##### Winnsboro Economic Development Corp. – Agenda

For the Month of May 2017

##### REGULAR MEETING

##### at 5:30 p.m.

##### April 25, 2017

##### City Hall Council Chambers

##### 501 S. Main Street, Winnsboro, Texas

##### BOARD OF DIRECTORS

##### Paul Bradshaw - President

##### Roger Young - Vice President

##### Lyndi McCulloch

##### Jan Mills

##### Randy Parrish

##### Brenda Shirley

##### Chett Simons

**There may be a quorum of the Winnsboro City Council *in attendance; therefore, this clause serves as notice to avoid any violation of the* Open Meeting Act.**

As each agenda item is addressed, citizens from the audience may present additional or new information to the board concerning the item. The exception will be personnel issues and no comments will be accepted. Time limited to three (3) minutes.

**Calling Meeting to Order / Citizen Comments:**

1. **Call to Order; Welcome Citizens and Visitors; Establishment of Quorum**
2. **Invocation**
3. **Pledges of Allegiance: U.S. Flag and Texas Flag**
4. **Citizen Comments**

*At this time, citizens may address the Board regarding items of importance to them and are normally limited to three minutes. The Board Members are NOT ALLOWED to respond to comments or questions asked of them by the speaker, with a few exceptions. In accordance with the “Texas Open Meetings Act, Government Code Chapter 551, any response by a member of the Board must be limited to a statement of specific factual information, a recitation of existing policy, or a proposal to place the subject on the agenda for a future WEDC meeting.*

**Consent Items:**

*This section shall provide for items that require action by the Board, but where little or no discussion is anticipated. By a single motion, second and affirmative majority vote, items under this section are approved without further discussion or action.*

1. **Consent Items:**
   1. **Minutes** –For the Regular Meeting on March 28, 2017
   2. **Financial Report** –For the Period ending April 30, 2017
   3. **Resignation** – Accept the resignation of Board Member Lyndi McCulloch

**Public Hearing / Resolutions / Other Action Items:**

*This section shall provide for all other official discussion and action items provided for consideration by the Board.*

1. **Presentation / Seek Guidance / Discussion/Action:** Engagement of Amazing Grants Incorporation to complete environmental review on property for economic development client.
2. **Presentation / Seek Guidance / Discussion/Action:** Presentation by Mary Kay Thomas of Amazing Grants and Craig Lindholm regarding need for and benefits from a household income survey, a proposal to conduct such as survey and a budget for the survey.
3. **Presentation/Discussion:** Presentation by WISD Superintendent Susan Morton regarding the WISD capital improvement planning process and discussion on its potential impact on economic development for the Winnsboro region.
4. **Update** – Progress on Change to the By-Laws and Articles of Incorporation

**Reports from WEDC Staff, City Staff and Others:**

1. **Winnsboro EDC Program Reports:**

* Farmers’ Market – Debra Aarons
* Main St. / Monday Night Live – Gus Gustafson
* Social Media and Website – Tammy Hendricksmeyer

1. **EDC Progress Report – Overview from EDC Director**

* Overall review of the WEDC

1. **Comments / Concerns** from Board Members
2. **Questions** from the Media

**Executive Session and Adjournment:**

1. **Executive Session**

The Winnsboro Economic Development Corporation Board of Directors may at any time during the meeting convene into a close, executive session on any matter listed on the agenda in accordance with one or more of the permitted exceptions authorized by the Texas Government Code Chapter 551 et seq.;

* + 1. Section 551.071 (consultation with attorney)
    2. Section 551.072 (deliberations regarding real property)
    3. Section 551.073 (deliberations regarding prospective gift)
    4. **Section 551.074 (personnel matters)**
       - **Economic development assistant**
    5. Section 551.076 (deliberations about security devices)
    6. **Section 551.087 (Economic Development)** 
       - **Project Update**

1. **Reconvene out of Executive Session**

Action from Executive Session to be determined

1. **Adjournment -**

Persons who plan to attend this meeting and who may require auxiliary aid or services are requested to contact Shelly Griffin, City Secretary, at 903-342-3654 at least two working days before this meeting so appropriate arrangements can be made.

This is to certify that I, Shelly Griffin, City Secretary do hereby certify that a copy of this Agenda was posted on the bulletin board located at City Hall, a place convenient and readily accessible to the general public at all times, and to the WEDC’s website, [www.winnsboroedc.com](http://www.winnsboroedc.com) in compliance with Chapter 551, Texas Government Code.

