



CITY OF LEON VALLEY
ECONOMIC DEVELOPMENT CORPORATION (LVEDC)
BOARD OF DIRECTORS REGULAR MEETING
Leon Valley City Hall - Council Chamber
6400 El Verde Road, Leon Valley, Texas 78238
Wednesday, July 27, 2016 at 6:00 p.m.

MINUTES

The Leon Valley Economic Development Corporation met on the 27th day of July, 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:

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

The meeting was called to order by President Patricia Manea at 7:26 p.m. on July 27, 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 Monica Alcocer, Director Gayle Monnig and Director David Jordan. Alternate Director Manuel Rubio was excused from attending the meeting. Alternate Director Marian Slaughter was absent.

Also in attendance were:

Council Member Belinda Ealy, Council Member Benny Martinez, City Manager Kelly Kuenstler, City Secretary Sandra Passailaigue, Retail Strategy Director from The Retail Coach, Bryce London and Economic Development Administrative Assistant Ana Federico.

2. Citizens to be Heard.

None at 7:28 pm.

3. Consider, discuss and take possible action to fund Kinman House project. (K. Kuenstler)

City Manager Kuenstler introduced the Kinman House project by informing the Board that on January 19th of the present year, the Leon Valley City Council approved \$20K for the Public Works Department to begin remodeling the Kinman House located on Evers Road. According to City Manager Kuenstler, the intention of the remodeling is to accommodate a restaurant. The structural components of the remodeling are almost complete; however, in order to complete the project, electrical and plumbing work needs to be done, and kitchen equipment needs to be purchased. The Public Works Department has received quotes for these items

Projects completed include: roof repair, critter control, fire alarm system installation, chimney replacement, foundation inspection, and refurbishment inside the structure to make the home suitable for a restaurant. Exterior deck materials and exterior ceiling fans have been ordered, and installation of these items is in process. City Manager Kuenstler proposed that the LVEDC share in the final finish out costs of the project by contributing LVEDC funds for the project. City Manager Kuenstler indicated the project has approximately \$86,685 left in expenditures. She recommended the LVEDC provide \$60K, which is about the cost of the kitchen equipment.

A motion was made by Secretary Larry Proffitt and seconded by Director Monica Alcocer to contribute up to \$60K to the Kinman House project.

Before the vote, President Patricia Manea had asked the Board if there was any final discussion Secretary Larry Proffitt withdrew his motion and amended it to approve \$86,685 instead of \$60K. Director Monica Alcocer also withdrew her seconding motion and seconded the amendment. Upon a unanimous vote, President Patricia Manea announced the motioned carried.

4. Presentation, discussion and possible action on the Retail Economic Development Plan, Phase 1 and 2 by The Retail Coach, Senior Vice President Aaron Farmer. (A. Farmer and P. Manea)

Bryce London, Retail Strategy Director with The Retail Coach, presented Phases 1 and 2 of the Economic Development Plan to the LVEDC Board. Questions were posed by several Board Members prior to a motion being made on this contract.

A motion was made by Secretary Larry Proffitt and seconded by Director David Jordan to pay Phases 1 and 2 of the Economic Development Plan and not to exceed \$3K in extra charges. Upon a vote of four (4) Ayes and three (3) Nay's, with Vice President Joseph Nazaroff, Directors Monica Alcocer and Gayle Monnig casting negative votes, President Patricia Manea announced the motion carried 4-3.

5. Consider, discuss and take action to approve LVEDC Board Meeting Minutes for June 22, 2016. (L. Proffitt)

A motion was made by Director Gayle Monnig and Seconded by Director David Jordan to approve LVEDC Board Meeting Minutes for June 22, 2016. Upon a unanimous vote, President Patricia Manea announced the motioned carried.

7. Consider, discuss and take possible action to approve LVEDC Budget for Fiscal Year 2016-17. (L. Proffitt)

This item was moved up to follow item # 5 by President Patricia Manea with the Board's approval.

A motion was made by Director Gayle Monnig and seconded by Vice President Joseph Nazaroff to approve the proposed budget for FY 2016-2017 for \$414,000. Upon a unanimous vote, President Patricia Manea announced the motioned carried.

