

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION  
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS  
HELD ON SEPTEMBER 8, 2020**

The Board of Directors of the Olmos Park Economic Development Corporation met on Tuesday, September 8, 2020, 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, Pat Meier, Councilwoman Plant, Madison Wilson and Richard Wolf. Members not in attendance were Fedra Chapa and Donna McElroy. Also present was City Manager, Celia DeLeon and Barry Sturrock. Please be advised that due to COVID-19, some members of the Economic Development Corporation joined the meeting by videoconference using Zoom.

Call meeting to order and determination of quorum.

The meeting was called to order at 6:02 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 August 11, 2020 Board meeting; take possible action.

Councilwoman Sharon Plant moved to accept the August 11, 2020 minutes. Richard Wolf seconded the motion. The motion was approved unanimously.

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

President Hornberger noted that he asked Richard Wolf and Barry Sturrock at the August meeting to report back with a balance of expenditures for the McCullough Project at the September meeting.

Richard Wolf stated he noticed there were a couple of older legal expenses that should have been charged to the project.

President Hornberger stated once Barry Sturrock and Richard Wolf review all of the prior invoices to be sure the proper allocation got charged to the project then we will have an accurate and thorough balance to date.

Pat Meier had some questions and comments on the financial reports. She said that Barry Sturrock and Richard Wolf show a budget of \$425,000 when it should be \$420,000. The whole budget needs to be cleaned up so we know what we can spend and what we have spent. There are a lot of charges for Langley and Banack that Richard Wolf has charged to the Corridor.

Councilwoman Plant stated the EDC actually has a bank balance of \$625,277.08 and the allocation that Pat Meier is referring was discussed last month. The budget was \$420,000 and this depends on what we have left since we are not quite sure how far down McCullough we can go. This may be a section at a time.

Councilwoman Plant moved to accept the Financial Reports, EDC expenditures, invoices paid for the month of August to be paid and allocations and monthly Treasurer Report as presented. Madison Wilson seconded the motion.

Councilwoman Plant – Aye

Pat Meier - Nay

Madison Wilson – Aye

Richard Wolf - Aye

The motion passed.

Discussion and approval of the FY2021 EDC Budget

Councilwoman Plant asked Ms. Meier if she reviewed the holiday decorations budget of \$7,000 and if so, does that look correct?

Pat Meier stated that Councilwoman Plant would need to contact Fedra Chapa as she was in charge of the holiday decorations last year. She stated that \$7,000 was budgeted last year and what was actually spent was over the budget.

Councilwoman Plant moved to accept the FY2021 EDC Budget. 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 like has been done in the past meetings.

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.

Barry Sturrock stated they are 100% complete with the documents, they are not sealed because we are waiting on the Board’s approval, upon the approval, the Engineer will seal the documents then we will be ready to go out for competitive sealed proposals.

President Hornberger stated that Barry Sturrock, the City Manager and himself met with Pam Kirlin of Cowboy Kennels for her to look at that specific portion that affects her property and is in complete approval of the way the plans have been drawn.

Barry Sturrock stated what you are approving tonight is for the EDC to go out for competitive sealed proposals on the work and there are three different pieces to that. One is the demonstration project, which is improvements from the City limits down to Clarence Street and one of the alternates will be re-

striping all of McCullough for the bike lanes.

Pat Meier stated she had objected to the re-striping and sent a written objection to the President Hornberger.

Barry Sturrock stated the other alternate is to get to the point that we could provide drive in parking at Cowboy Kennels and not have people backing out onto McCullough; we had to change the design on the Kirln's property and have that as an alternate. This is an excellent example of the EDC working with property owners to help them improve their property and safety of the McCullough Corridor.

Pat Meier stated the re-striping is not the EDC's responsibility.

Pat Meier stated the bike lanes should not be part of the cost.

Councilwoman Plant stated several years ago the EDC paid for the restriping of the bike lanes.

President Hornberger stated the purpose of what we are doing tonight is to try to approve which separately break out the bike lane piece to obtain bids so we will know how much it will cost. Once we have the bids and decide which bid to accept, then we can have this discussion again and vote as a Board or go back to City Council and ask for the money to get the bike lanes done. In order to get this project done, we have to send it out for bid. The reason that this bid package separates out the bike lane, is because of the issue of who is going to pay for it.

Councilwoman Plant stated projects that the EDC accomplishes are supposed to have enough money to maintain and sustain. The Board will discuss whether the EDC will pay for the bike lane striping or whether the EDC will go to City Council and ask Council to fund it, or the EDC can say this is something that the EDC needs to pay for because of the traffic control issues in the business district on McCullough. She stated that is what the Economic Development Corporation is designed to do is to help the businesses.

Pat Meir stated when she sent the written agreement to the EDC President, she sent the budget that the City had for streets, which had a lot more than the EDC had. She stated the streets are the City's responsibility and she will put some documents together again and send to the City Manager.

Councilwoman Plant stated the streets are the City's responsibility but the EDC may make improvements in the commercial district and not the residential district. She asked Mr. Sturrock do we have an agreement with the businesses where they would maintain the sidewalks and landscaping?

Barry Sturrock stated we do not have a written agreement with the property owners that they will take care of the improvements but those improvements belong to the City right-of-way.

Councilwoman Plant stated in our case with how much revenue we bring in there is no way we can afford the maintenance and in the spirit of what we are doing for these businesses we would hope that they would partner along with us.

Councilwoman Plant moved to allow Barry Sturrock the EDC Representative and Bain Medina Bain, the Engineer of record to go out for bids for the three alternate bids and bring back to the EDC for discussion in October. Madison Wilson seconded the motion. The motion was approved unanimously.

Barry Sturrock stated we should be able to advertise this weekend and then go out for bid next week and receive bids within a month.

President Hornberger stated the McCullough Improvements Irrigation Design purpose would be to provide an irrigation system for any of the landscaping that is put in so we can be sure that it will be maintained relatively inexpensively.

Barry Sturrock stated the irrigation system is intended as an economical straight forward system, mostly drip irrigation so would not see it above ground. If we do not have an irrigation system, the plants will probably not survive. The plants will be all drought tolerance and once we get them established they should be ok but it will take a couple of years to get everything established.

Councilwoman plant asked Mr. Sturrock who would pay for the water?

Barry Sturrock stated it would be either the EDC or the City.

President Hornberger stated it would be a separate meter.

Councilwoman Plant asked Mr. Sturrock would the separate meter be part of the bid process?

Barry Sturrock stated yes.

Councilwoman Plant asked Mr. Sturrock would the plants be guaranteed for a year?

Barry Sturrock stated he would have that wording put into the documents.

Councilwoman Plant moved to approve the Irrigation and Design Proposal with adding the guarantee for one year from Bender Wells Clark Designs. Madison Wilson seconded the motion. The motion was approved unanimously.

Discuss liaison issues with businesses.

There were no items to discuss.

Discuss administrative items and future agenda items.

Discussion on the McCullough Corridor Sidewalks and Landscaping Demonstration Project  
Discussion on liaison issue with businesses

The meeting adjourned at 6:54pm.

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Ronald Hornberger  
President

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Kyndra Munoz  
City Secretary