

MINUTES

CITY OF MATHIS 4B ECONOMIC DEVELOPMENT CORPORATION

REGULAR BOARD MEETING

MEDC OFFICE

111 E. SAN PATRICIO AVE.

MATHIS, TX 78368

May 2, 2017 at 7:30 p.m.

BOARD OF DIRECTORS BUSINESS

<i>Item</i>	<i>Description</i>	
1. Roll Call to determine presence of a quorum.		
<i>President</i>	<i>Vicente Gonzalez</i>	<i>Present</i>
<i>Vice President</i>	<i>Charlene Brown</i>	<i>Present</i>
<i>Treasurer</i>	<i>Elvira Chavez</i>	<i>Present</i>
<i>Secretary</i>	<i>Pat Doherty</i>	<i>Present</i>
<i>Director</i>	<i>Michelle Herrera</i>	<i>Present</i>
<i>Director</i>	<i>Dana Espinal</i>	<i>Present</i>
<i>Director</i>	<i>Frank Galvan</i>	<i>Present</i>
<i>Executive Director</i>	<i>Doug Dowler</i>	<i>Present</i>
<i>Network Asst.</i>	<i>Dea Brite</i>	<i>Present</i>
<i>Marketing Asst.</i>	<i>Bobbie Bramel</i>	<i>Present</i>

2. Call to order.

With a quorum present of the Mathis 4B EDC Board of Directors Meeting was called to order by President Vicente Gonzalez at 7:22pm.

3. Consider approval of minutes for the regular board meeting of **May 2, 2017.**

Pat Doherty advises that full transcription is not necessary and new format will be followed for next meeting. Pat motions to approve minutes, second by Elvira. Minutes are approved 7-0.

PUBLIC FORUM

4. Citizen Presentation from the floor.

PROCEDURE

Individuals are invited to address the Mathis Economic Development Corporation regarding their concerns. Individuals and groups are permitted Three (3) minutes to present their concerns. If a group will be presenting, the group should select a spokesperson to address the Board on the issue concerning the group. The Mathis Economic Development Corporation may not answer questions and no action on concerns expressed is permitted, except to place a consideration item on a future Agenda.

One individual, Mr. Elias Piaz attended. He expressed no issues.

5. Presentation of Monthly Financial Statements

a. Review, Discussion and Action Item: Review of April Financial Information and Approval.

A. Mathis EDC Income Statement for the seven Month's ending in April 2017 - Caron Vela

We are up in sales tax revenue from last year this time. Elvira asks how to find out research tax we get a month in tax revenue. Caron advises to google "Texas comptroller-CPA, sales tax, look for local totals, Mathis, current year." 100% comes in to our account and we transfer it directly to the EDC.

(Mr. Piaz interjects and has a question about the process. Vicente advised Mr. Piaz to ask after the meeting. Public comments are reserved for at item 4.)

B. Update of City Audits – Caron Vela

The 13-14 WTP balance has been completed by the subcontractor on March 31st and given to Mr. Garza (auditor) The 14-15 will be easier and cleaner, this is the last of the 3 we were behind. 15-16 will be even better.

C. Monthly Income Statement; Balance Sheet, Annual Cash Flow Statement – Elvira Chavez

No questions from the board to the Treasure after reviewing MEDC Budget Expenses

D. Revenue/Expenses comparison to Budget Report – Elvira Chavez

Dea Brite discusses the updates to Expense report from last month's report. Dana questions over budget issue, Doug explains some accounts were over budgeted and funds not needed so we transfer excess money to accounts that are short.

Motion to approve financial statement on A, B, C, and D by Pat and second by Dana. Financials approved 7-0.

E. Report on access to bank accounts and financial information. – Dea Brite

1. View only accounts: *Request view only access to EDC account with Prosperity so that the EDC can mirror city's budget. City is the account holder (Caron) from now until accounts fully transferred to EDC in October 2017. Dana granted permission to question are there any other accounts that the city is managing for the EDC other than bank accounts. Caron replies no, other than Bond. Dana will Doug be provided access to the audit to ensure a smooth transition in October. Caron reassures that she does not withhold information and is open with all financial information. Dea adds that EDC Quickbooks is set up and she is working closely with Caron on vendor accounts to separate EDC accounts.*

