

**Athens Economic Development Corporation
Board of Directors Meeting
Minutes for January 19, 2016**

The Board of Directors of the Athens Economic Development Corporation (hereafter referred to as AEDC) held a Regular Board Meeting at 9:00 a.m. on Tuesday, January 19, 2016, in the Derek Daniels Board Room of the Athens Partnership Center, 201 W. Corsicana, Athens, Texas.

Directors present: Jess Laird, President, Maurice Cox, Carmen Hunt, Jeaneane Lilly, Cliff Barrett, John Trent, Will Traxson

Directors Absent: None

Staff present: Lisa Denton, Susan Jacobs

Ex-officio: Mayor Jerry Vaught and Philip Rodriguez, City Manager

Guests: David Cundieff, Velvin & Weeks Consulting Engineers

Call to Order

The meeting was called to order at 9:03 a.m. by President, Jess Laird for all agenda items. A quorum was present.

Declaration of conflict of interest

None stated

Citizen Comments

None

Consider discussion and approval of approve prior meeting minutes.

The Board reviewed the Meeting Minutes from December 21, 2015 and Workshop minutes from January 8, 2016.

Will Traxson made a motion to approve both sets of minutes. John Trent seconded the motion. Motion passed 7-0

Consider discussion and possible approval of financial reports from December, 2015.

Summary of December Financial Report:

- A. **Revenue**- Total revenue for the month was \$115,701; sales tax accounting for \$98,614 of that amount. Sales tax collections were up 5.42% over this time last year.
- B. **Expenses**-Total expenses for the month were \$29,155

- C. **Balance Sheet**-The Balance Sheet shows the corporation has \$1,763,856 in liquid assets, as of December, 2015
- D. **Commitments/LTD**-AEDC has ED project commitments totaling \$660,901 and Long Term Debt Obligations of \$2,013,139

John Trent made a motion to approve the financials and Cliff Barrett seconded the motion. Motion passed 7-0

Ms. Denton reported to the board that Holdredge, Shaddox & Habibelahian are working with Smith, Lambright & Associates, as they need information from the FYE 2014-15 audit to compile the 1st quarter compilation report.

Consider discussion and possible approval of invoice from Velvin & Weeks Consulting Engineers, Inc., in the amount of \$13,556.54 for engineering and design services relating to Palestine St., LLC sewer line project at Loop 7 & Hwy 19.

David Cundieff from Velvin & Weeks updated the board on the project and informed that the project is underway and 35% complete. The invoice presented is for 80% of the project cost of \$140,047. 20% will be held for retainage. Cliff Barrett made a motion to approve the payment and Carmen Hunt seconded the motion.

Motion passed 7-0

Consider discussion and possible approval the following items associated with HVAC Manufacturing, Inc.:

Ms. Denton reported to the Board that construction on the building was progressing and the site was to be secured by Friday of the previous week. Pay App 2 has been presented from Athens Steel in the amount of \$110,000. This has been approved by HVAC Manufacturing. Will Traxson made a motion to approve the payment and Jeaneane Lilly seconded the motion.

Motion passed 7-0.

Consider discussion and possible action on the following items related to the Business Assistance Grant Program:

- A. Application from James Owen, Attorney – This item was pulled from the agenda as the application was not ready. No action was taken on this item.
- B. Payment to Tara Vineyard & Winery LLC – Compliance information is still being collected and was not ready to present at meeting time. No action was taken on this item.

Board directed Staff to work with Counsel to review and amend guidelines and criteria to better

meet the goals of the program and bring back for discussion at the next meeting.

Consider discussion and possible action regarding AEDC promotional videos:

Ms. Denton presented estimates from three video companies for the creation of 2-3 AEDC promotional videos. Estimates were as follows:

- | | |
|---------------------------|---|
| 1. DTXMedia.com | \$10,000 for 2 videos/\$14,000 for 3 videos |
| 2. Neon Cloud Productions | \$10,100 for 2 videos/\$15,150 for 3 videos |
| 3. Eastex Productions | \$5,947.52 for 3 videos |

Sample videos were presented from each company. The Board viewed and discussed the work of each company. It was noted that Neon Cloud Productions does contract with the state marketing team which would allow for additional coverage of Athens in the state videos which are used worldwide.

Will Traxson made a motion to select Neon Cloud Productions to create 3 short promotional videos at a cost of \$15,150. Jeaneane Lilly seconded the motion.

Motion passed 7-0.

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

At 10:00 a.m., Jess Laird, President, announced that the Board would retire 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 - Discussion Regarding Economic Development Negotiations:
Deliberations regarding negotiations with the following prospects:
Prospect #1522 Prospect #1525
Prospect #1524 Prospect #1526

- B. Section 551.074 – Deliberation on Personnel Matters
Executive Director Contract Renewal

Reconvene into Open Session and take any action resulting from Executive Session.

The board reconvened into Open Session at 10:42 a.m.

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

Mr. Laird presented the proposed employment contract between AEDC and Lisa Denton its Executive Director. Will Traxson made a motion to approve the employment contract as presented. Carmen Hunt seconded the motion.

Motion passed 7-0

With no further action to be taken, the meeting was adjourned at 10:50 a.m.

Jess Laird, President

Carmen Hunt, Secretary