



**CITY OF LEON VALLEY  
ECONOMIC DEVELOPMENT CORPORATION (LVEDC)  
BOARD OF DIRECTORS MEETING**

Leon Valley City Hall - Council Chamber  
6400 El Verde Road, Leon Valley, Texas 78238  
Wednesday, June 22, 2016 at 6:00 p.m.

**MINUTES**

The Leon Valley Economic Development Corporation met on the 22<sup>nd</sup> day of June, 2016 at the Leon Valley City Hall Council Chamber located at 6400 El Verde Road, Leon Valley, Texas for the purpose of the following business:

**Call to Order and Determine if Quorum is Present.**

The meeting was called to order by President Patricia Manea at 6:05 PM on June 22, 2016. A quorum was declared to be in attendance. Those Directors in attendance were Vice President Joseph Nazaroff, Treasurer Michael McCarley, Secretary Larry Proffitt, Director Gayle Monnig and Director David Jordan. Director Monica Alcocer and Alternate Director Manuel Rubio were excused from attending the meeting. Alternate Director Marian Slaughter was absent.

Also in attendance were:

City Manager Kelly Kuenstler and Economic Development Administrative Assistant Ana Federico.

**Citizens to be Heard.**

At 6:07 p.m. City Manager Kuenstler thanked the Leon Valley Economic Development Corporation (LVEDC) Board for its sponsorship of the 4<sup>th</sup> of July Spectacular and provided a complementary packet for each board member.

**Consider, discuss and take possible action to budget for an Economic Development Director FY 2016-2017.  
(P. Manea)**

For consideration of the Board, President Patricia Manea and City Manager Kuenstler presented the following information, which will impact the FY 2016-17 budgets of both the City and the LVEDC:

1. The City has a position funded for an Economic Development Director in 2016.
2. The LVEDC is currently paying for City Staff services to support the LVEDC as needed.
3. A suggestion was made to consider a contract for a 1099 position to cover the hiring of an Executive Director for the LVEDC. The contract would specify, at a minimum, the scope of work to be performed, incentives, hours worked and salary to be paid. Final determination of these items will require approval of the Board and City Council.

A motion was made by Vice President Joseph Nazaroff, and seconded by Director David Jordan, for the LVEDC to fund this position FY 2016-17. Upon a unanimous vote, President Patricia Manea announced the motion carried.

**CLOSED/EXECUTIVE SESSION; Meet in executive session;**

- A. Executive Session in Accordance with the Texas Government Code: The Leon Valley Economic Development Corporation will convene in Executive Session Pursuant to Section 551.074, Personnel Matters, to Deliberate, Discuss the unforeseeable resignation of City Attorney Roxann Cotroneo and possible appointment of a new City Attorney. (K. Kuenstler)**

***Pursuant to section 551.045 EXCEPTION TO GENERAL RULE: NOTICE OF EMERGENCY MEETING OR EMERGENCY ADDITION TO AGENDA. (a) In an emergency or when there is an urgent public necessity, the notice of a meeting or the supplemental notice of a subject added as an item to the agenda for a meeting for which notice has been posted in accordance with this subchapter is sufficient if it is posted for at least two hours before the meeting is convened.***

**(b) An emergency or an urgent public necessity exists only if immediate action is required of a governmental body because of:**

**(2) a reasonably unforeseeable situation.**

- B. Pursuant to Section 551.071 of the Texas Public Information Act to meet with its attorney on a matter in which the duty of the attorney to the LVEDC under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Public Information Act, to seek legal advice regarding approving and amending meeting minutes. (R. Cotroneo)**
- C. Pursuant to Section 551.071 of the Texas Public Information Act to meet with its attorney on a matter in which the duty of the attorney to the LVEDC under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Public Information Act, to seek legal advice regarding the June 10, 2015 performance agreement signed between the LVEDC and the Leon Valley Area Chamber of Commerce and its performance status. (R. Cotroneo)**
- D. Pursuant to Section 551.071 of the Texas Public Information Act to meet with its attorney on a matter in which the duty of the attorney to the LVEDC under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Public Information Act, to seek legal advice regarding the *City of Leon Valley Economic Development Corporation vs. Larry Little* in the Fourth Court of Appeals, District of Texas, San Antonio Division, Case No. 04-15-00488-CV. (R. Cotroneo)**

The LVEDC Board went into Executive Session at 6:37 p.m. No action was taken on any of the items.

**OPEN SESSION: Consider, discuss and take action, if any, on any item discussed in Executive Session. (P. Manea)**

The LVEDC Board reconvened into Open Session at 7:21 p.m.

