

Lavon Economic Development Corporation Meeting Agenda

120 School Rd. Lavon, TX 75166 Ph. (972-843-4220)

Monday June 10, 2024, 7:00 PM at <u>Lavon City Hall</u> <u>City Council Chambers</u> 120 School Rd Lavon, Texas

NOTICE OF ATTENDANCE

NOTICE is hereby given that members of the Lavon City Council, Lavon Planning and Zoning Commission, Parks & Recreation and/or Infrastructure Facilities Commission may attend at the Lavon Economic Development Corporation Board Meeting June 10, 2024, at 7:00 PM held at the Lavon City Hall.

The meeting agenda and packet are posted online at www.lavonedc.com

- 1. Presiding Officer to call the Economic Development Corporation Board meeting to order and announce that a quorum is present.
- 2. Pledge of Allegiance and Invocation
- 3. Consent Agenda *

Consent items are considered routine or non-controversial and will be voted on in one motion. unless a separate discussion is requested by a board member.

1. Approval of the May 13, 2024, board meeting minutes.

4. Public Comments

Citizens may provide comments. There is a 3-minute time limit per person. The board's response to items not on the agenda may be to request items be placed on a future agenda or referred to the executive director.

5. Discussion & Action

- A. Discussion and action of the board financials.
- B. Discussion and action on Economic Development activities.
- C. Discussion and action on the new Business directory and advertisement



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6. Executive Session

In accordance with Texas Government Code, Chapter 551, Subchapter D, the Lavon Economic Development Corporation may recess into executive session (closed meeting) for discussion pursuant to Section 551.071 deliberate and consult with the EDC attorney on a matter in which the duty of the attorney to the LEDC under the Texas disciplinary rule of professional conduct of the state bar of Texas clearly conflicts with chapter 551 and section 551.072 to deliberate the purchase, exchange, lease or value of real property and to deliberate on an expenditure for an incentive impact analysis.

7. Reconvene from executive session, consider and act on proposals of each item listed in executive session.

8. Setting future meetings and agenda

The Economic Development Corporation Board members and staff may request items be placed on a future agenda or request a special meeting be called.

9. Presiding Officer to adjourn the Economic Development Corporation Board meeting.

Notes to the Agenda:

- 1. Items marked with an * are consent items considered to be non-controversial and will be voted on in one motion unless a Board member asks for separate discussion.
- The Board reserves the right to recess into executive session under Sections 551.071 551.088 of the Texas Government Code (Texas Open Meetings Act) concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.

This is to certify that the agenda was posted in the notification cabinet at City Hall at 120 School Road, the city's website at www.cityoflavon.org, the Lavon EDC website at www.lavonedc.com and on the city's bulletin board on or before June 7, 2024 by 7:00PM

By:	Pam Mundo	
	POSTED THIS day June 7	, 2024, before 7PM



Lavon Economic Development Corporation Meeting Minutes

May 18, 2024

1. Kay Wright, President called the Economic Development Corporation Board meeting to order at 7:00 p.m. at City Hall and announced that a quorum was present.

Present: Place One, Kay Wright, President

Place Three, Vicki Sanson, Vice President

Place Four, Rachel Dumas, Public Information Officer

Place Six, Clinton Mclure Place Seven Jordan Williams

Executive Director Present: Pamela Mundo

Absent: Place Two, Manzell Williams, Secretary

Place Five: Joe Serpette, Treasurer

2. Pledge of Allegiance & Invocation

A. President, Kay Wright led the Pledge of Allegiance and Invocation.

3. Consent Agenda

A. Through a motion of Director Clinton Mclure and a second of Public Information Officer Rachel Dumas, the meeting minutes of April 8, 2024, and April 18, 2024 were approved unanimously.

4. Public Comments

A. The Texas Economic Development Council (TEDC) has announced and congratulated LEDC President Kay Wright with her achievement of 11 years of membership with the TEDC.

5. Discussion & Action

- **A.** Discussion and Action of Board Financials. Treasurer, Joe Serpette presented the April month-to-month financial report of activities. He noted that revenues continue above budget projections and expenditures are within budget.
- B. **Discussion and action on Economic Development activities.** Executive Director Pam Mundo noted that a day care center and retail center has received P & Z approval for their plats and site plans. Construction is ongoing for the Scrubbies Car Was, Specs and Starbucks. The



Lavon Economic Development Corporation Meeting Minutes

City of Lavon, in recognition of the LEDC efforts issued the Proclamation recognizing Economic Development Week of May 6th to 16th. The Inroads Realty Contract has completed their agreement for marketing of 619 Main Street.

