

CITY DEVELOPMENT CORPORATION OF EL CAMPO
REGULAR MEETING
November 15, 2010

Board Members Present: David Allgayer, Randy Collins, Wesley Lange, Gwen Willis, Alan Heskamp

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

CDC Attorney: Ronny Collins, Duckett, Bouligny & Collins

Ex-Officios Present: Mindi Snyder, El Campo City Manager

Others Present: Kyle Smith, University of Houston Small Business Development Center; Leslie Green, Wharton County Junior College Continuing Education.

1. President Willis called the Meeting to order and noted a QUORUM at 3:00 pm.
2. The minutes from the Regular Meeting of October 18, 2010 were in the Board Book for approval.

Randy Collins made the MOTION to approve the minutes of the Regular Meeting of October 18, 2010 as presented. Seconded by David Allgayer, the Motion passed unanimously.

3. The bills and financial reports for the month of October were reviewed.
4. Introduction of Leslie Green, Wharton County Junior College Continuing Education Coordinator.

Leslie Green introduced herself as the new Wharton County Junior College Continuing Education Coordinator. She informed the Board of Directors that the Continuing Education department of Wharton County Junior College was going through some restructuring and they are hoping they would be able to participate in the efforts to serve the community at large.

5. Review and discuss Beautification Campaign Grant Program and application, take any necessary action.

The guidelines and application for the Beautification Campaign that were reviewed and updated by the committee consisting of Randy Collins, Wesley Lange and Director Chandra Spenrath were in the Board Book for review.

After reviewing, Randy Collins recommended changing the clause under ineligible expenses from "Compensation for time of business owner/family" to "Compensation for time of business owner/relative", clarifying the wording under Limitations to read "Maximum **total** of \$7,500 in grants will be approved during Campaign period", and changing the name from "Beautification Campaign" to "Revitalization Campaign".

The Board came to the consensus to let the CDC staff run and maintain the program, determining the eligibility of each applicant.

Alan Heskamp made the MOTION to proceed with the Revitalization Campaign with the minor changes discussed. David Allgayer Seconded the Motion and it passed unanimously.

6. Review and discuss CDC Annual Report for FY 2009-2010, take any necessary action.

Executive Director Chandra Spenrath gave a presentation on the activities and accomplishments of the City Development Corporation for FY 2009-2010.

Vice President Alan Heskamp recommended adding agriculture to the areas of permissible projects.

7. Review and discuss areas of concentration to support FY 2010 – 2011 Goals, take any necessary action.

MOTION was made by Alan Heskamp and Seconded by Wesley Lange to approve the Areas of Concentration brochure as presented. The Motion passed unanimously.

8. President Gwen Willis Opened EXECUTIVE SESSION at 3:56pm to:
 - A. Discuss personnel matters, as authorized by Section 551.074 of the Texas Government Code regarding Executive Director's performance evaluation.
9. OPEN SESSION reconvened at 4:40 pm.
 - A. Action taken regarding personnel matters:

MOTION was made by Alan Heskamp that based on exemplary performance the Executive Director's salary remain the same and be revisited in 6 months and the Executive Director's benefit package be revised from 2 weeks to 3 weeks vacation effective October 1, 2010. Wesley Lange Seconded the Motion and it passed unanimously.

10. Executive Director Spenrath gave a brief update on Project Diamond/EC Little League.
11. President Willis Adjourned the meeting at 4:45 pm.