

**Athens Economic Development Corporation
Board of Directors Meeting
Minutes for February 16, 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, February 16, 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 and Susan Jacobs

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

Guests: Kevin Habibilahian, Holdredge, Shaddox & Habibilahian, LLP; David Cundieff, Velvin & Weeks Consulting Engineers; Gary Traylor and Shawna McElfish, Traylor & Associates and Rich Flowers, Athens Daily Review

Call to Order

The meeting was called to order at 9:00 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 January 19, 2016.

Maurice Cox made a motion to approve the minutes. Cliff Barrett seconded the motion.

Motion passed 7-0

**Consider discussion and possible approval of financial reports from January, 2016.
Summary of January Financial Report:**

- A. **Revenue**- Total revenue for the month was \$121,912.45; sales tax accounting for \$105,572.58 of that amount. Sales tax collections were up 2.3% over this time last year.
- B. **Expenses**-Total expenses for the month were \$62,075.05
- C. **Balance Sheet**-The Balance Sheet shows the corporation has \$1,763,856 in liquid assets, as of December, 2015

Will Traxson made a motion to approve the financials. Carmen Hunt seconded the motion.
Motion passed 7-0

Kevin Habibelahian from Holdredge, Shaddox & Habibelahian presented the 1st quarter compilation report to the Board. With this being a new format, the board had questions regarding how expenditures were booked. This information will be researched and sent out to the board. There was no action taken on the first quarter compilation report.

Consider discussion and possible action on the following items associated with Palestine Street LLC sewer line project at Loop 7 & Hwy 19

- A. Project Update-David Cundieff from Velvin & Weeks updated the board on the project and informed that the project is complete. The testing phase of the project will begin in 30 days, due to required wait times.
- B. Invoice from Velvin & Weeks, in the amount of \$2,037.50 for inspection services.

Carmen Hunt made a motion to approve payment to Velvin & Weeks, in the amount of \$2,037.50. John Trent seconded the motion.

Motion passed 7-0

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

Pay App 3 has been received from Athens Steel Building, in the amount of \$66,500.00. This invoice has been approved by HVAC Manufacturing.

Cliff Barrett made a motion to approve payment to Athens Steel Building, in the amount of \$66,500. Will Traxson 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 David Seeberger & Cameron Cravey

Ms. Denton submitted a Business Assistance Grant application, submitted by David Seeberger and Cameron Cravey d/b/a Reliable One. The Company plans renovations to the front of the building, located at 707 West Corsicana Street in an amount up to \$35,000. Staff has reviewed the application and finds it meets the intent and requirements of the program. The planned improvements qualify for a 50% reimbursable matching grant amount of up to \$10,000.

Carmen Hunt made a motion to approve the reimbursement grant award, of up to \$10,000 to David Seeberger and Cameron Cravey. Will Traxson seconded the motion.

Motion Passed 7-0

B. Application from Clint & Shelia Davis

Ms. Denton submitted a Business Assistance Grant application submitted by Clint and Shelia Davis. Applicants plan to add a 30 x 30 asphalt parking lot and drive, as well as paint the exterior of the facility located at 905 West Corsicana Street. Applicants have already installed a new roof with metal trim, new windows and are in the process of replacing all siding with hardiplank, in preparation for painting. They estimate all exterior improvements to total \$20,000. The improvements submitted under the grant qualify for a 50% reimbursable matching grant of up to \$4,915. The building is currently vacant but, with improvements, the applicants hope to lease it as office space.

John Trent made a motion to approve the reimbursement grant award, of up to \$4,915 to Clint and Sheila Davis. Jeaneane Lilly seconded the motion.

Motion Passed 7-0

C. Payment to Tara Vineyard & Winery LLC

Staff has reviewed compliance documentation received from Tara Vineyard & Winery, LLC, for the renovations at 101 E. Tyler Street. This is a business assistance grant from 2014-2015 in the amount of \$10,000. At the time of the meeting, Staff was still awaiting proof of payment of expenses submitted. Staff recommended approving payment of the grant, upon receipt of payment documents.

Will Traxson made a motion to approve the payment to Tara Vineyard & Winery, LLC, in the amount of \$10,000, upon proof of payment receipts for project expenditures. Jeaneane Lilly seconded the motion.

Motion Passed 7-0

D. Guidelines & Criteria/Application/Agreement

Following direction from the previous month's board meeting, Ms. Denton presented updated Guidelines & Criteria, Application and Agreement for the Business Assistance Grant program. These documents were prepared by AEDC Attorney, Steve Stark. The previously approved grants from this meeting will be using the amended agreement format. The board discussed the documents and agreed that the amended format aligned better with the actual intent and goals of this program.

Will Traxson made a motion to approve the amended Guidelines and Criteria, Application and Agreement for the Business Assistance Grant. Carmen Hunt 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 551.072 - Deliberations regarding Real Property
Possible lease of real property located at:
1501 Airport Road
- B. Section 551.087 – Deliberation Regarding Economic Development Negotiations:
Deliberations regarding negotiations with the following prospects:
Prospect #1519 Prospect #1525
Prospect #1522 Prospect #1532
Prospect #1524

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

The board reconvened into Open Session at 12:35 p.m.

With no further action to be taken, the meeting was adjourned at 12:38 p.m.

Jess Laird, President

Carmen Hunt, Secretary