- C. Discussion and action on the Fitness Court budget and consideration of participating in the sunshade for the Fitness Court. After discussion, through a motion of Kay Wright and a second of Rachel Dumas the Board of Directors unanimously agreed to participate in the funding of the sunshade for the Fitness Court and the water tap line utilizing funds remaining from the "up to \$100,000" project authorized for the development of the Fitness Court.
- **D.** Discussion and action on developing a new advertisement and business directory plan. After discussion, through a motion of Kay Wright and a second of Clinton Mclure the Board of Directors unanimously agreed to proceed with the development of the business directory and advertisement estimated at \$11,600 plus the cost of mailing the directory.

6. Executive Session

- **A.** President Kay Wright opening the executive session at 7:49 p.m. In accordance with Texas Government Code, Chapter 551, Subchapter D, the Lavon Economic Development Corporation may recess into executive session, (closed meeting) for discussion pursuant to Section 551.071 deliberate and consult with the LEDC attorney on a matter in which the duty of the attorney to the LEDC under the Texas disciplinary rule of professional conduct of the state bar of Texas clearly conflicts with Chapter 551, to deliberate the purchase, exchange, lease or value of real property and Section 551.074 personnel matters to review and deliberate the duties of the Executive Director.
- **B.** President Kay Wright closed the executive session at 8: 42 p.m.

7. Reconvene from executive session, consider, and act on proposals or take action necessary of each item listed in executive session.

A. Through a motion of Rachel Dumas and a Second of Clinton Mclure the Board of Directors unanimously agreed to authorize Kay Wright to sign and execute on behalf of the Lavon Economic Development Corporation a purchase and sales agreement for 105 School Road and its adjoining property.



Lavon Economic Development Corporation Meeting Minutes

- 8. Setting future meetings and agenda
 - **A.** The Economic Development Corporation Board members, after discussion, agreed. that the next meeting would be on June 10, 2024, or as needed, for discussion. with prospects and projects.
- 9. President Kay Wright adjourned the Economic Development Corporation Board meeting at 8:15 p.m.

Duly passed and approved on this day	, 2024.
Kay Wright, Board President	Manzelle Williams, Secretary