- A. A motion was made by Secretary Larry Proffitt and seconded by Treasurer Michael McCarley, to have Denise Frederick, the new City Attorney, take office as Attorney for the LVEDC effective 06-23-16. Upon a unanimous vote, President Patricia Manea announced the motion carried.
- C. A motion was made by Director David Jordan and seconded by Vice President Joseph Nazaroff, to have City Manager Kuenstler serve as the mediator of a group composed of Board members from both the Leon Valley Area Chamber of Commerce (LVACC) and the LVEDC. Purpose of the mediator will be to assist in making both groups more effective and efficient. The motion passed by a roll call vote.

Director Gayle Monnig abstained.

**Consider, discuss and take action to rescind the 9/23/15 LVEDC Amended Minutes approved on 04/27/16. (R. Cotroneo, P. Manea)**

Economic Development Administrative Assistant Federico informed the Board that according to the Open Meetings Act, an original set of minutes cannot be amended; therefore, the Board must rescind the second set which the Board approved on 04-27-16 and keep the originals instead. President Patricia Manea asked for the current minutes to reflect that Ms. Monica Alcocer and Mr. David Jordan be referred as Board Directors instead of Council Members when serving the LVEDC.

A motion was made by Director David Jordan and seconded by Director Gayle Monnig to rescind the 09-23-15 LVEDC Amended Minutes approved on 04-27-16 and to keep the originals. Upon a unanimous vote, President Patricia Manea announced the motion carried.

**Consider, discuss and take action regarding Item I of the 9/23/2015 LVEDC Minutes, "Call to Order." (R. Cotroneo)**

No action taken.

**Consider, discuss and take action to approve LVEDC Board Meeting Minutes for February 24, 2016, March 23, 2016, April 27, 2016 and May 25, 2016 and Special LVEDC Board Meeting June 8, 2016. (L. Proffitt, A. Federico)**

A motion was made by Vice President Joseph Nazaroff and seconded by Director David Jordan, to accept all five sets of minutes as presented. Upon a unanimous vote, President Patricia Manea announced the motion carried.

On a side note, City Manager Kuenstler approved Economic Development Administrative Assistant Federico to assume the duty of transcribing the LVEDC minutes as an original draft that will go to Secretary Larry Proffitt for review/editing.

**Consider and discuss update on LVEDC Financial Report and take action on expenditures for June 2016. (Finance Work Group)**

Economic Development Administrative Assistant Federico reviewed Accounts Payable of \$14,400.05 for June 2016.

A motion was made by Secretary Larry Proffitt and seconded by Treasurer Michael McCarley, to pay the Accounts Payable amounts as presented. Upon a unanimous vote, President Patricia Manea announced the motion carried.

**Consider and discuss update on letter to outstanding signage candidates. Ideas Unlimited and Applewhite Automotive have sent in or will be meeting with City Staff to complete projects. (P. Manea)**

President Patricia Manea reported to the Board the submitted, paid in-full invoices and the project pictures from Ideas Unlimited, as well as the current status of Applewhite Automotive (new name: Joe Hudson's Collision Center).

No action taken.

**Consider, discuss and take action to approve a paperless system and begin posting meeting packets online instead of printing them out. (A. Federico)**

Economic Development Administrative Assistant Federico presented a letter from City Manager Kuenstler requesting all City departments, including the LVEDC make every attempt possible to go "paperless". Discussed in particular were the "packets" that get printed out and given to Directors for each board meeting, such as the LVEDC Board Minutes.

Secretary Larry Proffitt endorsed "paperless" efforts, but suggested there may be special circumstances in which particular documents such as drawings, financial reports, etc. may be needed in "hardcopy".

Secretary Larry Proffitt made a motion to that effect, and Director David Jordan seconded the motion. Upon a unanimous vote, President Patricia Manea announced the motion carried.

**Announcements**

- a) **Next Finance Work Group Meeting will be Wednesday, July 20, 2016 at 10:00 a.m.**
- b) **Next LVEDC Board Meeting will be Wednesday, July 27, 2016 at 6:00 p.m.**

**Adjourn**

Treasurer Michael McCarley made a motion, and Vice President Joseph Nazaroff seconded his motion, to adjourn the meeting. President Patricia Manea announced the meeting adjourned at 7:59 p.m.

**These minutes approved by the City of Leon Valley Economic Development Corporation on the 27<sup>th</sup> of July, 2016.**

ATTEST:   
**LARRY PROFFITT**  
 LVEDC SECRETARY

APPROVED  
  
**PATRICIA MANEA**  
 LVEDC PRESIDENT