

**Athens Economic Development Corporation
Board of Directors Meeting
Minutes for October 16, 2018**

The Board of Directors of the Athens Economic Development Corporation (hereafter referred to as AEDC) held a Board Meeting at 10:00 A.M. on Tuesday, October 16, 2018, in the Derek D. Daniels Room of the Athens Partnership Center located at 201 W. Corsicana Street, Athens, Texas.

Directors present: Jeaneane Lilly, John Trent, Carmen Hunt, Cliff Barrett, Will Traxson and Cliff Bomer

Directors absent: Randy Jones

Ex-Officio: Mayor Monte Montgomery

Staff present: Lisa Denton, Sherri Skeeters and Dede Sims

Guests: Bonnie Hambrick, City Secretary
Linda Tull, Ruth Torres and Linda Moncada

Call to Order

The meeting was called to order at 10:02 A.M. by President Jeaneane Lilly for all agenda items. A quorum was present.

Citizen Comments

None

Declaration of Conflict of Interest

None

Consent Agenda:

- A. Approval of Minutes from AEDC Board Meeting September 18, 2018
- B. Approval of Minutes from AEDC BAG Committee Meeting October 10, 2018
- C. Approval of September 2018 financial summary
- D. Release of \$1,175.31 in committed BAG funds from 2016-17

Cliff Bomer made a motion to approve the consent agenda. Cliff Barrett seconded the motion and motion carried 6-0.

Consider discussion and possible action on the following items recommended by AEDC Board of Directors:

- A. Election of AEDC Officers for FY 2018-19

Cliff Bomer made a motion, seconded by Cliff Barrett, to re-elect officers as currently slated:

- President – Jeaneane Lilly
- Vice-President – John Trent
- Secretary – Carmen Hunt
- Treasurer: Cliff Barrett

Motion carried 6-0.

B. Schedule of Meetings for FY 2018-19

Jeaneane Lilly set the regular meeting schedule for the third Tuesday of each month at 10:00 A.M.

C. AEDC Confidentiality Agreement

Lisa Denton presented the confidentiality agreement, approved by AEDC Counsel. This will be executed each year at the annual meeting going forward.

John Trent made a motion to accept the AEDC Confidentiality Agreement. Carmen Hunt seconded and motion carried 6-0.

D. AEDC Conflict of Interest Policy

Lisa Denton presented the annual conflict of interest policy prepared by AEDC Counsel. This will be executed each year at the annual meeting going forward.

Cliff Barrett made a motion to accept the Conflict of Interest Policy as presented. Cliff Bomer seconded and motion carried 6-0.

E. AEDC Committees

Jeaneane Lilly approved the following list of committees and members for FY 2018-19:

Finance Committee

AEDC Board President (set by Investment Policy) Jeaneane Lilly
AEDC Treasurer (set by Investment Policy) Cliff Barrett
Randy Jones

Business Assistance Grant Committee

John Trent
Cliff Barrett
Randy Jones

Community Development Grant Committee

Will Traxson
Carmen Hunt
Cliff Bomer

Consider discussion and possible approval of the following items associated with AEDC owned properties:

A. Athens Industrial Park

1. Proposal from ETTL Engineers & Consultants, in the amount of \$5,850, for geotechnical investigation in Athens Industrial Park.

Will Traxson made a motion, seconded by Carmen Hunt, to approve the proposal from ETTL, in the amount of \$5,850, for geotechnical investigation. Motion carried 6-0.

2. 1702/1704 Enterprise

1. Update on Improvements
Staff provided updates on the Biomerics improvements.

3. Athens Partnership Center

1. Facility Use

The Board discussed the facility use by the City of Athens and whether an agreement should be put into place. The group decided to continue with the current process for facility use and to approach the city for cleaning and repairs when/if necessary.

2. Parking lot improvements

Staff updated the board on damage to the parking lot and recent repairs made.

Consider discussion and possible approval of the following items associated with AEDC Grant Programs:

A. Business Assistance Grant

1. Recommended Guidelines & Criteria for FY 2018-19

Staff presented updated guidelines and criteria, as recommended by the BAG Committee.

Will Traxson made a motion to approve the recommended guidelines for 2018-19, as presented. Cliff Bomer seconded and motion carried 6-0.

B. Community Development Grant

1. Compliance review of Henderson County Regional Fair Park project grant

Cliff Barrett made a motion to approve the payment of \$30,000 to HCRFP for their Community Development Grant. Carmen Hunt seconded and motion carried 6-0.

Compliance review of Economic Development Performance Agreements with the following:

A. CMH Manufacturing, Inc. d/b/a Clayton-Athens

A motion was made by Will Traxson to rule CMH Manufacturing, Inc. d/b/a Clayton-Athens in compliance with year 2, and approve payment of \$80,000 for job creation. John Trent seconded the motion and motion carried 6-0.

Consider discussion and possible approval of the following items associated with AEDC Marketing Programs:

A. Branding Workshop Update

B. Marketing Initiatives

Sherri Skeeters updated the board on above marketing program points.

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

At 11:08 A.M., President Lilly announced that the board would enter 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 #1705

Prospect #1750

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B. Section 551.074 – Deliberations on Personnel Matters
AEDC Staff Evaluations

The board reconvened into Open Session at 12:15 P.M.

Consider discussion and possible action on items discussed under Agenda Item 10

No action taken.

Cliff Barrett left the meeting at the end of executive session.

Consider discussion and possible approval of the following items associated with AEDC Personnel:

- A. Personnel Policy
- B. Contractual Payroll Services

Discussion was had regarding the creation of an AEDC personnel policy vs. using the city personnel policy. The board also discussed whether to continue with the city processing of AEDC payroll or bringing in house with QuickBooks. No action was taken on this item. It will be brought back for consideration, once the City updates have been made.

- C. Executive Director Bonus

John Trent made a motion, seconded by Cliff Bomer, to approve a bonus payment to Executive Director Lisa Denton, in the amount of \$10,000, for applicable new taxable investment from tax year 2018. Motion carried 5-0.

With no further business remaining, the meeting was adjourned at 12:17 P.M., with a motion by John Trent, seconded by Carmen Hunt. Motion carried 5-0.

Carmen Hunt, Secretary

Jeaneane Lilly, President