1	GENERAL FUND	Oct 2023 Actual	Nov 2023 Actual	Dec 2023 Actual	Jan 2024 Actual	Feb 2024 Actual	Mar 2024 Actual	April 2024 Actual	May 2024 Actual	June 2024 Outlook	July 2024 Outlook	Aug 2024 Outtlook	Sept 2024 Outlooki	FY 2023-2024 Yr. to DateTOTAL	Actual + Outlook	Official Budget 2023- % 2024 B	of Adjusterd udget	Official Budget 9 23-24		April 2024 Budget Adjustments	
	Revenue	A 50.007.00	0.404540.07	0 404.047.04	0.454.007.00	6 470 007 00	0. 400 740 00	0 400 004 50	A 454 005 05							ć 100.000		100,000		F0 007 C2	
2-1	Bank Balance Forward Misc	\$ 59,007.63 0.00	\$ 104,513.97 0.00	\$ 134,247.24 0.00	\$ 154,337.06 0.00	\$ 179,967.60 0.00	\$ 103,718.26 0.00	\$ 123,284.56 0.00	\$ 151,605.95 0.00	0.00	0.00	s -	0.00	0.00		\$ 100,000		100,000		59,007.63	
2-2	Sales & Use Tax	\$ 61,520.72	\$ 35,392.47	\$31,960.14	\$ 38,104.19	\$ 37,699.95	32,767.32	\$ 33,880.78	\$ 40,459.49	\$27,083.33	\$ 27,083.33	\$ 27,083.33	\$27,083.33	\$ 311,785.06		325,000	85%	325,000		365,992	
2-3	Total General Fund	120,528.35	139,906.44	166,207.38	\$ 192,441.25	217,667.55	136,485.58	157,165.34	192,065.44	27,083.33	27,083.33	27,083.33	27,083.33	192,068.45		425,000		425,000			
-	TEXSTAR Fund	344,317.01	345,825.60		\$ 348,962.85	350,433.28	352,010.29	353,545.33	355,139.10	21,003.33	21,003.33	21,063.33	21,063.33	353,545.33		423,000		350,000			
	LOGIC FUND	167,283.97	168,048.41	\$ 168,839.28	\$ 169,629.31	275,652.00	276,933.40	278,174.91	279,455.62					278,174.91				116,000			
Ш	Total Revenues	632,129.33	653,780.45	682,440.06	\$ 711,033.41	843,752.83	765,429.27	788,885.58	826,660.16	27,083.33	27,083.33	27,083.33	27,083.33	823,788.69			92%	891,000			
	Expense									<u> </u>								_			
	Debt Service																	_			
8-0	Main St Debt Reserve Fund Main St. Debt Quarterly Pymt	\$ -	s -	\$ 6,119.76	s .		\$ 6,119.76		s -	\$ 6,119.76	e		\$ 6,119.76	\$ 12,239.52	\$ 24,479.04	\$ 23,080 \$ 24,479	50%	23,080 _ 24,479			
0-1a	Total Debt Service Paid		3 -	\$ 6,119.76	,		\$ 6,119.76	•	7	\$ 6,119.76		-	\$ 6,119.76	\$ 12,239.52	\$ 24,479.04	\$ 47,559	26%	47,559			
							,			,				, , , , ,	, , , , , ,	, , , , , , ,					
	Operations			1														_			
3-1a	General Operations Email, Software/Archiving	155.64	171.89	0.00	379.16	348.43	200.40	200.40	200.40	567.25	567.25	\$ 567.25	\$ 567.25	1,656.32	3,925	6,000	28%	6,000			
3-1b	Misc-Dues, Ads, Cell Svc	0.00	150.00	150.00	1,280.96	0.00	150.00	9.85	0.00	285.00	285.00	285.00	285.00	1,740.81	2,881	3,000	58%	3,000			
3-1c-2	Office Supplies	80.82 402.75	0.00	0.00	0.00 240.48	72.88 0.00	142.07 380.65	26.29 0.00	0.00 1,797.90	171.92 159.73	171.92 159.73	171.92 159.70	171.91 159.70	322.1 2,821.78	1,010 3,461	1,800 2,000	18% 47%	1,800 _ 2,000		6,000	-
3-1u	Meeting Expenses Training	0.00	0.00	400.00	0.00	136.48	645.00	0.00	0.00	200.00	200.00	200.00	200.00	1,181.48	1,981	2,000	59%	2,000		0,000	=
3-g	Document Printing	148.68	27.40	25.44	304.40	474.75	86.40	177.25	0.00	282.39	282.39	282.39	282.39	1,244.32	2,957	3,000	41%	3,000			
3-1f	Office Support Services Office Rent	0.00 6,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00 0.00	250.00 0.00	250.00 0.00	250.00 0.00	0.00 6,000.00	1,000 6,000	2,500 6,000	100%	2,500 6,000			
3-1i	Website updates	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	600.00	600.00	600.00	600.00	0.00	2,400	6,000	0%	6,000			
	Total General Operations	6,787.89	349.29	575.44	2,205.00	1,032.54	1,604.52	413.79	1,998.30	2,516.29	2,516.29	2,516.26	2,516.25	14,966.77	25,032	32,300	46%	32,300			
H	Consulting	+ +		1	+						+			+ +				_			\dashv
4-1	Other	0.00	0.00	0.00	0.00	0.00	0.00		0.00	800.00	800.00	800.00	800.00	0.00	0	8,000	0%	8,000			
4-2	Website & tech consulting	1,980.00	0.00 147.91	0.00	0.00 295.82	0.00 147.91	0.00 147.91	0.00 147.91	0.00 147.91	402.00	402.00	402.00		1,980.00	3,588	6,000	33% 34%	6,000		2,000	
4-2a 4-3	IT Services City Attorney	147.91	0.00	0.00	1,325.50	147.91	0.00	772.49	796.00	320.42 1,000.00	320.42 1,000.00	320.42 1,000.00	320.42 1,000.00	1,183.28 3,083.38	2,465 7,083	3,500 10,000	34%	3,500 10,000			
4-4	Economic Dev Consulting	4,080.00	4,212.00	4,225.12	4,225.20	4,225.20	4,225.20	4,225.20	4,225.20	4,225.20	4,225.20	4,225.20	4,225.20	33,643.12	50,544	50,544	67%	50,544			
