



**NOTICE OF REGULAR MEETING AGENDA  
LANCASTER ECONOMIC DEVELOPMENT CORPORATION, TYPE A  
MUNICIPAL CENTER CITY CONFERENCE ROOM  
211 N. HENRY STREET, LANCASTER, TEXAS**



**Tuesday, February 7, 2017 - 6:30 PM**

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**CALL TO ORDER**

**CONSENT AGENDA:**

Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Council Member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consider approval of minutes from the Lancaster Economic Development Corporation Regular Meeting held on November 8, 2016.

**ACTION:**

2. Discuss and review incentive financial summary reflecting funds available for incentives.
3. Discuss and consider election of 2017 Officers..

**ADJOURNMENT**

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**EXECUTIVE SESSION:** The Boards and Commissions reserves the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the Texas Government Code to seek legal advice concerning such subject.

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**ACCESSIBILITY STATEMENT:** Meetings of the Boards and Commissions are held in municipal facilities are wheelchair-accessible. For sign interpretive services, call the City Secretary's office, 972-218-1311, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

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**PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.**

**CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.**

**PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.**



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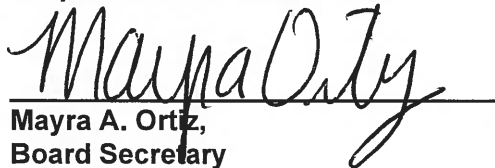
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CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

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**Certificate**

I hereby certify the above Notice of Meeting was posted at the Lancaster City Hall on February 3, 2017 @ 5:00 p.m. and copies thereof were provided to the Lancaster Economic Development Corporation board members.

  
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Mayra A. Ortiz,  
Board Secretary

## City of Lancaster's Boards and Commissions

### Lancaster Economic Development Corporation

Item 1.

**Meeting Date:** 02/07/2017

**Policy Statement:** This request supports the City Council 2016-2017 Policy Agenda

**Goal(s):** Financially Sound Government  
Healthy, Safe & Vibrant Community

**Submitted by:** Shane Sheppard, Director of Economic Development

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#### **Agenda Caption:**

Consider approval of minutes from the Lancaster Economic Development Corporation Regular Meeting held on November 8, 2016.

#### **Background:**

Attached for your review and consideration are minutes from the:

- LEDC Regular Meeting held on November 8, 2016.

#### **Attachments**

November 8, 2016 Minutes

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## MINUTES

### LANCASTER ECONOMIC DEVELOPMENT CORPORATION BOARD MEETING OF November 8, 2016

The Lancaster Economic Development Corporation board members of the City of Lancaster, Texas, met in a called Regular session in the Conference Room of City Hall on November 8, 2016 at 6:30 p.m. with a quorum present to-wit:

**Board Members Present:**

Vanessa Sheffield, President  
Sandi Collier, Vice President  
Ric Peterson, Secretary/Treasurer  
Jon Cole  
Octavia Giadolor

**City Staff Present:**

Ed Brady, Director of Economic Development  
Mayra Ortiz, Board Secretary

**Call to Order**

President Sheffield called the meeting to order at 6:33 p.m. on November 8, 2016.

**1. Consider approval of minutes from the LEDC Regular Meetings held on July 26, 2016.**

**MOTION:** Secretary/Treasurer Peterson made a motion, seconded by Board member Giadolor, to approve item 1. The vote was cast 5 for, 0 against.

**2. Review incentive financial summary reflecting funds available for incentives.**

Director Brady shared the incentive financial summary. No action taken.

**EXECUTIVE SESSION**

**3. Meeting shall convene into closed executive Session pursuant to §Section 551.087, Texas Government Code, to deliberate the offer of financial incentives or other to new business projects(s).**

**4. Reconvene into open session. Consider and take appropriate action(s), if any, on closed/executive session matters.**

The Board members recessed for Executive Session at 6:35 p.m. and reconvened into open session at 6:42 p.m.

**MOTION:** Board member Cole made a motion, seconded by Vice President Collier, to approve resolution 2016-06 an incentive agreement with In-N-Out Burgers, Inc. The vote was cast 5 for, 0 against.

**MOTION:** Board member Giadolor made a motion, seconded by Board member Cole to adjourn. The vote was cast 5 for, 0 against.

Meeting was adjourned at 6:50 p.m.

**ATTEST:**

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Mayra A. Ortiz, Board Secretary

**APPROVED:**

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Vanessa Sheffield, President

## City of Lancaster's Boards and Commissions

### Lancaster Economic Development Corporation

Item 2.

