

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
HELD ON DECEMBER 8, 2020**

The Board of Directors of the Olmos Park Economic Development Corporation will meet on Tuesday, December 8, 2020, at 6:00 p.m. at City Hall in the City of Olmos Park at 120 West El Prado Drive, Olmos Park, Texas for considering the following agenda. Members of the Board of Directors present were President Ronald Hornberger, Fedra Chapa, Donna McElroy, Pat Meier, Madison Wilson and Richard Wolf. Member not in attendance was Councilwoman Sharon Plant. Also present was City Manager, Celia DeLeon and City Secretary Kyndra Munoz.

In order to advance the public health goal of limiting face-to-face meetings (also called social-distancing) to slow the spread of the Coronavirus (COVID-19). Please be advised that due to COVID-19, some members of the Economic Development Corporation will attend the meeting by videoconference using Zoom, other members will be present. If the number of people who appear in-person to speak exceeds the capacity of the meeting space, some may be asked to wait outside the building until they are called to speak.

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 November 10, 2020 Board meeting; take possible action

President Hornberger stated he has some minor corrections to the minutes.

Donna McElroy moved to accept the November 10, 2020 minutes with corrections. Richard Wolf seconded the motion. The motion was approved unanimously.

Update on Holiday decorations on the McCullough corridor; take possible action

President Hornberger stated there was a vehicle accident at the roundabout.

Fedra Chapa stated she walked down the McCullough corridor and did a count of all the poles on the west end of McCullough and reported there are ten poles that have no Christmas decorations.

President Hornberger asked Fedra to give the EDC an accurate number for what it would cost per pole so we can have that number for our budget.

Fedra Chapa stated the ten poles do not have electrical outlets on them, so it would be just the banners on them. This year's purchases included the ten additional banners that were added this Christmas cycle at a price of \$90.00 a banner. For next year, one of the banners would be a bit more because we should customize it with the Olmos Park logo. She stated she would have an estimate at the next meeting so it can be added to the budget.

City Manager DeLeon provided more information regarding the traffic accident at the roundabout. She

stated the driver did have insurance and the City Secretary is in the process of getting prices for a new Christmas tree for next year. However, Carl Electric was able to save the tree, Public Works re-decorated it, and hopefully next year we can purchase a new tree. The City Secretary is working on filing a claim with the driver's insurance and Public Works is working on getting prices for the damage to the curb and landscaping.

Discuss FY2021 Annual Work Plan as required by the EDC Bylaws; take possible action

President Hornberger stated item 1a and 1b in the Work Plan need to follow the agenda items 8a and 8b because that is what we are doing.

City Manager DeLeon stated she would cut and paste and include the agenda wording into the Work Plan.

Pat Meier recommended thinking of the original goals and adding an item for long-term goals to move toward the planning for the construction of sidewalks from Clarence Street to the roundabout.

President Hornberger stated that should be for year 2022.

Fedra Chapa moved to adopt the FY2021 Work Plan. Pat Meier seconded the motion. The motion was approved unanimously.

Review and discuss FY2021 Budget amendments for new construction costs and sip and shop line items; take possible action

City Manager DeLeon stated she amended the budget to show the new McCullough Project costs at \$506,511 and added a new line item for the Sip and Shop for \$1,600.

Madison Wilson moved to approve the FY2021 amendments. Richard Wolf 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.

Richard Wolf stated the beginning bank balance from last month was \$643,396.88 and the sales tax revenue received for the month of November was \$10,408.64. After paying the November invoices the balance at the end of November was \$650,358.65. After paying the invoices and if approved received in December the balance is \$638,638.65.

Donna McElroy moved to approve the Financial Reports including EDC expenditures, review invoices and allocations and monthly treasurer report. Madison Wilson 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 combined this agenda and the next agenda item, which has been done in the past meetings.

Discussion and possible action on approving the contract with EZ Bel Construction for the Task 2 project of the McCullough Corridor Sidewalks and Landscaping Demonstration Project (referred to as the "McCullough Corridor Project") which involves constructing sidewalk and landscaping improvements to undertake the McCullough Corridor Project as this Task 2 project of the McCullough Corridor Project will promote new or expanded business/economic development and commercial activity in the City and specifically along the McCullough Business Corridor; awarding the Task 2 project work to and approving a contract for the Task 2 project with the selected bidder; authorizing the President of the Olmos Park Economic Development Corporation Board of Directors to negotiate, finalize and execute (i) a contract with the selected bidder, and (ii) any other required documents; and to carry out all of the Olmos Park Economic Development Corporation's obligations under the contract. President Hornberger stated pursuant to previous actions taken by the Board, bids went out and a successfully bidder was declared and discussed at our last meeting. A contract was negotiated and the contract is in file form and is ready to sign after some modifications that were insisted upon by the EDC through their Attorney. The contract is now ready to be approved for signing tonight.

Pat Meier stated we had talked about that the design plan was going to be available to be viewed and Barry Sturrock was going to give us a presentation on it, she asked could this be scheduled for a time in the future?

President Hornberger stated it is appropriate for Mr. Sturrock to come in sometime next spring and give a presentation of the commencement of the overall design, which has been approved in previous meetings.

Donna McElroy stated she reviewed the changes the Attorney had in the contract and it is a standardized agreement and she approves the changes.

Richard Wolf moved to approve and authorize the execution of the contract. Donna McElroy seconded the motion. The motion was approved unanimously.

Discuss liaison issues with businesses, possibly designating a business owner as a liaison to the EDC; take possible action

Pat Meier stated she spoke with Steve Kraft and Nicole Greenburg on some issues on trying to get a count of how many people attended the Sip and Shop and some things they want to do differently for next year.

President Hornberger stated we could put the word out that the EDC Board would love to hear from the business owners. We have a citizen's to be heard section on the agenda every month. In January or February, we could put on the agenda an expanded role for the citizens to be heard that is a separate agenda item to receive, accept and discuss recommendations or ideas from the business community. This will not be an action item but just to hear from the business owners.

Donna McElroy stated if the businesses want to do that on their own, her concern is if we recognize someone officially as a liaison that we could run a foul arguably of the EDC's Charter.

Discuss administrative items and future agenda items.

- Invite the business owners to come before the EDC to provide input to give ideas and suggestions for what the EDC can do up and down the Corridor.
- Discussion on the McCullough Corridor Sidewalks and Landscaping Demonstration Project

President Hornberger thanked Richard Wolf for his service for the last four years on the EDC as Treasurer.

The meeting adjourned at 6:45

Ronald Hornberger
President

Kyndra Munoz
City Secretary