

# **AGENDA**

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

**October 16, 2017 at 2:00 PM**

## **COMMITTEE MEMBERS' BUSINESS**

*Item*

*Description*

1. Roll Call to determine presence.
2. Call to order.
3. Consider approval of minutes from September meeting.
4. Review of September Financial Statements and Budget.

## **OLD BUSINESS**

5. Presentation of Administrative Programs.
  - a. Review of Downtown Sidewalk Projects
    1. Phase I - 100 and 200 Blocks. Of San Patricio Ave
    2. Phase II - TxDOT Alternatives Transportation Grant
  - b. Review of MEDC Loan Programs
    1. Draw request pending TDA
6. Annual Meeting October 3, 2017
  - a. Board Officer Elections
    - a. President – Vicente Gonzalez
    - b. Vice President – Charlene Brown
    - c. Secretary – Pat Doherty
    - d. Treasure – Elvira Chavez
7. Report on MEDC Annual Planning Workshop – September 28<sup>th</sup>.
  - a. Review of the 2015 Strategic Action Plan of MEDC

- Goal 1:** Work with the City Manager to hire an Executive Director for the MEDC  
**COMPLETED**
- Goal 2:** Review and Revise EDC bylaws **COMPLETED**
- Goal 3:** Establish Committee Meetings monthly between regular board meetings  
**COMPLETED**
- Goal 4:** Establish quarterly interactive workshops with City Council  
**COMPLETED**
- Goal 5:** Raise the public profile of the Mathis EDC **ON-GOING**
- Goal 6:** Establish regular communication between MEDC and other local & regional economic development entities **COMPLETED**
- Goal 7:** Maintain and update MEDC web site **ON-GOING**
- Goal 8:** Promote existing incentives the MEDC has approved to help retain, expand and/or recruit businesses to Mathis including Tax Abatement & Downton Revitalization Programs **ON-GOING**
- Goal 9:** Recruit businesses to the City of Mathis **ON-GOING**
- Goal 10:** Develop a Business Retention and Expansion Program **ON-GOING**

**b. 2018 Strategic Action Plan – Program Categories**

- a. Downtown
- b. Business recruitment
- c. Business Retention and Expansion
- d. Mathis Public Profile/Marketing
- e. Revolving Loan Fund
- f. Business Incentive Program
- g. Site Development
- h. Education/Workforce Development
- i. Housing
- j. Business Lending Technical Assistance

**8. Report Meeting of October 10, 2017**

- a. Annual Report **Bobbie Bramel**

**9. Report on Administrative Services Contract**

- a. TMRS Retirement costs
- b. Transference of Records

## NEW BUSINESS

**10. Discussion on purchase of property on Front Street**

**11. Discussion of MEDC policy on donations.**

**12. Action Item: Review and Recommendation of Approval for Business “Pre-Paid” MasterCard”  
for business expenses.**

- a. **Background:** In the routine operations of the company incidental expenses are incurred on a daily basis. In order to facilitate efficiencies in our operations it is contemplated that a company credit card be obtained for small purchases.
- b. **Purpose:** A **pre-paid credit card** in the amount of **\$1000** would be obtained with limited access by MEDC personnel. Only purchases pre-authorized by the Executive Director and then reported to the Accounting/Finance department would be allowed, subject to budget limitations. Any expenditure in excess of \$500 would require Board Treasure approval. All expenditures would be reported to the Executive Committee on a monthly basis.
- c. **Recommendation: Action Item:**
  - a. **Motion:** Motion to approve purchase of a Pre-Paid Credit Card with a \$1,000 limit. Limited to small purchases or expenses with pre-approval by Executive Director.

**13. Request for Grant funding under Downtown Façade Grant program**

- a. Request from Terrie Runnels for \$20,000 in matching funds for interior and exterior improvements

**14. Report and Discussion of Mathis Police Department request for donation.**

- a. Proposed fundraiser and support for Mathis Police Department for the purchase of 2 Officer Vests. Request for support from Chenier Energy for \$1,000 to purchase raffle prize.

## 15. REPORTS

### 1. Executive Director

- a. Sales Tax Report month of October – August Sales
- b. Breakfast Honoring Chairman J. M. Lozano October 11<sup>th</sup>
- c. AEP Economic Development Sales Training “How to get in the door and what to do once inside”. October 16<sup>th</sup>, 2017; “Identifying your unique selling position, differentiate and prove it. November 1<sup>st</sup>, 2017.
- d. Conference call with Adam Hughes CEO, Better City, LLC. Discussion and model of what Better City can achieve with Mathis.
- e. CDFA Development finance Webcast “Housing Finance 101, October 17<sup>th</sup>
- f. Request of City to report on: 1) City Audits; 2) Progress on Remodel of Annex Bldg. 3) Report on status of Equipment purchased by EDC.
- g. Report on Appropriation Request \$13,000 for emergency AC repair and project update.
- h. Report on Transfer of Records from City to MEDC.

### 2. Marketing/Facebook Report

- a. Shop Small Event

### 3. Web Page Report

## 16. DISCUSSION OF FUTURE AGENDA ITEMS FOR NOVEMBER 2017 MEDC BOARD

### MEETING

## 17. ADJOURNMENT

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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 12:00 ~~a.m.~~ p.m. on Oct 13, 2017

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