



**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, January 25, 2017 at 6:00 p.m.

MINUTES

The Leon Valley Economic Development Corporation met on the 25th day of January, 2017 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 Secretary Larry Proffitt at 6:03 p.m. on January 25, 2017. A quorum was declared to be in attendance. Those Directors in attendance were: Treasurer Michael McCarley, Board Director David Jordan, Board Director Monica Alcocer, Board Director Gayle Monnig and Board Alternate Jed Hefner. Board Directors: Joseph Nazaroff, Patricia Manea and David Thomas were excused from this meeting.

Also in attendance were:

City/Board Attorney Denise Frederick, Economic Development Director Amber D. Anthony, Public Works Director Melinda Moritz, Economic Development Administrative Assistant Ana Federico and Senior Vice President Aaron Farmer (Senior Vice President, The Retail Coach).

2. Citizens to be Heard.

Mr. Olen Yarnell 7230 Sulky Lane was present and commented later on item 5.

CONSENT AGENDA

Item 3 got pulled from consent agenda by Secretary Larry Proffitt for further revision below.

Item 4 got pulled from consent agenda by Secretary Larry Proffitt to be considered with item 11.

REGULAR AGENDA

3. Approval of LVEDC Minutes (L. Proffitt, LVEDC Board Secretary)
a) November 16, 2016 Regular LVEDC Meeting

Board Secretary Larry Proffitt asked to pull this item from consent agenda for further discussion. Secretary Larry Proffitt asked Ms. Federico to revise item 3 to read "[...]" being an employee of [...]" from "[...] being an employer of [...]". Remove wording from item 5 "[...]" and bring back the item until January 2017 with the requested presentation by City/Board Attorney". Remove the word "[...] until [...]" from item 13, paragraph two.

A motion was made by Board Director Monica Alcocer and seconded by Board Director Gayle Monnig to approve LVEDC Regular Minutes for November 16, 2016. Upon a unanimous vote, Secretary Larry Proffitt announced the motioned carried.

5. Consider, discussion and possible action to approve a resolution for the expenditure of LVEDC funds in an amount not to exceed \$14,500 to fund the preservation and enhancement of the Huebner Cemetery. (Melinda Moritz, Public Works Director)

A motion was made by Secretary Larry Proffitt and seconded by Monica Alcocer to approve by resolution the expenditure of LVEDC funds in an amount not to exceed \$14,500 to fund the preservation and enhancement of the Huebner Cemetery.

Mr. Yarnell commented from the chamber podium "it's good for the LVEDC to have this project".

Upon a vote of (5) for, and one (1) opposed, Secretary Larry Proffitt announced the motion carried. Board Alternate Jed Hefner cast the negative vote.

6. Consider, discussion and possible action to approve a resolution for the expenditure of LVEDC funds in an amount not to exceed \$13,800 to fund the Movies in the Park project for the City of Leon Valley. (Amber Anthony, Economic Development Director)

The LVEDC Board asked Economic Development Director, Anthony to conduct a deeper research on this topic. The board provided her a list of items to present for the next meeting.

A motion was made by Board Alternate Jed Hefner and seconded by Board Director Monica Alcocer to table item 7 to next LVEDC Regular meeting. Upon a unanimous vote, Secretary Larry Proffitt announced the motion carried.

7. Presentation, discussion and possible action on project report from The Retail Coach. (Senior Vice President, Aaron Farmer)

Mr. Farmer's presentation was informative and appreciated by all board members.

No action was taken to obtain reporting incremental to the reporting currently being provided by The Retail Coach.

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

§551.071 Consultation with Attorney regarding the Leon Valley Area Chamber of Commerce Settlement Agreement (Denise Frederick, LVEDC Attorney); and

§551.071 Consultation with Attorney regarding the dissolution of the LVEDC and the creation of an Economic Development Advisory Board, which the duty of the LVEDC Attorney to the LVEDC under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with §551.071. (Denise Frederick, LVEDC Attorney)

The board went into closed session at 8:22 p.m.

9. Reconvene into Regular Session and take action on issues discussed in Executive Session if necessary. (J. Nazaroff, LVEDC President)

The board reconvened from closed session at 9:36 p.m.

A motion was made by Board Alternate Jed Hefner and seconded by Board Director David Jordan to adopt Resolution No. 17-03R approving the execution of a settlement agreement between the LVEDC and the Leon Valley Area Chamber of Commerce (LVACC) in the amount of \$1,351.18. Upon a vote of (4) for, and one (2) opposed, Secretary Larry Proffitt announced the motion carried. Board Treasurer Michael McCarley and Board Director Gayle Monnig cast the negative votes.

No action was taken on the second item in closed session.

10. Consider, discuss and take possible action on petty cash. (Amber Anthony, Economic Development Director)

Economic Development Director Anthony advised the Board to begin replenishing petty cash. Ms. Anthony reported the current balance is \$394.45 and asked to set petty cash amount to \$300.00 moving forward.

A motion was made by Board Director Monica Alcocer and seconded by Board Director Gayle Monnig to begin replenishing LVEDC Petty Cash. Upon a unanimous vote, Secretary Larry Proffitt announced the motion carried.

11. Consider, discuss and take possible action to approve December 2016 and January 2017 expenditures. (Ana Federico, Economic Director Administrative Assistant)

A motion was made by Board Director Monica Alcocer and seconded by Board Director Gayle Monnig to approve the December 2016 and January 2017 expenditures. Upon a unanimous vote, Secretary Larry Proffitt announced the motion carried.

4. Consider, discuss and possible action revising LVEDC Financial Report (as of November 30 and December 31, 2016). (Finance Work Group)

Secretary Larry Proffitt asked for Economic Development Director Anthony to get with Finance Director and reconcile expenses as of December 31, 2016. Secretary Larry Proffitt wants to make sure all expenses match from what's recorded on the city's system and the LVEDC books.

A motion was made by Board Director Monica Alcocer and seconded by Board Director David Jordan to approve the Financial Report as of November 30, 2016 and December 31, 2016. Upon a unanimous vote, Secretary Larry Proffitt announced the motion carried.

12. Announcements


- a) **Upcoming conferences/workshops**
 - **TEDC 2017 Winter Basic Economic Development Course- February 7-10, 2017**
Attendees: Economic Development Director, Amber D, Anthony and Economic Development Administrative Assistant, Ana Federico
- b) **Next Finance Work Group Meeting Wednesday, February 15, 2017 at 10:00 a.m.**
- c) **The next LVEDC board next regular meeting will be Wednesday, February 22, 2017 at 6:00 p.m.**
- d) **Other announcements by LVEDC Board members.**
None

13. Adjournment.


Secretary Larry Proffitt announced the meeting adjourned at 10:00 p.m.

These minutes approved by the Leon Valley Economic Development Corporation on the 22nd of February, 2017.

ATTEST:


LARRY PROFFITT
LVEDC SECRETARY

APPROVED


JOSEPH NAZAROFF
LVEDC PRESIDENT