

MINUTES

**CITY OF MATHIS 4B ECONOMIC DEVELOPMENT CORPORATION
EXECUTIVE COMMITTEE MEETING
MEDC OFFICE, 111 E. SAN PATRICIO AVE.
MATHIS, TX 78368**

August 14, 2017 at 2:00 PM

COMMITTEE MEMBERS' BUSINESS

<i>Item</i>	<i>Description</i>	
1. Roll Call to determine presence by Secretary Pat Doherty.		
<i>President</i>	<i>Vicente Gonzalez</i>	<i>Present</i>
<i>Vice President</i>	<i>Char Brown</i>	<i>Late</i>
<i>Secretary</i>	<i>Pat Doherty</i>	<i>Present</i>
<i>Treasurer</i>	<i>Elvira Chavez</i>	<i>Present</i>
<i>Executive Director</i>	<i>Doug Dowler</i>	<i>Present</i>
<i>Financial Administrator</i>	<i>Dea Brite</i>	<i>Present</i>
<i>Marketing Administrator</i>	<i>Bobbie Bramel</i>	<i>Present</i>

2. Call to order.

With a quorum present of the Mathis EDC Executive Committee meeting was called to order at 6:32pm by President Vicente Gonzalez.

3. Consider approval of minutes from July meeting.

Pat moves to approve minutes and second by Elvira. Approved 3-0.

4. Review of July/Interim August Financial Statements and Budget.

Elvira and Dea present financial information. Tax revenue for this month was \$20,041.99. SMRF financials is separate from regular financials. Dea and Doug figured the budget for the rest of the year. We moved additional money from accounts with left over money and distributed it to the other categories where we were short. Everything is itemized of what was done. We are in the black on all the accounts and no additional money was appropriated. We expect to have about \$5,000 to carry over. There were some delinquent accounts when we took over from the city but everything is now current. We are in good shape for the rest of the (fiscal) year as far as supplies and furniture for the EDC office. Char moves to approve the budget. Second by Pat. Approved 4-0.

(The 2017-2018 budget will be presented for the City Council meeting by Elvira on Aug 28th at 7pm.)

OLD BUSINESS

5. Presentation of Administrative Programs.

a. Review of Downtown Sidewalk Projects

1. Phase I - 100 and 200 Blocks of San Patricio Ave

The engineers completed the survey. They are in the design phase. We discussed the concrete post street name signs and would like to duplicate them on every corner in the Downtown District. We just don't know how to make them or if the molds still exists. These would be ornamental and unique to Mathis. We will look further in to how to make them.

2. Phase II - TxDOT Alternatives Transportation Grant

We have made it through round one of the grant process. No further updates.

b. Review of MEDC Loan Programs

All loans are current. No late payments.

1. Draw request pending TDA

It is processed and will take about 60-90 days to see the \$84,000 in to our account. We were approached by the SBA to participate in the microloan program of up to \$750,000 with 1% interest for 10 years. This money is to loan out at our discretion and there is no geographical limit to where we can loan the money at whatever we decide to charge. It comes with a 15% operating grant (\$187,000) for the MEDC to help cover our costs to manage the program. Elvira strongly suggests to be very careful how and who we loan this money to because we are responsible for any defaults. The max is \$50,000 per recipient and covers everything except real estate purchase.

NEW BUSINESS

6. Discussion of variance request to the City of Mathis for a laundry mat within the Downtown District

City manager approached the EDC about their opinion of a laundry mat in the downtown district.

The current zoning ordinance specifically prohibits a laundry mat in the downtown district. The

EDC had 2 separate clients inquire about opening in the district. The EDC provided the city

ordinance to each client and they did not pursue the interest. A client has approached the city with a

request for a variance to use the old Cricket building at 312 E San Patricio Ave for the purpose of

opening a laundry mat. Doug conducted a survey amongst the EDC board members and those who

responded opposed the laundry mat in the middle of the Downtown Revitalization.

7. Budgeting for 2017-2018 fiscal year

a. MEDC City Council MEDC 2017-2018 Budget presentation – August 28, 2017

Elvira will present the budget at City Council at 7pm. Doug suggests to have other board members attend as a sign of unity and support of the budget.

8. Annual Meeting October 3, 2017

a. Annual Report

A memo has been sent to the City. The annual meeting is required through bi-laws. Election of new executive members will be announced. The City council and ISD members will be invited. The annual report provides a “report card” of what the EDC has accomplished and plans for the future. We would like to do a pot luck western theme, with light snacks.

