

**CITY OF CONVERSE  
ECONOMIC DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS MEETING  
MINUTES OF MEETING  
November 13, 2007  
7:00 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 located at 405 South Seguin on Tuesday, November 13, 2007 at 7:00 PM. The following Board Members were present:

Dr. Reginal Harris, Chairman  
Mr. Howie Marbach, Director  
Mr. Jim Uballe, Director  
Ms. Gloria Weers, Director  
Dr. Jerry Riley, Director

Mr. John Mendoza, Vice-Chair  
Mr. Mark Luft, Executive Director  
Mr. Gerald Wilson, Treasurer  
Ms. Jackie Gaines, Secretary  
Mr. Ray Ortiz, EDC Attorney

Board Members not present: Mr. Scott Jauregui.

**1. Call to Order**

Dr. Harris called the meeting to order at approximately 7:00 PM.

**2. Roll Call and Recognition of Visitors.**

All members present with the exception of Mr. Jauregui. Dr. Harris congratulated and welcomed Mr. Marbach back to the EDC.

Visitors were Mr. Weers, Ms. Janie Olds, Mr. Mark Key, Ms. Joy Sanchez, Ms. Hope Olds, and Mr. and Mrs. Herrera.

**3. 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.**

Dr. Harris asked for a motion to accept Mr. Jauregui's absence and notification by letter. Vice-Chair Mendoza made a motion to approve the absence. Dr. Riley seconded the motion. The motion was approved unanimously to excuse Mr. Jauregui's absence from this meeting.

- A. Action to Approve the Minutes from the City of Converse Economic Development Corporation Board of Directors Meeting on October 9, 2007.**
- B. Action to Approve Financial Report for September, 2007.**
- C. Action to Approve Investment Report for September, 2007.**
- D. Action to Approve a Proposal Submitted by Henderson Housing Moving to Acquire Two Structures Located at 105 Patsy and 106**

**Hilltop in the Amount of \$2.00 for Each Structure in Lieu of the Cost of Demolition to be Incurred by the Converse EDC.**

Mr. Marbach asked abstain from voting due to not being a board member at the time of the meeting. Mr. Marbach asked page 7, item 13C of the minutes to reflect FM 1976 not FM 1978.

Mr. Uballo abstained due to not being at the meeting.

Dr. Harris asked for the vote. The motion passed with four members for, Harris, Mendoza, Weers, and Riley.

Vice-Chair Mendoza made a motion to accept Item 3 with corrections. Ms. Weers seconded the motion.

**4. Opening Remarks by the Chairperson, Economic Development Corporation.**

The Chair had no opening remarks.

**5. Public Hearing: To Discuss the Outcome Study Conducted by the Future Planning Committee Pertaining to the Joint Partnership of Economic Development Corporation with the City of Converse to Design, Purchase and Construct a Digital Marquee to be Located in Front of the City Hall Complex, to Promote Economic Expansion and Community Development Activity for the Business and General Public. (First Hearing)**

Dr. Riley said the committee has gone as far as they can with out knowing the size, placement, etc.

Mr. Marbach asked how a marquee would expand economic expansion and community development activity.

Mr. Luft replied by passing out information other than in writing.

Dr. Harris thanked Dr. Riley and Mr. Jauregui for doing an excellent job.

Ms. Hope Olds asked when and if the City is not using the sign could the general public use the sign as a public vehicle.

Mr. Ortiz replied you would have trouble regulating the contents by opening the sign to a public forum. You could have a flat rule on a non-profit group but if you are going to rent the sign out to the public you may have to say yes to some and no to others. The safest thing to do is say no if it is not governmental business.

Dr. Riley added the committee decided not to allow sponsorship on the sign due to talking up too much space on the sign. We can welcome new businesses to the city, ribbon cutting, etc.

Ms. Janie Olds asked about Storm Water Management Program posting on the marquee.

Dr. Kenny Iwunwa discussed a newspaper he has been talking to the Mayor about called 'Timeline News'. He would like to start up a newspaper in the city and give us a ½ page advertisement free for two years.

Dr. Harris closed the Public Hearing at approximately 7:12 PM.

**6. Briefing and Discussion on a Proposed Project Tracking Matrix and a Recommended Strategic Planning Process - Strategy Outline. (John Mendoza, Vice Chairman)**

Dr. Harris thanked Ms. Olds for working on and editing the proposed project tracking matrix.

Vice-Chairman Mendoza reported this information is proprietary and confidential and will not go through this in detail. Mr. Luft and his staff have used the proposed matrix extensively.

Vice-Chair Mendoza welcomed any changes to the Strategic Planning Process proposal.

Dr. Harris said the premise behind this is the governing documents with the City and this Board causes us to have a plan of action for interacting and conducting business for the city. The goal is to sit down with the City and design an elongated two to three year plan to see where we want to take our city economically.

Vice-Chair Mendoza added these two documents would be identified in the Strategic Plan and would be the base line documents in addition to the Articles of Incorporation.

