

# MINUTES

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

**November 7, 2017 at 6:30 PM  
BOARD MEMBERS' BUSINESS**

- | <i>Item</i> | <i>Description</i> |
|-------------|--------------------|
|-------------|--------------------|
- 1. Roll Call to determine presence. (Pat**
- |                           |                         |                |
|---------------------------|-------------------------|----------------|
| <i>President</i>          | <i>Vicente Gonzalez</i> | <i>Present</i> |
| <i>Vice President</i>     | <i>Char Brown</i>       | <i>Present</i> |
| <i>Secretary</i>          | <i>Pat Doherty</i>      | <i>Present</i> |
| <i>Treasurer</i>          | <i>Elvira Chavez</i>    | <i>Present</i> |
| <i>Director</i>           | <i>Michelle Herrera</i> | <i>Present</i> |
| <i>Director</i>           | <i>Dana Espinal</i>     | <i>Absent</i>  |
| <i>Director</i>           | <i>Frank Galvan</i>     | <i>Present</i> |
| <i>Executive Director</i> | <i>Doug Dowler</i>      | <i>Present</i> |
| <i>Network Admin.</i>     | <i>Dea Brite</i>        | <i>Present</i> |
| <i>Marketing Admin.</i>   | <i>Bobbie Bramel</i>    | <i>Present</i> |
- 2. Call to order – Regular MEDC Meeting November 2017**  
*Vicente calls meeting to order at 6:34pm.*
- 3. Consider approval of minutes from October Annual and Regular meeting. Pat Doherty**  
*Pat moves to approve as written and amended. Franks seconds. 6-0.*
- 4. Review of October Financial Statements and Budget. Elvira Chavez**
- Elvira reports on statements and presents unexpected repairs to EDC property at 109 E San Patricio Ave and the MEDC office air condition unit.*
- Doug reports on the prep work for mural displays on south wall of the future Gigi's Pizzeria. All detailed invoices are reviewed with the EDC Board.*
- Motion to approve by Char, second by Pat. Approved 6-0.*
- a. Update on Accountants Compellation, Review and Audit. Dea Bright**
- Dea presents audits will be done through Judith Clifford on a quarterly basis. Dea is working closely with Judith's representative. We are backed up to where we took over from the City of Mathis. The review and audit finalization for the last quarter will be signed off no later than Tues (Nov 14). Dea is confident in where she is at now with the accounting. Bank balances are at 100% accounted for and a the TEXPool statement is provided. As requested by Dana, Doug reviews the TEXPool process with the Board in detail on how to use the money, what it's for and the proper procedures to access. Doug also shows the current balance of the TEXPool account.*

**b. Development Plan:**

- i. Complete Environment Assessment and cleanup of property.
- ii. Determine current structure utilization and develop rehabilitation project or demolition
- iii. Develop marketing plan for sale of or lease/purchase of property for commercial business.

**c. Motion authorizing the Acquisition of the 605 N Front Street Property**

**1. MOTION:** Motion to authorize the purchase and acquisition of the property know as 605 N Front Street Mathis, Texas in the amount of Sixteen Thousand Five Hundred and No/100 dollars (\$16,500).

*Motion by Frank contingent upon clean environmental and second by Elvira. Motion approved 6-0.*

**2. MOTION:** Motion to approve Resolution No. \_\_\_\_\_;

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MATHIS ECONOMIC DEVELOPMENT CORPORATION, AUTHORIZING THE EXECUTIVE DIRECTOR OF THE MATHIS ECONOMIC DEVELOPMENT CORPORATION TO EXECUTE THE REAL ESTATE SALES CONTRACT AND ANY AND ALL DOCUMENTS NECESSARY FOR THE ACQUISITION OF THE APPROXIMATELY 0.298-ACRE TRACT OR TRACTS OF LAND FOR ECONOMIC DEVELOPMENT PURPOSES; AND PROVIDING FOR AN IMMEDIATE EFFECTIVE DATE.**

*Motion by Frank, second by Elvira. Approved 6-0.*

**c. Revolving Loan Program**

**A. Financials and Loan Report**

**B. Capitalization Plan**

**C. SMRF Close-out/Draw**

*The loan report is all loans are complete, gaining interest, and all are current. There is \$5,000 available to lend out for new clients. Dea has all the balances available and working on an established loan format report and will have it available next month.*

**8. Report on Building Maintenance/Repair**

- a. **111 and 109 E. San Patricio Ave**
- b. **103 E. San Patricio Ave**
- c. **TWIA Claim, FEMA, SBA claims**

*As discussed earlier, the AC repair and cleanup is complete. We expect to be reimbursed for the payments made by our insurance, FEMA and SBA claims submitted. Both properties are protected by windstorm. Claim has been filed and adjuster has been by to assess. What the insurance doesn't pay, FEMA covers and finally whatever is left can be covered by a loan through the SBA if necessary.*

- b. Website
- c. Constant Contact
- d. Yelp
- e. Groupon
- f. Survey Monkey

**B. Setting up and Managing Facebook Workshop – November 16<sup>th</sup>**

- a. QuickBooks/Small Business Accounting
- b. TWC – Employment Law
- c. Business Loans
- d. Sales Tax
- e. Technology

*Dea describes the nature of the business classes to help with retention and expansion. The first course will be on Thursday Nov 9<sup>th</sup>. Some training will be free but some will include a fee. These courses are reflective of what the SBDC offers in Corpus Christi. The courses will be offered twice a day for 1 hour each and participants are welcomed to bring a lunch or snack.*

**REPORTS**

**12. Executive Director**

**Doug Dowler**

- a. SPCEDC Annual Banquet November 2<sup>nd</sup> 2017.
- b. Administrative Services Agreement
- c. Howdy Ranch \$1,500 donation to Mathis PD
- d. City Audit Update
- e. Downtown Façade Grant Program

*The County EDC banquet was a success. Doug, Pat and Char were able to have a few minutes to discuss with Susanne Wade of HEB specifically about Mathis. Smolik's Smokehouse was the second oldest business recognized at the event. The City has not brought the Administrative Services Agreement to City Council. Mr. Barrera has reviewed it and approves. Howdy Ranch RV formally issued the \$1500 to the MPD for the Vortex Protection vests. The city council in close session as requested city audits to be completed every 6 months. Three audits per year must be completed until caught up. At the last board meeting, it was requested by Dana for a detailed list of the Downtown Façade Grant Program. A complete list of the recipients and how it was used is documented and provided to all the board members. The program is now completed and closed. Dana also request that Doug provide a report on several items pertaining to the city regarding the status of the annex building. Mr. Barrera responded in email that the city does not have the funding and there are no plans for improvements to the annex building at this time. The city has removed all equipment from the Whitman property and will keep a regular maintenance schedule on it. The city says the forklift is being well maintained an utilized on a daily basis. It may be used to help install decorations and banners as requested.*

**13. Marketing/Facebook Report.**

**Bobbie Bramel**

**EXECUTIVE SESSION RESERVATION**

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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**POSTING CERTIFICATION**

I hereby certify that this public meeting agenda was posted in a public place at the Mathis EDC in the City of Mathis, Texas, in compliance with the requirements of public law for posting an agenda of all non-emergency meetings at least 72 hours prior to the call to order of said meeting.

\_\_\_\_\_  
Pat Doherty,  
EDC Secretary

At \_\_\_\_\_ a.m. /p.m. on \_\_\_\_\_, 2017.

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