

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

The Board of Directors of the Olmos Park Economic Development Corporation met in regular session on Tuesday, February 11, 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, Donna McElroy, Pat Meier, Madison Wilson and Richard Wolf. Board members not present were Councilwoman Sharon Plant. 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.

Discussion of the process of the transcribed Economic Development Corporation's meeting minutes and the hourly fee paid to the transcriber of the minutes; take possible action

President Hornberger stated he would like to go back to summary minutes as we are spending too much time on details and trying to do verbatim minutes especially when the recording of the meeting is available.

City Manager DeLeon stated City Secretary Diane Gonzales who types the minutes has resigned and her last day is this Friday. A replacement has been found for Ms. Gonzales and the replacement needs to be trained and she is not going to recommend that she takes on the EDC minutes as she does not want to overwhelm her.

President Hornberger mentioned from now on the minutes will be only summary minutes and will reduce the time required to produce minutes and we can look at what we would pay someone within the City or someone outside to type of the minutes.

Secretary McElroy moved to go back to summary minutes and that those summary minutes are distributed as part of our monthly packet to consider when the board comes to the meeting. Pat Meier seconded the motion. The motion was approved unanimously.

Review and discuss minutes of December 10, 2019 and January 14, 2020 Board meetings; take possible action.

President Hornberger stated the reason the December minutes are on the agenda is at our last meeting he had some edits that corrected but did not change the content.

Pat Meier moved to accept the December 10, 2019 minutes as amended. Richard Wolf seconded the motion. The motion was approved unanimously.

President Hornberger stated he went through the January minutes with Diane Gonzales and he tried to cut it back to much more of a summary set of minutes some of the discussion was more detailed.

Pat Meier stated the revised January minutes are significantly altered when she compared it to the draft that Diane Gonzales sent to the board previously and she thinks specific parts were omitted and she would not approve to accept the January minutes.

President Hornberger stated the minutes are significantly different and his purpose was trying to get them to summary minutes was exactly that and the meeting recordings are available to anybody who wants them.

Donna McElroy moved to accept the January 14, 2020 minutes as submitted. Richard Wolf seconded the motion.

Fedra Chapa – Aye
Mayor Hornberger - Aye
Pat Meier – Nay
Donna McElroy - Aye
Madison Wilson - Aye
Richard Wolf – Aye

The motion was approved.

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

President Hornberger asked do we have a breakdown now on the expenditures on this report between the McCullough Project and the regular EDC items?

Treasurer Wolf stated yes as far as legal invoices.

Treasurer Wolf stated the balance at the end of January was \$590,385.09 and the sales tax revenue collected for January was \$9,850.71. Treasurer Wolf stated that after paying the current invoices that leaves a balance of \$586,599.07.

Madison Wilson stated that the balance sheet does not balance.

City Manager DeLeon stated she will contact the CPA to review.

Secretary McElroy moved to accept the Financial Reports, EDC expenditures, allocations and monthly treasurer report as presented. Fedra Chapa seconded the motion. The motion was approved unanimously.

Discussion on amending the FY2020 EDC Budget; take possible action

City Manager DeLeon stated we need to make an amendment on the FY2020 budget and add a Project Consultant for Barry Sturrock's contract. The budget has been amended by \$7,000.

Secretary McElroy moved to amend the budget to include Piwonka Sturrock's agreement to be reflected in this budget for FY2020. Pat Meier seconded the motion. The motion was approved unanimously.

Discussion o the McCullough Corridor Sidewalks and Landscaping Demonstration Project

Donna McElroy moved to waive the reading of the items. Fedra Chapa seconded the motion. The

motion was approved unanimously.

President Hornberger combined the next two agenda items into a single discussion

- a. 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.
- b. 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 Mr. Sturrock met with the City Manager and Pam Kirilin of Cowboy Kennels regarding the parking re-do that is going to have to be re-done as part of the demonstration project. We came up with three different options and believe we have a choice selected from the Engineer now that will still give Cowboy Kennels it's current thirteen parking places and also room for its current dumpster pad which means Cowboy Kennels does not have to go back to the Board of Adjustment for a variance. This should save about 60 days in the time it takes to get started.

The Engineers will put this into the plans then they will have a set of plans that will be ready to put out for bid. Once the bids are received the EDC will review them with Mr. Sturrock and he will then give his recommendation then the EDC will make their decision and the City Attorney will review the contract. City Council will need to approve the expenditure based on what the bids come in on

Discuss liaison issues with businesses.

President Hornberger stated he now has a complete list of the Sip and Shop group of business people that was provided by the City Manager and Pat Meier.

Pat Meier stated the membership has changed and there are new participants. Ginger with Felix Modern is contacting Dixie Flag who hangs the banners about reserving the spot for the banner and there is a change for this year the group now want to have the event on a Saturday during the day as they may receive more participation and will be less issues about sidewalks, more children will be available to come. Two businesses have agreed to take on more children-oriented activities. They discussed ways to advertise next year, they will contact Trinity University to try to get an intern in the business department that will work with one of the representatives with the businesses to do a timeline and keep everybody informed. There concerned was people not being notified of the event.

The event may still be the first Saturday of the month but still needs to be agreed upon. Until they set a date we can't reserve the spot.

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 6:48 p.m.

Ronald Hornberger, President

ATTEST:

Kyndra Munoz
City Secretary