

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION  
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS  
HELD ON JUNE 08, 2021**

The Board of Directors of the Olmos Park Economic Development Corporation met on Tuesday June 08, 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, Councilwoman Dusek, Dr. Kenneth Kirlin, Donna McElroy, Councilwoman Plant and Madison Wilson. Also present was City Manager, Celia DeLeon; City Secretary, Kyndra Munoz; Carl Bain, Bain Medina Bain; Barry Sturrock, 210 Stanford; Holly Rabinowitz, 215 E. Hermosa; and Tess Harden, 415 Devine.

Call meeting 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. 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.

Councilwoman Plant joined the meeting at 6:01p.m.

Review and discuss minutes of May 11, 2021 Board meeting; take possible action.

Donna McElroy moved to accept the minutes of the May 11, 2021 Board meeting.

Dr. Kenneth Kirlin 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.

Fedra Chapa moved to approve the financial reports, including EDC expenditures, invoices and allocations and monthly treasurer report.

Councilwoman Plant seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and approval of Armstrong, Vaughan & Associates engagement letter to perform the EDCs annual FY 2021 audit.

Donna McElroy stated if we use the same firm over and over again, it is good practice to periodically change. I would encourage us to find a different auditor for next year.

Madison Wilson stated we could also check to see if a partner gets turned out. In our public accounting firm, we have kept the same external auditor but get a new partner every few years.

Councilwoman Plant moved to approve Armstrong, Vaughan & Associates engagement letter to perform the EDCs annual FY 2021 audit.

Fedra Chapa seconded the motion.

The vote in favor of the motion was unanimous.

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 item 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.

President Hornberger stated we have received a bid in the amount of \$6,900 for annual landscaping to include turning mulch, trimming plant material and pulling weeds once a month.

Councilwoman Plant stated I think the proposed maintenance bid is a little high and we should request bids from other companies.

Barry Sturrock stated it seemed high to me as well. The bid is from Gratr Landscaping and it could be because the frequency of the maintenance is more than we need.

City Manager Celia DeLeon stated we can request a bid from Horton Horticulture who currently does the landscaping at the round-a-bout.

Councilwoman Plant stated I spoke to Larry who informed me the boulders are being installed tomorrow. The only other issue is the shortage of the green paint needed for the bike lane.

Barry Sturrock stated this is something we are looking into and what the requirements and recommendations are. The City of San Antonio paints their bike lanes green, we have identified a bicycle contact and plan on speaking them regarding this. As a cyclist, I like the green paint in the bike lane because vehicles don't always look for us, especially in the intersection.

Carl Bain stated we have a one-year warranty. We can close out the rest of the project, hold the money for the green paint and wait for it to come in to complete the bike lane.

Councilwoman Plant asked could you check the height of the lamp posts at the Yard? I noticed one of the lamps is a little higher and sits right below the utilities. All of the lamp posts at the Yard should be the same height. We also talked about placing extra gravel around the weep holes.

Barry Sturrock stated I will drive by the Yard to verify heights of all the lamp posts are uniform and check on the gravel for the weep holes. Once the contractors are finished, we will complete a final walkthrough.

After discussion and input from Board Members regarding the landscape maintenance agreement, Celia DeLeon stated she would request a bid from Horton Horticulture, to include trimming plants once a month or as needed, trimming of crape myrtles annually, pulling weeds once a month, turning mulch, and adding mulch once a year.

Dr. Kenneth Kirlin moved to request a landscape maintenance agreement from Horton Horticulture to include items discussed.

Donna McElroy seconded the motion.

The vote in favor of the motion was unanimous.

Discuss liaison issues with businesses and receive update from Board member Chapa; take possible action

City Manager Celia DeLeon stated the Sip and Shop event will take place this Saturday, June 12<sup>th</sup> and Sunday, June 13<sup>th</sup>.

Discuss administrative items and future agenda items.

Councilwoman Plant stated I have committed to serving on this Board until the completion of the McCullough project. I would like for Tess Harden to fill my seat who is interested in serving on the Economic Development Corporation.

President Hornberger stated once the project is completed, you can submit your resignation to Celia DeLeon along with your recommendation of Mrs. Harden to be placed on the agenda for City Council approval.

There was no other business and the meeting adjourned at 6:22 p.m.

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Ronald Hornberger  
President

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Kyndra Munoz  
City Secretary