

**MINUTES  
CITY OF CONVERSE  
ECONOMIC DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS MEETING  
April 8, 2008  
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 No. 1 located at 405 South Seguin on Tuesday, April 8, 2008, at 7:00 PM to discuss the following agenda items:

**1. Call to Order**

Dr. Harris called the meeting to order at approximately 7:03 PM.

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

The following Board Members were present:

Dr. Reginal Harris, Chairman  
Dr. Jerry Riley, Director  
Ms. Trish Seguin, Director  
Ms. Gloria Weers, Director  
Mr. Howie Marbach, Director  
Mr. Scott Jauregui, Director

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

Dr. Harris welcomed B&E Commission Chair Laura Beehler and Mr. and Mrs. Sargeant to the meeting.

Chairman Beehler discussed the Beautification and Environmental Commission cookbook fundraiser opportunities.

**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.**

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

Dr. Riley asked to pull item D for a separate vote.

Mr. Jauregui made a motion to approve items A-C. Mr. Marbach seconded the motion. The motion passed unanimously to approve item 3A-C.

**D.) Action to Approve the Minutes of the Workshop Meeting Conducted on March 1, 2008.**

Mr. Mendoza made a motion to approve item D. Mr. Marbach seconded the motion. The motion passed with four for, Mendoza, Marbach, Weers, and Harris, and three abstentions from Riley, Seguin, and Jauregui due to not invited to be on Strategic Planning Committee.

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

Dr. Harris thanked everyone for their involvement with the Strategic Planning workshop. We will wait until the newly elected Council is in place to see what their will and pleasure will be with the Strategic Plan before we proceed any further.

**5. Briefing by Mr. Howie Marbach Regarding Statistical Data on the Converse Public Library and How It Involves the Future Strategic Plan.**

Mr. Marbach is the State Lay Representative for Converse Library. Mr. Marbach discussed the goals for the Library, criteria for membership in the Texas State Library System, projected population and expenditures and the need for more Library space.

**6. Discussion and Appropriate Action to Establish a Written Procedure Relating the Current EDC Predevelopment Grant Program.**

The Commission discussed the previous process of approving grants and the way the Board would like to continue the grant process. The following suggestions were made.

- Change wording of the last sentence of the first paragraph to read: “Grant for existing business, new business, or existing firms”.
- The above statement should appear on items 1-14 where applicable.
- Dr. Harris is against distributing a Loan at this time. In the future if a business is asking for a loan, we will discuss it at that time. If the Board agrees on a loan then the process will have to be different so remove any reference to a loan.
- The Board should be the governing authority for distribution and approval of the money.
- The staff should have the authority to accept the application and forward the requested amount to the Board for the final consideration.
- Leave the amount open-ended to be comparable to the estimated sales of the business.
- Add #15 for an Exclusion Statement: How long businesses have to wait before requesting another grant.
- Leave Exclusion Statement out of the grant process.
- Give staff authority of granting a maximum of \$3,000.

**7. Briefing on Randolph Metrocom Chamber of Commerce March 11, 2008 Marketplace Business Expo.**

Ms. Gaines gave a summary of the events that took place during the Randolph Metrocom Chamber of Commerce Market Business Expo.

Dr. Harris asked to increase the advertising budget.

**8. Discussion and Action to Change the Annual Review and Performance Appraisal of the Executive Director from October to May of Each Year.**

Dr. Harris stated due to Converse May election cycle, the EDC Director’s annual review needs to be moved from the current month of October to May in order to allow current Board Members a proper assessment.

Ms. Weers made a motion to table this item until after tonight’s Executive Session. Dr. Riley seconded the motion. The motion passed unanimously to table item #8 until after we reconvene from the Executive Session.

**9. Briefing on Land Development Financing Tools in Texas (Tax Increment Reinvestment Zones, Public Improvement Districts, Municipal Utility Districts, Municipal Management Districts and Chapter 380 Agreements)**

Mr. Luft briefed the Board on Land Development Financing Tools in Texas from a workshop sponsored by the Lower Colorado River Authority that the Mayor, City Manager, EDC Chair, and the EDC Director attended in February.

**10. Discussion on the Request by the Chairman for Staff to Brief What the Process is on the Engagement of Professional Consulting Services.**

Mr. Luft stated that Mr. Joe Condello with Innovative Resources, Inc. has been the only Professional Consultant EDC has hired since he has been the EDC Director. Mr. Condello prepared the Market Analysis, the Confidential Study for Consumers, some of the charts, and aerial photography.

