

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS
HELD ON JANUARY 10, 2023**

The Board of Directors of the Olmos Park Economic Development Corporation met on Tuesday, January 10, 2023, 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, Dr. Travis Block, Councilwoman Dusek, Dr. Kenneth Kirlin, Keri Moses and Tess Harden. Member not present was Angela Clark. Also present were City Manager, Celia DeLeon; City Secretary, Kyndra Munoz; and Brian Magness, Armstrong, Vaughn and Associates.

Call meeting to order and determination of quorum.

The meeting was called to order at 6:00 p.m. by President Hornberger; roll call was taken, and a quorum was announced.

Administer the Oath of Office to newly appointed member Keri Moses

City Secretary Kyndra Munoz administered the Oath of Office to newly appointed member Keri Moses.

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 December 13, 2022 Board meeting; take possible action.

Dr. Kenneth Kirlin moved to approve the minutes of December 13, 2022 Board meeting.

Dr. Travis Block seconded the motion.

The vote in favor of the motion was unanimous.

Review and discuss FY2022 audit; take possible action

Brian Magness, Armstrong, Vaughn and Associates stated the audit for the EDC is integrated into the audit for the City and only consists of a couple of pages. Page 63 is the balance sheet for the Economic Development fund. There are 2 columns to include FY2022 and FY2021 balances. What you will notice is there was increase in cash from \$272,000 to \$320,000 from FY2021 to FY2022; this is primarily because there was not as much project activity in FY2022. The receivables represent 2 months of sales tax that are owed to the EDC simply because the State is 2 months behind on remitting sales tax to all of the State entities. On the income statement, the sales tax increased from \$121,000 to \$166,000 and we have seen spiked economic activity in all of our municipal clients. The miscellaneous project expenditures increased from \$15,900 to \$63,909 and I believe a big chunk of this was the first half of the Lin Marche payment. The net fund balance of FY2022 is \$47,539 to the good, leaving the EDC with a pretty substantial fund balance of \$346,000.

President Hornberger asked can we add a table to show total sales tax collected in 2020, 2021 and 2022 for our next meeting?

City Manager Celia DeLeon stated I will add this to our next meeting.

Councilwoman Dusek moved to accept the FY2022 audit.

Dr. Travis Block seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and possible action on the 5005-5007 McCullough Lighting Project update

Celia DeLeon stated our speaker fell ill and will not be able to attend tonight's meeting to provide an update.

President Hornberger stated we will move this item to our February meeting.

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

Dr. Kenneth Kirlin moved to approve the financial reports including EDC expenditures and reviewed invoices.

Tess Harden seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and possible action on Olmos Park business survey regarding the Shop Local event.

Celia DeLeon stated I received a listing from Kyra Zander, Kiwi Online Marketing to include the emails of Olmos Park businesses and sent out a Shop Local survey to our business owners. The majority of our responses remained anonymous.

Keri Moses stated there was a comment that read "Please do not allow competitors to set up pop up markets, it takes away business from us OP business".

Celia DeLeon stated I am not sure what that comment is referring to. That particular response did remain anonymous so I am not able to reach out for clarification.

Councilwoman Dusek stated the Youth Commission started Shop Local, and this past year they decided to move on from the event. We hired 2 marketing individuals for around \$6,000 to handle this years Shop Local event. They came back and wanted around \$50,000 to continue this event and as a consensus, we decided this wasn't the right direction to move forward. We sent out this survey to get some feedback from the businesses regarding the event. We do have a website to highlight the businesses in Olmos Park. We can shift the focus and have the businesses promote any sales or coupons they might have on the website.

Keri Moses stated I am happy to personally go into the businesses to speak with them and get their feedback regarding the Shop Local event. I think this would be a great way to get suggestions on improving the event for next year.

Tess Harden departed the meeting at 6:23 p.m.

President Hornberger stated this will be a rotating item on our agenda for discussion and updates.

Discussion and possible action on a budget amendment for plant replacement on the 5200 block of McCullough

Celia DeLeon stated we have a number of plants that are dying. We have a budget line item for landscaping maintenance, but this dollar amount was only intended for trimming, weeding and mulching and was not intended for replacing plants. We need a budget line item for replacing the dead plants located at the 5200 block of McCullough.

Keri Moses asked were the plants covered during the freeze?

Celia DeLeon stated that was not a part of our agreement and the plants were not covered.

Councilwoman Dusek asked can we discuss the boulders located at the Yard. I have received a lot of phone calls regarding placement of the boulders and damage to their vehicles.

Celia DeLeon stated I will place this on next month's agenda for discussion.

Councilwoman Dusek moved to amend the budget and add a budget line item in the amount of \$5,000 for plant replacement located at the Yard.

Dr. Kenneth Kirlin seconded the motion.

The vote in favor of the motion was unanimous.

Dr. Travis Block asked when they replace the plants at the Yard can we ask for frost tolerant plants?

Celia DeLeon stated I will ask the landscaping company to do so.

Discussion and possible action on the engineer and legal costs to comply with City Public Service request for an Easement Encroachment Agreement for flag pole installation

President Hornberger stated the installation of the flag pole is an estimated cost of \$4,325, the survey and engineer fees for the required CPS easement encroachment agreement is an estimated cost of \$6,050 and legal fees are an estimated cost of \$750.

Councilwoman Dusek moved to approve the installation costs of the flag pole and send to City Council for recommended approval.

Dr. Kenneth Kirlin seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and possible action on the next steps for McCullough sidewalk repairs/upgrades

President Hornberger stated if the EDC chooses to fund McCullough sidewalk repairs/upgrades, the next steps would be going from Clarence Street to up past Joy Street. I have looked at this location, and there are several problematic areas. One is in front of the Rabinowitz's property where there is head-on, off street parking that uses part of the City right of way. When we did our project, the proposal was to convert this to two parallel parking places. The other one is the Valero gas station which currently has adequate ingress and egress and I would not want to disturb that. Further down at the Tribe, they have brought the curb out, installed landscaping and the EDC will funding the light fixtures.

Councilwoman Dusek stated there is a project coming up at Dr. Cross' veterinarian hospital and I would like to see if we can contribute an amount similar to what was funded to Lin Marche for their project.

President Hornberger stated the plans must meet the current ordinances.

Celia DeLeon stated we issued half of the payment to Lin Marche when they purchased the lights, then we issued the remaining half of the payment after the project was completed and passed inspection.

Dr. Cross has submitted an application for funding and this will be placed on the February agenda.

Discuss liaison issues with businesses: take possible action

There were no other liaison issues with businesses to discuss.

Discuss administrative items and future agenda items.

Dr. Kenneth Kirlin stated I would like to mention there is a federal program called Main Street Lending Program. I want to see if we might be able to tap into this for aid, even if it is a minimal amount. We can reach out to Scott Day who specializes in urban development.

There was no other business and the meeting adjourned at 6:54 p.m.

Ronald Hornberger
President

Kyndra Munoz
City Secretary