

Minutes

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

September 1, 2020 at 6:30 pm

BOARD MEMBERS' BUSINESS

Item.

1. Roll call – Confirm Quorum

President	Vicente Gonzalez	Present
Vice President	Char Brown	Present
Secretary	Pat Doherty	Present
Treasurer	Elvira Chavez	Present
Director	Michelle Herrera	Present
Director	Frank Galvan	Present
Director	Mitchel Smolik	Present
Executive Director	Doug Dowler	Present
Finance	Lori Trejo	Present
Office Admin.	Roxanne Breiten	Present

2. Call to order.

President calls the meeting to order at 6:35 pm.

3. Pledge of Allegiance

MEDC opened the meeting with the Pledge of Allegiance to the Flag.

4. Consider approval of August 1st, 2020 minutes.

ACTION ITEM: motion to approve August 1st, 2020 minutes.

Secretary Pat Doherty motion to approve the August 1st, 2020 minutes, seconded by Director Frank Galvan. Motion carried 7-0.

5. Review, discuss, and consider approval of August financials statements and any related matters.

a. Review, discussion, and approval of August financials and any related matters.

i. Review and discussion of the August Income Statement.

ii. Review and discussion of August Balance Sheet.

ACTION ITEM: motion to approve August financial Statements.

Following discussion, the August financials, Income Statement, and Balance Sheet, were approved by the Board. Treasurer Elvira Chavez motion to approve the August Financials, Income Statement, and Balance Sheet. Motioned carried 7-0.

b. MEDC Loan Report update.

Financial Director presented Loan Report followed by board discussion.

c. Review Cash Flow Budget & Financials.

i. Review and discussion on MEDC Cash Flow Budget & Financials.

Financial Director Present the 2019-2021 Cash Flow Budget and Financials,

- followed by Board Discussion.
- d. 2019 - 2020 Audit – Update
Financial Director is currently gathering the preliminary documents requested. Audit should begin in October.
 6. Review, discuss and consider approval of MEDC 2020 – 2021 Annual Operating Budget
 - a. Budget Committee report – Lori Trejo MEDC Finance Director
ACTION ITEM: Motion to approve MEDC Annual Operating Budget
Following presentation, the Board motion to table item 6 send the Annual MEDC Budget back to the Budget Committee to establish a contingency budget. Seconded by Elvira, motioned carried 7-0.

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.

Action item: Call for any comments from the audience.

Old Business

7. Presentation of Administrative Programs .
 - a. Update on Settlement at the Ranch project and any related matters.
MEDC is waiting on Navy Army, Sprit of Texas, American Bank, to see which one is willing to finance our project.
 - b. Update on Settlement at the Ranch Multi-Family project and any related matters.
We have received an option contract from National Development Council (NDC) for the purchase of 5.99 acres. NDC will carry out due diligence process for financing the project during the next 12 months. Should their due diligence to finance the project work out they will purchase the 5.99 acres at eight thousand dollars per acre.
 - c. Update on CrackSeal of Texas Building Construction, and any related matters.
Crackseal of Texas is finishing up their bank approval and anticipate closing before the end of the year. Crackseal will be purchasing 5 acres at eight thousand per acre.
 - d. Update on the Mathis Business Park Montana Street project and any related matters.
No update
 - e. Update on the 2019 TXCDBG Downtown Revitalization and Main Street Program Project.
Still waiting on the engineers to finish the initial design of the 0-100 block of San Patricio Ave.

- f. Review discuss and Possible Action on acquisition of the “Old Red Jay” buildings located at the corner of San Patricio and Bee Street Mathis, Texas.

The buildings were up for auction today with a price of \$94,000 of back taxes owed. The MEDC will bid on the Old Red Jay buildings and max bid will be set at \$5,000 dollars.

ACTION ITEM: Motion to approve the **PROJECT RESOLUTION** to acquire the property located at the corner of San Patricio Ave and Bee Street for Downtown Revitalization and Economic Development, and Further authorize the Public Hearing on the **PROJECT**. Vice President Char Brown motioned to approve the Project Resolution to acquire the properties located at the corner of San Patricio Ave. and Bee Street for Downtown Revitalization and Economic Development, further authorizing the Public Hearing on the project, seconded by Secretary Pat Doherty. Motioned carried 7-0.

