

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION  
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS  
HELD ON NOVEMBER 9, 2021**

The Board of Directors of the Olmos Park Economic Development Corporation met on Tuesday, November 9, 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, Tess Harden, Dr. Kenneth Kirlin, and Madison Wilson. Member not present was Donna McElroy. Also present was City Manager, Celia DeLeon; and City Secretary, Kyndra Munoz.

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.

Review and discuss minutes of October 12, 2021 Board meeting; take possible action.

Dr. Kenneth Kirlin moved to approve the minutes of October 12, 2021 Board meeting.

Fedra Chapa 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.

President Hornberger stated our sales tax is up again this month, about \$2,500 from last year.

Councilwoman Dusek joined the meeting at 6:04 p.m.

Madison Wilson moved to approve financial reports, including EDC expenditures, invoices and allocations and monthly treasurer report.

Fedra Chapa seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and possible action on the McCullough Corridor Sidewalks and Landscaping Demonstration Project

City Manager Celia DeLeon stated we are awaiting the green paint to complete the project, which is still out of stock.

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

Fedra Chapa stated I do not have anything at this time. I have a meeting with Nicole Greenberg to discuss some items and will have an update after that.

President Hornberger stated we have had some discussion about visiting the businesses in teams of two. After talking to Ms. Wilson and Tess, who would make a good team since the best time for them is on Saturday morning. Mrs. McElroy is an active, practicing attorney and I am not sure what her

schedule will be. Fedra and Councilwoman Dusek can be on the second team and Dr. Kirlin and myself will be on the third team.

Celia DeLeon stated we will review and divide the list of business, then send out a copy to each individual team.

Dr. Kirlin asked when we visit with the businesses, are we asking what concerns they have?

President Hornberger stated we can ask what issues they might have that the EDC could possibly address and get input on some things they might like to see the EDC doing to help the businesses.

Councilwoman Dusek asked do we have any materials to distribute to the business? For example, the Sip and Shop contact information or the Knox Box information?

President Hornberger stated we will discuss that process shortly and might come up with something to distribute. We have helped businesses on very large projects that include assisting the remodeling of Lin Marche to very small projects that include helping owners with signs for their business and now the Knox Box project.

Councilwoman Dusek stated it might be helpful to refresh ourselves on City ordinances and what triggers the new beautification ordinances in case the businesses have questions on this. We can explain the process and let them know they can apply in the future when the need arises and possibly receive funding.

President Hornberger stated if there is 50% or more of value improvement the new ordinance comes into play. They will have to come up to code with landscaping, parking and other public improvements. We can provide them with a copy of the EDC sample project process and schedule.

Discuss Holiday decorations prep and installation; take possible action

Fedra Chapa stated Dixie Flags is scheduled to install the banners and garland down McCullough on Tuesday, November 30<sup>th</sup>.

Celia DeLeon stated Carl Electric will install the angels and Christmas trees at the round-a-bout on Tuesday, November 23<sup>rd</sup>.

Discussion on purchasing Knox boxes for businesses to include costs, process for application, rebates and a budget amendment to allow the purchase; take possible action

President Hornberger stated we have a number estimate based on Fire Chief Goodreau's recommendation of where the Knox Boxes are needed. Chief Goodreau is recommending purchasing 4 large boxes, 10 small boxes and relocating an existing 4 boxes. Based on this recommendation, the cost is estimated at \$11,000 with installation.

Tess Harden asked will KFP charge for the removal of the boxes that are going to be re-located?

President Hornberger stated I am sure they will. My guess is the cost to remove the boxes will be the same as the cost to install the boxes. Before we go out and visit business, it would be good to have a copy of a form they would use to apply for a box or to get reimbursed if they already have a box.

Celia DeLeon stated we do not know how many businesses will ask for reimbursement, and this will affect the estimated cost of \$11,000. I think the rebate process should be reflected in the full dollar amount when we submit to City Council. I will draw up a draft application to discuss next month.

Dr. Kenneth Kirlin asked on the request for rebates, will we have a flat amount or will they be pro-rated?

Celia DeLeon stated for budgeting purposes, it would be a good idea to have a flat fee. When we get a request for reimbursement, we would reimburse one amount.

President Hornberger stated we can treat everyone the same in that we offer \$500 per applicant whether they are receiving a new box or a reimbursement for an existing box. It would be one application per business. For the business that share and have large Knox Boxes, the owner of the building would receive the funding.

Dr. Kenneth Kirlin stated the larger Knox Boxes cost more than the smaller Knox Boxes. If the building requires a larger Knox Box, should we offer \$700 to that business?

Celia DeLeon stated I think that is fair. \$500 for the small boxes and \$700 for the large boxes with receipt and proof of installation.

Tess Harden moved to adopt the Knox Box plan as discussed with funding of \$500 for small Knox Boxes, \$700 for large Knox Boxes and businesses to provide receipt and proof of installation with application.

Fedra Chapa seconded the motion.

The vote in favor of the motion was unanimous.

Discuss administrative items and future agenda items.

Celia DeLeon stated we will set the Knox Box item for a public hearing at the December meeting and I will come back with a draft application.

There was no other business and the meeting adjourned at 6:36 p.m.

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Ronald Hornberger  
President

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Kyndra Munoz  
City Secretary