

Minutes

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

February 12, 2018 at 2:00 PM

[The Executive Committee Meeting incorporated the regular Mathis EDC Board Meeting. The Regular Board Meeting could not meet at the scheduled date due to a lack of a quorum.]

BOARD MEMBERS' BUSINESS

Item

Description

1. Roll Call to determine presence.

President	Vicente Gonzalez	Present
Vice-President	Char Brown	Present
Treasurer	Elvira Chavez	Present
Secretary	Pat Doherty	Present
Executive Director	Doug Dowler	Present
Director of Finance	Dea Brite	Present
Finance Assistant	Roxanne Breiten	Present

2. Call to order.

A quorum was present.

3. Consider approval of minutes from January meeting.

January minutes were approved.

4. Review of January 2018 Financial Statements and Budget.

Financial statements and budget for the month of January approved.

a. Discussion of RFQ for Accounting and Audit services.

b. MEDC Financial and Loan Reports

c. MEDC Annual Economic Report

A RFQ will be issued to solicit bids for audits of MEDC financial reports. The MEDC financial statements and loan reports were reviewed. The MEDC Annual Economic Report was sent to the State Comptroller as required by law.

PUBLIC FORUM

Citizen Presentations from the floor.

No presentations.

PROCEDURE

Individuals are invited to address the Mathis Economic Development Corporation regarding their concerns. Individuals and groups are permitted Three (3) minutes to present their concerns. If a group will be presenting, the group should select a spokesperson to address the Board on the issue concerning the group. The Mathis Economic Development Corporation may not answer questions and no action on concerns expressed is permitted, except to place a consideration item on a future Agenda.

OLD BUSINESS

5. Presentation of Administrative Programs.

a. Review of Downtown Sidewalk Projects

i. Phase I - 100 and 200 Blocks. Of San Patricio Ave

The Committee members will present a plan to the City Council to build one block of the proposed two block initial buildout of the Mathis Sidewalk Project.

ii. Phase II - TxDOT Alternatives Transportation Grant

No new updates were available on the next phase of the sidewalk project.

b. Update on I37 project

i. Better City

Better City submitted a preliminary report on the telephone interviews they carried out.

c. Update on 1025 Freeman project

i. Discussion of project feasibility

There was no new information on the 1025 Freeman project.

NEW BUSINESS

Annual SPCEDC Economic Update Luncheon.

The MEDC has reserved a table at the March 7 luncheon.

Review, discussion and possible ACTION on MuniCap Consulting Services Agreement

Motion to approve Consulting Services Agreement with MuniCap.

The Committee approved the hiring of MuniCap to help develop housing for the initial sum of \$5,000.

5. Discussion of MEDC Marketing and Facebook objectives.

6. The Committee discussed the type of businesses they hoped would be attracted to Mathis.

a. Marketing now titled Business Recruitment and Retention

The title change reflects the MEDC's objectives.

7. Discussion of Small Business Technical Assistance Program.

a. Outreach

b. Group Classes

c. Individual consultation

d. Sponsored Training

i. Start SMART

ii. 8(a) Business Development Program

The SBTAP program has a robust start with classes held in social media and introduction to accounting. The Del Mar Start Smart 8-week program has 16 participants signed up and will be taught in Mathis. Dea Brite has held a number of consultations with individuals on QuickBooks.

8. Discussion of MEDC Revolving Loan Program

a. Rebuild Texas Funding

The Revolving Loan Program is fully subscribed, and all businesses are current on their payments. The Rebuild Texas Funding program will be managed through the Lift Fund.

9. Upcoming Economic Development Courses

Introduction to Accounting and QuickBooks installation sessions will be held in March.

REPORTS

1. Executive Director

a. Update on Board Member applications

Mitch Smolik's application was received by the City Council.

b. Report on HCA Mathis Clinic

No new updates from HCA on their interest in placing a clinic in Mathis.

2018 Community Enhancement Fund

SPCEDC Board Meeting 1/30/2018

The SPCEDC will focus business development on energy, industry, and will add aviation to the type of businesses they want to attract to the county. The SPCEDC also approved a MOU with the Corpus Christi Regional EDC to coordinate recruiting efforts. Rick Ritter was elected the 2018 SPCEDC president.

2. **Business Retention and Recruitment**
 - a. **Update of Business Retention programs**
 - i. **Number of Business contacted**
 - ii. **Social Media**
 - iii. **Grand Openings**
 - iv. **Technical Assistance**
 - b. **Update of Business Recruitment programs**
 - i. **Number of inquirers and request for information**
 - ii. **Real Estate Development**
 1. **Better City Collateral Report**
 - MEDC R/E Collateral Report Mathis**
 - Merchant Programs**

The Merchant get together is scheduled for Thursday, March 15 at 5:30 p.m. There are no new grand openings scheduled for March

3. **Small Business Technical Assistance Report**
 - a. **Completed Technical Assistance projects**
 - b. **Upcoming Technical Assistance projects**
 - c. **Upcoming Technical Assistance programs**
 - d. **Number of participants/Revenue received/Expenses**
 The program has a strong start, and Dea is asking for more course suggestions from Committee members and businesses. The graduation for the Start Smart program will be held on March 7.

6. DISCUSSION OF FUTURE AGENDA ITEMS FOR FEBRUARY 2018 MEDC BOARD MEETING Tracking rebid for sidewalk improvement program.

Limited to statements in accordance with the Texas Open Meetings Act, Chapter 551.042 of the Texas Government Code, no deliberation or discussion may take place by the City Council during this agenda item except to place a consideration item on a future agenda. The Open Meetings Act does not allow the Board to deliberate items that so not appear on the agenda.

7. ADJOURNMENT Adjourned 4:00 p.m.

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 Corporation Attorney, real estate acquisitions, or other purposes authorized under the "Open Meetings Act." In the event the Board of Directors elect to go into closed session regarding an agenda item; the purpose of the close 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 at least 72 hours to the call to order of said meeting.
