NOTICE OF A REGULAR MEETING
OF THE ECONOMIC DEVELOPMENT CORPORATION
Monday, December 7, 2020
5:30 PM

Kathy Brunson
Christian Cole
Sherrie Easley
Sherran Hillard
Barbara McMillan
Mark Thompson
Allison Young

AGENDA

Notice is hereby given as required by Title 5, Chapter 551.041 of the Government Code that the Van Economic Development Board will meet in a Regular Meeting Monday December 7, 2020 at 5:30 PM at Old Movie House, 255 West Main, Van, TX 75790. The items listed below are placed on the agenda for discussion and/or action.

I. **CALL MEETING TO ORDER**

II. **INVOCATION**

III. **PLEDGE OF ALLEGIANCE**

A. US Flag

IV. **OPEN FORUM**

The opportunity for citizens to address the Board on any non-agenda item (**limit 3 minutes per person**); however, the Texas Open Meetings Act prohibits the Board from discussing issues which the public has not been given seventy- two (72) hour notice. Issues raised may be referred to City Staff for research and potential future action.

V. **DIRECTOR'S REPORT**

A. Report and update from Director Charles West

VI. **INFORMATION AND DISCUSSION**

A. Discussion on Van EDC participating in the City of Van Master Plan Update

B. Discussion on Workforce Solutions East Texas Board Request for Information

VII. **CONSENT AGENDA**

(All consent agenda items are considered routine by the Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member request an item be removed and considered separately.)

A. Minutes for September 28, 2020 EDC Meeting

B. Financials

VIII. **ACTION ITEMS**

A. Action on Participation in City of Van Master Plan Update

RECEIVE REQUESTS FROM BOARD MEMBERS/STAFF FOR ITEMS TO BE PLACED ON NEXT MEETING AGENDA

Discussion under this item must be limited to whether the Board wishes to include a potential agenda item on a future agenda.

IX. **ADJOURN**

CERTIFICATION

I hereby certify that the above notice was posted in the bulletin board at Van City Hall, 113 W. Main, Van, Texas 75790 by 5:00 pm on Friday December 4, 2020

_____

NOTE: If, during the meeting, any discussion of any item on the agenda should be held in a closed meeting, the Council will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapters D and E

Persons with disabilities who plan to attend this public meeting and who may need auxiliary aid or services are requested to contact the Van City Hall 48 hours in advance, at (903)963-7216, and reasonable accommodations will be made for assistance.

VAN TEXAS COMPREHENSIVE PLAN

Gateway Planning Group, Inc. and Scott Winton, dba Leap Town Planning present this scope and budget to the City of Van, Texas and the Van Economic Development Corporation for consideration and acceptance for services to facilitate an update of the City's comprehensive plan.

Total fixed fee labor is $32,500, plus expenses including printing, travel, hotel and other ordinary costs, not to exceed $1,500, for a total not to exceed amount of $34,000. Invoicing will be monthly based upon percent completion of the tasks detailed below. The project will be completed by March 2021.

Gateway Planning shall maintain $1 million coverage in Professional Liability and $1 million coverage General Liability Insurance.

DELIVERABLES

1. Comprehensive Plan Report
    - ✓ Vision Statement
    - ✓ Policies to Implement Vision
        - Van's Natural Assets in Context of Region
            - Parks/Trails
            - Neighborhood Character and Design
            - Policies and Practices for zoning, subdivision and site development
            - Economic Development
        - Connectivity and Linkages in context of transportation and natural assets
        - Economic Development –
            - Overall Opportunity
            - Downtown Redevelopment
            - I-20 Corridor
        - Housing Goals
            - Meeting Community Demand
            - Diversification for Environmental and Social Sustainability goals
            - Economic Development strategies
        - Additional policies identified by the Comprehensive Plan Committee
    - ✓ Land Use/Area Character Master Framework Exhibit

2. PowerPoint Summarizing Comprehensive Plan Update for final presentations

TASKS

1- $11,375

One Day Visit--Meet with (1) stakeholders including representatives from the chamber of commerce, school district representatives and downtown landowners and businesses; and (1) the comprehensive plan committee, to complete and review policy areas. Committee Members will be asked to interview 2 to 3 individuals and report back to committee and consultant team during a follow up Zoom meeting.