New Business

8. Review and discuss.

- a. Review and discuss option contract with National Development Council for the purchase of 5.99 acres of the Settlement at the Ranch Multi-Family site, possible action item.

To add to our previous discussion 7(a), MEDC lawyer has viewed and edited the contract, and NDC has view and agreed to the new contract. Board members reviewed terms of the contract agreement.

ACTION ITEM: Motion to approve option contract with National Development Council.

Following review of the contract agreement, Director Mitchel Smolik motioned to approve the Resolution and Option contract with National Development Council, seconded by Secretary Pat Doherty. Motioned carried 7-0.

- b. Discussion on the Mathis Health Clinic project, and any related matters.

- i. Review and discuss proposal from Azimuth Grants for procurement of Medical Equipment Grants.

Azimuth Grants are a specialty consultant company who will consult with us to get funding for the phase II development for the medical equipment and fixtures needed for phase II. Azimuth proposal is a \$15,000 fee; they will put the application together for the funding of \$500,000, Azimuth contract is for 100 hours of consulting time at \$100 per hour.

ACTION ITEM: Motion to approve Azimuth Grants proposal for submission of grant applications for the Mathis Health Clinic medical equipment.

Following discussion secretary Pat Doherty motion to approve the Resolution and Azimuth Grant Proposal, seconded by Director Frank Galvan. Director Mitchel Smolik motioned to amend previous motion to require Azimuth to report a two weeks summary from the start of their services, seconded by Frank Galvan. Motion amended carried 7-0

- c. Review and discussion of the U.S. Small Business Administration (SBA) EIDL (loan). MEDC applied and was funded by SBA for the EIDL Loan of \$150,000. SBA has asked the MEDC to pass a resolution approving the application.

ACTION ITEM: Motion to approve Resolution for SBA-EIDL (loan).

Vice president Char Brown motioned to approve the Resolution, seconded by Director Mitchel Smolik. Motioned carried 7-0.

- d. Review and Discuss MEDCs Strategic Plan for the upcoming year and five years.
 - i. Presentation of the Strategic Plan Committee proposed plan for the next year and five years – Mitch Smolik

ACTION ITEM: Motion to approve the MEDCs Strategic Plan for the 2020 – 2021 and future years plan.

Director Mitchel Smolik motioned to table item 8(d), seconded by Elvira Chavez. Motioned carried 7-0

- e. Executive Director Performance Review

ACTION ITEM: Motion to adjourn to Executive session to discuss Annual Performance Review of the Executive Director by the Executive Director Review Committee.

Director Mitchel Smolik motion to adjourn to enter into executive session, seconded by Director Frank Galvan. Motion carried 7-0; Regular session adjourn at 8:33 pm.

Executive Session

- i. **Open Executive Session**

- A. **Discuss of personnel as authorized by section 551.074 of the Texas Government Code Opening Meetings.**

- B.

- C. **Discussion of legal matters pertaining to the MEDC authorized by section 551.087 of the Texas Government Code Openings Meetings.**

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 “Opened Meetings Act”. In the event that 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.

- ii. **Action Item: Motion to move from Executive Session back to open MEDC Regular Scheduled meeting.**

- 9. Reconvene Regular Scheduled MEDC Board Meeting.

Meeting reconvene at 10:13pm.

- 1. **Action Item:** Motion to approve matters discussed in the Executive Session concerning Executive Director annual review.

Vice President Char Brown motioned to approve matters discussed in Executive Session concerning Executive Director’s annual review, Seconded by Director Frank Galvan. Motioned carried 7-0

- 2. **Action Item:** Motion to approve the Resolution for Executive Director Employment Agreement.

Director Mitchel Smolik motioned to approve the Resolution and executive director Employment Agreement as discussed, seconded by Director Frank Galvan. Motion carried 7-0

3. **Action Item:** Motion to approve actions resulting from Executive Session discussion of legal matters pertaining to MEDC.

No action taken.

10. Executive Director's Report

- i. County Commissioner Report
- ii. Sales Tax Report

No updates available.

11. DISCUSSION OF FUTURE AGENDA ITEMS FOR OCTOBER 2020 MEDC BOARD MEETING.

12. ADJOURNMENT

Treasurer Elvira Chavez motioned to adjourn, seconded by Director Frank Galvan. Motion carried 7-0 President adjourned the meeting at 10:16 pm.