



**NOTICE OF A REGULAR MEETING
OF THE ECONOMIC DEVELOPMENT CORPORATION
Monday, January 23, 2023
5:30 PM**

Kathy Brunson
Sherran Hilliard
Barbara McMillan
Danny Morrow
Candice Myers
Chase Penny
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 January 23, 2023 at 5:30 PM at City Hall 310 Chestnut St., Van, TX 75790. The items listed below are placed on the agenda for discussion and/or action.

Notice is hereby given as required by Title 5, Chapter 551.041 of the Government Code that a possible quorum of the Van City Council may be present at this meeting. No official business of the City of Van will be conducted by the City Council at this meeting.

I. CALL MEETING TO ORDER

A. Roll Call and Establish a Quorum

II. INVOCATION

III. PLEDGE OF ALLEGIANCE

A. US Flag

IV. DIRECTOR'S REPORT

A. Report and update from Director Tammy Weidman

V. 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. Meeting Minutes

B. Financial Report

VI. INFORMATION AND DISCUSSION

A. Discussion concerning EDC Executive Director Job Description.

B. Discussion concerning EDC goals for the upcoming year.

VII. ACTION ITEMS

A. Discussion, Consideration, and Possible Action on the EDC Executive Director Job Description.

B. Discussion, Consideration, and Possible Action on EDC goals for the upcoming year.

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.

VIII. ADJOURN

CERTIFICATION

I hereby certify that the above notice was posted on the bulletin board at Van City Hall, 310 Chestnut St., Van, Texas 75790 by 5:00 pm on January 20, 2023

Tammy Weidman, Van EDC Executive Director

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.*



**NOTICE OF A REGULAR MEETING
OF THE ECONOMIC DEVELOPMENT CORPORATION
Monday, November 28, 2022
5:30 PM**

Kathy Brunson
Sherran Hilliard
Barbara
McMillan
Danny Morrow
Candice Myers
Chase Penny
Allison Young

MINUTES

I. CALL MEETING TO ORDER

Present: Allison Young, Barbara McMillan, Danny Morrow, Chase Penny, Candice Myers

Absent: Sherran Hilliard

Excused: Kathy Brunson

A. Roll Call and Establish a Quorum

Meeting called to order by Barbara McMillan at 5:30pm.

II. INVOCATION

Invocation was led by Danny Morrow.

III. PLEDGE OF ALLEGIANCE

A. US Flag

IV. DIRECTOR'S REPORT

A. Report and update from Director Tammy Weidman

Tammy informed the EDC Board that Southern Tire Mart has closed on a 5 acre tract next to Victron.

Barbara let the Board know that the EDC attorney, Jeff Moore, would be available to meet with the EDC Board, Mayor and the City Council, on Thursday, December 8th at 6pm. One hour before the scheduled City Council meeting.

V. **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. Meeting Minutes

RESULT:	Passed
MOVER:	Danny Morrow
SECONDER:	Candice Myers
AYES:	Allison Young, Danny Morrow, Chase Penny, Candice Myers
NAYS:	None
ABSTAINED:	None

B. Financial Report

VI. **INFORMATION AND DISCUSSION**

A. Discussion concerning EDC Board training with TEDC President, Carlton Schwab.

The item was discussed and the Board agrees it would be good to have TEDC President, Charles Schwab attend our next regular EDC meeting in January for training.

B. Discussion and review of the Job Description draft for EDC Executive Director.

The job description was discussed. Tammy will consolidate and make it more precise before the December 8th workshop.

VII. **ACTION ITEMS**

A. Discussion, Consideration, and Possible Action on changing the meeting date for December.

RESULT:	
MOVER:	Allison Young

SECONDER:	Danny Morrow
AYES:	Allison Young, Danny Morrow, Chase Penny, Candice Myers
NAYS:	None
ABSTAINED:	None

A motion was made to consider the December workshop scheduled for December 8th as the monthly EDC meeting.

VIII. EXECUTIVE SESSION

Consider entering Executive Session according to the Texas Government Code Chapter 551 to discuss: Section 551.072 discussion regarding Real Property, and Section 551.087 discussion regarding Economic Development Negotiations.

IX. RECONVENE INTO REGULAR SESSION AND CONSIDER ACTION IF ANY

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.

