

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
HELD ON DECEMBER 10, 2019**

The Board of Directors of the Olmos Park Economic Development Corporation met in regular session on Tuesday, December 10, 2019 at 6:00 p.m. in the City Council Chambers of the City of Olmos Park at 120 West El Prado Drive, Olmos Park, Texas. Members of the Board of Directors present were Mayor Hornberger, Fedra Chapa, Pat Meir, Councilwoman Sharon Plant, Barry Sturrock and Richard Wolf. Board members not present were Donna McElroy. Also present was City Manager, Celia DeLeon.

Call to order and determination of quorum.

The meeting was called to order at 6:00 p.m. by President, Barry Sturrock; 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). 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.

Councilwoman Plant joined the meeting at 6:01 p.m.

Review and discuss minutes of November 12, 2019 Board Meeting; take possible action.

Pat Meier stated she was not here at the last meeting and obtained the minutes and listened to them and there was a discussion about how to restructure the financial report and how we designate how things are budgeted for the project and how things are budgeted just to EDC and asked is that included in these minutes?

President Sturrock stated he believes those were included in the previous month's minutes.

City Manager DeLeon stated that was talked about at the October meeting.

President Sturrock stated we agreed to track the expenses separately.

Pat Meier noted on the record that a discussion was made from Fedra Chapa on the holiday decorations and she informed the members that Pat Meier was in discussion with Carl Electric about the installation of the garland at the CPS poles and Pat Meier wants to clarify that she did not speak with Fedra Chapa or Carl Electric and made no arrangements for any holiday decorations.

After reviewing the minutes Mayor Hornberger moved to accept the November 12, 2019 board meeting minutes. Pat Meier seconded the motion. The motion was approved unanimously.

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

Treasurer Wolf stated the balance at the end of October was \$570,440.97 and the sales tax revenue collected for November was \$10,153.87. After paying the current invoices that leaves a balance of \$573,324.75.

President Sturrock stated the bulk of the attorney's fees was to help us understand who owns the right-

of-way in the street so this was due diligence to make sure we know who owns the street before we start making changes to it.

Mayor Hornberger stated it looks like a dedication of the streets and alleyways to the public use was made quite some time ago.

Councilwoman Plant asked does this mean we own it?

Mayor Hornberger stated yes.

City Manager DeLeon stated we received another invoice today in the mail that was not included in this packet from the attorney regarding the future contract.

Fedra Chapa joined the meeting at 6:10 p.m.

Councilwoman Plant questioned what happened on the September 24th superseded the 26th?

President Sturrock stated there were a couple of different things that happened on the 24th the attorney had delegated this to some of the people he knows at the Title Company to see if they can efficiently answer the question and they weren't able to find that information so further research was done so that is why it shows up again the 26th. He expects the next invoice will have further research as well. Once we satisfy that invoice we should be done with trying to figure out who owns the street.

Pat Meier asked Mayor Hornberger if the street was dedicated and where did you find that information that the street was dedicated?

Mayor Hornberger stated the attorney found it.

President Sturrock stated it was a re-issue of a plat.

Mayor Hornberger stated there is a notation of dedicating streets and alleyways to the public use.

City Manager DeLeon stated she did receive some more invoices that she received today that were not in the packet that you will see next month in regards to the holiday decorations.

Mayor Hornberger moved to accept the 2019 Financial Reports, EDC expenditures, allocations and monthly treasurer report as presented. Pat Meier 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 Sturrock stated the last couple of meetings we have combined the design portion and the construction portion of the 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 Sturrock stated we spent a lot of time to make sure we understand the lay of the land of who owns what, he had been trying to contact and set up a meeting with the property owners and they have a meeting set for four o'clock tomorrow with the owner of Cowboy Kennel and they were receptive to what we proposed to do. The Engineer is on hold until we are able to gather information to when we direct him to finish the project and that we understand what the improvements are and the owners are on board.

City Manager DeLeon asked what is the next step after that?

President Sturrock stated we would meet with the Engineer and see what the owners of cowboy kennels are interested in and if it looks good to them, then we will tell them to just keep moving forward and talk to the Engineer about making those modifications and if there are modifications that involve additional funding from the EDC or substantial changes then he would like for those to come back to the board to pass judgement on those changes and with that agreement of the board then we would direct the Engineer to make the changes and finish the drawings and go out for bid.

Discussion on Holiday decorations, storage and budget; take possible action

City Manager DeLeon stated Fedra Chapa provided her with a list of vendors she had and all the expenses she made but realizing today that it does not include all the invoices. Fedra Chapa had a total expenditure of \$6,973.00 and the total budget was \$7,000 and that did not include this other invoice that we received from Pat Meier in regards to the Dixie Flag installation for \$150.00, the banner itself for \$1,007 and the cost for the luminary's supplies was \$374.00 so the total budget that Pat Meier was using was \$2,000 and she spent \$1,531 of that.