2- $8,125
Prepare for by creating and distributing beforehand, and then present draft plan and land use/character area master framework exhibit to joint meeting of Comprehensive Plan Committee, Economic Development Corp. and City Council

3- $6,500
Revise plan and provide to City Manager for final review, Post revised draft on web and other social media for a two-week review prior to a Zoom town hall meeting posted as joint work session.

4- $6,500
Final Revision of Plan and presentation for final adoption to City Council.

Approved and Accepted upon approval of City Council

_____
Charles West
City Manager, Van, Texas

_____
Date

WORKFORCE SOLUTIONS EAST TEXAS BOARD

REQUEST FOR INFORMATION

Texas Workforce Commission Texas Industry Partnership Program

Date: December 2, 2020
Response Deadline: January 4, 2021 5:00 P.M.

Background

Through the Texas Industry Partnership Program (TIP) annually, the Texas Workforce Commission (TWC) dedicates one million dollars ($1,000,000) to address skills gaps and ensure a talent pipeline to address industry needs, through collaborations between Local Workforce Development Boards (Boards) and private employers, corporations, or foundations ("Industry Partner(s)"). Grant parameters and program requirements are summarized below:

Award Amount:	Not to exceed $150,000 per Board per fiscal year
Leverage:	One dollar ($1.00) for every one dollar ($1.00) of grant funds awarded **Note: Economic Development Corporation Sales Tax funds may not be used as Leverage.**
Grant Period:	Can begin any time after September 1, 2020
Grant End Date:	Awards will have an end date of no later than April 30, 2022
Submission Deadline:	Submissions will be received by the Texas Workforce Commission throughout the fiscal year. The submission deadline is August 30, 2021.

Projects must focus on addressing the needs of one of the following six designated industry clusters: Advanced Technologies and Manufacturing; Aerospace and Defense; Biotechnology and Life Sciences; Information and Computer Technology; Petroleum Refining and Chemical Products or Energy.

Grant funds must be used for allowable Workforce Innovation and Opportunity Act (WIOA) activities only, including, but not limited to: Training; Mentoring; Support Services; Skill Assessments and Cluster Analysis (with any studies required to be performed in consultation with TWC to reduce potential duplication). Funds may be used for equipment, consumable supplies, curriculum development, and minor renovation of facilities which support grant activities.

Boards must enter into an agreement with one or more Industry Partner(s) to leverage WIOA grant funds with an equal amount of local contributions of cash or qualifying expenditures by Industry Partner(s). "Leveraged funds" refer to local contributions of cash or qualifying expenditures by a/an Industry Partner(s) which are used to support grant activities and outcomes sponsored by this program.

The Texas Industry Partnership Program can fund training projects that are addressing general pipeline issues to address the needs of certain industries. TIP will not pay for training for a specific employer. Job training provided through the Texas Industry Partnership Program must support occupations in high

demand jobs as identified by Boards. These occupations are identified on the attached lists for East Texas Targeted and High Demand Occupations.

Additional application information is available through the Texas Workforce Commission website at the following link: https://twc.texas.gov/texas-industry-partnership-program . The website link includes TWC Texas Industry Partnership Program guidelines along with a Question and Answer Document.

Request for Information Instructions

Area Economic Development Corporations interested in participating in the Texas Industry Partnership Program are requested to submit the following information to the East Texas Council of Governments:

- A brief abstract describing the project;
- Proposed partner entities and a summary of their roles and responsibilities;
- Jobs to be trained for; and
- Amount of match (leveraged funds) to be invested to be combined with TWC funds for the total project amount which is described in an initial budget. TWC Budget Forms are attached. (Note: The Industry Partners Budget Form is to be used to identify proposed match (leveraged funds). The Board Budget Form is to be used to identify funding to be requested from the Texas Workforce Commission.)

