

Minutes

City of Dickinson

**Dickinson Economic
Development Corporation
REGULAR MEETING**

June 10, 2019

NOTICE that a **REGULAR MEETING** of the Dickinson Economic Development Corporation of the City of Dickinson, County of Galveston, State of Texas, was held on **Monday, June 10, 2019, at 7:00 p.m.** at the Dickinson Historic Railroad Center, 218 FM 517 West, Dickinson, Texas 77539 in the Community Room for the purpose of considering the following numbered items. The Dickinson Economic Development Corporation of the City of Dickinson, Texas reserved the right to meet in a closed session on any of the below items should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM:

The meeting was called to order by President Robert Donley at 7:01 p.m. A quorum was present as the following members were in attendance: Jessie Brantley, Robert Donley, Chris Heard, Dawn King and Bill Schick. Also in attendance: Alison Benton, Interim Economic Development Executive Director, Mayor Julie Masters and DEDC Attorney Habib Erkan. Not in attendance: Mark Martelli, Chad Rankin and Councilman Wally Deats.

ITEM 2.) PUBLIC COMMENT: No comments were made

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of the minutes of the Dickinson Economic Development Corporation's December 10, 2018 Regular Board Meeting. Chris Heard motioned to accept the minutes as written, seconded by Jessie Brantley, passing unanimously.

ITEM 4.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of the minutes of the Dickinson Economic Development Corporation's May 13, 2019 Regular Board Meeting. Chris Heard motioned to accept the minutes as written, seconded by Dawn King, passing unanimously.

ITEM 5.) BRIEFING, DISCUSSION AND POSSIBLE ACTION CONCERNING: Executive Director Report. Alison Benton, Interim Executive Director of DEDC reported:

- The escrow check in reference to 2626 45th St has been received and deposited.

- TEDC memberships for Robert Donley and Mark Martelli have been renewed.
- Rental of the Train Depot Community Room – Tabled at this time
- Illegal dumping on Sussan and Hughes Road property. Tabled for further discussion and action.
 - Discussion of additional signage and barriers, to include fines and penalties
 - Added new lock on gate on Hughes Road property off Camp Allen
- Location of future DEDC Board Meetings: Suggestion made to move to City Hall. Will host the next regular DEDC Board meeting there as a trial before a decision is made.

ITEM 6.) BRIEFING, DISCUSSION AND POSSIBLE ACTION CONCERNING: Discuss revisions to the DEDC's Façade Improvement Program, including renaming to the DEDC Exterior Improvement Matching Grant Program. Discussion took place and suggestions made include:

- Include a Community Development component in the process
- Make this a fillable PDF so applicants can submit online
- Flexibility on use of Contractors
- Create a quarterly submission deadline with instructions on how businesses would be selected to receive this grant
- \$30,000 in budget for this program; DEDC may consider adding more funding to the grant
- Board has interest in starting the program as soon as possible

Alison Benton will meet with Community Development staff and distribute to the Board for additional comments, once noted changes are incorporated this will be reviewed again at the June 24th workshop. Once finalized, Habib Erkan will review prior to distribution to the business community.

ITEM 7.) BRIEFING, DISCUSSION AND POSSIBLE ACTION CONCERNING: Discuss and schedule DEDC Board Budget Workshop for FY 2019-2020. This item was tabled.

ITEM 8.) BRIEFING, DISCUSSION AND POSSIBLE ACTION CONCERNING: Update on recruitment of DEDC Executive Director. As of June 10th, 25 applicants have submitted their resume for consideration. Alison Benton advised she would be the 26th applicant, which would take her out of direct contact with SGR. Robert Donley suggested he and Jessie Brantley would be the main contacts at that point. There was discussion regarding the chain of responsibility for the Board and city staff. The administrative portion of the SGR contract rests with the city administrator, however the entire Board will be involved in the selection of the final candidate, who will report directly to the Board's authority.

ITEM 9.) BRIEFING, DISCUSSION AND POSSIBLE ACTION CONCERNING: Update on Economic Development Administration (EDA) grant progress. SAM (System for Award Management) registration has been completed, all other clarifications have been addressed, so we are now waiting for EDA feedback.

ITEM 10.) BRIEFING, DISCUSSION AND POSSIBLE ACTION CONCERNING: Update on Dickinson Public Market Project:

Adopt Feasibility Study – Alison Benton mentioned no comments had been received since the May 17 Board Training/Retreat from any Board member. Some suggestions were made during the board meeting and after further review, it was decided a workshop was needed to finalize the study, which will take place Monday, June 24th.

Establish a Public Market Board of Advisors as a 60-day Ad Hoc Committee. Jessie Brantley motioned, seconded by Chris Heard to move forward with a 90 day Ad Hoc while the feasibility study is being reviewed.

Approve Roles & Responsibilities, Committee’s Charge, Areas of Expertise, Updated Timeline – This item was tabled.

ITEM 11.) BRIEFING, DISCUSSION AND POSSIBLE ACTION CONCERNING: A Professional Services Agreement with Community Strategies LLC for strategic planning and project management services. Kathy Thomas, Owner, Community Strategies LLC presented a contract amendment extending her contract to October 31, 2019. Extension includes a compensation of \$18,200 based on up to 130 hours at an hourly rate of \$140 plus mileage and out-of-pocket expenses, not to exceed \$1500.00, unless the scope changes. After discussion, the Board has asked Habib Erkan to review and prepare an amendment for Board approval.

ITEM 12.) EXECUTIVE SESSION: The board convened into Executive Session at 9:11 PM.

ITEM 13.) RECONVENE IN OPEN SESSION: The board reconvened at 9:45 PM. No action was taken on items discussed in Executive Session:

- a. Pursuant to Texas Government Code Section 551.087 (entitled “Deliberation Regarding Economic Development Negotiations”) to discuss and deliberate commercial or financial information the Board of Directors received from Little Monterey Restaurant, which the

Board of Directors wishes to locate, stay, or expand in Dickinson and with which the Board of Directors is conducting economic development negotiations.

- b. Pursuant to Texas Government Code Section 551.071 (Consultation with Attorney) to receive confidential legal advice from the corporation's attorney, and Texas Government Code Section 551.072 (Deliberation regarding Real Property) to deliberate on the value of real property, being a 45.8 acre tract of land owned by the Dickinson Economic Development Corporation located on Hughes Road in Dickinson, Texas.

ITEM 14.) **ADJOURN:** There was a motion by Bill Schick, seconded by Jessie Brantley to adjourn the meeting. The meeting was adjourned at 9:45 p.m.

PASSED, APPROVED AND ADOPTED this the 22 day of July, 2019

A handwritten signature in black ink, appearing to read 'R. Donley', is written over a horizontal line.

Robert Donley
DEDC Board President