

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION  
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS  
HELD ON MARCH 10, 2020**

The Board of Directors of the Olmos Park Economic Development Corporation met in regular session on Tuesday, March 10, 2020 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 Ronald Hornberger, Fedra Chapa, Pat Meier, Councilwoman Plant, Madison Wilson 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 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). 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 February 11, 2020 Board meetings; take possible action.

Pat Meier moved to accept the February 11, 2020 Minutes. Councilwoman Plant 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 Wolf stated the balance at the end of January was \$589,136.03 and the sales tax revenue collected for February was \$13,809.59. After paying the current invoices that leaves a balance of \$596,279.24.

Councilwoman Plant moved to accept the Financial Reports, EDC expenditures, allocations and monthly Treasurer Report as presented with the issues that the board addressed to be discussed with the City Attorney. 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 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 stated the Engineers are now going to proceed with the final plans and will start preparing a bid package. The received the final approval from Cowboy Kennels on an alternate design that was worked out that was agreeable. These two things combined have resulted in approval of a plan that leaves Cowboy Kennels with exactly the same number of parking spaces as they have now which is thirteen spaces. There will be no need to go to the Board of Adjustment for any kind of a variance for the parking situation.

The Board reviewed the following tasks from Bain Medina Bain Engineers:

Task 1 – Research Ownership of Clarence Street

- a) Review Plat information on hand
  - b) Research for additional Plat documents
  - c) Discuss findings with EDC
- Fee for Task 1 Research Ownership of Clarence \$1,200.00

Task 2 – Cowboy Kennels Parking Alternatives

- a) Research City of Olmos Park Parking Requirements
  - b) Prepare Exhibits (6 Exhibits)
- Fee for Task 2 Cowboy Kennels Parking Alternatives \$3,600.00

Task 3 – Incorporate Cowboy Kennels Parking Revisions into Plans

- a) Add Improvements to Plans along McCullough
  - b) Add Improvements to Clarence Street
- Fee for Task 3 Incorporate Cowboy Kennels Revision into Plans \$2,000.00

Task 4 – Prepare and Incorporate Add Alternate Re-Striping into Plans

- a) Prepare general notes and quantities
  - b) Prepare Re-Striping Plans
  - c) Include details and standards
  - d) Submit to Olmos Park EDC for review and comment
  - e) Revise per comments and resubmit
- Fee for Task 4 Add Alternate Re-Striping Plan \$4,200.00  
Re: McCullough Streetscape Improvements Phase 1 – Additional Services  
Add Alternate Re-Striping and Misc. Services

Task 5 – Bidding Phase

- a) Incorporate additional Plans and Specs to Bid Documents
- Fee for Task 5 Bidding Phase \$1,200.00

Task 6 – Construction Phase

- a) Perform site observation (3 additional to Phase 1)
- b) Respond to RFI's (Estimated at 2)

- c) Perform Final Inspection (for add alternate limits)
  - d) Prepare Plan of Records (additional)
- Fee for Task 6 Construction Phase \$2,800.00

Pat Meier moved to accept Barry Sturrock’s request for initial services from Bain Medina Bain based on work they have already done and future work that is detailed in Task 1, Task 2, Task 3 and Task 4 that involves re-striping Cowboy Kennels parking alternatives, Task 5, Bidding Phase and Task 6, Construction Phase and the total cost for Task 1 through Task 6 is \$15,000. Fedra Chapa seconded the motion.

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|----------------|-----|
| Fedra Chapa    | Aye |
| Pat Meier      | Aye |
| Madison Wilson | Aye |
| Richard Wolf   | Aye |

Councilwoman Plant abstained due to the fact that she needed more information since the proposal does not include any signage or traffic design services.  
The motion passes.

Councilwoman Plant stated we are trying to give the businesses incentives and the vision of what McCullough could look like. The EDC is not here to fund all the improvements on McCullough, the EDC is here to help the owners to participate in beautification by Signage, MEP Design Services and/or Traffic Design, Landscaping and Sidewalks.

Pat Meier stated we already have in place landscape requirements so if we put in sidewalks leaving a four foot flower bed the businesses will have to beautify based on the ordinances and what is in place now.

Discuss liaison issues with businesses.

Pat Meier stated the group met and is looking for a business student from Incarnate Word to coordinate to perform internship work with the businesses.

Discuss administrative items and future agenda items.

Discussion on the McCullough Corridor Sidewalks and Landscaping Demonstration Project  
Discuss liaison issues with businesses

The meeting adjourned at 6:46

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Ronald Hornberger  
Mayor

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Kyndra Munoz  
City Secretary