Date/Time of Posting By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

at 2:45 o’clock P.M. on May 19, 2017 Craig Lindholm, WEDC Director

Removed from posting:

at \_\_\_\_\_\_\_\_\_\_ o’clock A.M. on May \_\_\_\_, 2017 By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of person removing from posting

**Call to Order, Invocation, Pledges, Proclamations,**

**Presentations & Citizens Comments:**

**ITEM 1**

**ITEM 1 - Call to Order; Welcome Citizens and Visitors; Establishment of Quorum**

Called to Order at: \_\_\_\_\_\_\_\_\_\_\_\_\_ pm

**Suggested Action:** President Paul Bradshaw to call meeting to order and welcome visitors/citizens.

|  |  |  |
| --- | --- | --- |
| Board Members | Present | Absent |
| Brenda Shirley |  |  |
| Roger Young |  |  |
| Randy Parrish |  |  |
| Vacant |  |  |
| Jan Mills |  |  |
| Chett Simons |  |  |
| Paul Bradshaw |  |  |

**ITEM 2**

**ITEM 2 - Invocation** led by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ITEM 3**

**ITEM 3 - Pledges of Allegiance – U.S. Flag and Texas Flag** led by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ITEM 4**

**ITEM 4 - Citizen Comments**

*At this time, citizens may address the Board regarding items of importance to them and are normally limited to three minutes. The Board Members are NOT ALLOWED to respond to comments or questions asked of them by the speaker, with a few exceptions. In accordance with the “Texas Open Meetings Act, Government Code Chapter 551, any response by a member of the Board must be limited to a statement of specific factual information, a recitation of existing policy, or a proposal to place the subject on the agenda for a future WEDC meeting.*

**Consent Items:**

**ITEM 5**

**ITEM 5 - Consent Items:**

**Consent Items:**

* 1. **Minutes** –For the Regular Meeting on March 28, 2017
  2. **Financial Report** –For the Period ending March 28, 2017
  3. **Resignation** – Accept the resignation of Board Member Lyndi McCulloch

**Executive Summary**:

**Suggested Action:** I, \_\_\_\_\_\_\_\_\_\_\_\_ make a motion for the Winnsboro Economic Development Board of Directors to (approve/not approve) the Consent Items as submitted.

Seconded by Board Member \_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Board Members | AYES | NAYS |
| Paul Bradshaw |  |  |
| Lyndi McCulloch |  |  |
| Jan Mills |  |  |
| Randy Parrish |  |  |
| Brenda Shirley |  |  |
| Chett Simons |  |  |
| Roger Young |  |  |

Motion: Carried Failed

**Public Hearing/ Resolutions/Other Action Items:**

**ITEM 6**

**ITEM 6 - Presentation / Seek Guidance / Discuss:** Engagement of Amazing Grants Incorporation to complete environmental review on property for economic development client.

**Executive Summary**:

Mary Kay Thomas President of Amazing Grants has submitted a contract for services to conduct the environmental review process of the property selected by the economic development client as the relocation site for their business. This site has been submitted to the Texas Department of Agriculture (TDA) Texas Capital Fund (TCF) Program as the proposed project site, and as a requirement for eligibility for TCF funding an environmental clearance must be performed on the site prior to approval of any funding. The cost of the service is $10,000. This is an up-front cost for the submission of the TCF application to the TDA. $5,000 is due upon execution of the contract with the balance due at the acceptance of the environmental clearance by the TDA.   
  
This cost as well as other soft-costs associated with the land acquisition can be absorbed by the WEDC the WEDC Board chooses and provided as an incentive to the ED client; or the costs could be charged back to the client.

Staff recommends approval of the contract with Amazing Grants for the environmental clearance on the selected site.

**Suggested Action:** I, \_\_\_\_\_\_\_\_\_\_\_\_ make a motion for the Winnsboro Economic Development Board of Directors to (approve/not approve) the contract with Mary Kay Thomas of Amazing Grants, Inc. to perform the environmental clearance for the submission of the TCF grant.

Seconded by Board Member \_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Councilmembers | AYES | NAYS |
| Brenda Shirley |  |  |
| Jan Mills |  |  |
| Chett Simons |  |  |
| Roger Young |  |  |
| Randy Parrish |  |  |
| Vacant |  |  |
| Paul Bradshaw |  |  |

Motion: Carried Failed

**Public Hearing / Resolutions / Other Action Items:**

**ITEM 7**

**ITEM 7- Presentation / Seek Guidance / Discussion/Action:** Presentation by Mary Kay Thomas of Amazing Grants and Craig Lindholm regarding need for and benefits from a household income survey, a proposal to conduct such as survey and a budget for the survey.

**Executive Summary**:

The US Census Data regarding household income in Winnsboro indicates that the median household income in Winnsboro is higher than the low-moderate income level needed to qualify for most federal grants. We believe there is a possibility this information is inaccurate, and it would be worth the time and effort to conduct a household income survey which could provide a better level of accuracy on median household income for Winnsboro citizens. This survey could assist the City and the WEDC obtain eligibility and competiveness for many federal grant programs.

