

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
HELD ON AUGUST 11, 2020**

The Board of Directors of the Olmos Park Economic Development Corporation met on Tuesday, August 11, 2020, at 6:00 p.m. via Zoom. Members of the Board of Directors present were President Ronald Hornberger, Patricia Meier, Donna McElroy, Councilwoman Plant, Madison Wilson, Donna McElroy and Richard Wolf. Board member not in attendance was Fedra Chapa. Also present was City Manager, Celia DeLeon, Kyndra Munoz, City Secretary and Barry Sturrock. Please be advised that due to COVID-19, members of the Economic Development Corporation conducted the meeting by videoconference using Zoom. A computer terminal was available at City Hall during the meeting so that members of the public who wish to speak during the citizen comment portion of the meeting may take turns doing so, with comments from each speaker limited to not more than three (3) minutes.

Call meeting to order and determination of quorum.

The meeting was called to order at 6:00 p.m. by President Hornberger; roll call was taken, and a quorum was announced.

“Citizens to be heard. (This is the time provided for citizens to address the Board on issues and concerns. No action can or will be taken on issues raised under this portion of the meeting. Please limit remarks to a period not to exceed three minutes. Please state your name and address for the record.) After these 3 minutes have ended, please note that no other comments or questions will be entertained unless an individual is granted permission to speak on the request of the EDC President or other presiding officer. Please state your name and address for the record)”.

There were no citizens to be heard.

Review and discuss minutes of March 10, 2020 Board meeting; take possible action.

Councilwoman Sharon Plant moved to accept the March 10, 2020 Minutes. Donna McElroy seconded the motion. The motion was approved unanimously.

Review and discuss Financial Reports, including EDC expenditures, review invoices and allocations and monthly treasurer report; take possible action.

Treasurer Richard Wolf stated the EDC has not met since March. The balance at the end of February was \$600,408.66 and the sales tax revenue collected for March was \$11,750.49. The sales tax collected for April was \$9,626.67, May was \$8,279.94, June was \$6,158.90 and July was \$8,223.24. After the revenue, we had a balance of \$644,447.90 and paid invoices in March that were approved in our last held meeting. We have three invoices that were not approved and were discussed by the Mayor and City Manager and we decided to pay them contingent on approval that if the Board disapproved any of those invoices that it would be charged against them for any future billing. (Bain Medina Bain, Diane Gonzales and Cynthia Barr). After paying those invoices, that leaves a balance of \$615,490.98.

Barry Sturrock stated he had approved the invoices from Bain Medina Bain.

Pat Meier asked what is the bottom line of the cost as she is keeping a running balance of expenditures for McCullough Project?

President Hornberger stated \$24,577.50.

Pat Meier stated we have a balance of \$334,986.11 left out of the \$420,000 dollars.

President Hornberger asked that Barry Sturrock and Richard Wolf review the numbers and report back an accurate balance at the September meeting.

Councilwoman Plant stated when this project began, we started with a certain amount of money knowing what all the details of the project would be and at the end of this project. If we only have \$250,000 left due to the current economic situation and can only do a portion of what we started with then that is it. There was never a set amount of money that was designated to this project, what sales tax we bring in we do projects with that.

Pat Meier stated the appropriated amount was approved by City Council.

Barry Sturrock stated as we worked on this project, we uncovered things we needed to do and, in that process, we found a partner in Cowboy Kennels. Cowboy Kennels has a driveway that they have to back out on to. He met with the City Manager, Mayor and the Kirlins of Cowboy Kennels who were very cooperative and they partnered with us and this is the model on how we move forward. We structured the bid so that you will know how much it cost to make the improvements to Cowboy Kennels.

Pat Meier stated that was an unforeseen cost but there is another \$50,000 appropriated by City Council in the City's budget.

Councilwoman Plant stated City Council approves every project just like for Street and Maintenance projects. We appropriate the money that we can afford to do a project and along the way, there may be glitches.

Councilwoman Plant moved to accept the Financial Reports, EDC expenditures, allocations and monthly Treasurer Report as presented. Pat Meier seconded the motion. The motion was approved unanimously.

Discuss and approve Armstrong, Vaughan & Associates engagement letter to perform the EDC's annual FY 2020 audit

Councilwoman Plant asked who is working on the EDC budget?

City Manager DeLeon stated that should be the EDC President and the Treasurer. The previous EDC President worked on the budget before.

