

MINUTES

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

July 11, 2017 at 6:30 PM

BOARD MEMBERS' BUSINESS

- | <i>Item</i> | <i>Description</i> | |
|---|---|----------------|
| 1. Roll Call to determine presence by assistant Secretary Bobbie Bramel. | | |
| <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>Late</i> |
| <i>Treasurer</i> | <i>Elvira Chavez</i> | <i>Present</i> |
| <i>Director</i> | <i>Michelle Herrera</i> | <i>Late</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. | | |
| | <i>With a quorum present of the Mathis EDC Board of Directors meeting was called to order by President Vicente Gonzalez at 6:32pm.</i> | |
| 3. Consider approval of minutes from June 5, 2017 meeting. | | |
| | <i>“June 5, 2017” should be “May 2, 2017”. Motion by Dana, second by Dana. Minutes approved 4-0.</i> | |
| 4. Review of July Financial Statements and Budget. | | |
| | <i>Elvira presents budget, we are under budget and doing well. Doug presents income statement and newly created balance sheet that from now on will be included. \$72,000 was put out to SMRF loans. 60-90 days it will be reimbursed. Dea presents that all the numbers presented on the reports are reconciled to the bank and there is no variance. We are reporting on a cash variance. Also, with reimbursed expenses there are fees involved with the loan that need to be credited to the categories that were drawn from our budget (other types of income or reimbursables). Once we find out where those fees need to be for now we will account for them under “other types of income”. Motion to by Dana, second by Elvira, approved 5-0.</i> | |

OLD BUSINESS

5. Presentation of MEDC Programs

a. Downtown Revitalization

A. Sidewalk Project

The planners have provided an update with photos and examples with graphics to depict what our downtown project will look like once complete based on the 154 surveys that were completed in April of 2017. The complete report will be fully presented at the joint meeting on July 13th.

b. Business Retention and Expansion

A. Hotel Development

Confidential update. Owner and Hotel representatives are working on a deal.

c. Revolving Loan Program

A. 4 loans completed for \$84,000

Remaining \$16,000 left and 1 possible \$40,000 loan request.

B. One Loan pending for \$40,000

Application has not been submitted but it is expected to be soon.

6. Update on medical clinic or physician for our community

We are communication with Jim Swan, Christus Property management. Christus has no plans to reopen or sale their property on E San Patricio Ave. Referred to Director of David Caldron, Regional Director. We are awaiting response. Ms. Leal from Little Bit of Sunshine and has hired a nurse and is also making efforts to bring a clinic to Mathis.

7. Status of Administrative Services Agreement modification

The City Council is pleased with the efforts and activities of the MEDC. We are now self-sufficient. We no longer need services from the city. We are still taking advantage of some programs offered by the city. For example wind storm insurance group policy was significantly less expensive. TRMS is a 2 to 1 match. The city is obligated to pay the 2 to 1 retirement fund for city employees

8. Status of Request for transference or agreement on the Whitman property.

The City Manager has requested for all city vehicles and equipment to be removed and cleared for advertising preparations. The City and EDC agreed to keep property presentable. The property will not be deeded to the EDC but will work together to get it sold for business investments. Dana requests we keep this conversation going with the city and make sure we keep it clean. Keep it on the forefront so when we get interest on the property it will be ready to go because we do not want to lose and potential sales due to legal delays. Vicente adds that if new council is elected that for the future we maintain this agreement. We need to get it writing to eliminate any legal issues during the sale. Dana requests an MOU. Char Brown adds that 20 acres near the 100 acres is up for sale. It would be a nice addition for the 100 acres. Board agrees that we should look into that possibility of purchasing.

NEW BUSINESS

9. Review and discussion of Retail Strategies proposal for services on the I-37/Hwy 459 Project and Retail Academy.

Commercial real estate and development marketing group. They have programs to offer training and contacts to market acres near the I-37 with retail and restaurants. They are offering a contract for services for training in Birmingham, AL. The contract includes a 3 year contract for support. This marketing firm is working with Beeville and Portland. It would be an opportunity to consider if the hotel deal goes through and we acquire 5 acres. We will go in to Executive Session to discuss the details of the contract.

10. ACTION ITEM: Executive Director Annual Review – Contract Negotiations

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

Motion by Michelle second by Frank. Approved 7-0.

11. 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.

12. RETURN TO OPEN SESSION FROM CLOSED SESSION

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

Session returns at 8:34pm. Motion for Deliberation regarding contract negotiations by Char Brown, second by Pat. Motion pass 7-0.

Motion for Deliberation regarding personnel by Michelle, second by Frank. Motion pass 7-0.

13. DISCUSSION OF JOINT MEETING WITH CITY OF MATHIS JULY 13TH AT 6:00 pm AT THE MEDC MEETING ROOM

Presentation of the planners final report. Board has no other discussion items for the joint meeting.

REPORTS

14. Executive Director

- a. **TEDC 2017 Mid-Year Conference THE TEXAS CONNECTION Economic Development & Workforce.**

We talked about the workforce programs with ATS but they were not interested at this time. The conference is an excellent networking opportunity. This is how we were in contact with Retail Strategies. Review future conferences hosted by TEDC.

- b. **USDA Rural Community Development Initiative Webinar**

EDC staff will attend this seminar online.

- c. **Special Assessment Techniques for Transformative Community Improvements**

Webinar on downtown development

- d. **Executive Committee Meeting Wednesday July 19th at 12:30 Draft Budget workshop**

Meeting has been changed to July 26th at 11am. (update: re-re-scheduled for July 25th @ 2pm.)

- e. **SBA Government Contracting workshop July 25th presented by Small Business Administration 6-8 PM. MEDC meeting room**

Bobbie will host SBA representatives to Mathis on federal contracting.

- f. **City of Mathis City Council Workshop Fiscal Year 2017-2018**

Doug presented the slides from the City Council meeting on their budget for next year.

- g. **2017 Notice of Appraised Value San Patricio County Appraisal District**

The County valued 109 & 115 E San Pat property at \$60,000-\$70,000. We are exempt from the tax but this is so you know that values. When a buyer takes over the property the new owners take over the taxes.

14. Marketing/Facebook Report.

Bobbie has listed EDC properties for sale beyond Mathis through Craig's List and other free listing property sites. We will request for SPEDC to post on their site. We keep a clipboard with a sign in sheet for clients that come in, including Facebook inquiries. Also, presentation on how Facebook works and the importance of communicating regularly with the public. As of today, we have 525 people following us on Facebook. Please update our MEDC phone roster and planner.

15. IT and Conversion from the City.

Dea presents report that IT is settled at this point with the exception of fully utilizing QuickBooks. Effective today all of our accounting is in house with 3 bank accounts open with Board Members as authorized signatures. The same process of approval will remain. All accounts have been reconciled and these reports are what will we use from now on. We start our first in house pay roll on Friday. We are ready to move forward. This will also allow us to move forward with our independent audits. We can't do our audit until the City does theirs. Elvira discusses the new financial report process is clear and easy to understand.

16. DISCUSSION OF FUTURE AGENDA ITEMS FOR AUGUST 2017 MEDC BOARD.

Dana requests the discussion that we should start developing an SOP for our operations and suggests we get our properties in a workable shell to make them easier to sell. Would like us to have a plan to get them more presentable. Dana and Elvira would like to discuss marketable single family dwelling homes. Doug will give an update at the next meeting.

17. MEETING ADJOURNMENT.

Motion to adjourn by Elvira, second by Dana, approved 7-0.