9. MEDC Annual Planning Workshop – September 28th.

a. Joint Planning workshop with MEDC, City Council and Administration, School Board and School Administration, County Judge and Commissioners, San Patricio County Economic Development and State Elected Officials.

Most EDC have one workshop per year to look at programs and what we need to work on for the next year. Normally this workshop would be held before the budget but it couldn't be worked this year. JM Lozano's representative has confirmed attendance. We would like to support the school and city council in what their needs are that we could support.

10. MEDC Housing Workshop

a. Housing initiative to promote development, construction and marketing of a housing program within the City of Mathis.

This project was recommended by the board for us to undertake. We don't have the time to coordinate this year. Doug would like to focus on this for the 2018.

11. Downtown Beautification Committee – Sponsored by the MEDC with Mathis Public Works and Parks Department.

a. To allow the community to participate in the revitalization of the Downtown District.

b. Leadership and membership.

It is anticipated that we would not have enough funding to do everything we want to do for our downtown revitalization project. Doug suggests having the community be involved with maybe adopting some of the items we would like to see (plants, monuments, etc.) It is important to have City Public Works get involved. The Smoliks and All Cross Texas are interested in participating. More to come on this.

12. Whitman Property Development

a. Preliminary Budget

Doug has put together a budget of what would need to be done to put the property up for sale. The Doug researched the costs and are at approximately \$9867.00 to go forward with marketing the Whitman property. Doug advises the EDC does not have the funds to support it. Elvira agrees and the city has not made contributions to market it for sale. The Executive board agrees that the city needs to pay 100% of the costs to sell because the EDC has already invested in \$81,000 and expect to be paid back from the city upon the sale of the property. The MEDC board advises Doug to not pursue further or invest any more money and let the city manage the future of property.

13. Report on Administrative Services Contract

a. TMRS Retirement costs

b. Transference of Records

Provided are copies of June 26 memo and new admin services contract revised by our attorney effective July 21st to Dec 31. The city has been provided the contract but have not

responded. All day to day finances are being handled in house now. In April we requested all records of the EDC to be transferred and have not yet received them from the city. Doug will request them again.

14. Discussion of City of Mathis Tax Abatement Guidelines and Criteria and application.

Doug has provided the guidelines for review to discuss at the next meeting.

15. Discussion of Avangrid Renewables Development of Wind Farm near Mathis.

The EDC concern is to prevent windmills from being built close to the prime retail area near the I-37. On August 24th, an Avangrid representative will attend our meeting to discuss the locations of the windmills. The windmills do not provide taxes or job growth for the Mathis economy. Vicente states it is the consensus of the board to request further discussion the ETJ and express to not issue permits within the area.

16. Discussion and Action Item: Employment Contract with Executive Director

a. Motion to Adjourn to Executive Session

ADJOURNMENT OF OPEN MEETING TO GO INTO EXECUTIVE SESSION IN ORDER TO DISCUSS MATTERS LISTED ON THE AGENDA PERTAINING TO PERSONNEL and CONTRACT NEGOTIATIONS.

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 551-074, DELIBERATION REGARDING PERSONNEL, and Section 551-0725, DELIBERATION REGARDING CONTRACT NEGOTIATIONS.

17. RETURN TO OPEN SESSION FROM CLOSED SESSION

a. Discuss/take appropriate action, if any with regard to Personnel

Action taken. No further discussion necessary.

18. REPORTS

1. Executive Director

- a. SBA Microloan Program**
A package will be put together and submitted.
- b. LiftFund Financing**
Doug is in communications with Laura Estrada, a LiftFund representative to see if any services are beneficial to Mathis.
- c. IRS Determination**
We have received an letter from the IRS reinstating our 501c status.

2. Marketing/Facebook Report

Bobbie will be attending the Census 2020 presentation on Aug 14th. SBA representative will come to Mathis to present what HUBZone is and how it benefits Mathis small businesses. We have Butter's BBQ grand opening scheduled for Aug 30th at noon. SBDC rural business advisor Darcy Shaw will hold a Small Business Orientation class on Aug 31 from 6-9 at the EDC conference room.

19. DISCUSSION OF FUTURE AGENDA ITEMS FOR SEPTEMBER 2017 MEDC BOARD

MEETING

20. ADJOURNMENT
