



**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, November 16, 2016 at 6:00 p.m.

MINUTES

The Leon Valley Economic Development Corporation met on the 16th day of November, 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 Joseph Nazaroff at 6:03 p.m. on November 16, 2016. A quorum was declared to be in attendance. Those Directors in attendance were: Secretary Larry Proffitt, Treasurer Michael McCarley and Board Alternate Jed Hefner. Board Directors: Monica Alcocer, Gayle Monnig, Patricia Manea and David Jordan were excused from this meeting.

Also in attendance were:

City Manager Kelly Kuenstler, City/Board Attorney Denise Frederick, Economic Development Director Amber D. Anthony and Economic Development Administrative Assistant Ana Federico.

2. Citizens to be Heard.

None

3. Consider, discuss and take possible action on Personnel Matters involving newly hired LVEDC Director, Amber Anthony. (K. Kuenstler)

A motion was made by Secretary Larry Proffitt and seconded by Treasurer Michael McCarley to keep Economic Development Director Anthony as a contract employee until the City prepares all necessary paperwork to transition her from being an employee of the Leon Valley Economic Development Corporation (LVEDC) to being an employee of the City of Leon Valley. Upon a unanimous vote, President Joseph Nazaroff announced the motioned carried.

4. Presentation, discussion and take possible action on classification commercial properties. (J. Nazaroff and Rebecca Kary, Linary Commercial Group)

No action was taken.

5. Consider, discuss and take possible action on the function of the LVEDC under the new structure pending the November election. (L. Proffitt and J. Nazaroff)

The board instructed City/Board Attorney Frederick to work on the amendment of the LVEDC Bylaws and Articles of Incorporation and present them to the board for approval at the January 2017 regular meeting.

A motion was made by Secretary Larry Proffitt and seconded by Board Alternate Jed Hefner to table item 5. Upon a unanimous vote, President Joseph Nazaroff announced the motioned carried.

6. The Leon Valley Economic Development Corporation shall meet in Executive Session under Texas Government Code to discuss the following: Texas Local Government Code...

§551.071 Consultation with Attorney in order to meet with its City Attorney regarding the Leon Valley Area Chamber of Commerce, which the duty of the Attorney to the board under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas authorize and allow such a closed meeting and which Rules conflict with the Texas Open Meetings Act. (City/Board Attorney D. Frederick)

The LVEDC Board of Directors went into closed executive session at 7:00 p.m.

7. Reconvene into Regular Session and take action on issues discussed in Executive Session if necessary. (J. Nazaroff)

The LVEDC Board reconvened into regular session at 7:52 p.m.

A motion was made by Secretary Larry Proffitt and seconded by Treasurer Michael McCarley to have Economic Development Director Anthony schedule a meeting with the Leon Valley Area Chamber of Commerce through a form of a letter on behalf of the LVEDC board. Upon a unanimous vote, President Joseph Nazaroff announced the motioned carried.

8. Consider, discuss and take possible action to begin using 'Consent Agenda' on future LVEDC Regular Meeting agendas. (A. Federico)

A motion was made by Board Alternate Jed Hefner and seconded by Secretary Larry Proffitt to adopt consent agendas. Upon a unanimous vote, President Joseph Nazaroff announced the motioned carried.

9. Consider, discuss and take action to approve LVEDC Minutes. (L. Proffitt)
a) October 26, 2016 Regular LVEDC Meeting

A motion was made by Board Alternate Jed Hefner and seconded by Treasurer Michael McCarley to approve LVEDC Regular Minutes for October 26, 2016. Upon a unanimous vote, President Joseph Nazaroff announced the motioned carried.

10. Consider, discuss and take possible action to elect new board Vice President. (J. Nazaroff)

A motion was made by Board Alternate Jed Hefner and seconded by Secretary Larry Proffitt to table item 10 until the December 2016 regular board meeting. Upon a unanimous vote, President Joseph Nazaroff announced the motioned carried.

11. Presentation, discussion and possible action to approve reimbursement under the Façade and Signage Program for Sydney Onuagu, Owner of *The Precinct Academy and Daycare*. (A. Federico)

A motion was made by Secretary Larry Proffitt and seconded by Treasurer Michael McCarley to approve reimbursement for Sydney Onuagu, Owner of *The Precinct Academy and Daycare*. Upon a unanimous vote, President Joseph Nazaroff announced the motioned carried.

12. Presentation, discussion and possible action to approve expenditures for Facebook Boosting to reach more people on social media. (A. Federico)

A motion was made by Secretary Larry Proffitt and seconded by Board Alternate Jed Hefner to have Economic Development Director Anthony get with Community Development/Communications Director Kristie Flores and the IT Department to figure out a way to coordinate social media the best way it can be coordinated. Upon a unanimous vote, President Joseph Nazaroff announced the motioned carried.

- 13. Presentation, discussion and possible action to approve expenditures for EDsuite. (A. Federico)**
- **Proposal Suite: Account activation AND License for leonvalleyedc.com**
 - **Additional tools for leonvalleyedc.com website: "Job Postings" AND "Business Directory"**

The board instructed City Staff to contact EDsuite and inform them about the lack of Proposal Suite usage and ask if the board may obtain an extension of 90 days to give the board and staff an opportunity to use the tool which has already been paid for.

A motion was made by Secretary Larry Proffitt and seconded by Board Alternate Jed Hefner to table item 13 and bring it back March 2017 with the Economic Development Director's report on Proposal Suite. Upon a unanimous vote, President Joseph Nazaroff announced the motioned carried.

- 14. Consider, discuss and take possible action to approve and assign board member to transfer money to cover for November 2016 expenditures and review update on LVEDC Financial Report (as of October 31, 2016). (Finance Work Group)**

A motion was made by Secretary Larry Proffitt and seconded by Board Alternate Jed Hefner to approve the November 2016 expenditures, excluding both payments for EDsuite. Upon a unanimous vote, President Joseph Nazaroff announced the motioned carried.

15. Announcements

a) Upcoming conferences/workshops:

- **TEDC Sales Tax Training-Austin, TX 12/09/2016: Attendee, Board Director Gayle Monnig**
- **Public Funds Investment Act Workshop-San Antonio, TX 12/08/2016 through 12/09/2016: Attendee, Board President Joseph Nazaroff**

b) There was no LVEDC Finance Work Group Meeting this month. The November 2016 accounts payable was presented 11-16-2016 for the board to review and approve expenses.

c) Next Finance Work Group Meeting Wednesday, December 21, 2016 at 10:00 a.m.

d) Due to all December 2016 Holidays, the LVEDC Board's next regular meeting will be Wednesday, December 21, 2016 at 6:00 p.m.

e) Other announcements by LVEDC Board members.


Economic Development Administrative Assistant Federico informed the board a meeting invitation was sent to Aaron Farmer with The Retail Coach so that he can attend the December meeting and provide the board a status report.


President Joseph Nazaroff asked Ms. Federico to email him a copy of The Retail Coach contract and copy Board Alternate Jed Hefner on that email.

16. Adjournment.

President Joseph Nazaroff announced the meeting adjourned at 9:23 p.m.

These minutes approved by the Leon Valley Economic Development Corporation on the 25th of January, 2017.

ATTEST: 
LARRY PROFFITT
LVEDC SECRETARY

APPROVED

JOSEPH NAZAROFF
LVEDC PRESIDENT