X. ADJOURN

RESULT:	
MOVER:	Allison Young
SECONDER:	Danny Morrow
AYES:	Allison Young, Danny Morrow, Chase Penny, Candice Myers
NAYS:	None
ABSTAINED:	None



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Present: Allison Young, Barbara McMillan, Danny Morrow, Chase Penny, Candice Myers

Absent: Sherran Hilliard

Excused: Kathy Brunson

A. Roll Call and Establish a Quorum

Meeting called to order by Barbara McMillan at 5:30pm.

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A. Meeting Minutes

RESULT:	Passed
MOVER:	Danny Morrow
SECONDER:	Candice Myers
AYES:	Allison Young, Danny Morrow, Chase Penny, Candice Myers
NAYS:	None
ABSTAINED:	None

B. Financial Report

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SECONDER:	Danny Morrow
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NAYS:	None
ABSTAINED:	None

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X. **ADJOURN**

RESULT:	
MOVER:	Allison Young
SECONDER:	Danny Morrow
AYES:	Allison Young, Danny Morrow, Chase Penny, Candice Myers
NAYS:	None
ABSTAINED:	None

Van Economic Development Corporation

12/19/2022 11:31 AM

Register: Texas Bank And Trust

From 12/01/2022 through 01/02/2023

Sorted by: Date and Order Entered

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
12/01/2022	1746	Brynda Pool	Facilities:Movie House...	December 2022	160.00			42,659.08
12/05/2022	Transfer	Southside Bank	Loan - Government Ca...	December 2022	7,238.76			35,420.32
12/06/2022	Dep	Texas Bank & Trust	Other Types of Income...	Andres Navarr...			200.00	35,620.32
12/06/2022	1753	City of Van	-split- <i>Elec + calendar</i>		189.64			35,430.68
12/06/2022	1754	Print & Design	Operations:Supplies	Envelopes	44.00			35,386.68
12/06/2022	1755	City of Van	-split- <i>payroll</i>		2,623.71			32,762.97
12/06/2022	1756	Bouquets & Bows	Operations:Supplies	Flowers for Kat...	90.00			32,672.97
12/14/2022	1758	VISA	Travel and Meetings:C...	<i>PFIA + ICSC</i>	595.00			32,077.97
12/14/2022	1757	Brown & Hofmeister...	Professional Services	phone call & ar...	409.93			31,668.04
12/19/2022	1759	City of Van	-split- <i>payroll</i>		2,512.71			29,155.33
12/19/2022	1760	City of Van	Operations:Supplies	postage machine	166.60			28,988.73
12/19/2022	Dep	Texas Bank & Trust	Other Types of Income...	Dec 2022			23,097.50	52,086.23
12/19/2022	1761	City of Van	-split- <i>copier + internet</i>		145.82			51,940.41
01/01/2023	1762	Brynda Pool	Facilities:Movie House...	January 2023	160.00			51,780.41

DEP.	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Actual
OCT			14,855.41	17,924.55	16,238.07	18,532.24	21,838.57	19,246.87	19,768.28	20,104.08	26,368.09	August
NOV	11,734.48	12,471.89	19,222.15	18,515.51	20,448.81	16,239.35	19,684.12	20,508.40	20,817.72	16,074.66	25,715.10	Sept.
DEC	7,001.16	9,389.99	19,470.60	24,630.12	11,082.76	16,866.90	18,482.83	20,883.87	20,251.11	20,116.88	23,097.50	Oct.
JAN	8,157.25	7,263.18	16,264.84	19,080.58	15,382.61	16,877.91	19,430.95	17,223.47	18,202.07	22,942.68		Nov.
FEB	10,397.01	12,231.32	19,204.78	26,141.64	18,272.06	18,437.25	19,392.53	22,386.18	22,774.56	24,077.10		Dec.
MAR	6,754.14	8,902.17	13,606.73	7,284.26	17,797.11	18,010.10	19,352.43	18,376.41	18,064.58	20,239.32		Jan.
APR	7,227.35	7,358.47	8,951.50	13,141.06	15,966.36	16,501.16	17,881.80	15,876.37	17,132.74	18,765.42		Feb.
MAY	12,678.29	11,073.28	12,959.51	19,624.21	19,405.74	20,224.74	19,530.43	20,137.62	24,156.93	24,661.09		Mar.
JUNE	8,703.56	8,278.03	12,714.19	12,970.56	18,401.33	17,538.78	18,642.48	17,128.77	21,898.89	22,009.15		April
JULY	7,700.18	9,035.51	13,596.45	14,334.39	17,587.32	17,065.16	19,660.85	20,661.01	20,615.74	22,265.67		May
AUG	11,824.61	10,976.03	21,699.03	20,260.75	17,458.85	22,383.48	18,662.07	22,807.01	24,751.37	27,266.47		June
SEPT	7,519.75	7,228.99	19,041.89	14,700.01	18,054.11	19,528.46	18,973.64	18,791.20	20,402.91	21,964.13		July
TOTAL	99,697.78	104,208.86	191,587.08	208,607.64	206,095.13	218,205.53	231,532.70	234,027.18	248,836.90	260,486.65	75,180.69	TOTAL

