

# MINUTES

CITY OF MATHIS 4B ECONOMIC DEVELOPMENT CORPORATION

EXECUTIVE COMMITTEE

MEDC OFFICE

111 E. SAN PATRICIO AVE.

MATHIS, TX 78368

May 17, 2017 at 12:30 p.m.

## EXECUTIVE COMMITTEE BUSINESS

*Item*

*Description*

**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>Charlene Brown</i>   | <i>Excused</i> |
| <i>Director</i>           | <i>Elvira Chavez</i>    | <i>Present</i> |
| <i>Director</i>           | <i>Pat Doherty</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 Executive Committee Meeting was called to order by President Vicente Gonzalez at 1:15pm.*

**3. Consider approval of minutes for the April 19, 2017 meeting.**

*Motion for approval by Pat, second by Elvira, pass 3-0*

#### **4. Review of Financial Statements and Budget**

##### **a. Budget adjustments**

*Elvira presents budget adjustments. Doug notes we did not have enough sales tax for April but we are still ahead 4.8% for the year. Auditing process is still in progress. No more grants. Only loans will come out of revolving loan fund. Funds have not come out of TexPool.*

##### **b. Loan reports**

*There are inconsistencies with EDC vendor accounts. Some payments to EDC utilities are several months behind. Dea is verifying EDC operating account balances with bank statements. Journal entries from the city are not matching bank accounts with payments made. The EDC will separate utilities and have bills sent directly to the EDC office.*

*Motion by Pat to approve Financial Statements and Budget, second by Vicente. Approved 3-0.*

### **OLD BUSINESS**

#### **5. Presentation of Administrative Programs**

##### **a. Review of Downtown Sidewalk Project and Planners meeting**

*Survey conducted by planners. 70% of surveys come back, over 150 surveys completed. Exceeded expectations. Advertisement process is working via social media and newspaper release. Highest rating was for walkability (sidewalks). Planners are coming up with some artist renderings for the southside phase II 100 & 200 blocks and will have a report back to us at the end of June. City passed the resolution contingent upon the school participation. We will start with the southside, once that goes through the plan is to apply for another grant to cover the northside of San Patricio Ave. We had 26 petitions signatures and letters from business owners in support of phase II.*

**b. MEDC Loan Program**

*All environmental clearances have been received and we have \$70,000 worth of loan applications ready to go. We will be closing but not funded until we get approval of content from TDA and signs produced to display SMRF statement. It must be displayed at the businesses for the duration of the loan. There are also \$50,000 to \$60,000 loan inquiries we're waiting to get back and that will absorb the rest of the grant funding.*

**6. Discussion on access to bank accounts and financial information**

*Dea opened revolving loan accounts. We are still waiting to have access to view only EDC accounts. Dea was able to get the bank statements but does not have access for tracking finances. The city is the owner of all EDC accounts.*

**7. Review of projects, grants, and matching funds committed.**

**a. Downtown Revitalization Grant Program**

**i. Job creation report-** *letter have been sent out to give us their job creation report. Smoliks has turned in their report and fulfilled their requirement. Little Bit of Sunshine is working on hers and will have it ready shortly.*

**ii. Extension request-** *Mr. Isiaih requests an extension claims he was unaware of the job creation. Doug reviewed the contract with him and had him submit a letter extension request. The letter has not yet made it to the EDC office. The next step will be a demand of repayment letter. Jeff's Barbershop decided not to draw the money. Pizzalicious has not contacted the EDC office on their loan and it is safe to determine they have also rescinded.*

*(Elvira needed to be excused from meeting.)*

**NEW BUSINESS**

**8. Request by the City of Mathis for use of MEDC Building for Freedom Fest.**

*Board agrees to approve use of MEDC facilities for Freedom Fest at no charge.*

**9. Discussion of Downtown District Development**

*Doug discusses the designated downtown district is already in place from Rockport St to St Mary's. A tax code can be implemented for the downtown district businesses with the intent for improvement. Tax levy collected will be in a separate fund managed by a downtown elected committee made up of businesses owners. There are many businesses within the district that are tax exempt. A vote will have to take place. 51% of the businesses must sign a petition and make a request to city council. The board would*

*need to make a decision if it is something we should do. It is very important to educate the business owners before the process begins.*

**10. Review on status of City Audits.**

*No update at this time.*

**11. Budgeting for 2017-2018 fiscal year.**

**a. Staff and Director Employee Review – June 2017**

*Executive Director will conduct 90 day review with MEDC Staff for Dea and Bobbie. Staff evaluations will be done in June. The MEDC Executive Committee should conduct the Executive Director position evaluation. This includes salary recommendations.*

**b. Budget Preparation – July 2017**

*After employee reviews and salary recommendations a new budget plan will be worked for MEDC.*

**c. MEDC Board Presentation and action on 2017-2018 Budget – August 2017**

*New budget will be presented for approval.*

**d. MEDC City Council MEDC 2017-2018 Budget presentation – September 2017**

*Once auditing, accounting and budget is completed, EDC send for final approval and ready to implement on Oct 1<sup>st</sup>. Mr. President will need to decide how to handle Executive Director evaluation. Vicente will consider how to complete.*

**14. REPORTS**

**1. Executive Director**

**a. Grand opening of Howdy Ranch RV on April 22<sup>nd</sup>.**

*It was a success! The Mayor and EDC President made presentations.*

**b. Exxon presentation on April 24<sup>th</sup>.**

*Successful presentation at City Council meeting.*

**c. EDA City of Mathis/LNV, Inc Grant Request Status**

*Denied because the minimum grant amount is \$100,000 and we submitted a request for \$40,000. The EDA invited the EDC to resubmit. It is not in our budget nor the city's budget to match \$100,000.*

**d. Next SPED Breakfast (MEDC Sponsored) at MISD Middle School cafeteria May 19<sup>th</sup> at 7:30am.**

*Invites were sent out and we are prepped for 60 guests. Scrambled eggs, sausage, bacon, biscuits and gravy, fruit cups, tea, coffee and orange juice.*

**e. Report on Business and Industrial site selection**

*More interest in San Patricio county for more Exxon like industries. The MEDC will showcase properties for potential suppliers in particular the 100 acres on Hwy 359.*

**2. Marketing/Facebook Report**

**a. Events/Calendar**

*Events coming up. Check Facebook.*

**b. Need “Likes” & “Shares”**

*Likes are leveling out and holding at appx 450. The SPEDC has noticed MEDC FB page and sharing our information with their “friends”.*

**c. Send photos**

*Provide any significant photos or events to Bobbie for FB postings.*

**3. Web Page Report**

**a. Web Page update**

*Dea is continuously working on it but we need higher resolution photos. Board meetings, MEDC significant events will be posted.*

**15. DISCUSSION OF FUTURE AGENDA ITEMS FOR JULY 2017 MEDC BOARD MEETING:**

*Downtown District tax levy, Participation in parade, Executive Director review*

**16. ADJOURNMENT**

*Motion to adjourn by Pat and second by Vicente, adjourned 3-0.*

**PUBLIC FORUM**

Citizen Presentation from the floor.

*None Present.*

## 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 the group will be presenting, the group should select a spokesperson to address the Board on the issues 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.