

City of Uhland, Texas  
Economic Development Corporation

Minutes of the September 17, 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: Daniel Heideman, Erica Heideman, Kathy Nowell, Marian Loep, and Barbara Ilse. Member(s) absent: Karina Ortega (vacant slot) and Karen Gallaher

Guest(s) present: None

2. Declaration of Quorum

Only two members absent, so a quorum was declared.

**B. PUBLIC COMMENTS**

No public comments

**C. ACTION ITEMS**

1. Discussion and possible action on approval of August 20, 2019 EDC Board meeting minutes.

Daniel made a motion to accept the August 20, 2019 minutes as presented. Erica seconded. Motion carried.

2. Discussion and possible action on approving a Uhland EDC Logo.

Marian presented samples that we now have and own. One logo is faded and one is not. That is what we wanted. We also have the black and white and the green. Ann has provided them in jpeg format, so that when we get a working computer we will put all of the stuff on the computer so that anybody on our team has access. We do not have to take these to the city council for approval. No action needs to be taken on this, it is done. We have two versions plain with no stagecoach and two with stagecoach.

3. Discussion and possible action on purchasing a recording device for future meetings. (Director Ilse)

Barbara purchased a recording device at Best Buy for \$53.02 (with tax) to use at this meeting. It can be returned within 15 days of purchase if it is not what we want. Kathy made a motion to purchase a recording device not to exceed \$75.00, Erica seconded. Motion carried.

4. Discussion and possible action on 2019-2020 fiscal year budget.

We need to show October 1, 2019 through September 30, 2020, which is the actual fiscal year. Members went over the proposed budget line by line. Administration line item was questioned as \$3,000 was shown for D&O Insurance and \$1,500 for Administration Fee to Uhland. Marian will get with Karen on the amount budgeted for insurance and Admin Fee to Uhland. It was decided to bump up the amount budget for legal fees to \$5,000 as the city attorney (Amy) is reviewing all of our documents before they are presented to the City Council. The line item for Office Supplies/Postage was bumped up to \$1,500 so that if we need to purchase a new computer it would be taken out of this line item. The \$1,000 mileage and travel is for the consultant. Karen has offered to set up an area that members can use to create the minutes, financial reports, etc. This station will house our laptop and it will have all of our documents on it and our website. Karen has volunteered to create a website for us that will be attached to the city's website. Marian is going to ask the attorney to sign off on the documents as she reviews them. Erica volunteered to do research on prices on a laptop versus a desktop and present this at the next meeting. Marian will check with Karen on the amount budgeted for Retail Live as \$300 was budgeted last year. It was decided to put \$100,000 in the Incentive Programs line. Kathy made a motion to approve the amended budget of \$154,825. Danny seconded. Motion carried. Marian will make the changes and give it to Karen. The proposed budget will be presented at the October 3<sup>rd</sup> City Council meeting.

To be in compliance with our bylaws, we cannot have over \$275,000 in one institution. Our current balance is \$291,755.28. We should keep \$250,000 in the First Lockhart National Bank and place the rest in another institution until we are set up in TxPool. We would use the second institution for our deposits and disbursements until we are set up. Erica volunteered to get bids from three different banking institutions to present at next meeting.

5. Discussion and possible action on board of Directors' bylaws and responsibility of each Director.

Karen had suggested hiring someone to take care of the finances and different things but since we are so small it should not be a problem with the board handling this. The duties and responsibilities of each officer are written in the Bylaws, which have been reviewed and approved by the attorney. Ann had reconciled the last five years of our bank statements (deposits and checks written). Marian will try and get a letter from her stating this for our records. We do not have a line item in our proposed budget for an external audit of our financials, but we can add this to the next budget.

6. Discussion and possible action on terms of Board of Directors.

We need to ask the city council to determine the terms of office for all of our places. We will suggest to them that the terms of office for Places 1, 2, and 3, which are

currently held by Kathy Nowell, Karen Gallaher, and Barbara Ilse expire September 30, 2020. The terms of office for Places 4, 5, 6, and 7, which are currently held by Erica Heideman, Daniel Heideman (resignation pending), Marian Loep and Vacant Position expire September 30, 2021. Marian will type this up and also the budget with our changes to be placed on the next city council meeting agenda. Erica volunteered to make the changes to the budget and get it to Marian.

7. Discussion and possible action on accepting resignation of Karina Ortega.

Barbara made a motion to accept the resignation of Karina Ortega. Erica seconded. Motion carried.

8. Discussion and possible action on approving application and posting requirements for Uhland EDC Board of Directors' seats.

The City of Uhland, Board & Commission Application was reviewed. We decided to remove the 90 days from line one under Board & Commission Appointment Process. After discussion it was determined that 60 days instead of 90 days would work. Changes will be made and we will get it to Karen to post on website for interested individuals to apply. Marian will meet with Karen tomorrow to get the document cleaned up so it can be posted.

9. Future Agenda Item Requests.

Purchase of Desktop computer vs Laptop

Resignation of Daniel Heideman

Approval of minutes

Review of Strategic Plan and Incentives Guidelines and Application

Discussion of Directors' terms of office as approved by City Council

Next meeting will be on Tuesday, October 15<sup>th</sup> at 5:30.

#### **D. ADJOURNMENT**

Kathy made a motion. Daniel seconded. Motion carried.

Meeting adjourned at 7:07 pm