

# Minutes

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

June 5, 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 Present     |
|             | Director  | Mitchel Smolik Absent    |
|             | Executive Director  | Doug Dowler Present      |
|             | Finance   | Dea Brite Absent         |
|             | Business R & R  | Roxanne Breiten Present  |
| 2.          | Call to order.  |                          |
|             | Call to order 6:43 p.m.   |                          |
| 3.          | Consider approval of minutes from May 2018 meeting.   |                          |
|             | Moved by Pat Doherty, seconded by Elvira Chavez. 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 will be here June 18 <sup>th</sup> , scheduled to be in house for a week.  |                          |
|             | Anticipate we will have an audit report by the July meeting.  |                          |
|             | b. MEDC Financial and Loan Reports  |                          |
|             | Financial Statements and Budget for the Month of May, approved. Loan report for all loans are complete, gaining interest and all are current. |                          |
|             | Available for relending \$ 6,975.37. 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   |                          |
|             | Will begin to prepare the budget for the 2018-2019 fiscal year beginning 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 Ave

**The First Draw request by the City is \$31,431.84. MEDC Match requirement \$17,500.00. Monies will come from TxPool to pay for MEDC's draw. (MEDC's Check is made payable to the City, one check for total is made to the Contractor)**

##### a. Community Participation Project – Benches, Planters and Trash Cans

**Received a \$100 donation from the Mathis Literary Club for the purchase of plants, for planters. Received a call from Val Villarreal wanting to purchase of a commercial bench. Never received word from City on their purchase of a bench. We will allow Val to purchase, in place of the City.**

##### ii. Phase II - TxDOT Alternatives Transportation Grant No Update

##### b. Update on I37 project

**Municap preliminary estimate of I37 project for a TARS increment financing structure. Based on their analysis we could get a source fund of tax increment of \$17 million. Better City's gave an analysis of comparable hotels. We should consider pausing the contract till next year. Motion to pause MEDC's contract with Better City's by Elvira Chavez seconded by Pat Doherty. Approved (6-0). (9 acres option expires in September.**

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

**We have the preliminary plat design of the subdivision: 34 lots paved street, city water, onsite septic systems. (lots sized to be .62 acre.) Looking at a total project cost \$584,900.0 (construction/ engineer design, etc.), MEDC's (developer @ 15%) cost \$87,735.0, contingency (@ 10 %): \$58,490.0 sub total of \$146,225.0 project total: \$731,125.0. Cost per lot is \$21,503.68 with projected income of \$731,124.94**

##### d. Update on 605 Front Street project

**Engineering firm from Houston has completed their survey, and are completing their report and will submit the report to the Railroad Commission. Phase II will begin after the report is received. Hot Rod Towing is interested in the purchase of the 605 Front property when it is cleaned.**

6. Review of Annual SPCEDC Partners Breakfast Mathis.

Forty people attended including Judge Simpson and incoming Judge David Krebs and County Commissioner Alma Moreno.

MEDC membership in SPCEDC

Mathis has not paid dues to the SPCEDC and is the only city in the county to have not paid the dues which were due in January, 2018. Mike has been made aware of the non-payment, and still have heard no response as to whether or not the city will pay. Recommendation to the MEDC Board is to pay for our own membership.

NEW BUSINESS

7. Discussion of current water issues in Mathis

No Update

a. Possible tour of San Patricio County Water District

San Patricio Municipal Water District facility is in Ingleside. Pat will see if she can arrange a tour to learn more about what they do and their capabilities. Start planning a long-term solution to our City's water problem.

8. Discussion of SBA Micro Entrepreneurs Program

a. Resolution of submission of application – Ratification by the Board – CANCELED

9. We will have our first year audit. We decided to cancel the application due to our internal staff changes

10. Discussion on Grand Opening Policy

a. Action Item: Motion to approve MEDC policy on Grand Openings  
MEDC has had many requests for Grand Openings on the weekends. We believe that it's an inconvenience with all the schedules we must coordinate. We think that businesses should have their own soft grand openings on Saturdays., and the official ribbon cutting dedication should be during the week in normal working hours, subject to the availability of local elected officials and MEDC board members. Motion to approve the MEDC policy on Grand Openings, by Elvira Chavez. Seconded by Frank Galvan.  
Approved (6-0)

*SAMPLE*

*"Each Business shall receive one scheduled Grand Opening event. To be scheduled during normal working hours Monday through Friday – Subject to availability of Local Elected Officials and MEDC Board members."*

Executive Session:

11. 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.