6. Consider, discuss and take possible action to approve expenditures for July 2016 and review update on LVEDC Financial Report (as of June 30, 2016). (Finance Work Group)

A motion was made by Director Monica Alcocer and seconded by Director David Jordan, to approve July 2016 expenditures. Upon a unanimous vote, President Patricia Manea announced the motioned carried.

8. Consider, discuss and take possible action to approve the Economic Development Executive Director's Job Description and Contract. (P. Manea)

A motion was made by Director Monica Alcocer and seconded by Secretary Larry Proffitt to approve the Economic Development Executive Director's job description and contract as presented. The motion was approved by a roll call vote: Aye's – Monica Alcocer, David Jordan, Gayle Monnig, Michael McCarley, Joseph Nazaroff (left meeting after this vote) and Larry Proffitt. Nay's – none.

- 9. Consider, discuss and take possible action to assign sub-committee to proceed with interviewing of potential candidates for the position of Economic Development Director and present to the LVEDC Board at the August 24, 2016 regular meeting. (P. Manea)**

LVEDC Board Members wish to be part of the interviewing process once City Council approves the position and salary at the August 16, 2016 City Council Regular Meeting. Staff was asked to post for position after Board Attorney Frederick reviews the wording for the Economic Development Director (ED) position, then Human Resources Director Crystal Caldera will be asked to assist with the posting through INDEED.com, Monster.com, and GlassDoor.com. Once applications are received, then the LVEDC Board will meet in Executive Session to proceed with the interviews of potential candidates for the ED position.

A motion was made by Director David Jordan and seconded by Director Monica Alcocer to do the following after City Council's approval: have Board Attorney Frederick approve wording that will get posted, post for the position online and have staff organize the interview process including, posting agenda for Executive Session interviews and arranging desirable dates with LVEDC Board Members. Upon a unanimous voice vote, President Patricia Manea stated the motion was carried.

10. CLOSED/EXECUTIVE SESSION; Meet in executive session;

- A. 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. (D. Frederick)**
- 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 mediation between the LVEDC and the Leon Valley Area Chamber of Commerce (LVACC). (P. Manea and D. Frederick)**

The LVEDC Board did not go into Closed Executive Session, there was no action taken.

11. Reconvene into Regular Session and take action on issues discussed in Executive Session if necessary. (P. Manea)

Executive Session items had been closed per verbal instruction from Board Attorney Frederick.

No action taken.

12. Announcements

- a) Update on Façade and Signage applicants who did not meet the January 1st, 2016 deadline (P. Manea)

Economic Development Administrative Assistant Ana Federico read an email which Community Development Director Elizabeth Carol sent to Mr. Fifield regarding his meeting with the Zoning Commission. The email was attached to the meeting packet. Business sustainability, B3 Zones will be future items in which the LVEDC will have to be involved per President Patricia Manea and Secretary Larry Proffitt.

- b) Mediation between the LVEDC and the LVACC Wednesday, August 03, 2016 at 1:00 p.m. (P. Manea)

This will be considered a closed session during the mediation process.

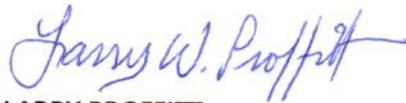
- c) LVEDC 07-20-16 Finance Work Group Meeting Notes have been attached to meeting packet for LVEDC Board to review.
- d) Next Finance Work Group Meeting Wednesday, August 17, 2016 at 10:00 a.m.
- e) Next LVEDC Board Meeting Wednesday, August 24, 2016 at 6:00 p.m.
- f) There were no other announcements by LVEDC Board members.

13. Adjourn

Upon a unanimous voice vote, President Patricia Manea announced the meeting adjourned at 10:32 p.m.

These minutes approved by the Leon Valley Economic Development Corporation on the 24th of August, 2016.

ATTEST:



LARRY PROFFITT
LVEDC SECRETARY

APPROVED



PATRICIA MANEA
LVEDC PRESIDENT