Proj. \$220,000.00

EDC sales tax collected \$75,180.69

(+ or -)

month

2,980.62 more comparing this month with same month last year

year

-\$144,819.31 less than our projected amount of \$220,000.00

Last year comparison - the total for same months was 56,295.62

18,885.07 more collected for the year.

Texas Bank & Trust

01/06/2023

**AUTOMATIC RENEWAL NOTICE
CERTIFICATE OF DEPOSIT**

Your Time Certificate #87966 will automatically renew on 2/04/23 with a new maturity date of 2/04/24. The new interest rate and annual percentage yield have not been determined at this time. You may call (903) 963-8651 on your renewal date for this information. If you want to make any changes to this certificate, please do so within 10 days after the due date.

Effective upon renewal, the penalty for early withdrawal will be as follows: 30 days of interest for terms less than 12 months, 90 days of interest for 12 month term, 180 days of interest for terms greater than 12 months. We appreciate your business.

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IMAGE SEAL® 11875DPC (01-18)

MEMBER FDIC

EQUAL HOUSING LENDER 

Statement Period 11/01/2022 - 11/30/2022

Page 2 of 2

Transaction Detail

Texas Local Government Investment Pool

Participant: VAN ECONOMIC DEVELOPMENT CORP

Pool/Account: 449/7984400001

Transaction Date	Settlement Date	Transaction Description	Transaction Dollar Amount	Share Price	Shares This Transaction	Shares Owned
11/01/2022	11/01/2022	BEGINNING BALANCE	\$0.00	\$1.00		0.000
11/04/2022	11/07/2022	ACH DEPOSIT	\$403,830.23	\$1.00	403,830.230	403,830.230
11/30/2022	11/30/2022	MONTHLY POSTING	\$973.73	\$1.00	973.730	404,803.960
Account Value as of 11/30/2022			\$404,803.96	\$1.00		404,803.960

TexPool Participant Services
1001 Texas Avenue, Suite 1150
Houston, TX 77002



Participant Statement

VAN ECONOMIC DEVELOPMENT CORP
VAN ECONOMIC DEVELOPMENT CORP
ATTN TAMMY WEIDMAN
PO BOX 1046
VAN TX 75790-1046

Statement Period 11/01/2022 - 11/30/2022

Page 1 of 2

Customer Service 1-866-TEX-POOL
Location ID 000079844
Investor ID 000029822

TexPool Update

Keep up to date with the latest market talk from our portfolio managers and strategists by visiting the Insights page of TexPool.com.

TexPool Summary

Pool Name	Beginning Balance	Total Deposits	Total Withdrawals	Total Interest	Current Balance	Average Balance
Texas Local Government Investment Pool	\$0.00	\$403,830.23	\$0.00	\$973.73	\$404,803.96	\$363,479.66
Total Dollar Value	\$0.00	\$403,830.23	\$0.00	\$973.73	\$404,803.96	

Portfolio Value

Pool Name	Pool/Account	Market Value (11/01/2022)	Share Price (11/30/2022)	Shares Owned (11/30/2022)	Market Value (11/30/2022)
Texas Local Government Investment Pool	449/7984400001	\$0.00	\$1.00	404,803.960	\$404,803.96
Total Dollar Value		\$0.00			\$404,803.96

Interest Summary

Pool Name	Pool/Account	Month-to-Date Interest	Year-to-Date Interest
Texas Local Government Investment Pool	449/7984400001	\$973.73	\$973.73
Total		\$973.73	\$973.73



