

City of Umland, Texas
Economic Development Corporation

Minutes of the October 22, 2019 Meeting

A. CALL TO ORDER

The meeting was called to order at 5:30 pm by Marian Loep

1. Roll Call

Members in attendance were: Erica Heideman, Kathy Nowell, Marian Loep, Karen Gallaher and Barbara Ilse.

Guest(s) present: Brian Heideman, Chris Betz, and Allison Garcia (possible new member)

2. Declaration of Quorum

A quorum was declared.

B. PUBLIC COMMENTS

No public comments

C. ACTION ITEMS

1. President's Report and Updates

City Council Meeting Report

Marian was unable to attend the City Council meeting and submitted a letter for Karen to read outlining the four items submitted for consideration and approval.

- a. Resignation of Daniel Heideman was approved and the term for Erica Heideman, which ended September 30, was extended pending reapplication. Legal has stated that all EDC members may continue to serve after their term expires, but will need to reapply for a position on the EDC board.
- b. Board members terms of office are two (2) year terms, not three (3) year terms. Marian will resubmit terms.
- c. The City Council did not approve the budget and asked that we resubmit.
- d. The contract for Tim Chase was not approved.

EDC Workstation

The workstation has been setup so that we can work on EDC documents. All EDC documents will be stored on this computer. The approved bylaws, minutes, EDC Logos, etc.

EDC Work Day

We have two boxes of EDC documents that need to be looked at and placed in notebooks. A workday should be scheduled to do this, maybe a Saturday around 8:00 or 9:00.

First annual Trunk or Treat

This event will be held October 31 from 5:30-7:30 and would be a good chance for EDC members to introduce themselves to the community.

2. Umland City Council Report.

- a. Most everything that Marian discussed was what the council asked Brian to discuss with us. Amy stated that the EDC Bylaws state that the terms of office for board members are one (1) and two (2) year terms. When Erica's appointment was brought in front of council, it stated that she was filling the term for Sharon Heideman. Amy suggested that all current EDC board members complete an application to reapply.
 - b. Tim Chase contract – council did some research on him, he was let go from his previous job in Hutto. The council would like to us to research possible consultants to hire on our own.
 - c. Council was very impressed with how Ann hit the ground running. Suggested contacting her to see if she would be able to help us in addition to her present position. Karen had a long discussion with her and Ann stated that she would not be able to serve as consultant for us. She is thinking about assisting us on an hourly basis to complete our incentive package.
 - d. Karen and Marian are going to the San Marcos Greater Partnership. The partnership charges EDCs \$250 per year to be a member of the partnership. This would give us an opportunity to visit with other area EDCs and maybe get some names of prospective consultants.
 - e. We have received a couple of incentive requests, but we have no guidelines to use and also our budget has not been approved.
 - f. Erica volunteered to contact the Kyle EDC and Karen volunteered to go with her. There is training in Bastrop (TML Workshop) on November 7 and 8 with a \$265 registration fee. Training focuses on how to get new businesses into your city.
3. Discussion and possible action on accepting resignation of Daniel Heideman. Barbara made a motion to accept the resignation of Daniel Heideman. Karen seconded. Motion carried.
 4. Discussion and possible action on EDC Board Member applications..

All members completed their applications. Numbers were drawn for the seven EDC positions. Results are as follows:

- Place 1 Barbara Ilse
- Place 2 Vacant
- Place 3 Kathy Nowell
- Place 4 Erica Heideman
- Place 5 Karen Gallaher
- Place 6 Marian Loep
- Place 7 Allison Garcia

Place 1-3 – terms will expire September 30, 2020

Place 4-7 – terms will expire September 30, 2021

Chris Betz also completed an application. He will be an honorary member of the board.

Karen drafted a Resolution for us using the one the city council uses as a guideline. This is a privacy and use policy, which is intended to protect any confidential information gathered and also the board members. Board members were given a few minutes to read the resolution. Karen made a motion to accept the resolution as presented. Erica seconded. Motion passed with 6 ayes. Resolution was signed by all current board members.

5. Discussion and possible action on approval of September 17, 2019 EDC Board Meeting Minutes.

Kathy made a motion to accept the September minutes with corrections. Erica seconded. Motion carried. Karen abstained as she was not in attendance at the September meeting. The corrections will be made to the minutes and a corrected copy placed on the computer at the EDC workstation.

6. Discussion and approval of EDC financials.

The only document we have is the bank statement from First Lockhart National Bank. Our current balance is \$303,882.68. One check was written in the month of September and that was a payment to Ann Miller. Karen made a motion to accept the report. Kathy seconded. Motion carried.

Chris stated that County Line SUD also uses First Lockhart National Bank and that First Lockhart National has a money market account that has a higher interest rate than the one we currently have. He will check to see what the name of the account is that County Line is using.

Do we need an audit done for the past five years (an external audit)? Ann had reconciled the last five years of bank statements for us. Motion was made by Karen, not to hire an outside auditor since the EDC is just starting up again. Karen and Chris will take the last five reports from the comptroller and rectify. Allison seconded. Motion carried.

Marian has an invoice from Amy. The city pays the attorney and we will reimburse the city as soon as our budget is approved by council.

7. Discussion and possible action on amending the FY 19-20 Proposed Budget.

Everyone received a copy of the proposed budget. Erica made a motion to accept the budget. Kathy seconded. Motion carried. This budget will be placed on the next city council meeting agenda for approval.

8. Discussion and possible action on proposal for legal services.

Marian has reached out to an attorney John Hall last week. She asked him if he knew of an attorney that might fit our needs. He gave her a name of Ms. Villarreal. Marian reached out to her but she was in a conference. Do we want to see if she would attend one of our meetings? Maybe we should wait until we meet with San Marcos. This item is being tabled until next meeting.

9. Discussion and possible action on proposed public funds investment policy.

Broadway Bank shared their investment policy with us. This item is being tabled until next meeting to give Chris a chance to review it.

10. Discussion and possible action on proposal for banking services.

Marian reached out to Frost Bank in San Marcos. They gave her different options on money market accounts, CDs, etc. They do offer a 90-day CD which has a current

rate of 1.15%. Chris stated that a TxPool account should only take a week or so to get set up. Karen will prepare a resolution removing Daniel from the account at First Lockhart National. We will leave our money at First Lockhart National until we move money to TxPool account. We will also look into a debit card.

11. Future Agenda Item Requests

- President Report
- Approval of minutes
- Acceptance of EDC Board Members
- Resolution for bank signatories
- TxPool Progress Report
- Financials
- Investment Policy
- Legal Services
- Report – Greater San Marcos Partnership
- EDC Reports from other cities

Next meeting will be on Tuesday, November 19th at 5:30.

D. ADJOURNMENT

Erica made a motion to adjourn. Allison seconded. Motion carried.