Submission Instructions

Responses to the Request for Information are due by 5:00 p.m., Monday, January 4, 2021. Responses submitted by e-mail or fax are allowable. Responses should be submitted to:

Gary Allen
Manager of Economic Development
East Texas Council of Governments
Workforce Solutions East Texas Board
3800 Stone Rd., Kilgore, TX 75662
(903) 218-6429
gary.allen@etcog.org
Fax: (903) 983-1440

Questions may be submitted to Gary Allen.

Approach for Selection of Proposals to be Submitted to the Texas Workforce Commission

Staff will review responses received for viability and compliance with the TWC guidelines. The following protocol will be used to select proposals to be submitted:

The following protocol would be used in going forward:

- If one or more responses received are considered viable and the amount of funding to be requested from TWC does not exceed $150,000, staff will move forward with working with the

partner entities to submit an application(s) to TWC as soon as possible. The applications will be considered by the Economic Development Committee prior to submission and would be subject to ratification by the Workforce Solutions East Texas Board.

- If the amount of funding requested for responses which are considered viable exceeds $150,000, the Economic Development Committee will consider a prioritization of applications, which would be submitted to TWC subject to ratification by the Workforce Solutions East Texas Board.

- Responses which are not submitted to TWC for the first round will receive first priority for submission to TWC if the other applications are rejected by TWC.

- Following consideration of responses received by the deadline, the Request for Information would remain open until the Workforce Solutions East Texas Board has received the maximum funding amount possible.

NOTICE OF A REGULAR MEETING
OF THE ECONOMIC DEVELOPMENT CORPORATION
Monday, September 28, 2020
5:30 PM

Kathy Brunson
Christian Cole
Sherrie Easley
Sherran Hillard
Barbara McMillan
Mark Thompson
Allison Young

MINUTES

I. **CALL MEETING TO ORDER**

Meeting called to order by Barbara McMillan

II. **INVOCATION**

Invocation was led by Charles West

III. **PLEDGE OF ALLEGIANCE**

Led by Barbara McMillan

A. US Flag

Led by Barbara McMillan

IV. **OPEN FORUM**

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None-

V. **DIRECTOR'S REPORT**

A.

1. Update on current projects
2. Participation in the Master Plan update
3. Future projects

Charles West provided update on current city projects:

- The property located on S Oak next to Bush's Chicken has closed and the developers

are working final site plans and ground leases for the businesses that will be locating on those sites. Ken Wiggins informed the city that on his property on the Southside of I-20 at the Southeast corner, a developer has placed a contract on 10 acres for a commercial development. The developer will be contacting the EDC soon with their plans and any request they may have.

- The City of Van is in the process of updating its master plan and the committee has mentioned the City and EDC partnering on a consultant to assist in development of the update once proposals are received and a plan for moving forward is developed.
- Inquiries were made of the board about future projects and what the board would like to work on. Charles is going to put a generic list of projects that the EDC can legally participate in and present the list to the board for further discussion.

VI. **INFORMATION AND DISCUSSION**

VII. **CONSENT AGENDA**

(All consent agenda items are considered routine by the Board and will be enacted by one motion. There will be no separate discussion of these items unless a Board member request an item be removed and considered separately.)

RESULT:	Approved
MOVER:	Allison Young
SECONDER:	Sherrie Easley
AYES:	Allison Young, Sherrie Easley, Mark Thompson, Christian Cole, Sherran Hillard, Barba McMillan
NAYS:	None
ABSTAINED:	None

A. Financial Report for August 2020

B. August 24, 2020 meeting minutes

VIII. **ACTION ITEMS**

A. Van Chamber of Commerce request for copier

Donate Canon copier to the Chamber of Commerce

RESULT:	Approved
MOVER:	Mark Thompson
SECONDER:	Sherran Hillard
AYES:	Mark Thompson, Sherran Hillard, Allison Young, Christian Cole, Sherrie Easley, Barbara McMillan
NAYS:	None
ABSTAINED:	None

IX. **EXECUTIVE SESSION**

Pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Sec. 551.072, 551.073, 551.074, 551.076, 551.087, and Section 418.183(f) of the Texas Government Code (Texas Disaster Act). Refer to posted list attached hereto and incorporated here in.

