

**MINUTES
CITY OF CONVERSE
ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING
July 8, 2008
6:30 PM**

Be it known that the City of Converse Economic Development Corporation Board of Directors met in a regular meeting at the City of Converse City Hall Conference Room No. 1 located at 405 South Seguin on Tuesday, July 8, 2008 at 6:30 P.M. to discuss the following:

1. Call to Order

Chairman Degenhardt called the meeting to order at approximately 6:30 P.M.

2. Roll Call and Recognition of Visitors.

Mr. Carlton Degenhardt, Chairman
Dr. Jerry Riley, Vice-Chairman
Mr. Josh Cone, Director
Ms. Trish Seguin, Director
Mr. Howie Marbach, Director
Mr. Ray Ortiz, Attorney

Mr. Craig Martin, Director
Mr. John Mendoza, Director
Mr. Mark Luft, Executive Director
Mr. Gerald Wilson, Treasurer
Ms. Jackie Gaines, Assistant

* At time of roll call Mr. Marbach was not present.

Chairman welcomed Ms. Johnson.

3. Citizens to be Heard (limit remarks to 3 minutes)

No citizens to be heard.

4. Consent Agenda. All of the following items may be acted upon by one motion. No separate discussion or action on any of the items is necessary unless desired by a Board Member.

- A.) Action to Approve the Minutes from the City of Converse Economic Development Corporation Board of Directors Meeting on June 10, 2008.**
- B.) Action to Approve Financial Report for April, 2008.**
- C.) Action to Approve Investment Report for April 2008.**
- D.) Action to Approve Financial Report for May 2008.**
- E.) Action to Approve Investment Report for May 2008**

Mr. Martin made a motion to approve item 4A through 4E. Vice-Chair Riley seconded the motion. The motion passed with five for, (Degenhardt, Riley, Seguin, Martin, and Mendoza) and one abstention from Mr. Cone due to not being at meeting of June 10, 2008.

5. Opening Remarks by the Chairman, Economic Development Corporation.

Chairman Degenhardt welcomed Mr. Cone to the Economic Development Corporation as a returning Board Member.

Chairman Degenhardt deferred item 6 until Mr. Herring's arrival.

Chairman Degenhardt deferred item 7 until Mr. Herring's presentation.

8. Briefing and Discussion Relating to the City of Converse Economic Corporation's Request For Qualifications as Advertised for Professional Services to Provide Economic Development Strategies Services for the EDC/City.

Mr. Luft reported Mr. Condello's report was prepared in 2005. The economic situation has changed, the population has increased, and demand for services has changed drastically. The information we have is not current. We have allocated certain funds for this professional service. I would like to have a subcommittee oversee the RFP's and bring their findings to the Board.

Chairman Degenhardt asked the Future Planning Committee to over see the RFPs.

9. Briefing and Discussion of the Operating Budget for Fiscal Year 2008-2009 for the City of Converse Economic Development Corporation. (Gerald Wilson)

Mr. Wilson gave a brief over view of the budget that included the sales tax, salaries, and pre-development grants.

Chairman Degenhardt welcomed Ms. Paschall and Mr. Scott Jauregui to the meeting. Mr. Jauregui was recognized with a plaque for his support as a former EDC Board Member.

10. Action to Approve a Contract with Thompson, Williams, Biediger, Kastor and Young, L.C. to Perform an Audit of the City of Converse Economic Development Corporation's Financial Activity in Accordance with Government Auditing Standards, GASB 34 (General Accounting Standard Board) and SAS 99 (Standard of Accounting Services) for Fiscal Year 2007-2008 in the Amount of \$4,250.00. (Gerald Wilson)

Mr. Marbach arrived at approximately 6:55 PM.

Mr. Martin made a motion to approve a contract with TWBKY to perform an audit of the City of Converse Economic Development Corporation's financial activity in accordance with Government Auditing Standards, GASB 34 (General Accounting Standard Board) and SAS 99 (Standard of Accounting Services) for Fiscal Year 2007-2008 in the amount of \$4,250.00. Mr. Mendoza seconded the motion. The motion passed with six for, (Degenhardt, Riley, Mendoza, Seguin, Martin, and Cone) and one abstention from Mr. Marbach due to not being present for briefing.

Ms. Deborah Defilippo-Bernard and Councilman Rodriguez arrived.

11. Action to Authorize the Executive Director of the City of Converse Economic Development Corporation to Commence with Negotiations for the Future Acquisitions of Various Real Estate Properties Relating to the Right of Way Along the Established Route for the Toepperwein Road Realignment Project FY 2008-2009.

Mr. Luft identified parcels 5-17 in accordance with the acquisition map the City Engineer designed. We would like to hire an independent appraiser up front and start negotiating in September.

Mr. Mendoza made a motion to authorize the Executive Director to commence with negotiations for the future acquisitions of various real estate properties relating to the right-of-way along the established route for the Toepperwein Realignment Project for year 2008-2009. Ms. Seguin seconded the motion. The motion passed unanimously.

12. Discussion and Appropriate Action to Approve a Predevelopment Grant Application for Doctor Carmina Fusco, DPM in an Amount Established by the Board of Directors.

Mr. Luft discussed the application with the Board Members. Dr. Riley made a motion to approve a Predevelopment Grant in the amount of \$2,500. Ms. Seguin seconded the motion. The motion passed unanimously.

Chairman Degenhardt called for a recess at approximately 7:15 PM to set up for Item 6.

