

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION  
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS  
HELD ON JANUARY 8, 2019**

The Board of Directors of the Olmos Park Economic Development Corporation met in regular session on Tuesday, January 8, 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 Donna McElroy, Councilwoman Sharon Plant, Pat Meier and Barry Sturrock. Board members not present were Mayor Hornberger, Fedra Chapa and Richard Wolf. Also present was City Attorney, Ruben Barrera, City Manager, Celia DeLeon and Brian Magness with Armstrong & Vaughn.

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 members.

Secretary Donna McElroy gave the Oath of Office to Pat Meier, Councilwoman Plant and Barry Sturrock.

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

Councilwoman Plant moved to nominate Barry Sturrock as President.

Donna McElroy seconded the motion.

The motion was approved unanimously.

Secretary McElroy stated she will be happy to serve again.

Councilwoman Plant moved to nominate Donna McElroy to continue to serve as Secretary.

Barry Sturrock seconded the motion.

The motion was approved unanimously.

The Board will wait until next month to see if Richard Wolf would like to serve again as Treasurer.

Barry Sturrock took over as President.

Review and discuss minutes of December 11, 2018 Board Meeting; take possible action.

After reviewing the minutes Councilwoman Plant moved to accept the December 11, 2018 board meeting minutes as presented. Donna McElroy seconded the motion. The motion was approved unanimously.

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

City Manager DeLeon stated at the end of November the balance was \$485,522.45 and the sales tax

revenue collected for December was \$12,181.84. She stated after paying the invoices the balance is \$491,239.37.

Councilwoman Plant moved to accept December 2018 Financial Reports, EDC expenditures, allocations and monthly treasurer report as presented. Donna McElroy seconded the motion. The motion was approved unanimously.

Receive FY2018 Annual Audit Report; take possible action.

Brian Magness stated at the end of 2018 the Corporation had a cash balance of \$468,000 compared to the cash balance at the end of 2017 was \$359,404. The receivables of \$19,900 consist of a few months of sales tax that is levied in the City and the sum balance is \$488,826 and the Corporation does not have any liabilities as of year-end. For Income for 2018 the sales tax was \$122,281 compared to collections of 2017 of \$119,641. The expenditures for 2018 were on-going projects and all of the items were individually under \$5,000 so there wasn't any need to obtain City Council approval. The sales tax was budgeted at \$121,000 and the actual earned was \$122,281. The total expenditure budget was \$385,500 and the actual expenditures were \$11,755. He stated the EDC had a cash balance of \$468,926 at the end of the year and that makes up a little over 10% of the total government's cash.

Councilwoman Plant stated the EDC is about to begin a project and asked what would be the recommendation for money to hold back in reserves for our protection since we may have more attorney fees and project expenditures? She recommends holding a reserve balance of \$30,000.

Brian Magness he stated his recommendation is if your baseline is about \$30,000 then you would want to have about \$15,000 for the balance.

The Board agreed to hold back \$30,000 for reserves.

Secretary McElroy moved to accept the FY2018 Annual Audit Report as presented.

Pat Meier seconded the motion.

The motion was approved unanimously.

Discussion and take possible action on amending Economic Development Corporation (EDC) Bylaws to include allowing the Mayor and up to two City Council member(s) to sit on the EDC Board.

Councilwoman Plant stated the "Act" will allow up to four Council members to serve and the amendment would allow two Council members to serve.

Secretary McElroy asked what is the maximum number of members on the EDC?

President Sturrock stated the Bylaws state seven members.

Secretary McElroy moved to approve amending the EDC Bylaws to include allowing the Mayor and up to two City Council members.

Pat Meier seconded the motion.

The motion was approved unanimously.

Discussion on the McCullough Corridor Sidewalks and Landscaping Demonstration Project (also referred to as the "McCullough Corridor Project") including the Task 1 project and Task 2 project; discussion of and possible action involving (i) the McCullough Corridor Project including the Task 1 project and Task 2 project that comprise the McCullough Corridor Project; (ii) the procurement method for undertaking the Task 2 project of the McCullough Corridor Project, and (iii) the designation of the point of contact for the McCullough Corridor Project.

President Sturrock stated City Council approved the consulting agreement that the EDC took to them at

their December meeting. He stated it looks like we will have our second reading by City Council at their January City Council meeting and the proposal is from the railroad track to Clearance Street.