Barry Sturrock stated he would be happy to help with the budget and would coordinate with the Mayor and City Manager DeLeon.

Councilwoman Sharon Plant moved to accept the engagement letter by Armstrong, Vaughan & Associates to conduct the FY2020 annual audit, with the cost of audit being \$850. Donna McElroy seconded the motion. The motion was approved unanimously.

Discussion on the McCullough Corridor Sidewalks and Landscaping Demonstration Project (referred to as the "McCullough Corridor Project") including Task 1 as well as Phases A – G of Task 1 which involve civil & electrical engineering design, surveying and landscaping design services by Bain Medina Bain, Inc. and its subcontractors Bender Wells Clark Design and HM3 Engineering Consultants for sidewalk and landscaping improvements to undertake the McCullough Corridor Project ("Task 1 project") as this Task 1 project will promote new or expanded business/economic development and commercial activity in the City and specifically along the

McCullough Business Corridor; possible action involving the McCullough Corridor Project including the Task 1 project and Phases A-G of the Task 1 project.

President Hornberger recommended combining the next two agenda items.

Discussion on the McCullough Corridor Sidewalks and Landscaping Demonstration Project (referred to as the "McCullough Corridor Project") including Task 2 which involves constructing sidewalk and landscaping improvements to undertake the McCullough Corridor Project in an amount not to exceed \$360,000.00 ("Task 2 project") as this Task 2 project will promote new or expanded business/economic development and commercial activity in the City and specifically along the McCullough Business Corridor; possible action involving the McCullough Corridor Project including the Task 2 project.

President Hornberger asked Barry Sturrock where do we stand on getting a contract done so we can move forward for bids?

Barry Sturrock stated he spoke with the Engineers and they should be done by the end of this month. The drawings are well advanced and the Engineers have provided us a set of progress drawings, which are in PDF form. The Engineer has structured the project into a base bid and there is an alternate for the work that needs to be done at Cowboy Kennels which is necessary at an additional cost. He stated he has reviewed the drawings and made some comments and they are available at the City if anyone wants to look at them. He is working back and forth with the Engineer economically so that we can put out a contract for bid on September 1st.

President Hornberger stated the EDC Board will have a social distance meeting in person in September and Barry Sturrock will have the final documents that are marked draft and are not public information for the Board to give their comments at the September meeting.

Councilwoman Plant asked Barry Sturrock are we done with the Attorney fees?

Barry Sturrock stated he has been emailing back and forth between the Mayor and the City Manager and putting together the contract document using the existing contract documents that he has and the City has and has put it all together at an economical cost.

Councilwoman Plant asked Secretary McElroy to review the cost of this project on how much time it will cost to complete the project.

Secretary McElroy agreed to review the costs.

Barry Sturrock stated he has decided to use a competitive sealed proposal and he has documents that he has done in the past that he has shared with the Engineer. The Engineer will put together a package with his sealed proposal information and the City's documents and it will streamline the process for review by the Attorney for the EDC so they can economize the cost to the EDC.

Discuss liaison issues with businesses.

Pat Meier stated she has nothing new to report.

Councilwoman Plant asked Pat Meier to let the businesses know that they can do things here in Olmos Park that are outside of San Antonio. She wants to let the businesses know that they can open up for business and Olmos Park follows the CDC guidelines for all of our restrictions as far as our protocol for safety.

President Hornberger stated as long as we follow the Governor's Orders.

Pat Meier stated the businesses are open and there is outside and inside dining, and we have had some conversations where some will not force mask requirements and they are trying all the options that they have.

Pat Meier asked does the City have a statement of our requirements.

President Hornberger stated we as a City do not have any and we refer to the Governor's orders. We are not following the City of San Antonio Health District and Metropolitan Health District unless it is something that is in the Governor's Orders.

Councilwoman Plant stated we could give the businesses a copy of the Governor's orders and show them the website.

Secretary McElroy stated there is also links to particular businesses where they have it broken down by restaurants and our business owners should have access to those fact sheets.

City Manager DeLeon stated every Governor order is on our City's website page and they are broken down by type.

Secretary McElroy stated the Governor's order is stable and what is changing is the CDC guidelines without notice.

Discuss administrative items and future agenda items.

Discussion on the McCullough Corridor Sidewalks and Landscaping Demonstration Project

The meeting adjourned at 6:51

Ronald Hornberger
President

Kyndra Munoz
City Secretary