X. **RECONVENE INTO REGULAR SESSION AND CONSIDER ACTION IF ANY**

RECEIVE REQUESTS FROM COUNCIL MEMBERS/STAFF FOR ITEMS TO BE PLACED ON NEXT MEETING AGENDA

Discussion under this item must be limited to whether the Council wishes to include a potential agenda item on a future agenda.

XI. **ADJOURN**

TEXAS BANK AND TRUST
P.O. Box 3188 • Longview, Texas 75606 • 903-237-5500
MEMBER FDIC EQUAL HOUSING LENDER

VAN ECONOMIC DEVELOPMENT CORPORATION
PO BOX 1046
VAN TX 75790

C H E C K I N G A C C O U N T

PUBLIC FND SUPER NOW ADVANTAGE			
ACCOUNT NUMBER	525561	Statement Dates	9/01/20 thru 9/30/20
PREVIOUS BALANCE	250,548.34	DAYS IN STATEMENT PERIOD	30
1 DEPOSITS	142.87	AVERAGE LEDGER	247,874.22
7 CHECKS/DEBITS	10,022.04	AVERAGE COLLECTED	247,874.22
SERVICE CHARGE	.00	Interest Earned	57.11
INTEREST PAID	57.11	Annual Percentage Yield Earned	0.28%
CURRENT BALANCE	240,726.28	2020 Interest Paid	415.98

DEPOSITS AND OTHER CREDITS

DATE	DESCRIPTION	AMOUNT
9/24	CHECKSFORM REVERSAL	142.87
	CCD 3848971	
9/30	INTEREST DEPOSIT	57.11

CHECKS IN NUMERICAL ORDER

DATE	CHECK NO	AMOUNT	DATE	CHECK NO	AMOUNT
9/02	1567	51.69	9/22	1572	131.10
9/10	1569*	1,071.90	9/30	1574*	1,250.00
9/04	1570	147.49	9/30	1575	131.10
9/24	1571	7,238.76			

* Indicates break in check number sequence

DAILY BALANCE INFORMATION

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
9/01	250,548.34	9/10	249,277.26	9/30	240,726.28
9/02	250,496.65	9/22	249,146.16		
9/04	250,349.16	9/24	242,050.27		

INTEREST RATE SUMMARY

DATE	RATE
8/31	0.350000%

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PUBLIC FND SUPER NOW ADVANTAGE 525561 (Continued)

INTEREST RATE SUMMARY

DATE	RATE
9/10	0.250000%

END OF STATEMENT

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS WRITE US AT THE ADDRESS ON THE FRONT OF THIS STATEMENT OR CALL US AT THE TELEPHONE NUMBER ON THE FRONT OF THIS STATEMENT. If you think your statement or receipt is wrong or if you need more information about a transfer on the statement or receipt contact us immediately. We must hear from you no later than 60 days after we sent you the FIRST statement on which the error or problem appeared.

(1) Tell us your name and account number.

(2) Describe the error or the transfer you are unsure about and explain as clearly as you can why you believe there is an error or why you need more information.

(3) Tell us the dollar amount of the suspected error.

If you tell us orally, we may require that you send us your complaint or question in writing within 10 business days.

We will determine whether an error occurred within 10 business days (20 business days if the transfer involved a new account) after we hear from you and will correct any error promptly. If we need more time, however, we may take 45 days to investigate your complaint or question (or 90 days in the case of a new account, point of sale transaction, or a foreign initiated transfer). If we decide to do this, we will credit your account within 10 business days (20 business days if the transfer involved a new account) for the amount you think is in error so that you will have the use of the money during the time it takes us to complete our investigation. If we ask you to put your complaint or question in writing and we do not receive it within 10 business days, we may not credit your account. An account is considered a new account for 30 days after the first deposit is made, if you are a new customer.

We will tell you the result within 3 business days after completing our investigation. If we decide that there was no error, we will send you a written explanation.