Pat Meier stated actually the budget was supposed to be \$3,000.

City Manager DeLeon stated she researched the minutes and the board raised the budget from \$5,000 to \$7,000 for the Sip and Shop Event. Fedra reached out several times to see what the budget was and she copied myself, Diane Gonzales, City Secretary, Pat Meier and Nicole Greenburg of the Youth Commission in regards to the budget on the email.

Fedra Chapa stated Nicole Greenburg was part of the committee this year.

City Manager DeLeon stated you did not receive responses from the group of people you emailed your questions regarding the budget unless they called you and gave you a response.

Pat Meier stated she has an email where she responded to Fedra.

Fedra Chapa stated she was unaware of the cost for the Sip and Shop.

Pat Meier stated she has an email where she sent to Fedra the broke down of cost. She did not copy anyone else on the email.

City Manager DeLeon stated we are over budget by \$980.28. The EDC's portion for Carl Electric is \$1,740 so if the City was to absorb that, then the EDC would not be over budget. President Sturrock stated Carl Electric is labor and Dixie Flag is labor, Hobby Lobby and Temple Display are fixed asset that we will be able to use next year.

City Manager DeLeon stated there has been a lot of communication between the Sip and Shop and holiday decorations and she can't interfere because as a City employee she can't do an EDC job and this year with all this holiday stuff and Sip and Shop, Diane Gonzales, City Secretary took at least two to three days of accumulation of hours answering emails and phone calls helping with the holiday decorations at the Fire Department. She also stated that there is not enough room at the Fire Department to store all the holiday decorations.

Mayor Hornberger stated there is a public facility right across the railroad tracks by HEB.

City Manager DeLeon stated someone from the EDC needs to be responsible as the City staff can't be burdened.

Councilwoman Plant stated the "Act" says that any project that the EDC does or funds the EDC is supposed to and she is not ok with the City paying for the Angels and trees installation and storage.

Mayor Hornberger stated he would look into the storage.

City Manager DeLeon stated the City pays for half of the costs of the angels and trees installation and storage. The EDC budget will be over budgeted by \$980.28.

Pat Meier stated she did pull up her emails yesterday because she wanted to check to see what she had told Fedra in terms of what she was planning to spend. Pat Meier outlined it and the board talked about it at the meeting and had \$7,000 and the Holiday Decorations would have \$5,000 and \$2,000 would go to the Sip and Shop Event. The email that was sent to Fedra stated only about \$1,500 was going to be used for the Sip and Shop. The City Manager sent her two or three emails stating there seems to be questions. Once the budgets were set she stated she was not going to be handling the Holiday Decorations.

President Sturrock stated it appears that we should not burden City staff with keeping track of the EDC's expenditures and we need a single point of contact for each item (Sip and Shop and the Holiday Decorations budgets) and it appears we had overlapping responsibilities.

Pat Meier stated no, and there was a misunderstanding and she stated at one of the EDC meetings that she was not going to do the Holiday Decorations this year because of the Sip and Shop Event but she did outline the responsibilities.

Councilwoman Plant asked do we need a budget for storage now and secondly who will be pulling out all the Holiday Decorations?

Pat Meier stated that Carl Electric stores and transports our angels and trees but he will charge us more if he takes the rest of the items to his warehouse because we have more things now.

Mayor Hornberger stated we should not be having City employees pull stuff out of storage.

Pat Meier stated the Fire Department stored all the stuff that we bought and they volunteered to.

City Manager DeLeon stated that Carl Electric stores the three Christmas trees at the roundabout and the angels. He takes them back to his shop and makes sure all the lights are working and all that is included in his fees. Now we need to store the garland, the large angle at the roundabout and the banners that are on the light poles. Mrs. DeLeon stated it is getting to be too much to store at the Fire Department.

President Sturrock asked Fedra to research and give the board a proposal on her recommendation for storage and we just need a point of contact so for the Sip and Shop it will be Pat Meier and for the Holiday Decorations it will be Fedra Chapa.

Councilwoman Plant motioned to have the current agenda item and the next agenda item combined together. Pat Meier seconded the motion. The motion was approved unanimously.

Discuss liaison issues with businesses and Olmos Park Living Magazine.