	Total Consulting	6,207.91	4,359.91	4,225.12	5,846.52	4,562.50	4,373.11	5,145.60	5,169.11	6,747.62	6,747.62	6,747.62	6,747.62	39,889.78	63,680	78,044	51%	78,044			
	Equipment																	-			
5-1	Computers	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	650.00	650.00	650.00	650.00	0.00	6,500	6,500	0%	6,500			
5-2a	Other Computer Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00 750.00	100.00 750.00	100.00 750.00	100.00 750.00	0.00	1,000 7,500	1,000 7,500	0% 0%	1,000 _ 7,500			
	Total Equipment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	750.00	750.00	750.00	750.00	0.00	7,300	7,300	0/6	7,300_			
	Total Operations 2023-2024	12,995.80	4,709.20	4,800.56	8,051.52	5,595.04	5,977.63	5,559.39	7,167.41	10,013.91	10,013.91	10,013.88	10,013.87	54,856.55	96,212	117,844	47%	117,844			
\mathbf{H}	Promotional			1														-			
1	General,brochures,Printing,Trades	3					1,103.63								45.267	20,000,00	39%	20.000			
6-1	Promo Carryover 2012-22	318.58 0.00	950.00 0.00	950.00 0.00	3,888.04 0.00	664.27 0.00	0.00	0.00	0.00	1,873.14 850.00	1,873.14 850.00	1,873.14 850.00	1,873.16 850.00	7,874.52 0.00	15,367 3,400	20,000.00 12,000.00	0%	20,000 _ 12,000		8,500	$\overline{}$
6-3	Aerial Map & Brochures	0.00	0.00	0.00	0.00	2,690.00	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	2,690.00	6,690	10,000.00	27%	10,000		10,100	
6-4	Advertising Video Development	2,700.00	0.00	0.00	534.09 0.00	0.00	0.00	0.00	0.00	730.00 2,000.00	730.00 2,000.00	730.00 2,000.00	730.00 2,000.00	3,234.09	6,154 8,000	10,000.00 20,000.00	32% 0%	10,000 _ 20,000		12,500	
1	Total Promotional	3,018.58	950.00	950.00	4,422.13	3,354.27	1,103.63	0.00	0.00	6,453.14	6,453.14	6,453.14	6,453.16	13,798.61	39,611	72,000.00	19%	72,000			
\mathbb{H}	Capital Projects	+		1										1							-
7-3	Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,359.70	21,359.70	21,359.70	21,359.70	0	85,438.80	213,597	0%	213,597			
7-4	Additional Infrastructure Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	24,000.00	24,000.00	24,000.00	24,000.00	0	96,000.00	240,000.00	0%	240,000	140,000		
	Community Development																		100,000		
7-6 7-7	Project Main Street Transfer to Reserves	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15,000.00 5,000.00	15,000.00 5,000.00	15,000.00 5,000.00	15,000.00 5,000.00	105,000	150,000.00 125,000.00	150,000.00 50,000.00	0%	150,000 50,000			
H	Total Capital Projects		0.00		-	105,000.00	0.00	0.00	0.00	65,359.70	65,359.70	65,359.70	65,359.70	105,000	456,438.80	653,597.00	16%	653,597	653,597		-
	Total Expenses	16,014.38	5,659.20	11,870.32	12,473.65	113,949.31	13,201.02	5,559.39	7,167.41	87,946.51	81,826.75	81,826.72	87,946.49	185,895	592,262.11	891,000.00	21%	891,000	891,000		
\mathbb{H}	General Acct. Balance	104,513,97	134,247.24	154,337.06	179,967.60	103,718.24	123,284.56	151,605.95	184,898.03							-					
2	PayPal Fund	104,513.97	134,247.24	154,337.06	179,967.60	103,718.24	123,284.56	151,605.95	104,688.03					+							-
			,																		
3	TEXSTAR FUND Balance Beginning Balance		344,317.01	245.005.00	247 000 40	240 000 0=	250 400 00	250.040.00	252 545 25	227.040.70	220 000 0	220 740 11	241 270 01								
\parallel		t \$ 1,549.41	344,317.01 1,508.59		347,393.40 1,569.45	348,962.85 1,470.43	350,433.28 1,577.01		353,545.33 1,593.77	237,040.79 1,239.45	338,280.24 1,469.17			+							-
	Deposi	t								100,000.00											
\mathbb{H}	Withdrawal	\$ \$ - \$ 344,317.01	345.825.60	347,393.40	348.962.85	350,433.28	352,010.29	353,545.33	355,139.10		_										
4	LOGIC FUND Balance		0-10,020.00	5-77,000.40	0.0,002.00	000,400.20	002,010.29	000,040.00	555,155.15					†							-
	Beginning Balance		167,283.97	168,048.41	168,839.28	169,629.31	275,652.00	276,933.40	279,174.91	114,285.16	114,778.82										
\mathbb{H}	interes Deposi		764.44	790.87	790.03	1,022.69 105,000.00	1,281.40	1,241.51	1,280.71	493.66	516.38	535.85	669.16 50,000.00								
	Withdrawal					100,000.00							30,000.00								
	Ending Balance	\$ 167,283.97	168,048.41	168,839.28	169,629.31	275,652.00	276,933.40	278,174.91	280,455.62										-		\Box
\mathbb{H}	Total LEDC Funds	\$ 616.114.95	648,121.25	670 566 74	600 EE0 70	720 902 50	752 228 25	702 226 40	820,492.75					+ +							-
ш	II I OLAI LEDG FUIIUS	\$ 010,114.55	648,121.25	670,569.74	698,559.76	729,803.52	752,228.25	783,326.19	820,492.75						L						