2. Discussion of opening separate bank account for MEDC Revolving Loan Fund.

Doug advises a second separate account for revolving loans only to keep funds separate should be opened. As loan recipients pay any interests or fees will be deposited back in to the revolving loan account to be used for any other loans. Any application fee included as income will be put back in to the loan program. Environmental review has cleared with TDA and we are ready to move forward with loans. Any money the City receives will deposit into the revolving loan and the EDC will write the check to the loan recipient.

a. ACTION ITEM: Motion to approve opening separate Bank Account for Revolving Loan Fund. Authorized at Prosperity Bank with two signatures required for transactions. Further authorizing Elvira Chavez, MEDC Board Treasure, Vicente Gonzalez, MEDC Board President and Charlene Brown, MEDC Board Vice Chairman as authorized signers.

Dana motions to approve the second account, Frank seconds. Motion approved 7-0.

3. Request to schedule June regular board meeting to June 5th.

a. ACTION ITEM: Motion to approve move June 6 regular scheduled board meeting to June 5th.

Motion by Char, Second by Michelle. All in favor 7-0

OLD BUSINESS

6. Presentation of Administrative Programs and Review

a. Review and Discussion of Facebook and Web Page Design and Marketing – Bobbie Bramel

Status of Facebook page has 366 "likes" positive reviews. Public announcements and meetings are now being posted on the web page.

b. Review of Downtown Sidewalk Projects and Planners meeting. – Doug Dowler

Community Planners meeting was success. Planners gathered feedback from community members. Survey was sent out and currently there are 45 surveys completed. We've delayed it by 3 months to give the engineers time to create designs that work in our budget. The EDC is committed to \$100,000 over 2 years that is already allocated in the budget.

c. Review of Downtown Revitalization Loan Project.

*We have 5 businesses that have inquired about loans. The environmental clearances have been made last week. The city can start drawing down funds. The EDC will contact the businesses to move forward and start closing on the loans. The we submit to TDA (60 day wait). Interest starts when funding starts. Dana requests physical addresses on businesses. *Some businesses are inquiries and have not returned application.*

A. Pending Applications (include current and new business locations for next meeting)

1. GiGi's Pizzeria –
 - a. Acquisition Loan
 - b. Furniture, Fixtures and Equipment
 - c. Front Façade Improvement
2. All Cross Texas
 - a. Furniture Fixture and Equipment
3. Infinite Alchemy Gear
 - a. Furniture Fixture and Equipment
4. S&S Graphics and Detailing –
 - a. Equipment
5. Rough Stock Truck Equipment*
 - a. Inventory

NEW BUSINESS

7. Discussion on acquiring “Whitman” city land.

The EDC approached the city about acquiring the “Whitman property”. The City Manager is interested in a swap for an acre from the EDC 100 acres on 359 for impound lot property for the Whitman property. The City is considering putting the police impound lot on the Whitman property. Vicente voiced his concern that the EDC has an investment in the Whitman property and by doing a swap the EDC loses the investment and opportunity to create a business. Dana suggests having a discussion with the city regarding the original agreement for development and the intent was not to create an impound lot. Doug requests documentation regarding the original agreement and direction from the EDC Board on the property. Frank adds that the intent was to create businesses. Elvira recalls that if the property was to be sold, the city agreed to pay back the EDC investment for cleanup. Pat discussed the EDC invested \$84,000 for clean-up. The consensus of the Board is it needs to be discussed with the City Manager and if there is resistance it needs to be brought up to the City Council and put on the Agenda. It is agreed by the EDC Board against the Whitman Property to be a city impound lot.

8. Review of Texas Department of transportation; Transportation Alternatives Grant

Set Aside Program, previously Safe Routes to School provides grants. Doug recommends applying to improve the 300 & 400 blocks of San Patricio Ave. The application is due May 22nd. A conference call is scheduled between EDC, City of Mathis, Mathis ISD, TXDOT and Engineers to options and costs. The EDC will not be a major player in the project but will be providing some financials assistance.

9. Review of submission on behalf of City of Mathis of, Economic Development Administration Public Works and Economic Adjustment Assistance Program Grant.

It is a true Capital Improvement Plan. We have applied for a \$50,000 grant on behalf of the city and it is going through the preview process. Mathis did not qualify did not qualify for the 80/20 split but we did qualify for the 70/30 and the EDC would put in \$7500 and the city puts in \$7500.

10. Review of Signage of “For Sale” on buildings.

S & S Graphics made the signs to put up in front of EDC for sale properties.

