

Minutes

CITY OF MATHIS 4B ECONOMIC DEVELOPMENT CORPORATION  
Regular MEDC Board Meeting  
MEDC OFFICE, 111 E. SAN PATRICIO AVE.  
MATHIS, TX 78368

November 3, 2020 at 6:30 p.m.

**BOARD MEMBERS' BUSINESS**

| <i>Item</i>   | <i>Description</i>   |
|---|--|
| 1. Roll call to confirm quorum.   |  |
| President   | Vicente Gonzalez Present   |
| Vice President  | Char Brown Present   |
| Secretary   | Pat Doherty Present  |
| Treasurer   | Elvira Chavez Present  |
| Director  | Frank Galvan Absent  |
| Director  | Michelle Herrera Present   |
| Director  | Mitchel Smolik Present   |
| Executive Director  | Doug Dowler Present  |
| Finance   | Lori Trejo Present   |
| Office Admin.   | Roxanne Breiten Present  |
| 2. Call to order.   | President Vicente Gonzalez calls the meeting to order at 6:30 pm.  |
| 3. Pledge of Allegiance   | MEDC opened the meeting with the Pledge of Allegiance to the Flag.   |
| 4. Vote on the Slate of Officers nominated for offices:                               |  |
| i. Action Item: Open the floor for any additional nominations.                        | President Vicente Gonzalez opens the floor for additional nominations.   |
|   | <b>ACTION ITEM:</b> The floor is open for any additional nominations for offices of the MEDC Board of Directors.   |
| ii. Close nominations   | No additional nominations were made, Treasure Elvira Chavez motions to close nominations.<br>Seconded by Director Michelle Herrera, motioned carried 6-0.  |
| iii. Action item: Open the floor for vote on officers for the MEDC Board of Directors | President Vicente Gonzalez opens the floor for vote of officers for the MEDC Board of Directors.   |
|   | <b>ACTION ITEM:</b> Motion to approve the nominations for the office of Treasurer <u>Elvira Chavez</u> .<br>Motion to approve the nominations for the office of Secretary <u>Pat Doherty</u> .<br>Motion to approve the nominations for the office of Vice President <u>Char Brown</u> .<br>Motion to approve the nominations for the office of President <u>Mitchel Smolik</u> .<br>Vice President Char Brown motions to vote nominees by acclamation, seconded by Director Michelle Herrera. Motioned carried 6-0. |

slate of current nominations:

- a. Board Treasure: Elvira Chavez
- b. Board Secretary: Pat Doherty
- c. Board Vice President: Char Brown
- d. Board President: Mitchel Smolik

Board members give comments of thanks and appreciation to past-president Vicente Gonzalez.  
Mitchel Smolik assumes responsibility of MEDC president.

5. Consider approval of October 6<sup>th</sup>, 2020 Minutes, October 13<sup>th</sup>, 22<sup>nd</sup>, 28<sup>th</sup> Special Called Board Meeting Minutes and Public Hearing minutes.

**ACTION ITEM:** Motion to approve October 6<sup>th</sup>, 2020 Minutes, October 13<sup>th</sup>, 22<sup>nd</sup>, 28<sup>th</sup> Special Called Board Meeting Minutes and Public Hearing minutes.

Secretary Pat Doherty motioned to approve the October 6<sup>th</sup>, 2020 Minutes, along with October 13<sup>th</sup>, and 28<sup>th</sup> Special called meeting. Seconded by past president Vicente Gonzalez, motion carried 6-0.

6. Review, discuss, and consider approval of October financial statements and any related matters.
  - a. 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 October Balance Sheet.

**ACTION ITEM:** motion to approve October financial Statements.

Following discussion, the October financials, Income Statement, and Balance Sheet, were approved by the Board. Treasurer Elvira Chavez motion to approve the October financials, Income Statement and Balance Sheet. Motioned carried 6-0.

- b. MEDC Loan Report update.

Financial Director presented the Loan Report followed by board discussion.

- c. Review Cash Flow Budget & Financials.

- i. Review and discussion of MEDC Cash Flow Budget & Financials.

Financial Director presents the 2020-2021 Cash Flow Budget and Financials, followed by board discussion.

- d. 2019 - 2020 Audit – Update

Financial Director has submitted first round of documents requested. Auditors are reviewing all MEDC account and will be asking for more documentation in the coming weeks.

### **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 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.

**Action item:** Call for any comments from the audience.

No one representing the Public was present.

