

MINUTES
Regular Called Meeting – 11:30 A.M.
Tuesday, December 17, 2019
201 N. Main Street; Linden, Texas 75563
Linden Economic Development Corporation [4A]
Linden Economic Development Corporation [4B]

Members Present LEDC 4A: Dave Stewart, Frank Lanier, Richard Bowden, Kyle Morgan, and Larry Wells
Members Present LEDC 4B: Dave Stewart, Frank Lanier, Richard Bowden, Kyle Morgan, and Larry Wells
Members Absent: John Rountree and Carla Roadcap
Staff Present: Christophe Trahan
Staff Absent: Authur Kimmel
Guests Present: Clarence Burns

1. **Call to Order**

- President Richard Bowden called the meeting to order at 11:37 a.m.

2. **Discuss/Consider/Action**

- Approval of November 18, 2019 Regular Called Meeting Minutes; Motion by Mr. Stewart; 2nd by Mr. Lanier; Motion carried.
- Approval of November 2019 Financials & Reconciliations – LEDC-4A; Motion by Mr. Stewart; 2nd by Mr. Wells; Motion carried
- Approval of November 2019 Financials & Reconciliations – LEDC-4B; Motion by Mr. Lanier; 2nd by Mr. Morgan; Motion carried

3. **Consent Items**

- Local Sales & Use Tax Report – For the Record
- Credit Card & Bank Balances – For the Record

4. **Discuss/Consider/Action**

- **FY 2018/2019 Audit Letters of Engagement**
 - Mr. Trahan presented to the Board the Letters of Engagement from McMinn, Laird, Pope, and Woodfin for both 4A and 4B. This is the initialization of the audit. Motion by Mr. Stewart to sign the documents; 2nd by Mr. Wells; Motion carried.
- **LEDC VSIP & CIP Grant Program**
 - Mr. Trahan went into more detail about the Visibility and Signage Improvement Program (VSIP), and the Capital Investment Program (CIP). The VSIP provides

technical and financial assistance to property owners or business tenants, so that they can improve their exterior signage, lighting, or overall commercial building visibility. The Capital Investment Program would provide financial assistance to business owners for operations-specific equipment purchases that will increase sales and create jobs. Examples of this would be kitchen equipment, CNC machinery, or other such industry specific equipment. The Board said before the next meeting each individual board member would review and come up with recommendations to approve.

- **Director's Report**

- T-Bone Walker Day Update
 - Mr. Trahan reported that some of the funds to Linden Main Street were refunded back to the LEDC. Out of the \$1,350, \$355.63 was refunded. This is because the Main Street Facebook page boost charged \$4.37 with a remainder of \$145.63. The Cass County Sun never billed for the Website ads for Facebook in 6 papers even after requesting an invoice on 11/22/2019.
- Project 1934 Update
 - Mr. Trahan reported to the Board that the original completion date for Project 1934 was going to be December 20, 2019. However, that may not happen due to weather.
- LEDC Small Business Workshop Update
 - Mr. Trahan reported that the Small Business Workshop was a "good start." There was an informative presentation given to 30 participants on what practices to follow when bookkeeping for their small business. The next workshop is tentatively set to take place toward the end of February and the speaker may be Tim Wilson about structuring a workable business plan.

5. **Executive Session:**

Motion by Mr. Wells to enter into Executive Session; 2nd by Mr. Lanier; Motion carried at 12:22 P.M.

6. **Exit Executive Session-Action/No Action**

- Executive Session was exited at 12:32 P.M.

7. **Adjourn**

- Motion to adjourn by Mr. Lanier; 2nd by Mr. Morgan; Motion carried at 12:33 P.M.

Approved:



Date: 1-21-20