

MINUTES

CITY OF MATHIS 4B ECONOMIC DEVELOPMENT CORPORATION

EXECUTIVE COMMITTEE MEETING

MEDC OFFICE, 111 E. SAN PATRICIO AVE.
MATHIS, TX 78368

September 18, 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 Absent</i> |
| <i>Treasurer</i> | <i>Elvira Chavez Present</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>Marketing Admin</i> | <i>Bobbie Bramel Present</i> |
| 2. Call to order. | |
| | <i>We have a quorum at 2:03pm.</i> |
| 3. Consider approval of minutes from August meeting. | |
| | <i>Pat moves to approve minutes as written, Elvira seconds, approved 3-0.</i> |
| 4. Review of August/Interim August Financial Statements and Budget. | |
| | <i>Elvira presents Financial Statements. Doug brings attention that during the month of July we actually had a significant drop in taxes during the month of July. We collected \$14,000 LESS than the same time last year. Elvira requests to see the progress from month to month beginning on Oct 1 when everything is full transferred to the EDC. Dea responds that an income statement and balance sheet will be provided. Dea has separated out the payments from clients and is close to closing the year. Elvira motions to accept financials, Pat seconds. Motion passes 3-0.</i> |
| <u>OLD BUSINESS</u> | |
| 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 | |
| | <i>Doug shows the engineer plans. The entrance to CVS will be left as is, but the Flower Shop will need updating. The sidewalks will be 12 feet wide. The project is still within budget. TXDoT authorized more time to submit application due to Harvey. 5 items were recommended to be</i> |

changed. Most noticeable are the addition to bike lanes that will flow in to the 300-400 blocks. Also, the lights in questions will not replace TXDOT street lights, they are to illuminate the sidewalk only. Doug has also submitted a request for a timeline.

b. Review of MEDC Loan Programs

1. Draw request pending TDA

We have received our \$84,000 reimbursement from the State of Texas SMRF loans.

2. SBA Microloan Application

The SBA application has been submitted.

6. Budgeting for 2017-2018 fiscal year

a. MEDC City Council MEDC 2017-2018 Budget presentation – Approved 9/18/2017

Doug reports that the City Council approved the 2017-2018 budget. A copy of the city budget has also been provided to the EDC.

7. Annual Meeting October 3, 2017

a. Board Officer Nominations

i. President – Vicente Gonzalez

ii. Vice President – Charlene Brown

iii. Secretary – Pat Doherty

iv. Treasure – Elvira Chavez

b. Years of Service Recognition

8. Special Called Meeting October 10, 2017

a. Annual Report Draft

9. MEDC Annual Planning Workshop – September 28th.

a. Joint Planning workshop with MEDC, City Council and Administration, School Board and School Administration, County Commissioners, San Patricio County Economic Development and State Elected Officials.

Doug reviews the draft Agenda for the workshop with the EDC board. Date is the 27th, NOT the 28th. It is on a Wednesday.

10. MEDC Housing Workshop

- a. Housing initiative to promote development, construction and marketing of a housing program within the City of Mathis.**

This item is a work in progress. I keep this on the Agenda so we don't forget about it.

11. Downtown Beautification Committee – Sponsored by the MEDC with Mathis Public Works and Parks Department.

- a. To allow the community to participate in the revitalization of the Downtown District.**
- b. Leadership and membership.**

Once we get our Downtown project back from the engineers we will need to work on forming a committee.

12. Whitman Property Development

- a. Preliminary Budget**

It will cost \$10,000 to get it ready to sell. The EDC does not have the money. It will be present to the City. Elvira is against pressing any further on the issue. Vicente reminds the board that directors should not allow one individual to be directing the EDC staff. Any suggestions need to be put on an agenda and discussed to avoid sending mixed messages to the staff. Elvira is strongly against sending a letter to the city advising them on what to do with their property. Bobbie reviewed the previous Executive Meeting minutes from Aug 14th, the decision was made to not pursue the sale of the Whitman Property. It was determined by Executive Board that a letter regarding the Whitman property will not be sent to the city.

13. Report on Administrative Services Contract

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

We have not yet received the contract signed back from the city. The City Manager has reassured that he will get with the city staff to provide the records. Dea informs the board

that there is no backup from the day we took over. The city has kept all the financial records. Dea thinks that it is uncomfortable not having that documentation for audits. If Dea is asked to provide information, she cannot do her job.

14. Discussion of City of Mathis Tax Abatement Guidelines and Criteria and application.

Doug presents that these are guidelines and reiterates that it is not an EDC function but this will be provided to the city.

15. Discussion of Avangrid Renewables Development of Wind Farm near Mathis.

Avangrid made their presentation to the city. The city council is in favor but did ask to keep them turbines out of the ETJ. The company will look at working to moving the 4 turbines.

NEW BUSINESS

16. Action Item: Review and Recommendation of Approval for Accounting Services

- a. Motion: Motion to approve recommendation to Board of Judy Clifford, CPA as MEDC Accountant.**

Pat moves to approve, Elvira seconds, motions pass 3-0.

17. Action Item: Review and Recommendation of Approval of Personnel Policy on Benefit Eligibility.

- a. Motion: Motion to approve Recommendation to Board of Personnel policy allowing Benefit eligibility after 30 days employment.**

Pat moves to approve, Elvira seconds, motions pass 3-0.

18. REPORTS

1. Executive Director

- a.** Sales Tax Report month of September – July Sales
- b.** City of Mathis Base Budget 2017-2018
- c.** CBCOG Federal & State community Resources 8/2/2017
- d.** TDA Implementation Workshop; Arlington, TX 8/16/2017 – 8/18/2017
Training required when funding is provided
- e.** TxDOT I37 Corridor Web meeting; 8/24/2017
Doug participated due to the high response of Mathis emergency responses

- f. **Attracting Investment & Employment; AEP 9/17/2017**
Doug and Bobbie participated in webinar. Very beneficial on site selection for companies
- g. **TWC Training Dea San Antonio 9/14/2017 – 9/15/2017**
Dea presents findings from the Employment Law class that will apply to the EDC and applicable to local small business owners.
- h. **CDFA Financing Small Business with the SBA 504 Program 9/19/2017**
- i. **Housing Finance 101-TBD**
The EDC staff will participate in the CFDA and Housing Finance webinars

2. Marketing/Facebook Report

- a. **Facebook statistics/Instagram account**
*580 Likes/3K engagements – proved valuable during hurricane Harvey
Considering Instagram account Jan 1st. Facebook followers responded to concrete street makers and provide some ideas on how to get them. Possible community adoption program.*
- b. **Small Business Orientation**
Successful, 15 participants/ possibly offering QuickBooks class to the community
- c. **Grand Openings**
Letty Flores Texas Governor's Office of EDC will attend iPrint at 10am and Butter's BBQ at 12pm on Thurs Sep 21st.
- d. **National Women in Business Day**
First annual brunch on Friday Sep 22nd with guests speakers: Commissioner Alma Moreno, MISD Gail Shepler, Smolik's Gail Smolik and City Mary Gonzales.

3. IT and Conversion from the City

Dea discusses developing a back up plan for daily IT. EDC accounting is established in the Cloud so our emergency backup is established.

19. DISCUSSION OF FUTURE AGENDA ITEMS FOR SEPTEMBER 2017 MEDC BOARD

MEETING

Elvira would like to discuss donations and make this an Agenda item. (library tables)

Pat would like to further discuss the transference of records.

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