

MEETING MINUTES

Special Meeting of the Quitman Development Corporation (QDC) Board of Directors

Thursday, March 14, 2013 – 5:35 PM
Quitman City Hall – City Council Chambers
401 E. Goode Street, Quitman, Texas 75783

QDC BOARD PRESENT: Randy Bennett, President; J.R. Evans, Vice President; Trey Teaff, Treasurer; David Dobbs, Member; Randy Dunn, Member (arrived at 5:45 PM);

QDC BOARD ABSENT: Rickey Cameron, Member; Richard Kleebauer, Member

STAFF PRESENT: Mike Hall, QDC Executive Director (Secretary)

I. Call to Order

Bennett called the meeting to order at 5:40 PM.

II. Invocation

At Bennett's request, Hall led an invocation.

III. Pledge of Allegiance

Bennett led the Pledge of Alliance.

IV. Citizen Comments

Bennett offered an opportunity for Citizen Comments, there were none.

Dunn arrived at the meeting at 5:46 PM.

Action Items

Item 1 – Wood County Industrial Commission Update, Chana Gail Willis, Executive Director

Willis provided a summary on reports provided to the Directors as a part of the meeting materials. She noted the upcoming May 15th deadline for applications for Hotel Occupancy Tax funding. She discussed economic development projects in surrounding communities and materials / information available from the WCIC.

No action was taken on this item.

Item 2 – Board Meeting Minutes

Members had been provided a copy of the minutes. Bennett asked members to review the minutes if they had not had an opportunity to do so and give any corrections or revisions.

Dodd made a motion to accept the minutes as submitted, Evans seconded the motion which passed unanimously.

Item 3 – Financial Report

Hall presented members a written financial report contained in their meeting packet and gave a brief presentation on the current financial state of the Corporation's operating and construction funds.

Evans made a motion to approve the report as presented, Teaff seconded the motion which passed unanimously.

Item 4 – Regular Board Meeting Schedule

Bennett introduced a resolution contained in the meeting packet and explained passage would make the regular meeting of the Board the 2nd Thursday of each month at 5:35 PM. There was discussion about amending the resolution to read "each odd month."

Teaff made a motion pass the resolution with the amendment as discussed, Dodd seconded the motion which passed unanimously.

Item 5 – Corporation Programs, Goals, and Direction

There was extended discussion on the evaluations of various priorities. There was consensus among members to immediately pursue a business enhancement program allocating \$2,400 from the Business Retention and Enhancement Program for the purpose. Bennett asked Dodd to assist Hall in designing the program.

Evans made a motion approve the project as discussed, Dunn seconded the motion which passed unanimously.

Item 6 – Agreement for Administrative Services with City of Quitman

Bennett presented an amendment to the existing agreement with the City to reduce the current amount paid by the QDC to the City for administrative services from \$15,000 to \$10,000 annually. This amount would be prorated for this year to be reduced to \$12,000. He explained this was in exchange for the addition of compensation related to Item 7 on this agenda. He noted the Council had previously passed a similar resolution.

Dunn made a motion to authorize execution of the amendment to the agreement, Dobbs seconded the motion which passed unanimously.

Item 7 – Agreement for Consulting Services (Executive Director)

Bennett presented an amendment to the existing agreement with Hall to extend the agreement for Management Services until September 30, 2015 and fix the term of the agreement to correspond with the fiscal year. He also noted the amount of the fee would be increased from \$32,300 to \$37,300.

Dunn made motion to authorize the execution of the amendment to the agreement, Teaff seconded the motion which passed unanimously.

Adjournment

Evnas made a motion to adjourn, Teaff seconded the motion. The motion passed unanimously.

The meeting was adjourned at 6:40 PM.

I HEREBY CERTIFY THAT THESE MINUTES ARE A TRUE AND CORRECT RECORD OF THE ITEMS CONSIDERED AND ACTION TAKEN AT THIS MEETING AND THAT THESE MINUTES HAVE BEEN APPROVED AS TRUE AND CORRECT AND THAT AN EXECUTED COPY IS ON FILE WITH THIS OFFICE.

***MICHAEL E. HALL
BOARD SECRETARY***