**Meeting Date:** 02/07/2017

**Policy Statement:** This request supports the City Council 2016-2017 Policy Agenda

**Submitted by:** Shane Sheppard, Director of Economic Development

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**Agenda Caption:**

Discuss and review incentive financial summary reflecting funds available for incentives.

**Background:**

As of January 31, 2017:

<b>Ending Balance</b>	<b>\$4,344,257</b>
Less Commitments:	
In N Out Burgers	30,000
Holt Lunsford Commercial	100,000
Texas Nameplate	25,000
Panattoni Development	150,000
Copeland Commercial	375,000
Huntington Industrial	75,000
<b>Total Payables</b>	<b>\$755,000</b>
Minimum Reserve	500,000
<b>Available for Future Incentives</b>	<b>\$3,089,257</b>

## City of Lancaster's Boards and Commissions

Lancaster Economic Development Corporation

Item 3.

**Meeting Date:** 02/07/2017

**Policy Statement:** This request supports the City Council 2016-2017 Policy Agenda

**Submitted by:** Shane Sheppard, Director of Economic Development

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**Agenda Caption:**

Discuss and consider election of 2017 Officers..

**Background:**

Article III, Section 1. of the Bylaws of Lancaster Economic Development Corporation provides for the election of a president, a vice president, a secretary and a treasure. Section 1 provides that one person may hold more than one office, except that the president shall not hold the office of secretary.

Each year, in January, the Board customarily nominates and elects three new Board Officers (President, Vice-President and Secretary-Treasure).

**Attachments**

LEDC Bylaws

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transactions of its meetings and shall cause such minutes to be recorded in books kept for that purpose in the principal office of the Corporation.

Section 8. Compensation of Directors. Directors shall not receive any salary or compensation for their services as directors. However, they shall be reimbursed for their actual expenses incurred in the performance of their duties thereunder.

Section 9. Compensation. Officers who are members of the Board shall not receive any salary or compensation for their services, except that they shall be reimbursed for their actual expenses incurred in the performance of their duties hereunder.

Section 10. Employees and Administrative Duties. The Board may employ or contract with the City of Lancaster and provide funding to the City for the performance of such administrative and executive duties required by these Bylaws, directed by the Board of Directors or required by State law.

### ARTICLE III

#### OFFICERS

Section 1. Titles and Term of Office. (a) The officers of the corporation shall be a president, a vice president, a secretary and a treasurer, and such other officers as the Board may from time to time elect or appoint. One person may hold more than one office, except that the president shall not hold the office of secretary. Terms of office shall be one (1) year with the right of an officer to be reelected.

(b) All officers shall be subject to removal from office at any time by a vote of a majority of the entire Board.

(c) A vacancy in the office of any officer shall be filled by a vote of a majority of the directors.

Section 2. Powers and Duties of the President. The president shall be the chief executive officer of the Corporation, and, subject to the paramount authority of the Board, the president shall be in general charge of the properties and affairs of the Corporation, shall preside at all meetings of the Board, and may



sign and execute all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments in the name of the corporation.

Section 3. Vice President. The vice president shall have such powers and duties as may be prescribed by the Board and shall exercise the powers of the president during that officer's absence or inability to act. Any action taken by the vice president in the performance of the duties of the president shall be conclusive evidence of the absence or inability to act of the president at the time such action was taken.

Section 4. Treasurer. The treasurer shall have the responsibility to see to the handling, custody, and security of all funds and securities of the Corporation in accordance with these bylaws. When necessary or proper, the treasurer may endorse and sign, on behalf of the Corporation, for collection or issuance, checks, notes and other obligations in or drawn upon such bank or banks or depositories as shall be designated by the Board consistent with these Bylaws. The treasurer shall see to the entry in the books of the Corporation of full and accurate accounts of all monies received and paid out on account of the Corporation. The treasurer shall, at the expense of the Corporation, give such bond for the faithful discharge of his duties in such form and amount as the Board or the Council may require.

Section 5. Secretary. The secretary shall keep the minutes of all meetings of the Board and shall cause the minutes to be recorded in books provided for that purpose, shall give and serve all notices, may sign with the president in the name of the Corporation, and/or attest the signature thereto, all contracts, conveyances, franchises, bonds, deeds, assignments, mortgages, notes and other instruments of the Corporation, shall have charge of the corporate books, records, financial records and securities, and such other books and papers as the Board may direct, all of which shall at all reasonable times be open to public inspection upon application at the office of the Corporation during business hours, and shall in general perform all duties incident to the office of secretary subject to the control of the Board.

Section 6. The president, each vice president, and the secretary shall be named from among the members of the Board. The treasurer and any assistant secretaries may, at the option of the Board, be persons other than members of the Board, and they may be employees of the City.