This presentation will provide the board information on 1) Why the survey is needed; 2) How the survey would be conducted; and 3) The potential cost for the survey. If the WEDC approved of conducting the survey the Board would then be asked to set and fund a budget for the survey.

**Suggested Action:** I, \_\_\_\_\_\_\_\_\_\_\_\_ make a motion for the Winnsboro Economic Development Board of Directors to (approve/not approve) funding a household income survey for the use in the development of grants for the WEDC and city of Winnsboro.

Seconded by Board Member \_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Councilmembers | AYES | NAYS |
| Brenda Shirley |  |  |
| Jan Mills |  |  |
| Chett Simons |  |  |
| Roger Young |  |  |
| Randy Parrish |  |  |
| Vacant |  |  |
| Paul Bradshaw |  |  |

Motion: Carried Failed

**Public Hearing / Resolutions / Discussion/ Other Action Items:**

**ITEM 8**

**ITEM 8- Presentation/Discussion:** Presentation by WISD Superintendent Susan Morton regarding the WISD capital improvement planning process and discussion on its potential impact on economic development for the Winnsboro region.

**Executive Summary**:

Superintendent Susan Morton will be present to discuss the study on the capital improvement program for the WISD, provide opportunity for discussion with the WEDC Board, and to discuss the potential impact of these capital improvement on the economic development of the Winnsboro area.

No Action Needed – Just Discussion

**Public Hearing / Resolutions / Other Action Items:**

**ITEM 9**

**ITEM 9- Update** – Progress on Change to the By-Laws and Articles of Incorporation

**Executive Summary**:

This is merely to keep this task on track.

**No Action Required**

**Reports from WEDC Staff, City Staff and Others:**

**ITEM 10**

**ITEM 10 - Winnsboro EDC Program Reports:**

* Farmers’ Market – Debra Aarons
* Main St. / Monday Night Live – Gus Gustafson
* Social Media and Website – Tammy Hendricksmeyer

**Reports from WEDC Staff, City Staff and Others:**

**ITEM 11**

**ITEM 11– EDC Progress Report – Overview from EDC Director**

**Reports from WEDC Staff, City Staff and Others:**

**ITEM 12**

**ITEM 12 - Comments / Concerns** from Board Members

**ITEM 13**

**ITEM 13 - Questions** from the Media

**Executive Session:**

**ITEM 14**

**ITEM 12 - Executive Session**

**Adjourn into Executive Session:** *President Paul Bradshaw* “**The Winnsboro Economic Development Corp. will adjourn into executive session at \_\_\_\_\_\_\_\_ p.m. as authorized by the Texas Government Code Chapter 551 et seq. under:”** *(check all that apply and provide specifics under the heading)*

* + 1. Section 551.071 (consultation with attorney)
    2. Section 551.072 (deliberations regarding real property)
    3. Section 551.073 (deliberations regarding prospective gift)
    4. **Section 551.074 (personnel matters)**
* **Assistant EDC Director**
  + 1. Section 551.076 (deliberations about security devices)
    2. **Section 551.087 (Economic Development)**
       - **Project Update**

**ITEM 13**

**ITEM 13 - Reconvene out of Executive Session**

*President Paul Bradshaw* “**The Winnsboro Economic Development Corp. is coming out of executive session at \_\_\_\_\_\_\_\_ p.m.**

**Action from discussions held in Executive Session**

**Suggested Action**: I \_\_\_\_\_\_\_\_\_\_\_\_, make a motion for the Winnsboro Economic Development Board of Directors to (approve/no approve)

Seconded by Board Member \_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| Board Members | AYES | NAYS |
| Paul Bradshaw |  |  |
| Lyndi McCulloch |  |  |
| Jan Mills |  |  |
| Randy Parrish |  |  |
| Brenda Shirley |  |  |
| Chett Simons |  |  |
| Roger Young |  |  |

Motion: Carried Failed

**Adjournment**

**ITEM 14**

**ITEM 14- Adjournment**

**Executive Summary**:

Adjournment – *President Paul Bradshaw -*

* + **Regular Meeting** of the Winnsboro Economic Development Corp. will be held on Tuesday, June 27, 2017 at 5:30 pm here at City hall.
    - * Persons desiring to present business to the WEDC Board at that meeting are directed to submit a request in writing to the WEDC Director by Monday, June 19, 2017 in order to be included on the agenda.
* There being no other business, the meeting is hereby adjourned.

Called to Adjournment at \_\_\_\_\_\_\_\_\_pm