0

Consider discussion and possible adoption of Resolution 16-1028 authorizing AEDC's Public Funds Investment Policy

Counsel prepared a draft Investment Policy for approval by the board. Investment Officer will be AEDC Executive Director Lisa Denton. The investment Committee will be comprised of AEDC Board President Jess Laird, Treasurer Cliff Barrett and Director Will Traxson. Recommendations were made to expand the investment and authorized investment collateral sections.

Jeaneane Lilly made a motion to adopt Resolution 16-1028 approving AEDC's Investment Policy, with recommended changes. Carmen Hunt seconded the motion. Motion passed 6-0

Consider entering into Executive Session according to TEXAS GOVERNMENT CODE Chapter 551 to discuss following:

At 10:12 a.m., Jess Laird, President, announced that the Board would retire into Executive Session pursuant to the provisions of the TEXAS GOVERNMENT CODE Chapter 551, in accordance with the authority contained in the following sections:

A. Section 551.087 - Deliberation regarding Economic Development Negotiations with the following prospects:

Prospect #1543	Prospect #1548
Prospect #1545	Prospect #1549

The board reconvened into Open Session at 10:54 a.m.

Consider discussion and possible action on items discussed under Agenda Item 13:

No action was taken.

Consider discussion and possible action regarding schedule of meetings for FY2016-17

With the exception of the November 2016 meeting (to be held on 11/22/2016), board meetings will be scheduled at 10:00am on the third Tuesday of every month at the Athens Partnership Center. Meetings are subject to change.

With no further action to be taken, the meeting was adjourned at 10:58 a.m.

Jess Laird, President

Carmen Hunt, Secretary