Chairman Degenhardt reconvened the meeting to order at approximately 7:25 PM.

6. Discussion and Presentation by Mr. Christopher Herring, Publisher of River Walk Magazine Regarding the Promoting of Economic Development Activity for the City of Converse to Include Showcasing Converse Business and Community Activities.

Mr. Herring gave a presentation on a business directory that would have the history of Converse as well as showcasing the benefits for living, working, and shopping in the City of Converse. Ideas of ad sponsorship from local businesses to absorb the cost of the directory were discussed.

7. Discussion and Appropriate Action to Authorize EDC Staff to Develop a Request for Proposal with a Scope of Work, to Develop a Line Item Budget for FY 2008-2009 and to Advertise for a Request for Proposal to Promote Economic Development Activity for the City of Converse to Include Showcasing Converse Business and Community Activities.

Mr. Mendoza made a motion to authorize EDC staff to develop an RFP with a scope of work, to develop a line item budget for year 2008-2009, and to advertise for an RFP to promote Economic Development activity for the City of Converse to include showcasing Converse business and community activities. Mr. Martin seconded the motion. The motion passed unanimously.

13. Discussion and Appropriate Action to Host a Fall Business Breakfast for Business Outreach.

The Board discussed not holding an event the first five days of each month and would like to schedule quarterly events starting October 2008. Mr. Cone made a motion to approve quarterly breakfast events beginning in October. Vice-Chairman Riley seconded the motion. The motion passed unanimously.

14. Committee Reports:

A.) Administration Committee (Mr. Mendoza and Mr. Cone)

Mr. Mendoza gave Chairman Degenhardt a draft of revised bylaws for his review.

Chairman Degenhardt may have the bylaws sent to Mr. Ortiz for review and have the bylaws on the next agenda for discussion and approval.

B.) Business & Development Committee (Mr. Marbach and Ms. Seguin)

Mr. Marbach and Ms. Seguin discussed the properties that have been acquired for the Toepperwein Road Realignment Project and the four properties that are currently in the process. EDC has twenty eight remaining properties to complete the project. The projected rate for completion is the year 2015 but the rate we are going, EDC could acquire the properties by 2012.

Mr. Marbach gave an update on the Lake Project.

C.) Future Planning Committee (Dr. Riley and Mr. Martin)

Mr. Martin met with Ms. Johnson to discuss an opportunity for an amphitheater concept.

16. Briefing on Current Projects: (1) Project Description, (2) Brief Background, (3) Where we are Specifically, (4) Project Challenges (budget shortfalls, issues with contractors), (5) Upcoming Actions.

A.) Toepperwein Project

- 209 Patsy has been demolished.
- 302 Hilltop is in the process of being demolished.
- One family has sent in a counter offer.

B.) Lake Project

Mr. Marbach gave a briefing on the status of the negotiations of the Lake Project earlier in the meeting.

C.) Town Square Apartments

- 46 % pre-leased
- 40-50 families residing.
- Have drafted a letter to raise the Area Median Income level to qualify.
- Would like the military to have special provisions to live in the apartments while being medically treated.
- Should break ground this year for Phase II of the Town Square.

D.) Airport City Development

The Master Plan will be submitted next week. This will be a two-phase project.

17. Recess

Chairman Degenhardt called for a recess at approximately 8:43 PM.

18. Executive Session In Accordance With Section 551.072, Texas Open Meetings Act DELIBERATION REGARDING REAL PROPERTY; Closed Meeting. 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. (204 Hilltop - Toepperwein Road Realignment Project)

19. Executive Session In Accordance With Section 551.072, Texas Open Meetings Act DELIBERATION REGARDING REAL PROPERTY; Closed Meeting. 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. (301 Hilltop - Toepperwein Road Realignment Project)

20. Reconvene

Chairman Degenhardt reconvened the meeting at approximately 9:17 PM.

21. Action Authorizing the Executive Director of the City of Converse Economic Development Corporation to Engage an Independent Appraiser to Establish an Independent Value for the Land and Improvements Located at 204 Hilltop – Toepperwein Road Realignment Project.

Mr. Martin made a motion to authorize the Executive Director of the City of Converse Economic Development Corporation to engage an Independent Appraiser to establish an independent value for the land and improvements located at 204 Hilltop – Toepperwein Road Realignment Project. Dr. Riley seconded the motion. The motion passed unanimously.

22. Action Authorizing the Executive Director of the City of Converse Economic Development Corporation to Engage an Independent Appraiser to Establish an Independent Value for the Land and Improvements Located at 301 Hilltop – Toepperwein Road Realignment Project.

Ms. Seguin made a motion to authorize the Executive Director of the City of Converse Economic Development Corporation to engage an Independent Appraiser to establish an independent value for the land and improvements located at 301 Hilltop – Toepperwein Road Realignment Project. Mr. Cone seconded the motion. The motion passed unanimously.

23. Future Items

- Marketing RFP.
- Demographic RFP.
- Bylaw review.

-Approve budget.

24. Set a Date, Time and Location for Next Meeting – Tuesday, August 12, 2008, at 6:30 PM, at Converse City Hall Conference Room No. 1, 405 South Seguin.

25. Adjournment

Chairman Degenhardt adjourned the meeting at approximately 9:20 PM.

PASSED AND APPROVED THIS 12th day of August, 2008.

Carlton Degenhardt
EDC Chairman

ATTEST:

Leigh Ann Rogers
Secretary