

**MINUTES
CITY OF CONVERSE
ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS MEETING
August 12, 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, August 12, 2008, at 6:30 PM to discuss the following:

1. Call to Order.

The meeting was called to order by Chairman Degenhardt at 6:33 p.m.

2. Roll Call and Recognition of Visitors.

Mr. Carlton Degenhardt, Chairman	Mr. Ray Ortiz, Attorney
Dr. Jerry Riley, Vice-Chairman	Mr. Mark Luft, Executive Director
Mr. Joshua Cone, Director	Mr. Gerald Wilson, Treasurer
Mr. Howie Marbach, Director	Ms. Leigh Ann Rogers, Secretary
Mr. John Mendoza, Director	

Directors, Mr. Craig Martin and Ms. Patricia Seguin, requested in advance to be excused from this meeting to attend to personal commitments.

Visitors, Ms. Angela Mitchell, Ms. Jana Ortiz, and Ms. Becky Johnson, were recognized.

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

There were 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 July 8, 2008.**
- B.) Action to Approve Financial Report for June, 2008.**
- C.) Action to Approve Investment Report for June 2008.**

Mr. Mendoza requested to have item 4A pulled for a separate vote.

Mr. Cone made a motion to **approve** items 4B and 4C. Vice-Chairman Riley seconded the motion. Motion to approve items 4B and 4C **passed unanimously**.

- A.) Action to Approve the Minutes from the City of Converse Economic Development Corporation Board of Directors Meeting on July 8, 2008.**

Mr. Mendoza inquired about the recent changes in the format of the minutes and commented that he appreciates the fact that only the pertinent, high-level and constructive comments are now the focal point of concentration.

Dr. Riley made a motion to **approve** the minutes from the City of Converse Economic Development Corporation Board of Directors meeting on July 8, 2008. Mr. Mendoza seconded the motion. Motion **passed unanimously**.

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

Chairman Degenhardt opened with a recommendation to get started on the full agenda ahead of them.

6. Discussion and Action to Approve the Operating Budget for Fiscal Year 2008-2009 for the City of Converse Economic Development Corporation. (Gerald Wilson)

Mr. Gerald Wilson reported on a few minor changes to the budget which met the approval of the Board of Directors.

Motion to **approve** the operating budget for fiscal year 2008-2009 for the City of Converse Economic Development Corporation was made by Mr. Cone. Seconded by Mr. Marbach. Motion **passed unanimously**.

7. Discussion and Appropriate Action to Authorize EDC Staff to Issue a Request for Proposal for Professional Services Related to Economic Development Design of Marketing and Advertising Materials 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.

Following a discussion regarding suggested modifications to the proposal, the Board of Directors collectively agreed to alter the document to relocate the “Purpose” section (page two, paragraph two) to the first page, just below the introduction.

Motion to **approve** authorization of EDC staff to issue a request for proposal for professional services related to Economic Development design of marketing and advertising materials 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 **with the above mentioned changes** was made by Mr. Mendoza. Seconded by Dr. Riley. Motion **passed unanimously**.

8. Discussion and Appropriate Action to Authorize EDC Staff to Issue a Request for Proposal for Professional Services Relating to Economic Development Strategies 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 EDC/City.

Discussion included:

- Desired information to be obtained from the analysis.
- Budgeted cost for the study.
- Strategic planning.

“For the record,” Mr. Mendoza commented that he feels the Board of Directors is moving forward without a meaningful outline with regards to a strategic plan.

Mr. Cone made a motion to **approve** authorization of EDC staff to issue a request for proposal for professional services relating to Economic Development strategies 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 EDC/City. Dr. Riley seconded the motion. Motion **passed** unanimously.

9. Discussion and Appropriate Action to Approve a Predevelopment Grant Application for Family First Care Clinic, PLLC in an Amount Established by the Board of Directors.

Ms. Angela Mitchell and Ms. Jana Ortiz were present and reported on their research which lead them to bring their practice into the City of Converse, their already thriving patient-load, and aspirations of moving into a larger facility in the future.

Mr. Luft reported that he reviewed the grant application thoroughly along with Mr. Wilson and both concur and recommend approval of \$2500.

A motion to **approve** a predevelopment grant application **in the amount of \$2500** for the Family First Care Clinic, PLLC was made by Dr. Riley. Seconded by Mr. Marbach. Motion **passed unanimously**.

10. Briefing and Discussion of Administrative Review of By-Laws.

Committee Reports:

- A.) Administration Committee (Mr. Mendoza and Mr. Cone)**
- B.) Business & Development Committee (Mr. Marbach and Ms. Seguin)**
- C.) Future Planning Committee (Dr. Riley and Mr. Martin)**

Briefings as follows:

- Mr. Mendoza requested additional time to allow for comparisons between his recent draft of the bylaws which include significant changes and the bylaws currently in place.
- Mr. Marbach deferred his comments to Dr. Riley in an effort to expedite the meeting.
- Dr. Riley reported on carrying out work on the proposals as already discussed.

