

AGENDA

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.	
2.	Call to order – Regular MEDC Meeting November 2017	
3.	Consider approval of minutes from October Annual and Regular meeting.	Pat Doherty
4.	Review of October Financial Statements and Budget.	Elvira Chavez
	a. Update on Accountants Compellation, Review and Audit.	Dea Bright

OLD BUSINESS

5. Recognition of Board Member Service
 - a. Vicente Gonzalez – Board President, *Term Expires February 3, 2018*
 - b. Charlene Brown – Board Vice President, *Term Expires February 3, 2018*
 - c. Pat Doherty – Board Secretary, *Term Expires February 3, 2018*
 - d. Dana Espinal – Board Member, *Term Expires February 3, 2018*
 - e. Elvira Chavez – Board Treasurer, *Term Expires February 3, 2019*
 - f. Frank Galvan – Board Member, *Term Expires February 3, 2019*
 - g. Michelle Herrera – Board Member, *Term Expires February 3, 2019*
6. Discussion of Applications for Board Membership – 4 positions open for 2 year term beginning February 3, 2018 and expiring February 3, 2020.
7. Presentation of MEDC Programs Doug Dowler
 - a. Downtown Revitalization
 - A. Sidewalk Project
 - B. 109 E. San Patricio Ave
 - a. Market Days Pavilion
 - b. GiGi's Pizza
 - c. Murals
 - b. Business Retention and Expansion
 - A. 605 N Front Street Purchase

- a. **Railroad Commission of Texas Environmental Assessment and cleanup.**
- 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).
 - 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.

- c. **Revolving Loan Program**
 - A. **Financials and Loan Report**
 - B. **Capitalization Plan**
 - C. **SMRF Close-out/Draw**

- 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**

NEW BUSINESS

- 9. **Shop Small Saturday November 25, 2017** **Bobbie Bramel**
 - a. **Merchant Meeting**
 - b. **Day's Events**
 - c. **Marketing/Workshops**
- 10. **Supporting our First Responders Raffle** **Bobbie Bramel**
 - **Underwritten by Chenier Energy**
- 11. **Business Lending Center Program** **Dea Brite**
 - a. **Business Training Courses and Workshops**
 - A. **One-hour overview workshops, their use and value** **Free**

- B. One-hour group training on specific topic \$25
- C. One-hour individual training on a specific topic \$35
- b. Upcoming Training and Courses
 - A. Marketing – November 9th @12:00 noon or 6:00 pm Free
 - a. Facebook
 - b. Website
 - c. Constant Contact
 - d. Yelp
 - e. Groupon
 - f. Survey Monkey
 - B. Setting up and Managing Facebook Workshop – November 16th
 - a. QuickBooks/Small Business Accounting
 - b. TWC – Employment Law
 - c. Business Loans
 - d. Sales Tax
 - e. Technology

REPORTS

- 12. Executive Director Doug Dowler
 - a. SPCEDC Annual Banquet November 2nd 2017.
 - b. Administrative Services Agreement
 - c. Howdy Ranch \$1,500 donation to Mathis PD
 - d. City Audit Update
 - e. Downtown Façade Grant Program
- 13. Marketing/Facebook Report. Bobbie Bramel
 - a. Facebook statistics
 - b. Report on meetings, training and activities
 - c. Monthly calendar
- 14. IT and Conversion from the City. Dea Leigh Brite
- 15. Executive Session

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.

Motion to adjourn to Executive Session regarding discussion of Personnel

16. RETURN TO OPEN SESSION FROM CLOSED SESSION

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

17. DISCUSSION OF FUTURE AGENDA ITEMS FOR December 2017 MEDC BOARD

MEETING:

18. Adjourn

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.

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.