

Minutes

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

November 19, 2019 at 5:30 p.m.

BOARD MEMBERS' BUSINESS

Item	Description
1. Roll call to determine presence.	
President	Vicente Gonzalez Present
Vice President	Char Brown Present
Secretary	Pat Doherty Present
Treasurer	Elvira Chavez Present
Director	Frank Galvan Late
Director	Michelle Herrera Present
Director	Mitchel Smolik Present
Executive Director	Doug Dowler Present
Financials	Lori Trejo Present
Office Admin.	Roxanne Breiten Present
2. Call to order.	
	President called the meeting to order at 5:35 p.m.
3. Consider approval of minutes from October 2019 MEDC Board Meeting.	
	Action item: Motion to approve the October minutes. Secretary Pat Doherty motioned to approve the minutes for the October Board meeting, seconded by Treasurer Elvira Chavez. Approved (6-0).
4. Review, discuss and consider approval of the October financial statements and any related matters.	
a. Discussion and update on 2018-2019 Audit.	Auditors were in the office last week and have concluded their field work. They will complete our third audit at their office. We anticipate a report by the end of the year, making the EDC audits up to date through 2019.
b. Review, discussion and approval of October financials, and any related matters.	
i. Review and discussion of the October Income Statement.	
ii. Review and discussion of the October Balance Sheet.	
	Action item: Motion to approve October Financial Statements. Following presentation and discussion of MEDC financials, the October Income Statement and Balance Sheet were approved. Treasurer Elvira motioned to approve, seconded by Director Michelle Herrera. Approved (6-0).

c. Review, discussion and approval of the MEDC Revolving Loan Report, and any related matters.

Action item: Motion to approve October Revolving Loan Report.

Following presentation and discussion the MEDC Revolving Loan Report for October was approved. Vice President Char Brown motioned to approve, seconded by Treasurer Elvira Chavez. Approved (6-0).

PUBLIC FORUM

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 issues 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.

Call for any comments from the audience. **No one representing the public appeared.**

OLD BUSINESS

5. Presentation of Administrative Programs.

a. Update on Settlement at the Ranch project and any related matters.

MEDC is addressing the issues brought forth by the investors, the main concern being the number of units. We will increase the lots to sixty-nine and the rental units from twenty-four to thirty-six which will give us a total of a hundred-three units included in the PID and TARS district. The second concern is a market study. The investors would like a third-party market study. We have been working with CDS marketing research firm. The CDS study will emphasize Mathis but will include the entire county and parts of the region.

i. Review, discussion and possible action of Contract with Community Development Services (CDS) for a housing market study.

Action Item: Motion to approve the Contract and Resolution for the Settlement at the Ranch Market Study Contract with CDS and any related matters.

Following presentation and discussion of the CDS Contract for a housing study. Director Mitchel Smolik motioned to approve the project funding for CDS, seconded by Treasurer Elvira Chavez. Approved (6-0).

Following presentation and discussion of the Resolution for Settlement at the Ranch market study, Director Michelle Herrera motioned to approve, seconded by Vice President Char Brown. Approved (6-0).

ii. Review, discussion and possible action of Contract with Medina Engineering for Engineering services to replat the Settlement at the Ranch Subdivision and any related matters.

Action Item: Motion to approve the Contract and Resolution for the Settlement at the Ranch Engineering Services Contract with Medina Engineering.

Following presentation and discussion of the services with Medina Engineering for

the replat Resolution, Director Mitchel Smolik motioned to approve the resolution and the contract with Medina Engineering Services for an estimated cost of \$10,000.00, seconded by Treasurer Elvira Chavez. Approved (6-0).

- iii. Review, discussion and possible action of Contract with Texas Geo Tech Surveying & Engineering for services on the replat of the Settlement at the Ranch Subdivision and any related matters.

Action Item: Motion to approve the Contract and Resolution for the Settlement at the Ranch Surveying Services with Texas Geo Tech Surveying and Engineering.

Following presentation and discussion of the services with Texas Geo Tech Surveying and Engineering Services Resolution, Vice President Char Brown motioned to approve the resolution to hire Texas Geo Tech, seconded by Secretary Pat Doherty. Approved (6-0).

- b. Update on the Mathis Health Clinic Phase II.

- i. Report on the application to USDA Community/ Facilities program.

We are in the last phase of final approval for the grant and loan; Doug received an email this week asking for a clarification which Doug Dowler sent to the agency. We continue to wait on final approval.

- c. Update on Old Gin Co. Project.

