

CITY DEVELOPMENT CORPORATION OF EL CAMPO
REGULAR MEETING
July 21, 2008

Board Members Present: Gwen Willis, Bobby Perez, Alan Heskamp, Donald Naiser

Board Members Absent: Randy Collins

Staff Present: Chandra Spenrath, Executive Director; Jessica Thane, Executive Assistant

CDC Attorney: Ronny Collins

Ex-Officios Present: Phillip Spenrath, Mayor; Becca Socha, EC Chamber of Commerce President

Others: Kyle Smith, University of Houston Small Business Development Center; Dory Labay, Northside Education Center Director.

1. President Willis called the Meeting to order and noted a QUORUM at 3:09 pm.
2. Recognition of outgoing Directors and accomplishments.

President Willis thanked J.J. Croix and Heath Radley for their service on the Board. The CDC is recognizing J.J. and Heath for their service on the Board by purchasing memorial bricks that will be laid at the Heritage Center.

3. Welcome and Recognition of new Directors.

President Willis welcomed Donald Naiser and Alan Heskamp to the City Development Corporation of El Campo Board of Directors.

4. The CDC Board of Directors held an Election of Officers.

Bobby Perez made the MOTION to elect Gwen Willis as President of the City Development Corporation Board of Directors. Alan Heskamp Seconded the MOTION and it passed unanimously.

Donald Naiser made the MOTION to elect Bobby Perez as Vice President of the City Development Corporation Board of Directors by acclamation and for nominations to cease. President Gwen Willis Seconded the Motion and it passed unanimously.

Bobby Perez made the MOTION to elect Donald Naiser as Secretary/Treasurer of the City Development Corporation of El Campo by acclamation and for nominations to cease. Alan Heskamp Seconded the Motion and it passed unanimously.

5. A Resolution designating Signatories on all bank accounts and official documents was reviewed for possible action.

Donald Naiser made the MOTION to approve the Resolution designating President Gwen Willis, Vice President Bobby Perez, Secretary/Treasurer Donald Naiser, and Executive Director Chandra

Spentrath as signatories on all official documents and bank accounts. The Motion was Seconded by Bobby Perez and passed unanimously.

6. The minutes from the Regular Meeting of June 16, 2008 were in the Board Book for approval.

MOTION to approve the minutes of the Regular Meeting held on June 16, 2008 as presented was made by Bobby Perez and Seconded by Gwen Willis. The Motion passed unanimously.

7. The Bills and the Financial reports for the month of June were reviewed.
8. An Office Space Lease Agreement with the Northside Center was in the Board Book for review and possible action.

Executive Director Chandra Spentrath reported that she and Gwen met with Ronny Collins, Gordon Sorrell, Abby Goerig, Dory Labay. Chandra explained that the Office Space Lease Agreement outlines the responsibilities of the CDC.

Bobby Perez made the MOTION to approve and enter into the Office Space Lease Agreement with the Northside Center. Seconded by Don Naiser, the Motion passed unanimously.

9. An annual funding request from Northside Education Center was in the Board Book for review and possible action.

Dory Labay, Executive Director of the Northside Education presented an annual funding request in the amount of \$30,000 and gave an Activity Report detailing various classes, seminars, and programs that were being held at the Center. Alan Heskamp suggested that in the activity reports, the Northside Center specify the length of the classes held.

MOTION was made by Bobby Perez and Seconded by Alan Heskamp to fund the Northside Education Center in the amount of \$30,000 for workforce development. The \$30,000 will be paid out quarterly in the amount of \$7,500 and the Northside Education Center will continue to give activity reports. The Motion passed unanimously.

10. An annual funding request from the University of Houston Small Business Development Center was in the Board Book for review and possible action.

Kyle Smith with the University of Houston Small Business Development Center presented an Annual funding request in the amount \$10,500. Bobby questioned the funding amounts granted to the SBDC from the surrounding Economic Development Corporations. Kyle stated that Bay City EDC gives \$20,000, Wharton EDC gives \$10,000 and Palacios and Matagorda County each gives \$1,000.

Don Naiser made the MOTION to grant the annual funding request for the University of Houston Small Business Center in the amount of \$10,500 for workforce development. The Motion was Seconded by Bobby Perez and passed unanimously.

11. A draft of the Fiscal Year 2008-2009 Budget was in the Board Book for review.

The Board reviewed the Budget and discussed that it would be on the September Agenda for approval to present to City Council.

12. A change made in the Policy Manual was on the Agenda for consideration.

Executive Director Spenrath explained that under Section 7 in the Employee Policy Manual, is the Car Allowance Policy. Under the Car Allowance offered to the Executive Director it specifies that a \$50 in-county allowance is given whereas under the Executive Assistant a \$50 in-town allowance is given. The requested change would be to make them both an in-town allowance.

MOTION was made by Don Naiser and Seconded by Bobby Perez to change the Car Allowance offered to the Executive Director to in-town instead of in-county. The Motion passed unanimously.

13. Executive Director Chandra Spenrath gave the Staff Activity Report and Update which included meetings attended, scheduled meetings, and contacts made.

14. President Gwen Willis opened EXECUTIVE SESSION at 4:16 PM to:

- A. Discuss and deliberate economic development negotiations, as authorized by TEX. GOV'T CODE ANN. 551.087.
- B. Consult with Attorney as authorized by Section 551.071 of the Texas Government Code.
- C. Discuss and deliberate real estate negotiations, as authorized by Section § 551.072 of the Texas Local Government Code.

15. OPEN SESSION reconvened at 5:14 pm.

- A. ACTION taken regarding economic development negotiations: NONE.
- B. ACTION taken regarding consultation with Attorney: NONE.
- C. ACTION taken regarding real estate negotiations:

Alan Heskamp made the MOTION to enter into a Lease Agreement with Ricebelt Warehouse in regards to the Divide Street building for the period of one year. Don Naiser Seconded the Motion and it passed unanimously.

16. President Willis Adjourned the meeting at 5:15 pm.