Mr. Marbach asked to refer to the fifth paragraph that states 'Vision of Mayor' and asked if it should reflect 'Vision of the Citizens'.

Vice-Chairman Mendoza answered the intent of the plan in respect to the Mayor is the abstract of the City of Converse page. The intent is if this goes forward and is approved by the Council, the vision statement for the city will be developed by those members of the community, the first group will bring the vision statement together deciding what the vision statement should be, not EDC or City Council.

Dr. Harris called for a five minute recess to take a group picture at approximately 7:19 PM.

Dr. Harris reconvened the meeting at approximately 7:24 PM.

**7. Committee Reports:**

**A. Administration Committee (Mr. Mendoza and Ms. Gloria Weers)**

Vice-Chair Mendoza said they will go on schedule for the next meeting to provide an agenda item to present to the City Council for approval.

## **B. Current Program Committee (Mr. Uballe and Mr. Marbach)**

Dr. Harris asked Mr. Marbach to work on this committee replacing Dr. Harkins.

Mr. Uballe discussed the remaining framework given to the EDC by the City Council and the citizens. We still have widening of Toepperwein, development of the Lake area, Economic Development throughout the City. Once widening of Loop 1604 comes in place then a lot more businesses will come in.

Mr. Uballe shared his concerns for EDC to watch out for other projects taking funds that need to be allocated to the Widening of Toepperwein Road Project. Very often we are asked why the widening of Toepperwein and accruing various properties is taking so long. We have various projects but we need to keep our focus on completing these projects and at the same time look ahead to the strategic plans for five, ten, and fifteen years out.

Mr. Luft discussed the following:

- Gibbs Sprawl Road project has engaged in an architect, they have done geotechnical studies for their foundation design and anticipate breaking ground in January.
- TXDOT held a stake-holders meeting last week. TXDOT is working with the City Manager and EDC to expand the right-of-way and take care of the traffic congestion on FM 1516 from two lanes to four lanes.
- This month I will work on the application for the CDBG grant allocation that is due the first of next year from the U. S. Department of Housing and Urban Development and Bexar County.
- Grady's BBQ will open in the very near future and is starting to advertise for employment.
- US Martial Arts received their Certificate of Occupancy today.
- Converse Town Square is well under construction.
- Bushes Fried Chicken may wait until the New Year to open if their opening date gets too close to Christmas.
- Wendy's is complete and is looking into a second location in Converse.
- Airport City development is a work in progress.
- Melet Plastic's is evaluating their bids and anticipate a May completion.

## **C. Future Planning Committee (Dr. Riley and Mr. Jauregui)**

Dr. Riley they will continue to work with the staff on the sign.

Dr. Harris requested each committee writing a report for documentation for the public to see what the committees are working on.

**8. 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.**

Mr. Luft gave a report on the following projects:

**A.) Toepperwein Project**

- Staff is continuing to work with the owners with issues of title clearance.
- We have accomplished acquiring the 100 block of Patsy and Hilltop.
- The offer of 205 and 207 Patsy has been accepted by the owner.

**B.) Up Date On New Construction**

- Wendy's is completed.
- Grady's Bar B Q and Bushes Fried Chicken are approximately 60% complete.

**C.) Lake Project**

The Lake project is a complicated issue due to working with Parks and Recreation Commission and citizenry input for the relocation of the park.

I am working on the ingress and egress for the property.

**D.) Town Square Apartments**

The Town Square walls have gone up and are anticipating having the first building finished the end of February/first of March and barring weather conditions being complete mid- summer.

On the commercial development side we are working on letters of intent for lease-up. We are projecting (Developer and City Staff) breaking ground in January.

**9. Recess**

Dr. Harris called for a recess at approximately 7:35 PM.

**10. 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 he governmental body in negotiations with a third person. (302 Hilltop - Toepperwein Road Realignment Project)**

**11. Reconvene**

Dr. Harris reconvened the meeting at approximately 8:15 PM.

- 12. Action to Approve a Resolution Number 32 Authorizing the Executive Director of the City of Converse Economic Development Corporation to purchase land with improvements located at 302 Hilltop (CB 5951, Block 9, Lots 1 & 16) as part of the Toepperwein Road Realignment Project at the price established by the Board of Directors of the Economic Development Corporation.**

Dr. Harris asked for a motion. Item dies for lack of motion.

**13. Future Items**

- Second Public Hearing on the Marquee project.
- Future Acquisitions.
- Strategic Program to be brought forward for the City Council's consideration and approval.
- Have any reports in written form and forward to Ms. Gaines.

**14. Set a Date and Time for Next Meeting – December 11, 2007, at 7:00 PM**

**15. Adjournment**

Dr. Harris adjourned the meeting at approximately 8:18 PM.

PASSED AND APPROVED this 11<sup>th</sup> day of December, 2007.

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Dr. Reginal Harris, Chairman

ATTEST:

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Jackie Gaines, Secretary