

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
HELD ON JANUARY 21, 2021**

The Board of Directors of the Olmos Park Economic Development Corporation met on Thursday, January 21, 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, Fedra Chapa, Dr. Kenneth Kirlin, Councilwoman Plant, and Madison Wilson. Members of the Board of Directors present via Zoom was Councilwoman Dusek. Member not in attendance was Donna McElroy. Also present was City Manager, Celia DeLeon and City Secretary Kyndra Munoz.

In order to advance the public health goal of limiting face-to-face meetings (also called social-distancing) to slow the spread of the Coronavirus (COVID-19). Please be advised that due to COVID-19, some members of the Economic Development Corporation will attend the meeting by videoconference using Zoom, other members will be present. If the number of people who appear in-person to speak exceeds the capacity of the meeting space, some may be asked to wait outside the building until they are called to speak.

Call meeting to order and determination of quorum.

The meeting was called to order at 6:04 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.

Administer the Oath of Office to newly appointed members

City Secretary Kyndra Munoz administered the Oath of Office to re-appointed members Ronald Hornberger and Councilwoman Plant, and newly appointed members Councilwoman Dusek and Dr. Kenneth Kirlin.

Elect a President, Vice-President, Secretary and Treasurer for the Board

City Manager Celia DeLeon stated Madison Wilson has expressed her interests in serving as treasurer. She has spoken to Richard Wolf regarding the preparation of the report and has prepared this month's report.

President Hornberger moved to nominate Madison Wilson as treasurer.
Dr. Kenneth Kirlin seconded the motion.

Fedra Chapa	Aye
Councilwoman Dusek	Aye
Ronald Hornberger	Aye
Dr. Kenneth Kirlin	Aye
Councilwoman Plant	Aye
Madison Wilson	Abstain

The motion passes.

President Hornberger moved to nominate Councilwoman Plant as Vice President.
Madison Wilson seconded the motion.

Fedra Chapa	Aye
Councilwoman Dusek	Aye
Ronald Hornberger	Aye
Dr. Kenneth Kirlin	Aye
Councilwoman Plant	Abstain
Madison Wilson	Aye

The motion passes.

Councilwoman Plant moved to nominate Donna McElroy as Secretary.
President Hornberger seconded the motion.
The vote in favor of motions was unanimous.

Councilwoman Plant moved to nominate Ronald Hornberger as President.
Dr. Kenneth Kirlin seconded the motion.

Fedra Chapa	Aye
Councilwoman Dusek	Aye
Ronald Hornberger	Abstain
Dr. Kenneth Kirlin	Aye
Councilwoman Plant	Aye
Madison Wilson	Aye

The motion passes.

Receive FY2020 Annual Audit Report; take possible action

Celia DeLeon stated I have attached an email from Brian Magness with regards to the EDC highlights on the FY2020 annual audit and I have also attached the pages referred to in the email. If you have further questions he can be called into the next meeting, if not we will need an approval on this item.

Councilwoman Plant moved to accept the FY2020 annual audit report.
President Hornberger seconded the motion.
The vote in favor of the motion was unanimous.

President Hornberger stated he would like to take an item out of order on the agenda and discuss number 8(a) and 8(b).

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 combined this agenda and the next agenda item, which has been done in the past meetings.

Discussion and possible action on the McCullough Corridor Sidewalks and Landscaping Demonstration Project (referred to as the "McCullough Corridor Project") which involves constructing sidewalk and landscaping improvements to undertake the McCullough Corridor Project as this Task 2 project of the McCullough Corridor Project will promote new or expanded business/economic development and commercial activity in the City and specifically along the McCullough Business Corridor; awarding the Task 2 project work to and approving a contract for the Task 2 project with the selected bidder; authorizing the President of the Olmos Park Economic Development Corporation Board of Directors to negotiate, finalize and execute (i) a contract with the selected bidder, and (ii) any other required documents; and to carry out all of the Olmos Park Economic Development Corporation's obligations under the contract.

Celia DeLeon stated the packet includes a sample picture of the proposed lamps which needs approval of this particular style of lamp. We have also provided a sample of the material and color of lamp to view. We will need a consensus on the landscaping proposal plan and have pictures of some sample plants to review.

Councilwoman Plant asked how tall are the proposed lighting fixtures.

Carl Bain stated they are 16 feet high. The first question is the type of light fixture and the other would be the color. We have the option of silver, white, black or brass.

Councilwoman Plant stated as for the plants, I am ok with all of the sample plants provided except for the yucca plant.

Dr. Kenneth Kirlin stated I would request the landscaping would not include any sago palms as they are toxic to dogs.

Councilwoman Plant asked are the light fixtures already a part of the approved budget for the project.

Carl Bain stated that is correct, there is no additional cost for the light fixtures, just a matter of picking type and color.

Carl Bain stated it will be a couple of months before we begin to plant and we do not need an approval on the plants today.

Councilwoman Plant moved to approve the submittal of the presented light fixture in silver.

Fedra Chapa seconded the motion.

The vote in favor of the motion was unanimous.

Review and discuss minutes of December 8, 2020 Board meeting; take possible action.

Madison Wilson stated I sent in minor corrections that have been taken care of.

Councilwoman Plant moved to accept the minutes of the December 8, 2020 Board Meeting.

President Hornberger 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.

Madison Wilson stated we carried over a bank balance from last month \$650,358.65. We received sales tax revenue during December in the amount of \$9,663.91. After paying December invoices the balance at the end of December was \$649,487.56. Additionally, there is one outstanding check in the amount of \$1,185.00 to Temple Display that was approved last month. That leaves us with an adjusted balance of \$648,302.56. After receiving January's invoices to be paid, the balance as of today will be \$646,875.84.

Councilwoman Plant stated I was not present at our December meeting and would like to thank Fedra Chapa for handling all of the Christmas decorations. You did a very nice job and everything looked great. On the decorations, will we be receiving a check for the damaged decorations due to the accident at the round-a-bout?

City Secretary Kyndra Munoz stated I spoke to the insurance company this past Monday, and they were still reviewing documentation submitted for payment on the damaged decorations.

Councilwoman Plant moved to approve the Financial Reports including ECD expenditures, invoices and allocations, and monthly treasurer report.

President Hornberger seconded the motion.

The vote in favor of the motion was unanimous.

Discuss liaison issues with businesses; take possible action

President Hornberger asked Fedra Chapa, would you be willing to reach out to Steve Kraft along with the business that participate in the Sip and Shop?

Fedra Chapa said she would be willing to reach out to Steve Kraft to further discuss the Sip and Shop.

Councilwoman Plant stated the Youth Commission contributes to the Sip and Shop and are interested in helping out more. I spoke to Nicole Greenberg and was very impressed with their operation. One thing they have mentioned is hosting a gathering or a meet and greet up at Alameda Circle. She asked if the EDC could help in the cost of an event like this. I am not sure we can use EDC funds on this and it would have to include some type of business promotion.

President Hornberger stated we could give the businesses an opportunity to be a part of this gathering to advertise and sit and talk with the residents. I would suggest the time frame to occur somewhere between Thanksgiving and Christmas.

Discuss administrative items and future agenda items.

President Hornberger asked for the verbiage to be reduced on agenda item 8(a) and 8(b).

Dr. Kenneth Kirlin asked could we reach out to the Youth Commission and invite them to speak at a future meeting to express their ideas and plans.

Councilwoman Plant stated I will reach out to Nicole Greenberger and invite her to speak at our February meeting.

The meeting adjourned at 6:36 pm.

Ronald Hornberger
President

Kyndra Munoz
City Secretary