00151791

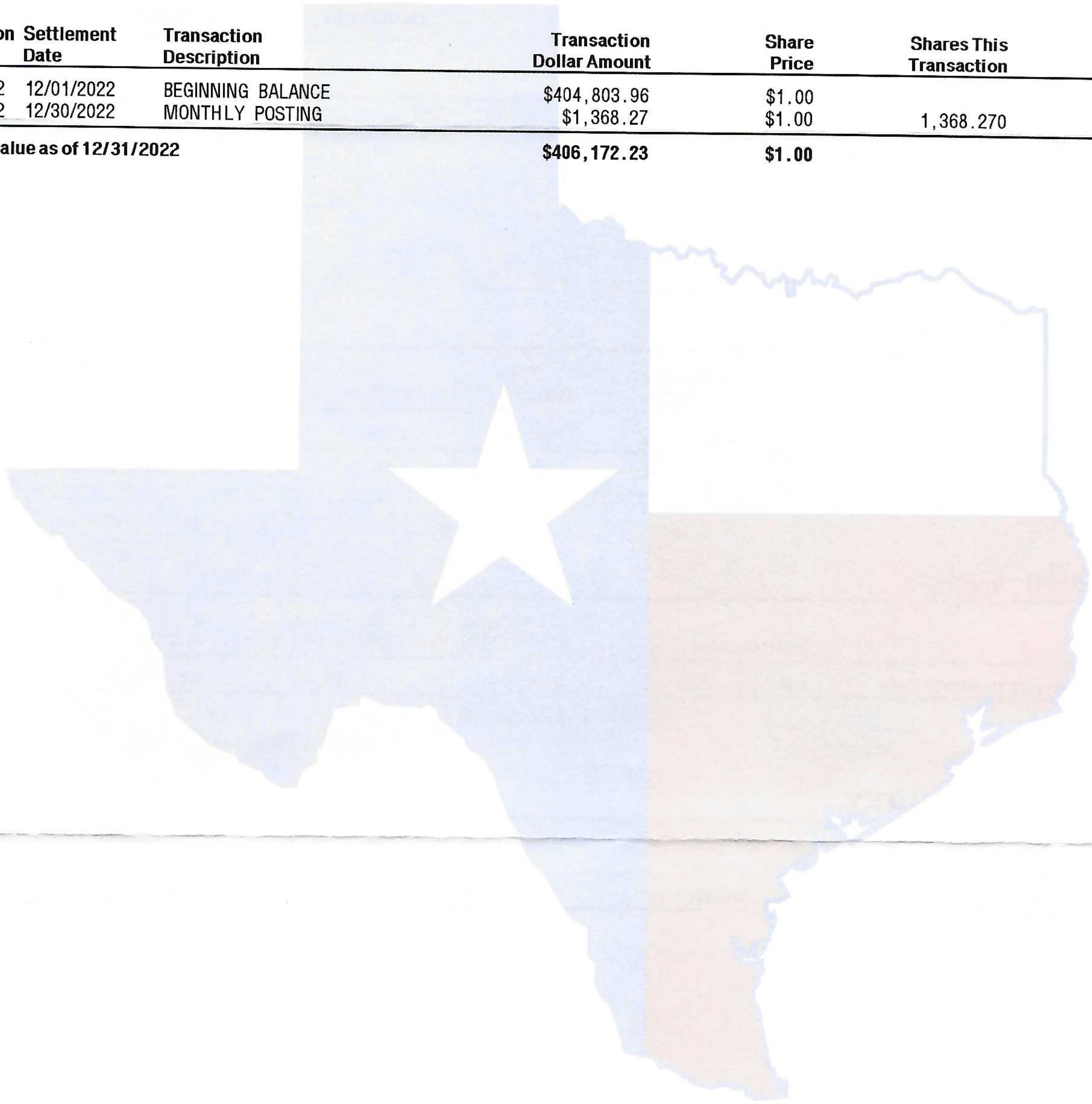
Statement Period 12/01/2022 - 12/31/2022

Page 2 of 2

Transaction Detail

Texas Local Government Investment Pool Participant: VAN ECONOMIC DEVELOPMENT CORP
Pool/ Account: 449/7984400001

Transaction Date	Settlement Date	Transaction Description	Transaction Dollar Amount	Share Price	Shares This Transaction	Shares Owned
12/01/2022	12/01/2022	BEGINNING BALANCE	\$404,803.96	\$1.00		404,803.960
12/30/2022	12/30/2022	MONTHLY POSTING	\$1,368.27	\$1.00	1,368.270	406,172.230
Account Value as of 12/31/2022			\$406,172.23	\$1.00		406,172.230



Van Executive Director of Economic Development

SUMMARY

This position reports to the Van Economic Development Corporation (VEDC) Board of Directors and is responsible for executing the strategies of the VEDC, as well as the management of all day-to-day activities and operations of the corporation. This person must be knowledgeable of applicable laws and regulations related to 4B Economic Development Corporations. The management of the activities and operations of the VEDC include all aspects of the development, implementation, and oversight of economic development programs and initiatives for business recruitment, retention and expansion. The EDC Executive Director markets and promotes the City of Van; coordinates assigned activities with other city functions and outside agencies and organizations; requires regular contact with the public in situations that require tact and judgment representing the VEDC in negotiations and mediations. This position also interacts with the City Manager and City Council.

