

City of Umland, Texas
Economic Development Corporation

Minutes of the October 27, 2020 Zoom Meeting

A. CALL TO ORDER

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

1. Roll Call

Members joining the zoom meeting were: Marian Loep, Barbara Ilse, Karen Gallaher, Erica Heideman, Kelly Anderson, Chris Betz (Honorary Member), Gregory Walt (Prospective Member) and Victor Garza (EDC Consultant). Allison Garcia was absent

2. Declaration of Quorum

A quorum was declared.

B. PUBLIC COMMENTS

No public comments

C. PUBLIC HEARING

None

D. CONSENT AGENDA

1. September 29, 2020 EDC Meeting Minutes

Erica made a motion to accept the minutes with corrections. Karen seconded. Motion carried.

2. Financials of September 2020

Balance as of September 30, 2020, is \$398,526.94.

The bookkeeping service is working on 2019 reconciliation, a copy of which will be provided to the City Council when completed. Erica made a motion to accept the financials as presented. Barbara seconded. Motion carried.

E. DISCUSSION ONLY ITEMS

1. EDC DRAFT Financial Policy

An approved Financial Policy is required before we can submit an RFQ for a new financial institution. Victor shared a policy from Lufkin EDC. Chris stated that we already have a Public Funds Development Act Policy that we adopted last year. This policy will need to be reviewed by legal before sending to city council. Victor will review this policy and discuss at the next EDC meeting. Victor has contacted the Ethics Board to see if he can serve as both legal and consultant. Has not heard back.

2. Website DRAFT RFQ and discussion of adding an EDC page to the City's Website
Karen will ask the city if we could have an EDC page on the city's website. EDC documents and business photos could be placed on drop down menus for easy access. Karen suggested offering the city \$200 per year to add the page. Chris stated that our webpage really would not cost the city any additional fees. Erica volunteered to be the EDC webmaster if the city approves.
3. Downtown Revitalization DRAFT RFQ
Victor sent out a proposed draft for members to review and send comments. He will incorporate comments for the next. Erica stated that we need to reach out to TXDOT to see what the plans are for Highway 21 before we reach out and spend money on a rendering.
4. Annual forms/training to be completed by EDC Board members
If you have not already done so, board members need to complete the Conflict of Interest and Open Records training each year. The Open Records training is on the Secretary of State website and you can print out a certificate at the end of the video. There are other workshops (probably virtual) that are required for EDC boards to attend and Victor will keep us aware of when these will be offered.

F. DISCUSSION AND POSSIBLE ACTION ITEMS

1. Administrative Fee discussion from City Council
The city attorney proposed that EDC pay \$500 each month for administrative fees. In the past, we paid the city \$500 a year for these services. Tasks include posting the agenda on the website and a paper copy on the city's bulletin board, and the transfer of funds, which Karen handles. In the future, Victor will create the agenda for posting 72 hours in advance of the EDC meeting. Erica can post agenda and minutes as soon as she receives permission to do so on the webpage. Karen will continue transferring funds. Karen will take Administrative Fee off of the city council agenda, as it was tabled at the last meeting.
2. RFQ for New Financial Institution
This item was tabled until our Financial Policy is completed. Chris has volunteered to work on the TexSTAR document so that we can transfer funds from First Lockhart National Bank into that account.
3. Appointment to the EDC for Place 3 – Gregory Walt
Erica made a motion to appoint Gregory Walt to our Place 3 vacancy and submit this recommendation to City Council for approval. Kelly seconded. Motion carried.
4. Election of 2020-2021 Officers
Erica volunteered to serve as Vice President, Marian volunteered to keep the President position, Barbara volunteered to keep the Secretary position, and Kelly volunteered to serve as Treasurer. Erica made a motion to accept this slate of officers by acclamation. Kelly seconded. Motion carried.

5. Renewal of Economic Development Consultant Contract with Advanced Economic Development Consultants for a period of 12 months beginning November 2020 until November 2021

Victor's contract states that at the end of the initial three month contract it may be renewed on a month to month basis, with a 30-day notice to terminate requirement. Rather than have to do this each month, Karen made a motion that we contract with Victor for the 2020-2021 fiscal year. Erica seconded. Motion carried.

G. EXECUTIVE SESSION

None

H. ANNOUNCEMENTS

None

I. ATTENDANCE BY OTHER ELECTED OR APPOINTED OFFICIALS

None

J. ADJOURNMENT

Barbara made a motion to adjourn. Erica seconded. Motion carried. Meeting adjourned.