

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
HELD ON FEBRUARY 12, 2019**

The Board of Directors of the Olmos Park Economic Development Corporation met in regular session on Tuesday, February 12, 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, Councilwoman Sharon Plant, Pat Meier, Barry Sturrock and Richard Wolf. Board members not present were Fedra Chapa and Donna McElroy.

Call to order and determination of quorum.

The meeting was called to order at 6:02 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.

Appoint a Treasurer for the Board and administer Oath of Office.

Mayor Hornberger moved to nominate Richard Wolf as Treasurer. Pat Meier seconded the motion. The motion was approved unanimously.

City Manager Deleon gave Oath of Office to Richard Wolf.

Review and discuss minutes of January 9, 2019 Board Meeting; take possible action.

Councilwoman Plant stated she would like to pull the minutes for some corrections.

Pat Meier stated she has some additions to add to the minutes.

Councilwoman Plant moved to table the January minutes until the March meeting when the corrections are made.

Pat Meier seconded the motion.

The motion was approved unanimously.

Mayor Hornberger requested to have a redline of the corrections so the Board knows what the changes are.

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

Treasurer Wolf stated at the end of December the balance was \$495,689.09 and the sales tax revenue collected for January was \$10,377.54. He stated after paying the invoices the balance is \$501,078.01.

President Sturrock tabled this item and opened up item #5 and item #9 at the same time.

Pat Meier stated we will not be reimbursed the \$1,200.00 for the brackets that go to the banners but when we order more, the next set we won't have to pay for them.

City Manager DeLeon stated she included two Carl Electric invoices which are the City's cost for the angels and the Christmas trees and wanted to know if the EDC you can split the cost.

Pat Meier stated for next year she does not want to pay for Carl Electric to hang ornaments when Sandy Ryan and herself stood out at the roundabout with the electricians and helped them hang the ornaments. She asked if the City is willing to have the Fireman help which would be a big savings.

City Manager asked if the EDC wants to share the cost of the Carl Electric with the City and half of the cost would be \$1,739.76?

Pat Meier stated we started late ordering ornaments and the banners for McCullough. They ordered the brackets and metal rings that hang on the telephone poles from the Temple Company and when Dixie Flag Company came out to install them they said it takes a special tool to install them. She called the Temple Company and told them we will buy them twice and it was almost \$1,000 so she spoke with the Temple Company and they said they can't credit us back but if we order more banners next year they will send the brackets with them and she has an email confirming this will happen and not charging us for the brackets. She stated we will come out ahead but not show the money on the books and have a little extra Christmas money.

City Manager DeLeon stated since there is no Christmas budget left over to pay half of the Carl Electric invoices for the angels and Christmas trees she thought there was going to be a refund back on the brackets and request that the EDC pay half of the cost to the City that the City is paying out for the angels and trees.

Councilwoman Plant moved that the EDC pays half of invoice #1524768 for the installation of the angels on the poles and set the Christmas trees in the amount of \$3,147.00 and recommend that the EDC pay the total invoice for the light outages in the amount of \$332.52 for invoice #1524769. Mayor Hornberger 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 which involves engaging professional (civil & electrical engineering design, surveying and landscaping design) services as well as Phases A – G of Task 1 (that include attending meetings, preparing preliminary and final construction documents and surveys, preparing bidding package, construction administration and preparing plans of record) by Bain Medina Bain, Inc. and Bender Wells Clark Design for sidewalk and landscaping improvements to undertake the McCullough Corridor Project in an amount not to exceed \$65,000.00 ("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 he spoke with the attorney and he is working on the contract for the consultants. The consultants made the corrections to the task and phase so it is not using duplicate language and the proposal will be attached to the contract and the attorney should have for approval and execution at our next meeting in March.

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 these are both parallel topics and the first would be the consulting work and

after the consulting work is done then they put the project out for bid then they start the construction.

Executive Session item:

Consultation with attorneys pursuant to Section 551.071 of the Texas Government Code for advice on legal issues involving the McCullough Corridor Sidewalks and Landscaping Demonstration Project including the Task 1 project and Task 2 project that comprise the McCullough Corridor Project.

President Sturrock stated there will be no need to go into executive session.

Pat Meier asked President Sturrock if there was a timeline?

President Sturrock stated once we have the consultants under contract then we can set up a schedule. He stated he will review with the Board and receive comments and said we are about 50% complete so hopefully by end of the year this project will be complete.

Discussion on Holiday decorations; take possible action.

President Sturrock stated this item was discussed with item #5 under the financial reports.

Discuss administrative items and future agenda items.

Councilwoman Plant asked what is our hourly rate for the attorney's fees? And she would like to see more of a detail than what is on the invoices.

City Manager DeLeon stated she will look that up and she has the full detail breakdown.

President Sturrock stated he has asked the consultant to give the attorney the contract that was previously approved.

Pat Meier suggested for future agenda items she would like to add more on the Sip and Shop, she said Ginger Diaz came to City Council and talked about the Sip and Shop that was on the first Thursday in December. Steve Craft who is the Olmos Park Living magazine owner has set up a planning meeting with businesses and she was a part of that and City Council said the EDC might want to help with this since it is a business project. She stated she has some notes on what they want for cost items.

City Manager DeLeon stated she spoke with Ginger Diaz after the Council meeting and she mentioned she would come back before we start our budget meeting for the next fiscal year.

Mayor Hornberger suggested having a rolling agenda item for liaison matters with local businesses and Olmos Park Living Magazine.

Pat Meier stated there are going to be two articles, one that will be put in the magazine in September and one put in the magazine in November. She stated she will bring the agenda and the minutes on what they want to accomplish at the next EDC meeting and how they plan to advertise it.

Councilwoman Plant asked "have you heard anything on with the Business Owners Association"?

Pat Meier reported they had not discussed that idea and that is coming from the designer's point of view. When they have open houses they can invite their distributors, lightening, fabric and plumbing companies.

Councilwoman Plant stated it may be good idea that we have a point of contract to get out the information to the members.

Mayor Hornberger stated if any of these events might require anything extra from the Police Department, Fire Department or permits then we will need to know this and if it needs to go to Council for approval or the EDC for approval.

Pat Meier stated they will write a letter to Celia requesting security.

The meeting adjourned at 6:24 p.m.

Barry Sturrock, President

ATTEST:

Diane Gonzales
City Secretary