Pat Meier stated the requested budget for the Sip and Shop was \$2,000 and \$1,031.70 was spent which is \$460 below budget. She stated the event was a success and the event has the potential to grow and become a very unique special event. The twelve-person committee of business owners will meet this coming January to review what worked and what didn't work. There were two problems with the banner. It was decided in October to buy the banner and called Temple Display, ordered it and had it shipped. First problem was there are no locations to hang banners to hang across the streets on the CPS poles in Olmos Park, the only location is at Hildebrand and McCullough and it was booked a year ahead of time. CPS has designated places, although AT&T owns the poles they give their responsibility to CPS. Mrs. Meier spoke with Roland Hinojosa our CPS Representative and he said if City Council wanted to request a spot maybe we could do that next year. We have a banner that we ordered that can't be hung because it is vinyl so it will always have to be put on the fence and Mrs. Meier contacted Jeff and Stephanie Jones who is the property manager at The Yard and gave us permission from the owner to allow us to attach the banner to the fence next year. If next year the City or the businesses want to do this again Mrs. Meier recommended to the board to reserve the spot which Mrs. Meier has already done and second, the businesses come with a request for a net banner which can only be printed on one side for next year which is \$620 at current cost. The businesses are also talking about getting someone to coordinate this, a professional that can meet with all the businesses, organize, discuss store decorations up and down the street, designate parking areas and providing for a trolley. This year the businesses paid for about \$1500 and we will still have about \$480 to give to Nicole Greenburg with the Olmos Park Youth Commission as a charitable for all their help. Next year all they should need is a net banner and if they get a coordinator the businesses can talk about spending money and the businesses will need to come to Council next year if they want the EDC to help.

Councilwoman Plant asked can we add a future agenda item for CPS to approve us a spot because our CPS representative is about to retire so we need to put that on the City Council agenda.

City Manager DeLeon stated she did receive some complaints from a couple of business owners that they were not invited to participate in the Sip and Shop.

Pat Meier stated one of the pitfalls was the businesses were all sent emails and Steve Craft of the Olmos Park Living Magazine went to every business and Steve Craft decided that everyone that contributed would be put on the poster and we debated that saying what about people that come in late and still paid their \$150.00, so we thought let's give them more luminaries and more postcards and the committee decided that was ok. Steve Craft got complaints that no one talked to them but some of the people that complained showed up at the meeting at Julian Gold so everyone was notified and we are sorry and Steve said we should have never just put the donors on the poster because some donors were left off. Next year all of the stores will be listed because people were looking at the poster and it was confusing and we need some way to give them recognition. Mrs. Meier is making notes for January and she was not getting paid and Steve Craft has a job and they are running around picking and dropping off luminaries and were told this was EDC event and not the City.

Councilwoman Plant stated she did hear a compliment from a business.

Pat Meier stated the Sip and Shop sign is wrapped and bundled and stored at Feliz Modern. All the businesses will have the minutes from the January meeting so if Feliz Modern should move we will know where the sign is.

Councilwoman Plant stated that sign needs to be moved and should be stored with the other EDC stuff. We are trying to beautify McCullough and we need to restripe the bike lanes which needs to be a priority for next year and the angels are a very important part of the City.

Pat Meier stated one of the public works guys said they would help with things by the hour if she paid them off duty on their own time. Would our insurance cover them?

Mayor Hornberger stated when you start talking about the EDC hiring off duty police, off duty fire and off duty public works now you are talking about cross usage and that is a problem and insurance becomes a problem.

City Manager stated Carl Electric may be able to store the large angel that is at the roundabout because it has lights and he would have to check to be sure they are working properly every year. We need more room for the new garland, the banners and clamps. The Fireman do help but it does get excessive.

Fedra Chapa stated she did not know if last year Carl Electric actually decorated the three trees at the roundabout and if there was a charge with that and this year we opted to not have Carl Electric decorate those trees. The committee came in and volunteered their time and decorated the trees.

Pat Meier stated Carl Electric charged over \$300.00 to decorate the trees last year.

City Manager stated it is also dangerous for our residents to be working at our roundabout.

Fedra Chapa stated they did not have any issues and had fun doing it and got to network with one another and everyone took pride in decorating the trees.

City Manager DeLeon stated what are we going to do with the over budget?

Councilwoman Plant stated the Mayor said to put it on the agenda and after looking at the budget we have an advertising expense which when we get the project going we will have some but there is \$4,500 and she is not sure where we are on attorney's fees year to date.

City Manager DeLeon asked do you want to wait until she gets all the invoices in and to see about Carl Electric storing the angels and garland and see if there is a savings because they did not decorate the trees and come back in January?

Councilwoman Plant stated the point is we don't ever want to go over budget.

Discuss administrative items and future agenda items.

Review invoices

Carl Electric storing other Holiday Decorations

Barry Sturrock contract

President Sturrock stated this is his last meeting with the EDC because of his term limits and thanked the board for all their service and assistance.

City Manager DeLeon stated we will bring back in January a contract for Barry Sturrock to assist the EDC that the attorney is working on.

President Sturrock stated he will continue to push the project forward through the end of December and then he can help in anyway.

The meeting adjourned at 6:49 p.m.

Barry Sturrock, President

ATTEST:

Diane Gonzales
City Secretary