Pat Meier stated Bender Wells presented this proposal to Bain Medina Bain and it was paid for and P&Z looked at it and took some ideas for the landscaping ordinance. City Council never reviewed this or approved it but Bain Medina Bain refers to using this for the landscaping. When she pulled the cost for landscaping it shows a lot of money. She asked what is the purpose of the \$845 dollars for a kick off meeting and who would be involved and why?

President Sturrock stated at this point in the project we are just talking in general terms and we have defined two blocks that we want to make improvements to for our demonstration project and the Engineering has not yet been completed on it and are in the process of doing it and the Engineer and Landscaper Architect did their best to come up with some numbers based on old information and this was to get us started to get a proposal together for them to do the work. As we get further along we will know more of exactly what we need to do so the numbers we are given are just to establish a general scope of work and the day we will know what the cost is, is the day that we receive the bids. We have selected the competitive sealed proposal which lets us structure bids in such a way that we have alternates and choices so we can negotiate with the best value contractor to meet our budget. He stated we need to do this in a way that meets all the standards that we set forth for everybody and comply with all the ordinances that we just enacted and standards that are Olmos Park or other Cities so that we have the proper section for the curbs. He stated we will take the drawings that we have invested money in and have a contract with the Engineer then we will have gone through all the procurement and notifications and part of the proposal is going back and doing additional surveying to check information on the ground.

Pat Meier raised questions about overall cost and more specifically the cost of landscaping represented in the two documents (task 1 and task 2). She cited the Bain Medina Bain survey of McCullough Ave. showed the distance from the RR tracks to Clarence Street was 788.5 linear feet. She questioned that \$425,000 would be spent for this short distance. She also asked for clarification of the cost for landscaping along, since there were various landscaping costs listed in the two documents, 1 and 2. She stated she has questions about the landscaping construction cost.

President Sturrock stated this EDC Board has already agreed to the proposal. Councilwoman Plant stated there is a negotiation portion in the proposal.

Pat Meier asked what is the kick off meeting about?

President Sturrock stated the kick off meeting is for the owner and Engineering group to figure out who the points of contact are going to be, the project schedule and the critical points of the project.

President Sturrock stated the Board has already decided that he would be the designated point of contact and if anyone has questions please send them to him in writing. He stated Task 1 is the Engineering documents and Landscape Architecture documents for bidding and Task 2 is for construction for the project itself. He stated the reason we have decided to go with Bain Medina Bain is because they have all the knowledge of all the data and they can pick up where they left off.

Pat Meier stated there was confusion and questions about two different documents depicting Task 1 and Task 2.

President Sturrock stated the way this was presented to council was that task 1 was hiring the consultants to do the engineering work and task 2 was to spend the money on the construction. He noted this had nothing do to with the proposals the commission had in front of them.

Donna McElroy questioned that with two different forms of document 1, what document had the actual cost of task 1: One was very narrow and one was more far reaching.

Attorney Ruben Barrera suggested that the members move into Executive Session.

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 convened into Executive Sessions at 6:34 p.m.

President Sturrock closed the Executive Session at 6:45 p.m.

President Sturrock stated Pat Meier is concerned about landscaping and some of the detail of the cost.

Councilwoman Plant stated she wanted to clarify for Pat Meier that a “portion” of the \$65,000 is “designing” and some items may not be items we wish to address during this project

President Sturrock stated we may design something based on our conversations now they we may not use and we will try to avoid that. We will have meetings and start setting money aside and we will have the drawings and receive the bids and then we can negotiate. He stated the idea is to show them we can do something and what we do is beautiful and sets the standard for McCullough and Olmos Park.

Discussion on Holiday decorations: take possible action.

Pat Meier stated she is asking for a refund from Temple Display for \$1,200 for the brackets and expansion bands. She is writing a letter of explanation and returning the items to see if they will refund the \$1,200.

Discuss administrative items and future agenda items.

President Sturrock with get in touch with the consultants and clear up Phase 1 and Phase 1.

Discussion on Holiday decorations follow up.

Discussion on the McCullough Corridor Sidewalks and Landscaping Demonstration Project.

The meeting adjourned at 7:00 p.m.

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Barry Sturrock, President

ATTEST:

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Diane Gonzales  
City Secretary