

MINUTES

CITY OF MATHIS 4B ECONOMIC DEVELOPMENT CORPORATION
REGULAR BOARD MEETING
MEDC OFFICE, 111 E. SAN PATRICIO AVE.
MATHIS, TX 78368
December 5, 2017 at 6:30 PM

BOARD MEMBERS' BUSINESS

<i>Item</i>	<i>Description</i>	
1. Roll Call to determine presence.		
<i>President</i>	<i>Vicente Gonzalez</i>	<i>Present</i>
<i>Vice President</i>	<i>Char Brown</i>	<i>Present</i>
<i>Secretary</i>	<i>Pat Doherty</i>	<i>Present</i>
<i>Treasurer</i>	<i>Elvira Chavez</i>	<i>Present</i>
<i>Director</i>	<i>Michelle Herrera</i>	<i>Absent</i>
<i>Director</i>	<i>Dana Espinal</i>	<i>Present</i>
<i>Director</i>	<i>Frank Galvan</i>	<i>Absent</i>
<i>Executive Director</i>	<i>Doug Dowler</i>	<i>Present</i>
<i>Network Admin.</i>	<i>Dea Brite</i>	<i>Present</i>
<i>Admin Asst.</i>	<i>Roxanne Breiten</i>	<i>Present</i>
<i>Marketing Admin.</i>	<i>Bobbie Bramel</i>	<i>Present</i>

2. Call to order.

President calls to order at 6:31pm.

3. Consider approval of minutes from November meeting.

Pat moves to approve minutes as written, Elvira seconds. Approved 5-0.

4. Review of November Financial Statements and Budget.

Presented by Elvira, Treasurer. Discussion on City Bond fee will be paid for one more year. Motion by Char and second by Elvira to approve financials. Approved 5-0.

Dea presents overview Loan Reports.

OLD BUSINESS

5. Presentation of Administrative Programs.

a. Review of Downtown Sidewalk Projects

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

Doug said that the City Manager has taken over the Phase I project and requested all information from the engineers and planner to go directly to him. The City Manager has approved changes to the plans without consulting with the EDC. Doug requested EDC members attend the next city council meeting. The MEDC President expressed concerns

to

considering the amount of the money committed to the project and not being able to have input.

2. Phase II - TxDOT Alternatives Transportation Grant

The City of Mathis was approved for the grant.

b. Review of MEDC Loan Programs

1. Draw request SMRF-TDA

The final \$16,000 draw was paid to the city on Nov 2 but was not released to the EDC until Nov 28.

6. Update on purchase of 605 Front Street.

a. Resolution and Public Hearing authorizing project.

The Grant from Texas Railroad commission has been approved and we are moving forward with the purchase. Motion by Pat to authorize the Project 605 Front St and the appropriations request that goes to the City Council for \$16,500, second by Elvira. Approved 5-0.

7. Approval of Contract with Better City for marketing services of I37 tract.

a. Resolution and Public Hearing authorizing project

President reads the resolution to contract with Better City and request \$12,000 of HOT tax money from the City. Motion by Char, second by Pat, approved 5-0.

8. Discussion of City of Mathis Tax Abatement and Incentive Resolution

Doug informed the Board that the EDC was not included in any discussion of updating the tax abatement and concerned that tax abatements programs should be used to attract businesses to the area. The City Council approved the current tax abatement policy and the EDC can recommend changes at any time. The Board agrees to have Doug make the comparisons with other tax abatement policies.

9. Report on MEDC Financial Review and Audit

Dea said in January we expect to have a list of things that need reviewing. The CPA will let us know what we need to do to prepare for an audit. The goal is to have the report quarterly in preparation for a complete audit by March. Doug said the EDC does not have to file taxes and we have a letter on file from the IRS.

10. Report on Administrative Services Contract

Doug informs the board that the City Manager has had the contract since July. It will be presented at the next City Council meeting, the only change is the beginning date from Oct 1, 2017 to Dec 31, 2017, "section 4 item a" on the contract. The last payment will be made in December for administrative services.

NEW BUSINESS

11. Discussion of purchase of 42.84 acres know as 1025 Freeman Mathis, TX for housing project.

a. Resolution and Public Hearing authorizing project.

The owner approached Doug offering to sell the 42.84 acres. Doug presents the opportunity for a housing development project. President reads the Resolution for Project 1025 Freeman.

Public hearing will be on Dec 6, 2017 at 6PM. Dana motions to approve, second by Char. Approved 5-0.

12. Discussion of MEDC policy on donations.

Doug reports the budget does not have extra funds to make donations. Dana suggests have the requesters make a presentation to the full board in a timely manner to see if the funds will be available in the following year's budget. Char suggests the requests should be looked at on a case by case basis. Pat suggests the Executive Committee should review and discuss. The majority consensus is any donations will be presented to the Executive Committee for review.

REPORTS

1. Executive Director

a. Sales Tax Report month of October – August Sales

Doug said the MEDC is doing well with tax income which is projected to be the same or higher than last year.

b. CDFA Summit – Atlanta, GA.

Doug attended a conference in Atlanta. Next year the conference will be held in Dallas and he would like to have board members attend.

c. MEDC Holiday Schedule

Doug presents 2018 holiday schedule.

2. Marketing/Facebook Report

a. Shop Small Event

Shop Small was successful. Retail shop owners reported doubled and tripled sales. Winners were announced live on Facebook and reports from shoppers were positive.

b. Update on Mathis First Responders Raffle

Bobbie informs the Board all tickets have been issued to Fire Dept, EMS, Police and City officials. The raffle is to encourage organizations to be self-sufficient and minimize donation requests to the EDC. The MEDC will provide a checklist to civic organizations to carry out raffle.

c. Grand Opening Xsellence Realty Office Dec 7th 11AM.

Grand Opening is scheduled.

d. New Business and Retention report.

Two new businesses are looking to expand. We had 3 new business open this month and 4 inquiries on the 100 acres. All EDC properties are listed on social media outlets and EDC website.

e. Training on Sales Tax, open meetings and public information act, December 7th and 8th.

Bobbie is scheduled to attend in Austin.

3. Small Business Technical Assistance Program

a. Workshop on November 9th – Business Marketing

Dea presents programs and fees of new courses for business technical programs. To date we have collected \$75.

b. Workshop on November 16th – Setting up and Managing Facebook for small businesses.

This class is a free introduction and overview. One on one services will be available for a fee to the EDC.

c. Scheduled Workshop for December 7th – Small Business Accounting

*Inquiries from neighboring towns have expressed interest in the business technical training classes. Requests from the community are for Quickbook classes. Training is paying off, one business owner reported clients contacting them from neighboring towns.
Doug presented a program from Del Mar College, Start Smart and offering it here at the EDC via webinar.*

13. DISCUSSION OF FUTURE AGENDA ITEMS FOR JANUARY 2017 MEDC BOARD MEETING

Char motions to move the next EDC regular meeting to Tuesday, Jan 9, 2018 at 6:30pm due to the holiday schedule. Second by Dana. Approved 5-0.

Char would like an update on the Sidewalk project, is the EDC included or not in the process.

Pat comments that the detailed financials are important and she appreciates the reporting.

Dana informed the board she will not be renewing her seat on the board in February.

14. ADJOURNMENT *Elvira motions to adjourn, Second by Dana. Adjourned 5-0.*

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 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