The EDC Board selected a committee to hire a consultant and advertised for a Request for Proposals. The committee decided to interview the three consultants. Some of their factors they based their decision on were the quality of product that was comparable to what we were trying to do. The committee chose Innovative Resources, Inc. since they met 100% of their criteria and went to the EDC Board for approval. The EDC Board could not accept the amount of money requested for the consulting service and asked Innovative Resources, Inc. to prioritizing the most crucial tools needed due to the EDC budget. The Board approved the modified contract. It was the intent of the Board to engage Mr. Condello's firm for a five year period to complete the consulting services EDC needed. Since Mr. Condello had the hard work and templates in place, updating the graphics and information would be easy.

Mr. Ortiz said the local government code specifically says that procurements for personal, professional, or planning services are exempted from the bidding requirements. On a bidding process, you are allowed to select the best qualified person as opposed to the cheapest person. Mr. Ortiz added you can ask companies information about their rates but you are not required to elect the lowest bidder or proposal.

\* Dr. Harris apologized for not realizing Mr. and Mrs. Sargent had an item of interest they wanted to share with the EDC Board and asked them if they would like to speak at this time.

Mr. Sargent read a letter thanking Mr. Luft for his prompt response to a request asking Time Warner to lessen the repair of their Time Warner Cable service line of three weeks due to the resurfacing of the road. Mr. Luft was able to get temporary service within a day.

**11. Recess.**

Dr. Harris called for a recess at approximately 8:37 PM.

**12. Executive Session In Accordance With Section 551.071(2), Texas Open Meetings Act. CONSULTATION WITH ATTORNEY; CLOSED MEETING. To Consult with Converse Economic Development Corporation Legal Counsel Regarding Legal issues Associated with Possible Expenditure of Funds for Strategic Planning and Board Training.**

**13. Reconvene.**

Dr. Harris reconvened the regular meeting at approximately 9:17 PM.

Dr. Harris asked to finish the discussion of Item 8. This year's review for the Executive Director will only be for seven months. Provide one to two bullets to express any type of concerns or comments to Ms. Gaines no later than May 2, 2008 so this can be on the May 13<sup>th</sup> agenda in an Executive Session.

Mr. Mendoza made a motion to change the annual review and performance appraisal of the Executive Director from October to May of each year. Mr. Jauregui seconded the motion. The motion passed unanimously to move the Executive Director's annual review to May of each year.

**14. Committee Reports:**

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

Nothing to report at this time.

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

Mr. Marbach and Ms. Seguin briefed the Board on the status of the property required and yet to be required for the Toepperwein Road Realignment Project.

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

Mr. Luft reported MPO had a meeting last week and were successful on getting Loop 1604 federal funding of 14 million dollars to cover the road between FM 78 and Greytown Road. TXDOT took the lead calling a meeting last week to discuss utilities on FM 1604. TXDOT has asked for a six month extension to locate all the easements. By March of 2009 you should see bull dozers grating the east side of Loop 1604 with a completion date in 2010. This will help to create the new main gate for RAFB.

**15. 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**

- Acquired 205 Patsy, utilities are being disconnected, environmental assessment for asbestos.
- 209 Patsy took the offer presented to them, we are currently working on the title issues.
- 210 Hilltop, served a notice certified mail and hand delivered the notice. If I do not get this resolved before the next Board meeting I will start the Eminent Domain proceedings.

**B.) Lake Project**

- Have an agreement with San Antonio Parks Department and the City Attorney to have an access agreement off of FM 78.
- Continue working with the MPO to accept the connection at FM 1976.
- We may have to pick up the tab and take the lead on a traffic analysis and feasibility. Once that is complete I will go back to the City of San Antonio and to the County to see if they would share that cost.

**C.) Town Square Apartments**

-The Town Square Apartments are 78% completed, EDC will take a tour and hold the next meeting at the Apartment Clubhouse.

**D.) Airport City Development**

- Re-plated the first phase of the property.

**16. Future Items**

- Action to approve the Pre-development grant
- Executive Directors evaluation
- 210 Hilltop

**17. Set a Date and Time for Next Meeting – Tuesday, May 13, 2008, at 7:00 PM**

Meet at Town Square Apartments, 680 S. Seguin, 6:00 PM.

**18. Adjournment**

Dr. Harris adjourned the meeting at approximately 9:57 PM.

PASSED AND APPROVED THIS 13<sup>th</sup> day of May, 2008.

ATTEST:

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Dr. Reginal Harris  
Chairman

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Jackie Gaines  
Secretary