

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
HELD ON DECEMBER 14, 2021**

The Board of Directors of the Olmos Park Economic Development Corporation met on Tuesday, December 14, 2021, 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, Tess Harden, Dr. Kenneth Kirlin, Donna McElroy and Madison Wilson. Members not present were Fedra Chapa and Councilwoman Dusek. Also present was City Manager, Celia DeLeon; and City Secretary, Kyndra Munoz.

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 9, 2021 Board meeting; take possible action.

Dr. Kenneth Kirlin moved to approve the minutes of November 9, 2021 Board meeting.

Donna McElroy seconded the motion.

The vote in favor of the motion was unanimous.

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

City Manager Celia DeLeon stated the Carl Electric bill is for the installation of the Christmas angels. The EDC pays half of the bill and the City pays the other half.

Donna McElroy asked how long does it take the company to install the angels? This price seems a little high.

Celia DeLeon stated the installation process takes one day to complete. The invoice also includes the installation of the Christmas trees at the round-a-bout, removal of the angels and Christmas trees and the storage fee.

Mayor Hornberger asked if we were to purchase additional angels how much would this cost including electrical?

Celia DeLeon stated we will request a quote from Carl Electric on the purchase of additional angels. I am not sure if we have any poles to place the additional angels. We are alternating angles and flags on the poles down McCullough.

Donna McElroy moved to approve the financial Reports, including EDC expenditures, invoices and allocations and monthly treasurer report.

Madison Wilson seconded the motion.

The vote in favor of the motion was unanimous.

Receive and discuss FY2021 Financial Audit Report; take possible action

Tess Harden moved to approve the FY2021 Financial Audit Report.

Donna McElroy seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and possible action on the McCullough Corridor Sidewalks and Landscaping Demonstration Project

Celia DeLeon stated the green paint has been shipped to EZ-Bel. Once it is received, we will complete the bike lanes on McCullough and this will be the end of the project.

Dr. Kenneth Kirlin asked is there an additional charge for the bike lanes or has this been paid for?

Celia DeLeon stated we still own EZ-Bel \$42,055.59 for this portion of the project.

Discuss liaison issues with businesses and receive update from Board member Chapa; take possible action

Mayor Hornberger stated Dr. Kirlin and I will be walking our portion of the business route this Saturday.

Donna McElroy stated I would like to give some personal feedback regarding the Sip and Shop event. We participated, like we did last time for the event. This time, the employees of the business that said they were participating had no clue they were participating. There was less sip and for the shop, they didn't know what they would be giving in terms of discounts for the business. There was a great restaurant in the Yard called Milpa that asked how to elevate their name and were very interested in the Sip and Shop event. I told them they could attend our meetings to express any ideas they had for the EDC to help their business generate more revenue. The woman who owns this restaurant is the only woman to have ever won Chopped. For the Sip and Shop event, I am not sure where the disconnect was. The last time more businesses we went into knew about it and more business this time said they were participating, but I'm not sure they knew what they were participating in. I offer this up from a communication standpoint. We need to get it down to the folks who are working with the customers. If we are going to make it successful, when people walk in they need to be excited about it. What I noticed was you have to mention it, but I would rather the business ask: are you here for the Sip and Shop Event?

President Hornberger stated we will ask Nicole Greenberg to give us a report at our next meeting.

Dr. Kenneth Kirlin stated the Youth Commission is supposed to be helping with this event. I think they should be going into the businesses to let them know about the event and what they would like to see, ask them what the business would like to do, then come back and help them set it up.

Celia DeLeon stated the flyer does state some of the funding will benefit the Youth Commission, so I agree, I think they should put more work into the event.

Donna McElroy stated I agree and I think it is important if we are going to invest EDC funds.

Discuss Holiday decorations prep and installation; take possible action

President Hornberger stated all Holiday decorations have been installed.

PUBLIC HEARING on proposal to undertake a project to reimburse commercial property owners for the purchase and installation costs of Knox Boxes with the project costs not to exceed \$15,000, contingent to City Council approval.

President Hornberger opened the public hearing at 6:17p.m.

There were no speakers.

President Hornberger closed the public hearing at 6:17 p.m.

Discussion and possible action on proposal to undertake a project to reimburse commercial property owners for the purchase and installation costs of Knox Boxes with the project costs not to exceed \$15,000, contingent to City Council approval.

Dr. Kenneth Kirlin stated if we have a total of \$15,000 and we are putting a limit on the amount to be reimbursed, this would only cover 30 businesses. I believe there are only 15 new ones needed, but if we are reimbursing existing ones, we will fall short.

Celia DeLeon stated we can extend this program into next year. Is the intent to reimburse business that already have the Knox box?

Dr. Kenneth Kirlin stated yes, that is what we discussed. I think the intent should be to prioritize those that don't have them yet.

Celia DeLeon stated each application will come before the EDC for approval. On the application, the reimbursement amount is \$500 for the small Knox boxes and \$700 for the large Knox boxes.

Tess Harden stated we would need to review and approve all of the applications at the same time. When the business application is submitted, we need to hold onto them in order to prioritize new Knox boxes. We should consider a deadline before the meeting at the end of the fiscal year.

President Hornberger stated that is correct. Can we place a deadline on the application of August 1, 2022 to submit the request?

Celia DeLeon stated I will add this deadline to the application.

Donna McElroy moved to approve proposal to undertake a project to reimburse commercial property owners for the purchase and installation costs of Knox Boxes with the project costs not to exceed \$15,000, contingent to City Council approval.

Dr. Kenneth Kirlin seconded the motion.

The vote in favor of the motion was unanimous.

EDC work plan for FY2022

Mayor Hornberger stated the work plan for FY2022 will include the Knox box program and to work on improving communication with the Sip and Shop assuming we will do this event again. We need to have a better understanding of what the Youth Commission will do for the Sip and Shop event so we can be certain the businesses will be fully informed and ready to participate.

Discuss administrative items and future agenda items.

Celia DeLeon stated this will be Donna McElroy and Fedra Chapa's last meeting. Both have completed 2 terms on the Economic Development Corporation and I would like to thank you for your service.

There was no other business and the meeting adjourned at 6:26 p.m.

Ronald Hornberger
President

Kyndra Munoz
City Secretary