You may ask for copies of the documents that we used in our investigation.

DISCLOSURE AS REQUIRED UNDER THE FEDERAL TRUTH IN LENDING ACT AND REGULATION Z

The amount of any FINANCE CHARGE incurred by you during this billing cycle, as disclosed on the face of this statement, was computed by applying the periodic rate to the "average balance" of your account (including current transactions during the billing period). To get the daily balance, we will take the beginning balance of your account each day, add any new advances (loans) and subject any payments or credits. To get the "average balance," we will add all your daily balances for the billing period and divide the total by the number of days in the billing period. That average balance will be multiplied by the daily periodic rate and the number of days in the billing period to determine the FINANCE CHARGE for the billing period.

BILLING RIGHTS SUMMARY

In Case of Errors or Questions About Your Overdraft Protection Statement:

If you think your statement is wrong, or if you need more information about a transaction on your statement, write us (on a separate sheet) at the address shown on your statement as soon as possible. We must hear from you no later than 60 days after we sent you the first statement on which the error or problem appeared. You can telephone us, but doing so will not preserve your rights.

In your letter, give us the following information:

- Your name and account number.
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- Describe and explain why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

STATEMENT RECONCILIATION

1. BALANCE SHOWN ON THIS STATEMENT $______
2. PLUS DEPOSITS NOT SHOWN ON STATEMENT ______

SUB TOTAL ______

3. LESS OUTSTANDING CHECKS-DRAFTS (THOSE SHOWN IN YOUR CHECK BOOK BUT NOT ON STATEMENT) ______

TOTAL $______

ABOVE TOTAL SHOULD AGREE WITH THAT SHOWN IN YOUR CHECK BOOK, LESS ANY ACTIVITY CHARGE MADE PLUS ANY INTEREST PAID.

CHECKS OUTSTANDING		
NO.	AMOUNT	
TOTAL		

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VAN TX 75790

C H E C K I N G A C C O U N T

PUBLIC FND SUPER NOW ADVANTAGE			
ACCOUNT NUMBER	525561	Statement Dates 10/01/20 thru 11/01/20	
PREVIOUS BALANCE	240,726.28	DAYS IN STATEMENT PERIOD	32
2 DEPOSITS	18,903.60	AVERAGE LEDGER	247,371.33
4 CHECKS/DEBITS	2,880.95	AVERAGE COLLECTED	247,371.33
SERVICE CHARGE	.00	Interest Earned	62.72
INTEREST PAID	62.72	Annual Percentage Yield Earned	0.29%
CURRENT BALANCE	256,811.65	2020 Interest Paid	478.70

DEPOSITS AND OTHER CREDITS

DATE	DESCRIPTION	AMOUNT
10/19	DEPOSIT	101.65
10/21	DEPOSIT	18,801.95
11/01	INTEREST DEPOSIT	62.72

CHECKS IN NUMERICAL ORDER

DATE	CHECK NO	AMOUNT	DATE	CHECK NO	AMOUNT
10/28	1576	111.46	10/28	1578	1,250.00
10/28	1577	759.55	10/28	1579	759.94

* Indicates break in check number sequence

DAILY BALANCE INFORMATION

DATE	BALANCE	DATE	BALANCE	DATE	BALANCE
10/01	240,726.28	10/21	259,629.88	11/01	256,811.65
10/19	240,827.93	10/28	256,748.93		

INTEREST RATE SUMMARY

DATE	RATE
9/30	0.250000%
10/21	0.350000%

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PUBLIC FND SUPER NOW ADVANTAGE 525561 (Continued)

END OF STATEMENT

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We will tell you the result within 3 business days after completing our investigation. If we decide that there was no error, we will send you a written explanation.

You may ask for copies of the documents that we used in our investigation.

