

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
HELD ON JANUARY 14, 2020**

The Board of Directors of the Olmos Park Economic Development Corporation met in regular session on Tuesday, January 14, 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 Hornberger, Fedra Chapa, Donna McElroy, Pat Meir, Councilwoman Sharon Plant, Madison Wilson and Richard Wolf. 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 Secretary Donna McElroy; 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.

Administer Oath of Office to newly appointed Board member.

City Manager DeLeon gave the Oath of Office to new member Madison Wilson and re-appointed member Donna McElroy.

Appoint a President, Secretary and a Treasurer for the Board.

Secretary McElroy stated the board is currently without a President as Mr. Sturrock's last meeting was in December.

Secretary McElroy nominated Mayor Hornberger as President. Councilwoman Plant seconded the motion. The motion was approved unanimously.

Councilwoman Plant moved to re-appoint Donna McElroy as Secretary and Richard Wolf as Treasurer. Pat Meier seconded the motion. The motion was approved unanimously.

Review and discuss minutes of December 10, 2019 Board Meeting; take possible action.

President Hornberger stated he had some corrections and edits for clean up that don't change the meaning. He would like a redline copy and they can be approved at the February meeting.

The item was tabled until the next meeting and the board will review the December 10, 2019 minutes with the redline corrections.

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 November was \$580,556.64 and the sales tax revenue collected for December was \$13,757.94. Treasurer Wolf stated that after paying the current invoices that leaves a balance of \$578,930.52.

The board discussed keeping track of what the budget was to begin with, what they have spent to date and then what is left and to have all that broken down by category and separate line items every month.

President Hornberger will call the Attorney and have him email Mr. Sturrock the contract and let him know that the board needs to receive all future billings submitted as of the end of month so they will have them for the next meeting.

Fedra Chapa joined the meeting at 6:15 p.m.

Secretary Donna McElroy moved to approve Temple Display invoice dated January 8, 2020 in the amount of \$613.97. Councilwoman Sharon Plant seconded the motion. The motion was approved unanimously.

City Manager DeLeon gave the Oath of Office to re-appointed member Fedra Chapa.

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

Receive FY2019 Annual Audit Report; take possible action.

City Manager DeLeon stated the Auditor could not attend the meeting but he provided the summary sheets for the boards review and if there are questions he could come back at the February meeting and the Auditor mentioned in his report that everything went well.

Councilwoman Plant moved to approve the FY2019 Annual Audit Report. Treasurer Richard Wolf 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 again as the previous President did in the past to a single discussion.

Barry Sturrock stated that the EDC's project is to further business development in the Olmos Park McCullough Corridor. A few years ago, the EDC had decided to do a demonstration project and that this is the first piece of that. The EDC also discussed various areas where such improvements could be made and decided to make the improvements from the railroad track down to Clarence Street. As the previous President he was acting as the Manager and liaison with Engineers and Property Owners that are affected who are adjacent to where the EDC is going to do improvements. The goal is for the EDC to do improvements on the City's right-of-way not to spend money on the private property. But to the extent that the property owners are willing to work with the EDC and work together to form a partnership to help each other help ourselves. Mr. Sturrock has been working with Dr. Kirilin with Cowboy Kennels and they have been very cooperative in the EDC's efforts to make improvements along McCullough. Cowboy Kennels had some comments about some angle parking along Clarence Street so Mr. Sturrock passed along that information to the Engineer with the revisions and the Mayor, the City Manager and Mrs. Kirilin have copies of the drawings. Mr. Sturrock is waiting to hear back from Mrs. Kirilin to see if she approves the drawings and if she approves them, then the drawings will be brought to the EDC board to review and approve. The goal is to stick to as much to the ordinances as possible and there may be potential work that may have to be done

and Mr. Sturrock recommends that the EDC undertake to at least restripe the parking in front of Cowboy Kennels and restripe what is necessary to do the angle parking off of Clarence Street.

The board discussed having the CPA add a line item for Mr. Sturrock's firm and the EDC would need to amend the budget at next month's meeting. Mr. Sturrock will give his written reports to the President and once they get to the point where they know what it is the EDC's wants to do then Mr. Sturrock will have the Engineer update the budget as necessary.

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.
This item was discussed with the previous agenda item.

Discussion on a professional services agreement between the Olmos Park Economic Development Corporation (EDC) and Piwonka Sturrock Architects LLC for project manager and other consulting services in connection with the Task 1 project and Task 2 project of the McCullough Corridor Sidewalks and Landscaping Demonstration Project ("McCullough Corridor Project"); take possible action on approval of a professional services agreement between the Olmos Park EDC and Piwonka Sturrock Architects LLC for project manager and other consulting services in connection with the Task 1 project and Task 2 project of the McCullough Corridor Project; and if the agreement is approved, authorizing and directing the President of the Olmos Park EDC Board of Directors to sign the professional services agreement between the Olmos Park EDC and Piwonka Sturrock Architects LLC and to carry out all of the Olmos Park EDC's obligations under the professional services agreement.
City Manager DeLeon stated this item will also be on the City Council agenda.

President Hornberger stated he would like to take a report to City Council stating that the EDC has approved the contract and then it can be removed from future EDC agenda items.

Secretary McElroy moved to accept the contract. Pat Meier seconded the motion. The motion was approved unanimously.

Discussion on Holiday decorations storage and budget; take possible action
The board discussed to have the Holiday Decorations and the Sip and Shop event as two separate budget items and Mrs. Meier and Mrs. Chapa will put together a procedure manual with contacts and a timeline of events.

There were three bids received to store the remaining Christmas decorations and the best bid was received from Dixie Flag for \$250.00 a year. Dixie Flags already installs the banners and the garland on the poles on McCullough.

Secretary McElroy moved to authorize the expenditure of Dixie Flag storage for \$250.00 a year. Councilwoman Plant seconded the motion. The motion was approved unanimously.

Discuss liaison issues with businesses and Olmos Park Living Magazine.
This item was discussed with the previous item.

Discuss administrative items and future agenda items.
McCullough Corridor Sidewalks and Landscaping Demonstration Project
Holiday decorations storage and budget

Sip and Shop Event
Liaison issues with businesses and Olmos Park Living Magazine

Councilwoman Plant stated she may have to miss the next month's meeting.

Secretary McElroy moved that if Councilwoman Plant can't attend the February meeting it will be an excused absence. Treasurer Richard wolf seconded the motion. The motion was approved unanimously.

The meeting adjourned at 7:07 p.m.

Ronald Hornberger, President

ATTEST:

Diane Gonzales
City Secretary