## Old Business

### 7. Presentation of Administrative Programs.

- a. Update on Settlement at the Ranch project and any related matters.  
Engineers have completed and submitted their design work to our contractor on Friday October 30<sup>th</sup>. Contractor JD Hedrick is currently soliciting sub-contractors for estimates and costs. JD Hedrick has advised, MEDC should have cost estimates by the end of the week. Once cost estimates are received MEDC will see what other costs we will incur such as closing cost, interest expense, etc.... MEDC will develop a full cost analysis of the project, to submit to prosperity bank. When Prosperity Bank receives a full cost analysis next week, they will order an as built appraisal.
- b. Update on Settlement at the Ranch Multi-Family project and any related matters.  
Doug spoke with NDC on Monday, November 2, 2020. NDC has decided to move forward with their project and have engaged CLK Architects and Urban Engineering, whom are in the process of doing design, architectural work, and cost analysis. Once completed NDC will do their due diligence in applying for their financing (tax credit application) due in March 2021.
- c. Update on the Mathis Health Clinic project, and any related matters.  
Still waiting on USDA's final closing on the Phase II development. Once the deal is closed the architect will be advertising for a contractor submission of a project budget. The project budget that falls within the amount that USDA has allotted will be award to the bidder. (Grant: \$50,000 Loan: \$311,000, Phase I matched \$100,000)
- d. Update on CrackSeal of Texas Building Construction, and any related matters.  
Frost Bank has rescinded the commitment to finance the building due to economic uncertainty. He is currently working with an SBA lender for alternative funding and is interested in leasing the land from the MEDC.
- e. Update on the Mathis Business Park Montana Street project and any related matters.  
No update, until we see the Settlement at the Ranch housing development and CrackSeal move forward.
- f. Update on the 2019 TXCDBG Downtown Revitalization and Main Street Program Project.  
All future decision will go through the City Manager Mr. Barrera and he will be the point of contact for the project. .
- g. Review discuss and Possible Action on acquisition of the "Old Red J" buildings located at the corner of San Patricio and Bee Street Mathis, Texas.  
The fire has prompted an arson investigation, MEDC will not exercise the purchase of the building until further notice.

**(note: Action items will be discussed under New Business)**

## New Business

8. Review and discuss
  - a. Settlement at the Ranch Project and any related matters. POSSIBLE ACTION ITEM  
No further discussion or action was taken.
  - b. Settlement at the Ranch Multi-Family and any related matters. POSSIBLE ACTION ITEM  
No further discussion or action was taken.
  - c. Mathis Health Clinic Project and any related matters. . POSSIBLE ACTION ITEM
    - i. Phase I – Next Steps
    - ii. Phase II  
Would like to look at other financing options, and a formal letter of commitment from Radiology Associates.
  - d. CrackSeal of Texas and any related matters. . POSSIBLE ACTION ITEM  
CrackSeal is still interested in purchasing the property from the EDC. However, they are looking at other financing options.
  - e. Mathis Business Park Montana Street Project and any related matters. POSSIBLE ACTION ITEM  
No further discussion or action was taken.
  - f. Old Red J Project and any related matters. . POSSIBLE ACTION ITEM  
No further discussion or action was taken.
  - g. MEDC By-Laws Amendment
  - h. ACTION ITEM: motion to amend MEDC's By-laws.  
Board was presented with a clean and redline copy of the By-Laws. Secretary Pat Doherty motioned to approve Section 8 on Real-estate transactions; seconded by Vice President Char Brown. Motioned carried 6-0.
  - h. Discussion and appointment of new interim executive director.
    - i. ACTION ITEM: Motion to approve new interim director.  
No further discussion or action was taken.
  - i. Discussion and approval to begin job search for a new executive director.
    - i. ACTION ITEM: Motion to approve job search for a new executive director.  
Doug and Pat have provided job descriptions for executive director. First would be to adopt a job description with salary range and benefits. Then MEDC should post on Texas Municipal League , Texas Economic Development Corporation job boards. Along with MEDC's and the City's website. Secretary Pat Doherty motioned to create an executive director job search committee; seconded by Vice President Char Brown. Motioned made to name Pat Doherty, Elvira Chavez, and Mitchel Smolik as the search committee. Motioned carried 6-0.
  - j. Discussion and approval of donation to the Mathis Volunteer Fire Department.
    - i. ACTION ITEM: Motion to approve donation to the Mathis Volunteer Fire Department.

Following Board discussion, Vicente Gonzalez motioned to approve a \$500 dollar donation to the Mathis Fire Department; seconded by Secretary Pat Doherty. Motioned carried 6-0.

9. **DISCUSSION OF FUTURE AGENDA ITEMS FOR DECEMBER 2020 MEDC BOARD MEETING.**

Discussion on the Dr. Acuna and Agape situations.

10. **ADJOURNMENT**

Director Michelle Herrera motioned to adjourn, seconded by Treasurer Elvira Chavez. Motioned carried 6-0. President Mitchel Smolik adjourned the meeting at 7:50 pm.