

City of Umland, Texas
Economic Development Corporation

Minutes of the September 29, 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, Allison Garcia, Chris Betz (Honorary Member), Kelly Anderson (Prospective Member) and Victor Garza (EDC Consultant)

2. Declaration of Quorum

A quorum was declared.

B. PUBLIC COMMENTS

No public comments

C. PUBLIC HEARING

None

D. CONSENT AGENDA

1. May 26, 2020, and August 25, 2020 EDC Meeting Minutes

Erica made a motion to accept both sets of minutes with no corrections. Allison seconded. Motion carried.

2. Financials of August 2020

Balance as of August 31, 2020 is \$363,576.50.

Barbara made a motion to accept the financials as presented. Erica seconded. Motion carried.

B&H Bookkeepers will begin providing services for us on October 1. They will input all transactions to give us budget to actuals report each month. Since this was not done last year, they will provide us with last year's budget to actuals. We will also keep sending out the monthly FLNB statements.

E. DISCUSSION ONLY ITEMS

1. Annual Conflict of Interest Filings

We all need to complete the conflict of interest form that was included in the packet. There is a notary in the city office. If possible we all need to complete the form and have it notarized prior to the next meeting.

F. DISCUSSION AND POSSIBLE ACTION ITEMS

1. RFQ for New Financial Institution

We can go by the city process and substitute EDC. We also need a Financial Policy. Victor will draft a Financial Policy for us and we can review it at the next meeting.

2. FY 2020-2021 Budget

Marian circulated a draft budget to us. In the initial draft the purchase of a laptop was not included. \$500 was taken from the Consultant Services line item and added to Office Supplies/Postage/Laptop.

We have budgeted \$50,000 for a Main Street Revitalization Study (Historic Preservation). Victor gave a couple of options. On the lower end we could contact Schools of Architecture that may be interested as a project for their students or on the higher end a company that does this. Bastrop contracted an out of state firm for their study.

This plan could be used as a blueprint for businesses and developers coming in to the area. We need to work closely with the city council and ask city council members to be on board with us so we make sure we are on the same page when developing our RFP.

Erica asked if the city council has seen our Strategic Plan. It has been approved by legal but that doesn't mean that the city council has seen it.

Victor has agreed to give us an EDC 101 training. We also need to have at least two members attend the Basic Economic Development course. This is an in person course. The October training is virtual, but they put a cap on it and by the time Victor checked on it, it was closed. We can send two to the Spring training next year. We should also send at least two members to the Sales Tax Workshop. Victor sent the links to these trainings to Marian. She will forward to us to see which workshop we would be interested in attending.

Marian will forward items to Tracie from EDC to be placed on city council agenda. Victor will attend the city council meeting. Erica made a motion to approve the EDC budget. Barbara seconded. Motion carried.

3. Appointment to the EDC (2020-2022 Term)

Place 1 – Barbara Ilse

Place 2 – Kelly Anderson

Place 3 – (No additional applications received to date)

Karen brought up that Tracie found our original Articles of Incorporation which states that terms are up on October 28. So Barbara's term will expire on October 28 instead of September 30. Karen suggested that we appoint Kelly to fill the Place 2 unexpired term and then reappoint her and Barbara for a new term and present to the council for approval.

4. Board Member Training:
 - a. EDC 101 – Legal and/or TEDC
 - b. Texas Open Meetings Act – Texas AG website
 - c. Public Information Act – Texas AG website

We have already covered EDC training.

5. Consultant Report: Changes and Final Approval of Strategic Plan, Status of RFQ for Downtown Revitalization Plan for FY 2020-2021; Status of RFQ for Website Design and Maintenance for FY 2020-2021

Victor went over the changes that were made. He redlined the items that we voted to take out and also the removing the section talking about wastewater and lift station.

We need to remove redlined items, draft, etc. Amy has already reviewed the plan but has not seen it since we have removed items.

Erica made a motion to approve the Strategic Plan as redlined and submit to council for approval. Allison seconded. Motion carried.

Victor will work on RFQ for Downtown Revitalization Plan and will send to Marian.

Victor shared his screen to show us what he has worked on regarding the RFQ for Website Design. We need to include basic information and then work up. Include links or drop down menu of the Strategic Plan, etc. An EDC member should be trained to maintain website, not give company total control. Erica has volunteered and is familiar with Word Press platform for domain.

Incentive Guidelines/Application. This has already been approved and gone through legal, just need to remove watermarks.

G. EXECUTIVE SESSION

None

H. ANNOUNCEMENTS

None

I. ATTENDANCE BY OTHER ELECTED OR APPOINTED OFFICIALS

None

J. ADJOURNMENT

Karen made a motion to adjourn. Marian seconded. Motion carried. Meeting adjourned.