

CITY DEVELOPMENT CORPORATION OF EL CAMPO

Regular Meeting
November 16, 2015

Board Members present: Kinnan Stockton, David Allgayer, Wesley Lange, Larry Russell, John Hancock.

Staff Present: Beverly Supak, Economic Development Specialist/Interim Director

Others Present: Mindi Snyder, City Manager; Ronny Collins, City Attorney; Courtney Sladek, City Finance Director; Carolyn Gibson-Baros, Executive Director-Elect; Charlie Bernstein, Winfield Solutions; Steve Ward, City Council.

Kinnan Stockton called the Meeting to order at 3:00 PM.

Kinnan Stockton took role of Directors and noted a QUORUM.

Larry Russell led the Pledge of Allegiance.

Item #4. Public Comments:

At this time, any person with City Development Corporation-related business, not scheduled on the agenda, may speak to the CDC Board. In compliance with the Texas Open Meetings Act, the CDC Board is limited to making a statement of specific factual information in response to the inquiry, or reciting existing policy, but may not discuss, deliberate, or take any action on any item. The issue may be placed on a future agenda for consideration.

Item #5. Review and consider approval of minutes of the Regular Meeting of October 19, 2015.

MOTION by Larry Russell to approve the minutes of the Regular Meeting of October 19, 2015, seconded by Wesley Lange. MOTION passes unanimously.

Item #6 through Item #9. Review and consider approval of minutes of the Special Called Meetings of October 14, 2015; October 28, 2015; November 4, 2015; and November 9, 2015.

MOTION by Wesley Lange to approve the minutes of the Special Called Meetings of October 14, 2015; October 28, 2015; November 4, 2015; and November 9, 2015, seconded by David Allgayer. MOTION passes unanimously.

Item #10. Review bills and financial report.

- a. Courtney Sladek reported on the first month of FY 2015-2016, and that the auditors would be at City Hall and the CDC this week.
- b. Beverly Supak reported that the Frontage Road account did not need a specific title, but will label it as "Designated".
- c. Regarding Divide Street, MOTION made by Larry Russell to transfer the \$100,000 from the CDAR at New First Bank to Commercial Bank for the payment to the City for Divide Street, seconded by David Allgayer. MOTION passes unanimously.

Item #11. Review Revitalization Program, discuss and take any necessary action.

Ronny Collins reported that Attorney General's office has not responded. No action taken.

Item #12. Discuss the restrictions for Meisel Park occupants and take any necessary action.

Steve Ward presented a copy of the Deed Restrictions and Protective Covenants for Meisel Industrial Park and requested a review and possible amendments to make it more user-friendly for industrial purposes, including temporary buildings requested by Winfield Solutions. No action taken.

Item #13. Receive information from Winfield Solutions regarding request for subleasing, and take any necessary action.

Charlie Bernstein explained the business plan for the next year, and presented a sublease document which was given to the attorney for review.

Item #14. Discuss updating the Policy Manual, and take any necessary action

The Policy Manual will go under review in 2016, to accurately reflect the changes that have occurred since the writing of the Policies. A meeting will be planned in the future. No action taken.

Item #15. Receive report on ARCIT Annual Conference from 11-11-2015 and 11-12-2015.

Mindi Snyder reported on the two-day conference in Bastrop attended by herself, Clay Harris, and Beverly Supak. No action taken.

Item #16. Receive information on Joint Strategic Planning Meeting with City Council scheduled for Tuesday, January 19, 2016, at El Campo Country Club from 11:30 AM – 2:00 PM.

Mindi Snyder reported that the City Council will meet in the morning and the CDC will join them for the afternoon session. The regular Board meeting of the CDC will be moved to Monday, January 25, 2016, due to the MLK Holiday on Monday, January 18th, 2016 No action taken.

Kinnan Stockton adjourned the Regular Meeting into Closed Session at 3:50 PM.

Meeting reconvened into Open Session at 4:28 PM.

Item #18. Take action regarding Closed Session.

MOTION by Larry Russell to approve the sublease agreement presented by Charlie Bernstein, subject to approval by attorney, seconded by Wesley Lange. MOTION passes unanimously.

Regarding Executive Director Position – MOTION by Wesley Lange to appoint Carolyn Gibson-Baros as Executive Director of the CDC, effective November 30, 2015, at an annual salary of \$69,000, seconded by John Hancock. MOTION passes unanimously. MOTION by John Hancock to disburse a one-time \$2,500 moving allowance to Carolyn Gibson-Baros today, seconded by Larry Russell. MOTION passes unanimously.

Regarding Economic Development Specialist – MOTION by Larry Russell to continue the Interim Director stipend for Beverly Supak through December 31, 2015, and approve a 3% salary increase effective January 1, 2015, seconded by David Allgayer. MOTION passes unanimously.

Regarding insurance changes by City effective October 1, 2015 – MOTION by John Hancock to not require reimbursement from Beverly Supak for the October insurance payment due to the transition to the City insurance, seconded by Wesley Lange. MOTION passes unanimously.

Kinnan Stockton adjourned the Open Session at 4:43 PM.