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- a. **Motion to close Executive Session and Reconvene Regular Board Meeting. Motion to close regular meeting to go into executive session by Char Brown, seconded by Michelle Herrera. Approved (6-0).**

- 12. **Action Item: Actions resulting from Executive Session for discussion of personnel. Motion to regretfully accept the resignation of Dea Brite, to promote Roxanne to fill the financial position, and to allow our Executive Director to conduct interviews to hire a new Administrative Assistant. By Char Brown, seconded by Frank Galvan. Approved (6-0).**

### 13. WORKSHOP – YEARLY PLANNING SCHEDULE

#### JUNE 2018

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

**Review of 2017-2018 programs: downtown revitalization- sidewalk project (phase I, II, & III), public works- water plant & distribution, waste water plant and infrastructure, community facilities program, business/industrial development program- business technical assistant., housing, business recruitment, business. retention and expansion, marketing, revolving loan fund, business incentive program, education/workforce.**

**2018-2019 Programs: Downtown Revitalization-100 block San Patricio., parking sites, farmers, market (funding). Business Development- revolving loan fund, business retention, education./workforce, 109 & 115 San Patricio I37 project(funding). Revolving Loan Fund – SBA funding, loan admin., sales , participations, partnerships. Housing- Subdivision build-out, marketing, new housing, multi- family EDU/Workforce- training, education., TWC, funding, school programs, HR training/reporting. Site Development- 109 San Patricio., 115 San Patricio., 100 acres., 605 Front Street. site clean-up/demolition/build. (funding)**

#### JULY 2018

- b. **Executive Director and Staff Annual Reviews**  
**Exec. Board has received Doug's Self Evaluation. Board will determine the Executive Director Reviews; Executive Director will be doing the staff reviews.**

#### AUGUST 2018

- c. **Budget once reviews are done salaries can be incorporated into the budget. We will conduct a budget processes developing the budget. Bring it back to the August board meeting for approval.**

**SEPTEMBER 2018**

- d. **City Council Approval When the budget is approved by the MEDC board, it will be presented to City Council for approval.**

**REPORTS**

**1. Executive Director**

- a. **Report on SBA/SBDC Small Business Recognition Banquet.**
- b. **Council of Development Finance Agencies - National Development Finance Summit; Dallas Texas; November 7-9.**
- c. **Board/Staff Community Volunteer Projects**
  - i. **El Don Time Travel Bike event.**
  - ii. **Texas Parks and Wildlife Boater Safety Course.**
- d. **Presentation at Texas Railroad Commission – San Antonio**
- e. **City dues to County EDC**
- f. **SPCEDC Site Selector update**
- g. **City Participation in EDC Events.**

**Doug attended a business awards ceremony at the aquarium in Corpus Christi, We hope to submit a business from Mathis for next year's event. The summit in Dallas will be Nov. 7-9. Upcoming Board/Staff community projects – El Don Time Trials & Texas Park & Wildlife Course (expecting 30 park rangers/superintendence in July). Doug was scheduled to present at the Texas Railroad Commission in San Antonio. The meeting was canceled and will be rescheduled. Doug attended meeting with the SPCEDC on-site selectors and we are partnering with the county to put together a program to solicit site selectors to come to San Patricio County. to look at available sites. Discussion on City participation in MEDC events, City has been at 2 Grand Opening events. City participation has really dropped off. We can always count on the mayor and David Garcia. However, we fail to see council member/ staff participation. To be brought for discussion at City Council Meeting**

**2. Business Retention and Recruitment**

- a. **Update of Business Retention programs**
  - i.**Number of Business contacted**
  - ii.**Social Media**
  - iii.**Grand Openings**
  - iv.**Technical Assistance**
- b. **Update of Business Recruitment programs**
  - i.**Number of inquirers and request for information**
  - ii.**Real Estate Development**
- d. **Mathis Merchant Programs**
  - ii. **Merchant Meeting**

Face to Face contact at 90 businesses, Social media: for the month we've reached 6,641 people and post engagement was at 2,422. For the week we reached 724 people and post engagement was at 202. Grand Openings: Shoreline Fishing and Tackle had 80 people at their soft Grand Opening on Saturday., Fog on the Lake, was this past weekend, upcoming Agape Performance and Restoration pending mayor's availability at 10am. There has been one inquiry re the building next to Gigi's; they would like to open a brewery. Agape P&R is also interested in scheduling with Dea for QuickBooks assistance. Last Merchant Meeting was at Van's; we had a great turnout, upcoming will be at Rusty Goods, scheduled for their one year anniversary.

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**

**Better participation from MEDC Board, when it comes to the Merchant Meetings. Update on payment for the sidewalk project. Information on water tour and Well Med situation.**

**11. ADJOURNMENT**

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

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