

**Athens Economic Development Corporation  
Board of Directors Meeting  
Minutes for September 17, 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, September 17, 2019 in the Derek D. Daniels Room of the Athens Partnership Center located at 201 W. Corsicana Street, Athens, Texas.

Directors present: John Trent, Carmen Hunt, Randy Jones, Danny Tidmore, Morgan Jones, Cliff Bomer and Will Traxson

Staff present: Valerie Franklin

Ex-Officio: Mayor Pro Tem Ed McCain, City Manager Elizabeth Borstad

Guests: Councilmember Aaron Smith, City of Athens Finance Director Mandie Quigg, City Secretary Bonnie Hambrick, Director of Information and Technology Derek Whiteley, Jeff Moore, Steve Grant, Jody Judson, Blake Daniels, David Daniels, Deborah Deas

**Call to Order**

The meeting was called to order at 10:02 A.M. by President Will Traxson 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 August 6, 2019

Carmen Hunt made a motion to approve the minutes as presented. Danny Tidmore seconded and the motion carried 7-0.

- B. Approval of budget amendment for issuing payment to HVAC in Fiscal Year 2019 in the amount of \$324,800 for agreement #3

President Traxson stated Ms. Hunt had questions concerning the monthly financials. Member Hunt stated monthly financials were discussed in the past and wanted to know if there was a reason it was not included. Finance Director Mandie Quigg stated she was under the impression this was only quarterly financials, but would include this as a line item at the next meeting.

Randy Jones made a motion for the approval of the payment to HVAC and it was seconded by John Trent. The motion carried 7-0.

Line item #13 was moved up per President Will Traxson.

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

At 10:05 A.M., President Traxson 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 #1796 ended at 10:36 A.M.
  - Prospect #1797

The board reconvened into open session at 11:21 A.M.

**Consider discussion and possible action on items discussed under Agenda Item #13**

No further action was taken.

**Update on Director Search**

President Traxson stated the committee interviewed candidates last week. He thanked Ms. Borstad and Ms. Robertson with HR for finding applicants and setting up interviews. One was head and shoulders above the rest. She is from New Mexico and the County Economic Development Director. The board would like to move forward in the hiring process. There was further discussion and questions concerning this applicant.

**Introduction of Jeff Moore**

- A. **Discuss functions of an Economic Development Corporation and legal aspects of an Economic Development Corporation**

President Traxson introduced Mr. Jeff Moore and stated Mr. Moore was going to give a condensed version of his class to help the AEDC understand where AEDC funds can be spent.

Mr. Moore provided training from Texas Economic Development Council Economic Development Sales Tax Workshops.

**Consider discussion and possible action regarding the following items associated with AEDC Board of Directors:**

- A. Request for reappointment of Board Members with terms expiring:
  - Danny Tidmore – 1<sup>st</sup> Term
  - Cliff Bommer - 2<sup>nd</sup> Term
  - Randy Jones - 2<sup>nd</sup> Term
  - Will Traxson - 3<sup>rd</sup> Term

A motion was made by Carmen Hunt that all four board members be reappointed. It was seconded by Mr. Morgan Jones. The motion carried 7-0.

**Consider discussion and possible action regarding the following items associated with AEDC owned properties:**

**A. Biomerics FMI, LLC Draw Request #6 in the amount of \$8,218.10**

Finance Director Mandie Quigg stated she received a request for payment along with receipts totaling \$9,131.22 less 10%. The receipts have been reviewed and the payment is pending inspection Mossbridge Designs. There were questions concerning completion of the project.

A motion was made by John Trent to pay the draw request from Biometrics contingent on inspection and approval, seconded by Cliff Bomer. The motion carried 7-0.

**Consider discussion and possible action regarding the selection of an audit firm for Annual Operating Audit for AEDC.**

There was discussion regarding using the same auditing firm the City uses. Finance Director Mandie Quigg stated request for qualifications was received on July 31, 2019. The City selected Pattillo, Brown & Hill CPA Firm from Waco to conduct the City's Fiscal Year audit.

Randy Jones made a motion to hire Patillo, Brown & Hill to conduct the annual audit for Athens Economic Development. It was seconded by Cliff Bomer. The motion carried 7-0.

**Consider discussion and possible action regarding the continuance of Holdredge, Shaddox & Habibelahian, LLP preparing Quarterly Compilation Report for AEDC.**

There was discussion on letting the Holdredge, Shaddox and Habibelahian continue to prepare quarterly reports. Finance Director Mandie Quigg stated Holdredge, Shaddox, and Habibelahian is paid \$1475 per quarter, \$5900 per year for their services.

Randy Jones made a motion to end the relationship with Holdredge, Shaddox & Habibelahian and have the City of Athens prepare quarterly reports for the AEDC. It was seconded by Cliff Bomer. The motion carried 7-0.

**Consider discussion and possible action regarding outside use of Athens Partnership Center Conference Rooms; as requested by the City of Athens**

Will Traxson discussed the city does a lot of free services for AEDC such as mowing the industrial park area. He wanted to invite the City to come back to the Athens Partnership Center for council meetings. He stated he has confidence that the City would fix anything that needs to be taken care of.

John Trent made a motion to allow the City to use the Athens Partnership Center conference rooms for use of council meeting. It was seconded by Randy Jones. The motion carried 7-0.

**Consider discussion and possible action regarding approval of a Resolution authorizing the Minutes for September 17, 2019**

**AEDC Board to execute an Administrative Services Agreement with the City of Athens.**

There was discussion concerning the agreement between the AEDC board and the City of Athens. No further action was taken. It was the consensus of the board to make changes to the agreement. The item will appear on a future agenda.

**AEDC Board of Director's request for future agenda items.**

John Trent requested that there be discussion concerning Business Assistance Grant and the Community Development Grant being taken off by the City Council.

**Adjourn**

With no further business to discuss, the meeting was adjourned at 1:25 P.M.

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Carmen Hunt, Secretary

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Will Traxson, Vice President