

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION  
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS  
HELD ON JUNE 14, 2022**

The Board of Directors of the Olmos Park Economic Development Corporation met on Tuesday, June 14, 2022, 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 Vice-President Dr. Kenneth Kirlin, Angela Clark, Councilwoman Plant, Tess Harden and Madison Wilson. Member not present was Councilwoman Dusek. Also present was City Manager, Celia DeLeon; City Secretary, Kyndra Munoz; and Nathan and Kelley Weigrefe, Lin Marche.

Call meeting to order and determination of quorum.

The meeting was called to order at 6:05 p.m. by Vice-President Dr. Kenneth Kirlin; roll call was taken, and a quorum was announced.

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.

Appoint a Chairman to the Board

Vice-President Dr. Kenneth Kirlin stated we will table this item and place on next month's agenda after tomorrow evening's City Council appointment of a new Board Member to the Economic Development Corporation.

Review and discuss minutes of May 10, 2022 Board meeting; take possible action.

Vice-President Dr. Kenneth Kirlin stated there is a spelling correction needed on page 3 to read *paint*.

Councilwoman Plant moved to approve the minutes of May 10, 2022 Board meeting with the amendment of the mentioned correction.

Madison Wilson seconded the motion.

The vote in favor of the motion was unanimous.

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

Councilwoman Plant moved to approve the financial Reports, including EDC expenditures, invoices and allocations and monthly treasurer report.

Angela Clark seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and possible action on engineering proposal to provide lighting layout, conduit and footing planning for the 5000 block of McCullough Avenue, between Zilla and Joy.

Councilwoman Plant stated Carl Bain will be providing a plan for the installation of lighting so that it does not affect the landscaping and irrigation. I asked for a cost estimate for the purchase and installation of the lights at this location which is estimated at about \$75,000. Because time is of the essence and there is a delay in receiving the lights, we can use the 2 extra lights we have already purchased. We have a budgeted item for the McCullough project, but I wanted to get your thoughts on naming this project after the address for transparency. A rough estimate would be \$15,000 for the

purchase of 3 lights, \$10,000 for electrical service connection to CPS power, and \$20,000 as a buffer for price increase, installation of the lights and other items for a total of \$75,000.

Vice-President Dr. Kenneth Kirlin asked is the ECD responsible for the lighting?

Councilwoman Plant stated we discussed this, but never created an ordinance on the lighting because of the expense associated with it. For continuity and focusing on what the EDC does, this project would make sense.

Celia DeLeon stated I will place this item on the July agenda for formal approval then it will go to City Council for approval. We will need a detailed description for the project and will need to publish this project as well.

Vice President Dr. Kenneth Kirlin opened up item number 7 to discuss with item number 6.

Discuss FY2022 budget amendment increasing McCullough Project expenses by \$10,620 for additional project oversight; take possible action

Councilwoman Plant asked do we have to amend the budget every time we have a new project? This project is complete and the money is spent other than what is left for Lin Marche.

Celia DeLeon stated we do need to keep adding the amendments each time for transparency so anyone will be able to see exactly what is being spent and where the money is being spent.

Councilwoman Plant stated we will add a budget amendment for the lighting at 5000 McCullough Ave.

Councilwoman Plant moved to approve FY2022 budget amendment increasing McCullough Project expenses by \$10,620 for additional project oversight.

Tess Harden seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and possible action on estimate to do quarterly maintenance on the McCullough Corridor Presentation Project landscaping

Celia DeLeon stated when we had the first big clean up at the yard, Andres Lawn & Tree proposed a maintenance plan of \$4,739 a year to include spraying weeds 2 times a year, spreading mulch, fertilizer, and etc. For the \$7,000 budget line item for landscaping maintenance, out of this we paid \$5,000 for the initial cleanup and this leaves us with a balance of \$2,000. From our discussions, my opinion is the maintenance will not be due until after October. We have enough in the budget to complete the first item of spraying the weeds for \$900.

Councilwoman Plant stated I do not have a problem with that. If we keep up with the maintenance, we will not have another large bill for a big cleanup.

Councilwoman Plant moved to move forward with Andres Lawn & Tree quarterly maintenance of the McCullough Corridor Presentation Project landscaping.

Madison Wilson seconded the motion.

The vote in favor of the motion was unanimous.

Discuss liaison issues with businesses; take possible action

Tess Harden stated Councilwoman Dusek and I met with a representative for media marketing as well as a representative for digital marketing. I would like to open up an agenda item for our next meeting to discuss potential change of our budget for the Sip and Shop Event. We are discussing the possibility of putting our contribution of the money towards a retainer for both digital and commercial media representatives instead of towards the print we have done in the past. They will directly correspond with

the businesses and put together advertisement packages specifically for their businesses and for the event itself. There is a fee for the retainer to be able to correspond with the businesses and will be money spent outside of what the actual advertisements will be. I know in the past, we have had limited contribution from the businesses. I would like to distribute the information they have given us regarding budget estimates for the media, services they are providing and the retainer cost that goes along with that so we can talk about possibly changing the budget if it is needed.

Councilwoman Plant asked is the Youth Commission helping with this event anymore?

Tess Harden stated the Youth Commission will not be a part of the Sip and Shop Event which is a part of the reason why we are looking at someone from the outside to help with the event and hopefully a little more coordinated effort from professionals. Some of the materials we have from past events are not exclusive to single events and we have proposed the idea of just marketing Shop Local instead of Sip and Shop. I will speak to both marketing representatives and see if they can make our next meeting to discuss this.

Discuss administrative items and future agenda items.

There were no other items to discuss.

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

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Chairman

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Kyndra Munoz  
City Secretary