- i. Report on the status of the approval from the taxing entities for acquisition of the 100 Rockport Street property.

Tonight, the Mathis ISD taxing entity is voting on the approval of our bid on the Old Gin Project. This is the final approval needed to proceed buying the property. When the sale is completed, the Old Gin Limited Partners will pay us for the purchase of the property. They're ready to begin construction and renovation of the property.

- d. Update on the 2019 TXCDBG Downtown Revitalization and Main Street Program Project. No update currently available.

NEW BUSINESS

6. Review and Discuss

- a. Report on Board Member Term Renewal and all related matters.

- i. Discussion on procedures from the City of Mathis on applications to become an MEDC Board Member.

We have four Board Members up for renewal, Pat Doherty, Vicente Gonzalez, Mitchel Smolik, and Char Brown. The City will begin taking applications in December and appoint/vote at a City Council meeting in January. They will be sworn in at the February meeting.

- b. Discussion and selection of AEP Scholarship for Introduction to Economic Development training course by TEDC.

Action item:

Option one – 2020 Basic Economic Development Course; Sheraton Gunter Hotel, San Antonio, Texas February 4-7, 2020.

Option two – 2020 Basic Economic Development Course; Embassy Suites Hotel, Fort Worth, Texas, October 27-30, 2020.

Treasurer Elvira Chavez motion, to approve Mitchel Smolik's attendance at the 2020 Basic Economic Development Course on February 4-7, 2020 with registration paid by AEP Texas and Mathis EDC to pay travel expenses. Seconded by Director Frank Galvan. Approved (7-0).

c. Discussion and possible approval of the Mathis Business Park Project, and any related matters.

MEDC has been approached by Texas Crack Seal, who contracts with the TxDot for highway maintenance. They have been in business for twenty years. There is only one supplier of the crack sealing material approved for use in Texas. Crack Seal would like to purchase 10 acres in MEDC's Mathis Business Park and construct a 10,000 square foot building to process and manufacture this material. They will retain twenty-three employees and will create a total of forty jobs in the next three years. Doug recommends to the board the approval of the Mathis Business Park Project and resolution, along with the engagement of LNV Engineering for a preliminary service study of the project.

Action Item: Motion to Approve the Mathis Business Park Project and Resolution for the Mathis Business Park Project.

Following presentation and discussion Treasurer Elvira Chavez motioned to approve the Mathis Business Park Project and Resolution; seconded by Director Frank Galvan. Approved (7-0).

Action Item: Approve Resolution for engagement of LNV Engineering (preliminary) Services.

Following the presentation and discussion Treasurer Elvira Chavez motioned to approve the Resolution for the engagement of LNV Engineering, seconded by Director Frank Galvan. Approve (7-0).

d. Review, Discussion and possible approval of the MEDC loan request from 1st Community Bank, to be used for the Mathis Business Park Project and Settlement at the Ranch projects. Pending Board approval 1st Community Bank has agreed to a twelve-month interest only loan for \$75,000. At the end of twelve months the MEDC will close the projects and pay off the loan with the proceeds from the projects.

Action Item: Adopt Resolution for a loan request from 1st Community Bank, to be used for Mathis Business Park Project and Settlement at the Ranch Project.

Following presentation and discussion Vice President Char Brown motioned to adopt a Resolution for a loan request from 1st Community Bank, seconded by Director Frank Galvan. Approved (7-0).

REPORTS

7. Executive Director Report.

a. CDFA Conference

The Group thought the Conference was interesting, enjoyable, and beneficial.

b. Joint workshop with the City – Dec. 10 @ 6:30 p.m.

A Joint Workshop with the City to discuss details and information about the new strategy for Settlement at the Ranch and the new development for the Mathis Business Park is scheduled for December 10 at 6:30 p.m. at the MEDC building.

c. Volunteers for Christmas décor for the office.

Board volunteers will come in after Thanksgiving to begin decorating the MEDC office.

8. DISCUSSION OF FUTURE AGENDA ITEMS FOR DECEMBER 3rd MEDC BOARD MEETING.

9. Adjournment.

Treasurer Elvira Chavez motioned to adjourn the meeting, seconded by director Frank Galvan.

Approved (7-0).

President Vicente Gonzalez adjourned the meeting at 7 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 Corporations Attorney, real estate acquisitions, or other purposes authorized under the "Open Meetings Act." In the event the Board of Directors elects to go into closed session regarding an agenda item; the purpose of the closed 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 on all non-emergency meetings at least 72 hours prior to the call to order of said meeting.