11. 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**
- B.) Lake Project**
- C.) Town Square Apartments**
- D.) Airport City Development**

Mr. Luft's briefing included:

- Letters from Congressman Henry Cuellar
- CDBG allocation
- Phase III for Placid Park nearing
- Project Red report
- Toepperwein Road to be discussed in executive session
- Gibbs Sprawl Road project has one tenant lined up with a projected date of August 21st to begin construction.
- Plans to advocate for more money for FM 1516
- Lake property has an issue with funds received back in the late 1980's from Texas Parks and Wildlife Department which is being addressed optimistically.
- Airport City master plan forthcoming
- Melet Plastics slow to start due to the economy
- Copper Crossing is 100% leased.
- Working with developers on Project Steel.

12. Recess

Chairman Degenhardt called for a recess at 8:05 p.m.

13. Executive Session In Accordance With Section 551.071, Texas Open Meetings Act For Consultation With Attorney; Closed Meeting. To Discuss Possible Eminent Domain Litigation Proceedings Relating to Certain Acquisition(s) for the Toepperwein Road Realignment Project (204 Hilltop).

14. Executive Session In Accordance With Section 551.071, Texas Open Meetings Act For Consultation With Attorney; Closed Meeting. To Discuss Possible Eminent Domain Litigation Proceedings Relating to Certain Acquisition(s) for the Toepperwein Road Realignment Project (301 Hilltop)

15. Reconvene

Chairman Degenhardt reconvened the regular meeting at 8:22 p.m.

16. Discussion and Action Authorizing the City of Converse Economic Development Corporation Pending Approval By City Council, on Behalf of the City of Converse to Acquire Property Rights Necessary for the Toepperwein Road Realignment Project; Appointing an Appraiser and Negotiator as Necessary; Authorizing the Executive Director of the Converse Economic Development Corporation Together with Legal Counsel to Establish Just Compensation for the Property Rights to be Acquired; Authorizing the Executive Director Together with Legal Counsel to Take All Steps Necessary to Acquire the Needed Property Rights in Compliance with All Applicable Laws and Regulations; and Declaring and Providing an Open Meeting Clause. (204 Hilltop)

A motion to **approve** authorizing the City of Converse Economic Development Corporation, pending approval by City Council, on behalf of the City of Converse to acquire property rights necessary for the Toepperwein Road realignment project; appointing an appraiser and negotiator as necessary; authorizing the Executive Director of the Converse Economic Development Corporation together with legal counsel to establish just compensation for the property rights to be acquired; authorizing the Executive Director together with legal counsel to take all steps necessary to acquire the needed property rights in compliance with all applicable laws and regulations; and declaring and providing an open meeting clause (204 Hilltop) was made by Dr. Riley. Seconded by Mr. Cone. Motion **passed unanimously** with **one abstention**, Mr. Marbach, citing moral beliefs.

17. Discussion and Action Authorizing the City of Converse Economic Development Corporation Pending Approval By City Council, on Behalf of the City of Converse to Acquire Property Rights Necessary for the Toepperwein Road Realignment Project; Appointing an Appraiser and Negotiator as Necessary; Authorizing the Executive Director of the Converse Economic Development Corporation Together with Legal Counsel to Establish Just Compensation for the Property Rights to be Acquired; Authorizing the Executive Director Together with Legal Counsel to Take All Steps Necessary to Acquire the Needed Property Rights in Compliance with All Applicable Laws and Regulations; and Declaring and Providing an Open Meeting Clause. (301 Hilltop)

A motion to **approve** authorizing the City of Converse Economic Development Corporation, pending approval by City Council, on behalf of the City of Converse to acquire property rights necessary for the Toepperwein Road realignment project; appointing an appraiser and negotiator as necessary; authorizing the Executive Director of the Converse Economic Development Corporation together with legal counsel to establish just compensation for the property rights to be acquired; authorizing the Executive Director together with legal counsel to take all steps necessary to acquire the needed property rights in compliance with all applicable laws and regulations; and declaring and providing an open meeting clause (301 Hilltop) was made by Dr. Riley. Seconded by Mr. Cone. Motion **passed unanimously** with **one abstention**, Mr. Marbach, citing moral beliefs.

18. Future Items

- Purchase policy
- Investment policy and strategies
- Special use permit request for a parcel of land along Toepperwein Road
- Consent agenda items
- Bylaws

19. Set a Date, Time and Location for Next Meeting – Tuesday, September 9, 2008, at 6:30 PM, at Converse City Hall Conference Room No. 1, 405 South Seguin.

20. Adjournment

Chairman Degenhardt adjourned the meeting at 8:33 p.m.

PASSED AND APPROVED THIS 17TH DAY OF SEPTEMBER, 2008.

Carlton Degenhardt
EDC Chairman

ATTEST:

Leigh Ann Rogers
Secretary