DUTIES & RESPONSIBILITIES

Essential responsibilities and duties may include, but are not limited to the following:

Essential Functions:

1. Facilitates development and implementation of strategic planning, economic development goals, objectives, policies, and priorities as established by the VEDC Board.
2. Markets the community to potential companies (clients) interested in relocating to Van.
 - Represent the VEDC at seminars, trade shows, and other economic development functions.
 - Keep up with available properties and maintain contact with commercial real estate brokers and site developers.
 - Negotiate incentive agreements and contracts with prospects in conjunction with the VEDC Board; allocates resources appropriately.
3. Maintain Existing Business Inventory
 - Identify local stakeholders and learn the needs of existing companies.
 - Develop programs to support existing companies and encourage local expansion of jobs, annual payroll, and capital investment.
 - Stay informed of incoming businesses.
4. Market opportunities for development in Van.

- Collaborates with outside firms to develop and implement marketing initiatives, marketing materials, and collateral materials.
 - Maintain the VEDC website and online presence.
5. Attends monthly City Council meetings. Participate in civic organizations, County, and regional organizations; and serves on the board of directors for various local, County, and regional organizations to further economic development opportunities.
 6. Participate in the preparation and administration of the VEDC budget and prepare monthly and bi-annual reports for the VEDC Board, Mayor, City Council and City Manager.
 7. Oversee the maintenance and rental of EDC property. Conduct and manage special projects, work with outside agencies and professional consultants as necessary.

Other Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of economic development and marketing strategy.
2. Administrative duties include, but are not limited to, maintaining files, correspondence, posting agendas, maintaining rotation list of board members, maintain the rental schedule for The Movie House and collect payment.
3. Stay abreast of changes in Texas Economic Development requirements pertaining to 4B corporations. Attend Texas Economic Development Sales Tax training seminars as required by law. Attend Public Funds Investment Act training seminars as required by law.

QUALIFICATIONS

Knowledge of:

- Principles and practices of economic development policy, administration, and implementation.
- Local government operations, rules, and regulations; municipal budget preparation and administration.
- Principles and practices of developing goals, objectives, and management plans.
- Sources of capital and available financial incentives.

Ability to:

- Analyze and assess economic development programs, policies and operational needs and make appropriate adjustments.
- Analyze statistical and economic data and trends.
- Use good judgment in respecting confidentiality; identify and respond to sensitive community and organizational issues, concerns and needs of prospects.
- Prepare and communicate clear and concise marketing reports, administrative and financial reports, both orally and in writing.
- Create and implement a system of follow-up and analysis that will keep the VEDC Board, City Manager and City Council informed.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience that would likely provide the required knowledge is qualifying. A typical way to obtain the knowledge and abilities would be:

Education and/or Experience:

- Equivalent to a bachelor's degree from an accredited college or university in, business administration, public administration, marketing, or related field, and / or
- Five years' experience in economic development is preferred. Experience in tourism, marketing, or other closely related fields focusing on the attraction of retail and sales tax generating business will also be considered.

License or Certification

- Possession of an appropriate, valid Texas driver's license.
- Possession of Basic Economic Development Course required. Other desirable certifications include Certified Economic Developer (CEcD) or Professional Community & Economic Developer (PCED).

SUPERVISION

- Reports to and receives general direction from the Van Economic Development Corporation Board.

WORKING CONDITIONS

- Office environment; exposure to computer screens and extensive amount of public interaction.
- Domestic travel for prospect recruitment, trade shows and conference attendance as appropriate.

Physical Conditions:

- Ability to operate a motor vehicle for travel within and outside the city.
- Pass a post-offer drug testing, criminal background and credit history checks and other appropriate testing and requirements.

For the purpose of compliance with the Americans with Disabilities Act (ADA) this job description does not take into account potential reasonable accommodations.

2nd copy revisions
1/11/2023