



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Regular Meeting Minutes of August 18, 2016
Minutes Order # 2016-(08)-(18)

OPEN MEETING

An Open Meeting was held concerning the following subjects:

1. CALL TO ORDER

Chairman Bradi Diaz called the Regular Board Meeting of the Copperas Cove Economic Development Corporation to order at 12:03p.m.

2. INVOCATION

Director Annabelle Smith led the invocation.

3. PLEDGE OF ALLEGIANCE

Chairman Bradi Diaz led the Pledge of Allegiance to the American Flag and the Texas State Flag.

4. ROLL CALL

Members Present: *Bradi Diaz* *Jack Smith*
 Marc Payne *Annabelle Smith*

Member Not Present: *Jerry Smith (excused)*

Staff Attorney: *Robert Gradel, CCEDC Attorney*

Staff Present: *Monica MacKay* *Diane Drussell*
 Cindi Novak

City Council Not-Present: *David Morris*

City Manager Present: *Andrea Gardner*

5. CITIZENS FORUM

No citizens spoke at this meeting.

6. ANNOUNCEMENTS:

Chairman Diaz announced that Director Jerry Smith is tending his resignation effective immediately due to accepting a teaching position. There will be a Special Meeting called in the near future to accept his resignation.

Important Dates:

- Thursday, August 18, 2016* *Coryell County ED Board – CCEDC Board Room – 3:00-4:00pm*
- Monday, August 22, 2016* *City P&Z Meeting – CCEDC Board Room – 6:00-8:00pm*
- Thursday, August 25, 2016* *Chamber Mixer – Refuge Corp. – 501 S. Main St. – 5:30-7:00pm*
- Wednesday, August 31, 2016* *Monthly meeting with Ms. MacKay and Andrea Gardner – City Manager’s Office 4:00*
- Monday, Sept 05, 2016* *Offices closed in observance of Labor Day*
- Tuesday, Sept 06, 2016* *SBDC Counselor – One on One – CC Entrepreneur Center – 9:30am-1:00pm*
- Tuesday, Sept 06, 2016* *CCEDC Budget – Public Hearing – CCEDC Board Room – 5:00-6:00pm*
- Tuesday, Sept 06, 2016* *City Council Meeting – CCEDC Board Room – 6:00-8:00pm*
- Thursday, Sept 08, 2016* *Board of Adjustments Meeting – 6:00-8:00pm – CCEDC Board Room*
- September 11 - 14, 2016* *Great States Investment Summit – Dallas – MM and DD to attend*
- Thursday, Sept 15, 2016* *CCEDC Regular Board Meeting – CCEDC Board Room – 12:00-1:00pm*
- Thursday, Sept 15, 2016* *Quarterly Summit Meeting – CCISD Administrative Bldg – 3:00-4:00pm*

7. PRESENTATIONS

None

8. CONSENT AGENDA

- a. Discussion and consideration of action regarding minutes for the Regular Board Meeting held on July 21, 2016.**

Vice-Chair Jack Smith made a motion to approve agenda item a as read and Secretary Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.

9. FINANCIALS

- a. Review and consideration of action regarding the Financial Report for the month of July 2016.**
 - 1. Profit and Loss – Budget vs. Annual**

- 2. Balance Sheet
- 3. Investment Report

Director Annabelle Smith made a motion to approve item a of the Financials and Vice-Chair Jack Smith seconded the motion and with a unanimous vote the motion carried.

- b. Review the Comparative Sales Tax Report for July 2016.

Information Only.

10. OLD BUSINESS

- a. Discussion and consideration of action regarding approving Revision #3 of the Proposed FY2016-2017 Budget.

Vice-Chair Jack Smith made a motion to approve item 10a and to remove the Car Allowance and add \$15,000 to Consultants for the completion of the Executive Director search and Secretary Annabelle Smith seconded the motion and with a majority vote the motion carried. Director Marc Payne voted against the motion.

- b. Discussion and consideration of action to approve payment of an invoice from Jerry Jackson for mowing work at the remainder of the Five Hills property and The Narrows in the amount of \$4,800.00.

Secretary Annabelle Smith made a motion to approve item 10b and Vice-Chair Jack Smith seconded the motion and with a unanimous vote the motion carried.

11. NEW BUSINESS

None

12. *The Board of Directors convened in Executive Session at 12:32pm*

Pursuant to §551.087 of the Open Meeting Act *Tex. Gov't. Code*, the Board of Directors will meet in Executive Session for deliberation regarding Economic Development negotiations with discussion regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

- a. Discussion and consideration of prospect negotiations.

No action taken.

Pursuant to §551.072 of the Open Meeting Act *Tex. Gov't. Code*, a governmental body may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

a. Discussion and consideration of action regarding property issues.

No action taken.

Pursuant to §551.074 of the Open Meetings Act. *Tex. Gov't. Code* , a governmental body may conduct a closed meeting to deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.

- a. Stipend for Interim Executive Director**
b. Executive Search.

Vice-Chair Jack Smith made a motion for item a to adjust the Executive Director stipend to 22.5% above the current pay and be in-line with City policy effective 9/1/16 and Secretary Annabelle Smith seconded the motion and with a unanimous vote, the motion carried.

No action taken on item b.

The Open Session reconvened at 1:06pm

13. REPORTS AND ANNOUNCEMENTS FROM BOARD OF DIRECTORS

Vice-Chair Smith suggests that beginning 10/1/16, the Board should meet weekly instead of monthly.

14. STAFF REPORTS

a. Prospect Report – Monica MacKay.

- Performance Agreement was approved by City Council.
- Project “Hold Up” found space elsewhere
- Updated the Board on the Planning Session list given by the EDC to the City of priorities for 2015-2016. Chairman Diaz wants this information shared with Council. The list is as follows:
 - 1. Purchase Incode Software for Finances of the EDC (City utilizes this application and would allow the City to provide the Auditors with a trial balance for the CCEDC at the start of each Audit Process)
 - This project is completed
 - 2. Future Land Exchange with the Department of the Army
 - This project is underway with the City taking the lead
 - 3. Election to use 4A for a 4B project (construction or renovation of new ball fields at City Park)
 - The CCEDC was prepared to undertake this project, but City Council voted against it on June 2, 2015
 - 4. Purchase of property along Business US Highway 190 to support the City’s Business Master Plan efforts
 - After consulting with an attorney, the CCEDC actually cannot do these types of projects
 - 5. Incentive funds for business attraction to occupy space at The Narrows
 - This project is completed

b. Business retention Activity Report – Diane Drussell.

15. **ADJOURNED**

There being no further business, Chairman Bradi Diaz adjourned the Regular Meeting of the Board of Directors at 1:06 p.m.


Annabelle Smith, Secretary

ATTEST:



Cindi Novak, Office Administrator