

Minutes

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

July 24, 2018 at 6:30 PM

BOARD MEMBERS' BUSINESS

- | <i>Item</i> | <i>Description</i> | |
|-------------|--|--------------------------|
| 1. | Roll Call to determine presence. | |
| | President | Vicente Gonzalez Present |
| | Vice President | Char Brown Present |
| | Treasurer | Elvira Chavez Present |
| | Secretary | Pat Doherty Present |
| | Director | Michelle Herrera Present |
| | Director | Frank Galvan Absent |
| | Director | Mitchel Smolik Present |
| | Executive Director | Doug Dowler Present |
| | Finance | Roxanne Breiten Present |
| | Business R & R | Lori Trejo Present |
| 2. | Call to order. | |
| | Call to order 6:35 p.m. | |
| 3. | Consider approval of minutes from May 2018 meeting. | |
| | Motion by Pat Doherty, seconded by Michelle Herrera. Approved (6-0). | |
| 4. | Review of May 2018 Financial Statements and Budget. | |
| | a. Discussion of May Income and Balance sheets. Review of YTD Budget | |
| | i. Scheduled Audit site visit 6/18/2018 | |
| | Auditors were scheduled to be here on June 18 th , unfortunately we did not receive from the City on time some of the documentation the auditors requested. We finally received the information and forwarded it to the auditors and because of the delay they will be here mid-August. | |
| | b. MEDC Financial and Loan Reports | |
| | Financial Statements and Budget for the Month of June, approved. Loan report for all loans are complete, gaining interest and all are current. Available for relending \$ 10,929.05. Motion to approve financial reports, by Char Brown; seconded by Michelle Herrera. Approved (6-0). | |
| | c. Report on Budget preparation for fiscal year 2018-2019 | |
| | Budget is in review for the 2018-2019 fiscal year to present to the City Council in August. | |

PUBLIC FORUM

Citizen Presentations 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.

OLD BUSINESS

5. Presentation of Administrative Programs.

a. Review of Downtown Sidewalk Projects

i. Phase 1 - 200 Block. Of San Patricio Avenue

Draw #2 from contractors; they are currently 33% through the project construction. We have paid \$51,000 with a balance of \$37,500 in TEXPool.

**a. Community Participation Project – Benches, Planters and Trash Cans
Smolik's has donated \$1,000 to purchase planters and trees. Contractors will be installing the benches for us.**

ii. Phase II - TxDOT Alternatives Transportation Grant

Waiting on the State to issue their order of payment for the TXDOT Grant of \$835,000 along with the city and school district match \$160,000. Planning should begin in the fall for the installation of the sidewalks down the south side of the 200 block to Highway 359.

b. Update on HWY 359 - 21acre project. – “THE SETTLEMENT AT THE RANCH”

We received the appraisal from the bank and it wasn't a good outcome. We are planning to apply a Tax Increment Finance (Program) for this project. The bank will lend us \$250,000 that will be used for the acquisition and pre-development costs and the Tax Increment Finance proceeds will generate \$730,000. At the joint quarterly meeting held with City, School Board Members and the County they expressed support for the tax plan that allows them to receive 55 percent of tax revenue, and 45 percent is allocated to the housing project.

NEW BUSINESS

No New Business at this time

Executive Session:

6. Action Item: Motion to move to Executive Session for Discussion of Personnel as authorized by Section 551.074 of the Texas Government Code Open Meetings.

Public notice is hereby given that the Board of Directors may elect to go into closed session at any time during the meeting in order to discuss matters listed on the agenda concerning personnel, consultation with the Corporations Attorney, real estate acquisitions, or other purposes authorized under the “Open Meetings Act.” In the event the Board of Directors elects to go into closed session regarding an agenda item; the purpose of the closed session and the section of the “Open Meetings Act” authorizing the session will be publicly announced by the presiding officer.

Motioned to close regular meeting and go into Executive Session by Elvira Chavez and seconded by Pat Doherty. Approved (6-0)

a. Action Item: Motion to close Executive Session and Reconvene Regular Board Meeting.

Executive Session ends at 7:30 p.m. and Regular meeting is reconvened.

7. **Action Item:** Actions resulting from Executive Session for discussion of personnel.
A motion was made to approve Doug's evaluation that includes a 3% cost of living raise for staff. Doug will be asked to give a monthly report on the events of the upcoming month. Motioned by Mitchel Smolik and seconded by Michelle Herrera. Approved (6-0)

8. WORKSHOP – YEARLY PLANNING SCHEDULE

JUNE 2018

- a. **Strategic Plan and Programs**
 - i. **Goals and Objectives**
 - ii. **Programs/Projects**

JULY 2018

- b. **Executive Director and Staff Annual Reviews**

AUGUST 2018

- c. **Budget**

SEPTEMBER 2018

- d. **City Council Approval**

9.

REPORTS

1. Executive Director

- a. **Council of Development Finance Agencies - National Development Finance Summit; Dallas Texas; November 7-9.**
We have made reservations and confirmed attendance for three Board Members.
- b. **TEDC – Sales Tax Training Austin, Texas. Date: December 7, 2018**
Location: Marriott Hotel, Austin, Texas
We are making reservations for Vicente Gonzales, Elvira Chavez, and Michelle Herrera.
- d. **City dues to County EDC**
Mathis EDC joined the partner program of the San Patricio County EDC.

2. Business Retention and Recruitment

- a. **Update of Business Retention programs**
 - i. **Number of Business contacted**
Face to Face contact remains at 90 businesses contacted
 - ii. **Social Media**
For the week we reached 810 people and post engagement was at 939.
For the month we reach 2,052 people and post engagement was at 1,636

iii. Grand Openings

Pirate Coin Laundry Too & Sticky Socks Too that took place on July 13, 2018

iv. Technical Assistance

- b. Update of Business Recruitment programs**
 - i. Number of inquirers and request for information**
 - ii. Real Estate Development**
- c. Mathis Merchant Programs**
 - ii. Merchant Meeting**

Merchant Meeting Scheduled for July 31, 2018

Location: Palma Real at 6:30pm

3. Small Business Technical Assistance Report

- a. Completed Technical Assistance projects**
- b. Upcoming Technical Assistance projects**
- c. Upcoming Technical Assistance programs**
- d. Number of participants/Revenue received/Expenses**

No update

10. DISCUSSION OF FUTURE AGENDA ITEMS FOR JUNE 2018 MEDC BOARD MEETING

Future agenda item by Mitchel Smolik is a report of research for effort into the subject of what can be done to encourage real estate rehabilitation and demolitions of houses that are condemned in order to improve housing in the city. Plan the Annual Meeting that will be in October.

11. ADJOURNMENT

Motion to adjourn by Elvira Chavez, seconded by Michelle Herrera. Approved (6-0).