DISCLOSURE AS REQUIRED UNDER THE FEDERAL TRUTH IN LENDING ACT AND REGULATION Z

The amount of any FINANCE CHARGE incurred by you during this billing cycle, as disclosed on the face of this statement, was computed by applying the periodic rate to the "average balance" of your account (including current transactions during the billing period). To get the daily balance, we will take the beginning balance of your account each day, add any new advances (loans) and subject any payments or credits. To get the "average balance," we will add all your daily balances for the billing period and divide the total by the number of days in the billing period. That average balance will be multiplied by the daily periodic rate and the number of days in the billing period to determine the FINANCE CHARGE for the billing period.

BILLING RIGHTS SUMMARY

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STATEMENT RECONCILIATION

1. BALANCE SHOWN ON THIS STATEMENT $ ______________

2. PLUS DEPOSITS NOT SHOWN ON STATEMENT ______________

SUB TOTAL ______________

3. LESS OUTSTANDING CHECKS-DRAFTS (THOSE SHOWN IN YOUR CHECK BOOK BUT NOT ON STATEMENT) ______________

TOTAL $ ______________

ABOVE TOTAL SHOULD AGREE WITH THAT SHOWN IN YOUR CHECK BOOK, LESS ANY ACTIVITY CHARGE MADE PLUS ANY INTEREST PAID.

CHECKS OUTSTANDING		
NO.	AMOUNT	
TOTAL		

TEXAS BANK AND TRUST
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Date 11/30/20 Page 1
PRIMARY ACCOUNT 525561
ENCLOSURES

VAN ECONOMIC DEVELOPMENT CORPORATION
PO BOX 1046
VAN TX 75790

C H E C K I N G A C C O U N T

PUBLIC FND SUPER NOW ADVANTAGE

ACCOUNT NUMBER	525561	Statement Dates	11/02/20 thru 11/30/20
PREVIOUS BALANCE	256,811.65	DAYS IN STATEMENT PERIOD	29
1 DEPOSITS	19,768.27	AVERAGE LEDGER	259,546.69
6 CHECKS/DEBITS	9,971.57	AVERAGE COLLECTED	259,546.69
SERVICE CHARGE	.00	Interest Earned	63.30
INTEREST PAID	63.30	Annual Percentage Yield Earned	0.31%
CURRENT BALANCE	266,671.65	2020 Interest Paid	542.00

DEPOSITS AND OTHER CREDITS

DATE	DESCRIPTION	AMOUNT
11/16	DEPOSIT	19,768.27
11/30	INTEREST DEPOSIT	63.30

CHECKS IN NUMERICAL ORDER

DATE	CHECK NO	AMOUNT	DATE	CHECK NO	AMOUNT
11/03	1580	7,238.76	11/30	1583	585.79
11/16	1581	112.38	11/30	1584	1,250.00
11/16	1582	729.74	11/30	1585	54.90

* Indicates break in check number sequence

DAILY BALANCE INFORMATION

DATE	BALANCE	DATE	BALANCE
11/02	256,811.65	11/16	268,499.04
11/03	249,572.89	11/30	266,671.65

INTEREST RATE SUMMARY

DATE	RATE
11/01	0.350000%
11/03	0.250000%
11/16	0.350000%

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PUBLIC FND SUPER NOW ADVANTAGE 525561 (Continued)

END OF STATEMENT

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DISCLOSURE AS REQUIRED UNDER THE FEDERAL TRUTH IN LENDING ACT AND REGULATION Z

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In your letter, give us the following information:

- Your name and account number.
- The dollar amount of the suspected error.
- Describe and explain why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

STATEMENT RECONCILIATION

1. BALANCE SHOWN ON THIS STATEMENT $ ____________

2. PLUS DEPOSITS NOT SHOWN ON STATEMENT ____________

SUB TOTAL ____________

3. LESS OUTSTANDING CHECKS-DRAFTS ____________
(THOSE SHOWN IN YOUR CHECK BOOK BUT NOT ON STATEMENT)

TOTAL $ ____________

ABOVE TOTAL SHOULD AGREE WITH THAT SHOWN IN YOUR CHECK BOOK, LESS ANY ACTIVITY CHARGE MADE PLUS ANY INTEREST PAID.

CHECKS OUTSTANDING		
NO.	AMOUNT	
TOTAL		