11. Presentation and review of MEDC Board - City Council Meeting Calendar.

Events calendar mirrors the city events calendar. It is requested that board members pick a date to attend a city council meeting and let Bobbie know for scheduling. Caron interjected to share Freedom Fest events on June 30 and July 1. The Labor Day BBQ is now combined with the Freedom Fest.

12. Selection of MEDC Board Secretary and Treasure

a. Ratification of Election of Board Secretary and Treasure

There was discussion questioning the order of the agenda of the last meeting. The Board needs to ratify the decisions to ensure motion stands.

A. ACTION ITEM: Ratification of the Election of Board Secretary and Board Treasure positions.

Char makes motion to ratify and Frank seconds, motion passed 7-0. Elvira Chavez is elected Treasurer and Pat Doherty is elected Secretary.

13. REPORTS

1. Executive Committee:

a. Report of Executive Meeting on April 19, 2017

Agenda for the next meeting is ready.

2. Executive Director:

1. San Patricio County EDC Partners Breakfast Mathis- May 2017.

Scheduled for 7:30am Fri May 19th at the Mathis Middle School Cafeteria. Prosperity Bank will pitch in \$250 towards the breakfast. We will remind the City Council and Mathis ISD members. Bobbie will send invites and flyers will be going out. Pat will coordinate with Becky and Sueann.

2. Exxon presentation at the Mathis City Council Meeting April 24th.

Exxon had a great presentation at the last City Council meeting. Gulf Coast Growth Adventures has release employment opportunities in particularly local owned businesses.

4. Report on MISD Volunteer Dinner April 27th

Excellent guest speaker and school initiative presentation by Mr. Hernandez. Great representation by EDC-we had a full table.

5. MEDC Marketing and Public Relations Report – Bobbie Bramel

Facebook is doing well. Promoting Grand Opening. Still working on All Cross Texas, they are interested but will get back to us. Promoting SBA information. Elvira recommend no re-grand opening for established businesses. Char recommended a business of a month type program to advertise or recognize.

6. MEDC Business Retention, Expansion and Development Report – Dea Brite

This report follows closely with Bobbie's marketing process and refers businesses to marketing assistant. Dea worked closely with Cricket Wireless on grand opening on May 26 at the Alamo Lumber shopping center.

14. DISCUSSION OF FUTURE AGENDA ITEMS

Limited to statements in accordance with the Texas Open Meetings Act, Chapter 551.042 of the Texas Government Code, no deliberation or discussion may take place by the City Council during this agenda item except to place a consideration item on a future agenda. The Open Meetings Act does not allow the Board to deliberate items that do not appear on the agenda.

Frank would like to have an inquiry on bringing a medical clinic to Mathis.

Dana would like to add further discussion of Whitman property and a plan on getting properties ready for business.

15. ACTION ITEM: Due to the sensitive nature of sale of property owned by the MEDC –

Action Item: Motion to adjourn to Executive Session for discussion of the matter.

Motion by Elvira, second by Michelle to adjourn, motion granted 7-0.

16. ADJOURNMENT OF OPEN MEETING TO GO INTO EXECUTIVE SESSION IN ORDER TO DISCUSS MATTERS LISTED ON THE AGENDA PERTAINING TO REAL ESTATE

EXECUTIVE SESSION

A closed executive session may be conducted under authorization of Texas Government Code

Annotated Chapter 551. Such closed meetings may be held only for the purpose of a discussion.

Any action, as a result of a discussion, must be taken in open session. The following executive session is authorized under, Section 551-072, DELIBERATION REGARDING REAL PROPERTY.

17. RETURN TO OPEN SESSION FROM CLOSED SESSION

- a. Discuss/take appropriate action, if any with regard to Real Property Sale contract of 103 E San Patricio Ave., Mathis, Texas. *Board is in agreement to go forward with the sale.*

18. ADJOURNMENT

Char motion to adjourn, second by Frank. Meeting adjourned 7-0.

POSTING CERTIFICATION

I hereby certify that this public meeting agenda was posted in a public place at Mathis EDC in the City of Mathis, Texas, in compliance with the requirements of public law for posting an agenda of all non-emergency meetings at least 72 hours prior to the call to order of said meeting.

Pat Doherty

EDC Board Secretary

At _____ a.m. /p.m. on _____, 2017 .