

**MINUTES OF THE REGULAR MEETING
ARGYLE ECONOMIC DEVELOPMENT CORPORATION
Wednesday, September 11, 2019**

The regular meeting of the Argyle Economic Development Corporation was held on Wednesday, September 11, 2019, at 6:00 p.m. at Argyle Town Hall, located at 308 Denton Street, Argyle, Texas. This was an OPEN MEETING, open to the public, subject to the open meeting laws of the State of Texas and, as required by law, was hereby posted on September 6, 2019, at Argyle Town Hall, giving notice of time, date, place, and agenda thereof.

BOARD OF DIRECTORS PRESENT:

Pamela Minick, President
Ritchie Deffenbaugh, Vice-President
Sherri Myers, Secretary
Brandon Moore, Treasurer
Chris Rosprim
Jose Grimaldo
Shelton Dunn

BOARD OF DIRECTORS ABSENT:

None

ADVISORY BOARD MEMBERS PRESENT:

None

ADVISORY BOARD MEMBERS ABSENT:

Erinn Davis

STAFF PRESENT:

Kristi Gilbert, Town Manager
Kim Collins, Director of Finance
David Hawkins, Director of Community Development

EX OFFICIO MEMBERS PRESENT:

None

REGULAR MEETING AGENDA

A. CALL TO ORDER

President Pamela Minick called the regular meeting to order at 6:02 p.m., noting a quorum was present.

B. OPEN FORUM:

Pursuant to Section 551.007 of the Texas Government Code, any member of the public has the opportunity to address the Economic Development Corporation concerning any matter of public business or any posted agenda item; however, the Act prohibits the Economic Development Corporation from deliberating any issues not on the public agenda and such non-agenda issues may be referred to Town staff for research and any future action; all persons addressing are limited to five (5) minutes and subject to council adopted rules and limitations permitted by law.

A representative from the Census Bureau spoke before the EDC in regards to receiving assistance from the Town on spreading the word on recruitment of census takers and possible use of Town Hall Community Room to provide training opportunities. This is in preparation of the upcoming 2020 Census count.

C. APPROVAL OF THE MINUTES OF THE JUNE 12, 2019 REGULAR MEETING

Mr. Deffenbaugh motioned to approve minutes of June 12, 2019 as written. Mrs. Myers seconded the motion. The motion carried unanimously 7-0.

D. REVIEW OF FINANCIAL REPORTS.

1. Review of the quarterly STARS (Sales Tax Analysis Reporting Service) and financial report.

Mrs. Gilbert presented the financial report to the Board. No formal action was taken on this item.

E. OLD BUSINESS

1. None

F. NEW BUSINESS

1. Discuss and consider establishing an Argyle Business Association.

Mrs. Gilbert presented a new Economic Development initiative called the Argyle Business Association. It would be set up similar to the Highland Village BA and be managed by the new Marketing Specialist position. The EDC expressed support of this new program and authorized staff to move forward with establishing the Argyle Business Association.

2. Discuss and consider approval of a new Argyle Business Retention and Expansion Plan

Mrs. Gilbert presented the draft Argyle Business Retention and Expansion Plan for review and discussion. Discussion was held on the name of the document and a change to the term "Plan" to be replaced by "Guidelines". Mr. Deffenbaugh motioned to approve the Argyle Business Retention and Expansion Plan with the change to the title to be "Guidelines" in lieu of "Plan". Mr. Rosprim seconded the motion. The motion carried unanimously 7-0.

3. Discuss and consider approval of a new Argyle Economic Incentives Policy.

Mrs. Gilbert presented the draft Argyle Economic Incentives Policy for review and discussion. Discussion was held on getting the Town Attorney to review the document, not placing this document on the Town website, and a change to the name of the document with the term "Policy" to be replaced by "Guide". Mr. Rodprim motioned to table this agenda item to the next EDC meeting. Mrs. Myers seconded the motion. The motion carried unanimously 7-0.

4. Discuss and consider items related to the Strategic Plan.

Mrs. Gilbert addressed the EDC about getting a few EDC Board members to participate in the planning process with JDGray Group. Board members Mr. Dunn, Mr. Deffenbaugh, and Mr. Grimaldo offered to participate in this process.

G. UPDATES

1. Project Updates
2. Current Development Updates
 - a. Marketing Specialist Position Update
Staff reported that resumes were being received and reviewed for this position. Interviews would be next step in hiring process with expected start date in late October.
 - b. DRC Active Project List – Updated 9-6-19
Mr. Hawkins presented the latest list of active DRC development applications currently under review, under consideration by the Planning and Zoning Commission and/or Town Council.
 - c. 2019 Traffic Counts Map Update
Mr. Hawkins presented the latest Traffic Counts Map that has been added to the Town’s website and was distributed to the public at the 2019 NTCAR Commercial Expo.
 - d. 2019 NTCAR Commercial Expo Update
Mrs. Minick and Mr. Hawkins updated the EDC Board on the recent commercial expo trade show which was held at a new venue, Dallas Gilley’s.
 - e. 2019 Northwest Metroport Chamber Video
Mr. Hawkins announced to the EDC that the Town of Argyle is partnering with the Northwest Metroport Chamber in the production of a new Regional promotional video to be released in 2020. Argyle’s portion is being funded by the EDC Promotions and Advertising Fund which was budgeted for the FY19-20.
 - f. 2018 EDC Action Plan Update
Mr. Hawkins presented the latest update to the EDC Action Plan list of objectives. The EDC Board expressed desire to review and evaluate the objectives at next meeting.

G. FUTURE AGENDA ITEMS

1. Next Regular EDC Meeting: Wednesday, October 9, 2019.

H. ADJOURNMENT: Mrs. Minick adjourned the meeting at 7:06 p.m.

APPROVED, this the 13th day of November, 2019.

ATTEST:



Kristi Gilbert, Town Manager

APPROVED:



Ritchie Deffenbaugh, Vice-President

