

**Athens Economic Development Corporation  
Board of Directors Meeting  
Minutes for March 19, 2019**

The Board of Directors of the Athens Economic Development Corporation (hereafter referred to as AEDC) held a Board Meeting at 10:00 A.M. on Tuesday, March 19, 2019 in the Derek D. Daniels Room of the Athens Partnership Center located at 201 W. Corsicana Street, Athens, Texas.

Directors present: Jeaneane Lilly, Carmen Hunt, Cliff Barrett, Randy Jones and Cliff Bomer

Directors Absent: John Trent and Will Traxson

Ex-Officio: Elizabeth Borstad

Staff present: Lisa Denton, Sherri Skeeters and Dede Sims

**Call to Order**

The meeting was called to order at 10:05 A.M. by President Jeaneane Lilly for all agenda items. A quorum was present.

**Citizen Comments**

None

**Declaration of Conflict of Interest**

None

**Consent Agenda:**

- A. Approval of Minutes from AEDC Board Meeting February 19, 2019
- B. February 2019 Financial Summary

Randy Jones made a motion to approve the Consent Agenda. Cliff Barrett seconded and motion carried 5-0.

**Consider discussion and possible approval of Fiscal Year End 2018 Audit Report, as presented by Mike Ward Accounting & Financial Planning, PLLC**

Mike Ward presented the audit report and noted his unmodified opinion and a clean report for the 2018 audit year.

Cliff Barrett made a motion to accept the FYE 2018 Audit Report as presented. Randy Jones seconded and motion carried 5-0.

**Consider discussion and possible action on the following items associated with AEDC Grant Programs:**

**A. Business Assistance Grant Program**

- 1. John Johnson – 215 N. Prairieville Street project

Mr. Johnson has submitted a third, independent, detailed bid. Staff had not found any connection between the most recent bid and either of the original estimates. It was noted that only a portion

of the most recent bid would qualify, as some of the work listed is interior, which is not covered by the grant. Staff estimates the eligible work would total \$22,150. 80% of this amount would equal \$17,720; however the grant max is \$12,500. This is in keeping with the original estimates on the project and the recommendation from the BAG Committee at the December meeting.

Cliff Barrett made a motion, seconded by Randy Jones, to reaffirm the approval of a grant to John Johnson, in an amount not to exceed \$12,500. Motion carried 5-0.

## **2. Second Round Call for Applications**

Staff reported that the second round call for applications was released on March 1, with an April 1<sup>st</sup> deadline. It was also noted that AEDC's Executive Director had met with Councilman Gross' contact regarding a potential project and had provided some suggestions to the property owner. She has not heard back from him, at this point.

### **Consider discussion and possible approval of the following items associated with AEDC owned properties:**

#### **A. 1704 Enterprise Street**

##### **1. Third Party Construction Observation Agreement**

At the last meeting, Board directed staff to identify someone that could serve as a third party observer, in relation to billings relating to in house labor. Denton reported that Delbert Hirst with Mossbridge Designs, Inc. has agreed to offer his services at a rate of \$80/hour. Mr. Hirst is a Professional Landscape Architect and qualified to handle this matter. She and John Trent have met on site with Mr. Hirst and Biomerics to determine a plan and schedule going forward for walk through billing reviews.

##### **2. Biomerics Draw Request 2, in the amount of \$52,722.14**

Biomerics has submitted a second draw request, which includes the remainder of materials associated with work that was observed during the past two project tours, which had participation from Cliff Bomer and John Trent respectively. There was no labor associated with this billing.

Cliff Bomer made a motion, seconded by Carmen Hunt, to approve Draw Request 2, and approve payment of \$52,722.14, which includes retainage on this billing. Motion carried 5-0.

### **Consider discussion and possible approval of Economic Development Performance Agreement with Express Products, Inc. d/b/a Dillon Manufacturing**

Denton presented an amended EDPA, reflecting the changes suggested by the Board at the previous month's meeting, which reduced the base employees and number of anticipated new full time positions. The capital investment incentive potential remains at an amount up to \$8,000, and will be paid each year based on actual investment, at a rate of 3.6%. The job creation incentive will be a max of \$24,000, paid each year on the anniversary date of the contract for new full time positions.

Carmen Hunt made a motion, seconded by Randy Jones, to approve the Economic Development Performance Agreement with Express Products, Inc. d/b/a Dillon Manufacturing. Motion carried 4-0-1, with Cliff Bomer abstaining, due to conflict of interest.

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

At 10:41 A.M., President Lilly announced that the board would enter 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 - Deliberation regarding Economic Development Negotiations with the following prospects:

Prospect #1687      Prospect #1764      Prospect #1784      Prospect #1790

The board reconvened into open session at 11:08 AM.

**Consider discussion and possible action on items discussed under Agenda Item 9**

With no further business, meeting adjourned at 11:08 AM, with a motion by Randy Jones, seconded by Cliff Bomer.

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Carmen Hunt, Secretary

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Jeaneane Lilly, President