

MINUTES

**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.

<i>President</i>	<i>Vicente Gonzalez</i>	<i>Present</i>
<i>Vice President</i>	<i>Charlene Brown</i>	<i>Absent</i>
<i>Treasurer</i>	<i>Elvira Chavez</i>	<i>Present</i>
<i>Secretary</i>	<i>Pat Doherty</i>	<i>Present</i>
<i>Executive Director</i>	<i>Doug Dowler</i>	<i>Present</i>
<i>Finance Admin</i>	<i>Dea Brite</i>	<i>Present</i>
<i>Marketing Admin</i>	<i>Bobbie Bramel</i>	<i>Present</i>

2. Call to order.

Pat Doherty - we have a quorum. President calls meeting order at 2:05pm.

3. Consider approval of minutes from September meeting.

Pat motions to approve, second by Elvira. Approved 3-0.

4. Review of September Financial Statements and Budget.

Elvira presents budget. Pat motions to approve, Elvira seconds. Approved 3-0.

**President requests to present item 8a at this time.*

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

Final engineer design will be here this week. We will be able to get everything we wanted within our budget. Next step is to take bids. No update on TxDOT.

b. Review of MEDC Loan Programs

1. Draw request pending TDA

We are fully funded by SMRF loans and all money has been lent out. All of the loan payments are current. We are now doing some housekeeping on our files.

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**

Executive terms are 1 year. Director terms are 2 year. All positions are filled for the 2017-2018 year.

7. Report on MEDC Annual Planning Workshop – September 28th.

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 & Downtown 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**

Workshop was a success. There was not much feedback or any questions from City staff or MSID. All goals have been accomplished.

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**

These are categories of topics we want to focus on and new projects for Mathis.

8. Report Meeting of October 10, 2017

a. **Annual Report**

Bobbie Bramel

Video presentation on 2016-2017 Annual Report.

Return to item 5a.

9. Report on Administrative Services Contract

a. **TMRS Retirement costs**

b. **Transference of Records**

The city still has not sign the contract. City Manager wants to review the TMRS section to be sure EDC is paying the correct amount. The EDC is paying the same amount. President questions who should sign the contract? Doug responds the City Council has given authority to the city manager to sign. The EDC has been paying the amount for 3 months. Dea clarifies that the formula the EDC uses to calculate is exactly what the city pays and there will not be any surprises. The City has provided us with 5 boxes of paperwork but no financial records. Mostly minutes from previous meetings. EDC staff completed our own inventory and it matches the city's inventory listing. Dea will send them a list of what financial records we need.

NEW BUSINESS

10. Discussion on purchase of property on Front Street

We have been approached by Tom Saenz with an offer to sell the property on Front St. The listing price is \$59,000 but has offered it to the EDC for \$16,500 due to the possibility of environmental contamination. Doug wants to do Ph 1 environmental study before consideration. The Railroad

commission will pay for the study before we buy the property. If warranted, they will do the Ph 2 study. If contaminated, they will also assist in paying for cleanup.

11. Discussion of MEDC policy on donations.

Elvira discusses concerns with budget for donations. The budget is very tight this year and the EDC has grown so we have to limit the donations. The board has decided that any requests for any donations will have to be discussed ^{by board members.} amongst each other. An updated to the request from the Mathis PD is Cheniere has verbally committed to donate \$1000. Howdy Ranch RV has stepped up and committed to donated the full \$1500 for the vests. For future reference, the city needs to facilitate fund raising for city entities.

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.

Pat motions for approval, second by Elvira. Passed 3-0.

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.

The funds are not available at this time and request is denied.

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.

The MEDC Staff will use the money to purchase a 2 night stay at Schlitterbahn Corpus Christi package to be raffled off. All money will be given to the city to split between the emergency responders MPD, EMS and Volunteer FD.

15. REPORTS

1. Executive Director

- a. Sales Tax Report month of October – August Sales
EDC received \$21,888.42 for Sept.
- b. Breakfast Honoring Chairman J. M. Lozano October 11th *Doug & Pat attended breakfast at SPEDC.*
- c. AEP Economic Development Sales Training “How to get in the door and what to do once inside”. October 16th, 2017; “Identifying your unique selling position, differentiate and prove it. November 1st, 2017.
Excellent guidance on sales calls for businesses.
- d. Conference call with Adam Hughes CEO, Better City, LLC. Discussion and model of what Better City can achieve with Mathis.
Discussion on what the can offer for retail businesses in Mathis.
- e. CDFA Development finance Webcast “Housing Finance 101, October 17th
Doug will participate in this webinar.
- 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.
Doug will be submitting a request for an update on these items. These updates were requested by a board member at the last regular board meeting.
- g. Report on Appropriation Request \$13,000 for emergency AC repair and project update.
There are no anticipated issues with the request.
- h. Report on Transfer of Records from City to MEDC.
As mentioned earlier, the 5 boxes from the City have been inventoried, but no financial records were included.

2. Marketing/Facebook Report

- a. **Shop Small Event** – *First marketing workshop will be on Oct 26 for local business owners.*

3. Web Page Report

It's a work in progress.

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

17. ADJOURNMENT *Elvira motions to adjourn, second by Pat. Adjourned 3-0.*

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
