

MINUTES

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

November 27, 2017 at 2:00 PM

COMMITTEE MEMBERS' BUSINESS

- | <i>Item</i> | <i>Description</i> |
|---|--|
| 1. Roll Call to determine presence. | |
| <i>President</i> | <i>Vicente Gonzalez Present</i> |
| <i>Vice President</i> | <i>Charlene Brown Present</i> |
| <i>Treasurer</i> | <i>Elvira Chavez Absent</i> |
| <i>Secretary</i> | <i>Pat Doherty Present</i> |
| <i>Executive Director</i> | <i>Doug Dowler Present</i> |
| <i>Finance Admin</i> | <i>Dea Brite Present</i> |
| <i>Finance Asst.</i> | <i>Roxanne Breiten Present</i> |
| <i>Marketing Admin</i> | <i>Bobbie Bramel Present</i> |
| 2. Call to order. | |
| | <i>We have a Quorum. President calls to order at 2:18pm</i> |
| 3. Consider approval of minutes from October meeting. | |
| | <i>Pat requests change second to the last line on the first page, change "lend" to "lent out" On page 4, #11 discussion on donations, clarify board members to be discussed "by board members". Motion by Pat to approve with corrections, second by Char. Approved 3-0.</i> |
| 4. Review of October/November Financial Statements and Budget. | |
| | <i>Doug presents statements on behalf of Treasurer. Motion by Pat, second Char approved 3-0.</i> |

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**
- Revision was put together and City Manager made some changes to the designs due to budget constraints. Email sent out from City Manager that he will be taking over the project from this point on but has stated he anticipated having changes prepared for city council on Dec 11th. The EDC has been excluded from any changes despite the \$120,000 match investment from the EDC. There are several items removed from the plan that was agreed upon without input from the EDC. For example, sidewalk lights were exchanged and some landscaping was removed. The project bids must be completed by Feb 24, 2018 or we lose the funding from the state. Motion by Char for a brief recess, second by Pat. Approved 3-0 at 2:48pm. Call to return from recess at 3:01pm.*

b. Review of MEDC Loan Programs

1. Draw request pending TDA

\$16,000 draw request on SMRF money was available at the City on Nov 2 but did not notify the EDC until Nov 27th that the check was ready. All loans are paid and current.

6. Update on Mathis First Responders Raffle

Bobbie presents the tickets that will be on sale at the end of Shop Small event. Cheniere has already provided the \$1,000. City of Mathis, EMS, Police, Fire and EDC (possibly the MISD) will have tickets to sell.

7. Update on purchase of 605 Front Street

Closing on Dec 27, 2017 for \$16,500 asking price. The Texas Railroad Commission will provide grants for environmental evaluations and clean up.

8. Discussion of City of Mathis Tax Abatement and Incentive Resolution

Tax abatement was not discussed with the EDC. The only request made by the City Manager was for the most current draft. No input was request from the EDC. The original policy was expired in January 2017. City Council left it open to recommendations but was approved in its current draft. The board request Doug to put together recommendations for the Tax Abatement.

9. Report on MEDC Financial Review and Audit

Dea says CPA will provide audit in January 2018. Report will be at the beginning of the next quarter. Jan 1st report will be through September 30. Everything from Oct 1, 2017 is complete. One other thing, the topic of closing the old accounts, there is one EDC account managed by the City that needs to be closed by Jan 1, 2018. There is no use for the account. No board action required. Consensus to have the city close it. Doug informs the board to expect findings on the first audit due to no back up for financials from the city prior to April 2017.

**skip to 2.a*

10. Report on Administrative Services Contract

a. TMRS Retirement costs

b. Transference of Records

Contract has been signed and will be presented to city council on Dec 11th. Recommend EDC board members attend.

NEW BUSINESS

11. Discussion of MEDC policy on donations.

Doug needs clarification on how to proceed. Every donation request should be considered by the board for approval. We have no budget for donations. It is the consensus of the Executive Board that any donation requests will be presented to the full EDC Board for consideration.

12. Resolution to City of Mathis for \$16,500 for the purchase of 605 Front Street

Consensus is to purchase and move forward with contract.

REPORTS

1. Executive Director

a. Sales Tax Report month of October – August Sales

Within 1% of last year's tax report. Sales tax is up 9% for the year to budget.

b. CDFA Summit – Atlanta, GA.

Doug trip to CDFA National summit. Reviewed 6 national projects price from \$3M up to \$450M. Excellent networking opportunities that are useful for the growth of Mathis. Working with Better Cities contract. HOT tax will be requested from the city council to help pay for the contract. EDA made announcement that \$24B is available for revolving loan funds. It is not as stringent as SBA. Our application will be for \$300,000.

2. Marketing/Facebook Report

a. Shop Small Event

Bobbie reports record profits for downtown businesses, specifically Smolik's and All Cross Texas. Positive feedback from shoppers. Dea, Roxy, Pat and Char stopped in to help. Facebook live on Nov 29th at 10 am to announce winners. Success contributed to a combination of planning with business owners, coupon incentive, newspaper article and social media. Follow up meeting with participating businesses will be on Dec 13th for confirmed sales.

b. Grand Opening Xsellence Realty Office Dec 7th 11AM.

*Facebook Live event, guests from out of town will be attending, to include the broker.
back to item 10.

3. Web Page Report

Web page is up to date. Agendas and minutes are posted. EDC properties are listed for sale. Dea presents that drops for computers are in place in the conference room. First Intro to Online Marketing class was successful. Classes are offered on Thursdays at 12 AND 6 for free. Individual training at business location for a fee depending on service required. Total revenue for business technical training is \$70. Next course is free overview of QuickBooks and Accounting. Next courses will be in January 2018. Dea is also working on grants and a "classroom in a cart" program. She has received a grant for Microsoft software. Dea and Bobbie are working to have the Start Smart SBDC course offered remotely at the EDC conference room, 8 week course on Wednesdays. Del Mar College charges \$150 for this course but we are working to have a lower cost for Mathis and surrounding communities.

13. DISCUSSION OF FUTURE AGENDA ITEMS FOR December 2017 MEDC BOARD MEETING

Char recommends a workshop on tax abatement with the City to give EDC and Council member input and discussion. Elvira would like to add information on Marketing plan efforts for real estate. Pat would like another report on Doug's CDEA conference for the regular board meeting.

14. ADJOURNMENT Motion by Char, second by Pat. Adjourned 3-0 at 4:24pm
