

Linden Economic Development Corporations  
Regular Scheduled Meeting  
**MINUTES - AMENDED**  
Tuesday, May 16, 2017

LEDC Board Members Present: Malthus Northcutt, Kyle Morgan, Larry Wells, Frank Lanier, Richard Bowden

LEDC Staff Present: Beverly Freeman

Guest Present: Russ Wright, Joe Lovelace, Preston Caver, Ben Woods, Allie Anderson,  
Bob Swisher, Clarence Burns

1. Call to Order

President Wells called the meeting to order at 11:41am

2. Presentations

a. 2016-2017 Audit presentation. Preston Caver, Caver & Setsor Auditing, reviewed the two reports and provided the Board with a clear audit report. First time to use this auditing service, Mr. Caver had no concerns or recommendations for next year's audit. A **motion** was made by Mr. Lanier, seconded by Mr. Morgan to accept the LEDC Corporation A and LEDC Corporation B 2015-2016 audits as presented. Motion passed unanimously.

b. Main Street Façade funding presentation. Ms. Anderson provided the LEDC Board with an update on Main Street. Ms. Anderson has requested funding for one grant. She has several Boards and Committees to perform the legwork and all checks and balances. LEDC agreed to budget additional funds in the 2017-2018 budget if available. A **motion** was made by Mr. Lanier, seconded by Mr. Morgan to reallocate \$5,000 out of unreserved A and \$5,000 out of unreserved B now, in order to fund Façade grants when project is completed. Motion passed unanimously.

These funds were not in the budget and will require City Council approval. Ms. Anderson does the legwork, Main Street board signs off on completed project, presents request to LEDC BOD for funds, then to City Council for approval since not a budgeted item. Maximum amount of Façade Funds capped at \$5,000.00, all grants are 50% reimbursement. Motion passed unanimously.

c. Linden Heritage presentation. Mr. Lovelace provided the Board with a slideshow highlighting projects Linden Heritage is working on including the historic water tower and old Linden firehouse.

3. Approval of Minutes

a. A **motion** was made by Mr. Bowden, seconded by Mr. Wells to approve the March 21, 2017 minutes. Motion passed unanimously.



4. Financial Reports

a. March 2017 financials were reviewed. A **motion** was made by Mr. Morgan, seconded by Mr. Lanier to approve the March 2017 financials. Motion passed unanimously.

April 2017 financials were reviewed. A **motion** was made by Mr. Bowden, seconded by Mr. Morgan to approved the April 2017 financials. Motion passed unanimously.

b. Local Sales & Use Tax reports. For the record.

c. Credit Card and Bank Balance. For the record.

d. Unreserved Funds Review for Façade funding. See item 2.b.

5. Old Business

a. THM Contract. THM 2-year rental contract expires August 31, 2017. Mr. Lanier is in touch with THM in renewing or possibly purchasing the building from LEDC. THM is waiting for the outcome of contract renewal with TXDOT, hopefully by end of August, 2017. Mr. Lanier will maintain contact with THM and keep Board informed.

6. New Business

a. Audit Cost. The move to change auditing firms was taken after 2015-2016 budgets had been approved. Cost of audit doubled. A **motion** was made by Mr. Lanier, seconded by Mr. Bowden to use \$2,000 out of Reserved Funds A & B (total of \$4,000.00) to cover the unexpected cost increase. Motion passed unanimously.

b. Farmers Market Sign. A **motion** was made by Mr. Bowden, seconded by Mr. Lanier to reserve up to \$500 maximum to assist the city with signage.

c. City Administrator discussed Executive Director search options. Mr. Swisher, city administrator, proposed a dual role where he serves as both City Administrator and the Executive Director of LEDC Corporation A & B. Mr. Swisher proposed that 20% of his work hours be dedicated to LEDC management and 80% to city business. Most of the LEDC workload would be accomplished by the LEDC Office Manager position. The proposal reflected a forecasted cost savings in the near-term. Mr. Swisher's city administrator salary would not change, and he would be paid \$10k by LEDC for 20% of his time. Estimating an Executive Director salary of \$60k, he forecasted a potential savings of \$50k. Mr. Swisher stated some of the benefits of a dual role is that it creates unity, instant feedback from the City, eliminates duplication of effort, cuts overhead cost and creates a common/vision goal. The Board thanked Mr. Swisher for his presentation.

7. Executive Session

A **motion** was made by Mr. Bowden, seconded by Mr. Morgan to go into Executive Session at 1:59 pm.

a. Executive Director Search

b. Personnel

c. RLF Loans

A **motion** was made by Mr. Lanier, seconded by Mr. Bowden to exit Executive Session at 2:57 pm.

8. Action items
- a. Executive Director Search. Continue the search for Executive Director
  - b. Personnel – no discussion
  - c. RLF – no discussion

9. Adjourn

A motion was made Mr. Lanier, seconded by Mr. Bowden to adjourn at 2:59 pm.

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Minutes Approved

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Date

Minutes amended at the July 18, 2017 Board Meeting  
Amendment was additional copy for Agenda item 6. c.

7/28/2017 bf