

Minutes

City of Dickinson

**Dickinson Economic
Development Corporation
REGULAR MEETING**

February 11, 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, February 11, 2019, at 7:00 p.m.** at: 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 Vice President Robert Donley at 7:08 p.m. A quorum was present as the following members were in attendance: Robert Donley, Vice President, Chris Heard, Dawn King, Chad Rankin, and Bill Schick. The following were also in attendance: Mayor Julie Masters, Kathy Thomas, Community Strategies, Patrick Wiltshire, Public Management, and Alison Benton, Interim Economic Development Director. Mark Martelli, Secretary, and Councilmember Wally Deats were not in attendance.

ITEM 2.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of the minutes of the Dickinson Economic Development Corporation's December 10, 2018 Regular Board Meeting.

As the minutes were unavailable, they will be approved at the next meeting.

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of the minutes of the Dickinson Economic Development Corporation's January 14, 2019 Regular Board Meeting.

There was a motion to accept the minutes as written by Dawn King and seconded by Chris Heard, passing unanimously.

ITEM 4.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Introduction of Board Members and Interim Dickinson Economic Development Corporation Director.

All board members, consultants and the interim director introduced themselves.

ITEM 5.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Election of Officers for the Remainder of Fiscal Year 2018-2019 for President, Vice President and Secretary.

This item was tabled by the Chair so more information can be obtained.

ITEM 6.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Dickinson Public Market Project Action Plan.

A joint presentation of the Dickinson Public Market Project Planning Process was given by Alison Benton and Kathy Thomas, outlining the Objectives, The Project Process that includes 1) Project Management/Benchmarking/Measurement, 2) Planning/Scoping/Research, 3) Public Input, 4) Strategy, and 5) Project Plan Progress as a 6-month timeline. Milestones at each 30 days were identified, including image/branding, focus group questions and implementation direction. These efforts will be ongoing and reported monthly to the DEDC Board. There was consensus that was the direction that the board wants to take to strength-test the assumptions for the Market. Patrick Wiltshire presented an update on the grant award contract with US EDA, reporting that the government shutdown slowed the process, but we are responding to the requests for clarification.

There was a motion by Chris Heard and seconded by Dawn King to adopt this plan of action, passing unanimously.

ITEM 7.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Scheduling of a Retreat for Dickinson Economic Development Corporation Board Members for the Purposes of Training and Educating Board Members.

The board requested that the Director poll the Members for Saturday availability for the next 30 to 60 days and set a date. No further action was taken.

ITEM 8.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Request for Reimbursement from Dickinson Festival of Lights for 2018 Season.

A request for reimbursement for the 2018 Festival of Lights was submitted to the Board with a summary of expenses in the amount of \$43,903.49. The DEDC had previously increased the customary amount of \$25,000 to an amount up to \$36,400 due to the condemnation of the pedestrian bridge, resulting in the need for more buses, additional safety equipment and police officers. The Board asked that we invite a representative from the Festival of Lights to discuss the increased request with information regarding the number of attendees and total budget prior to payment. No further action was taken.

ITEM 9.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Existing Agreement with Engberg Anderson Architects for Architectural Design Services.

The Board is seeking information from Mark Ernst of Engberg Anderson Architects to see what has been committed to the Public Market project and where we are in the process of deliverables. There was concern that the contractual language needs to be in a format that reflects a Performance Standard agreement, so they directed staff to find out if there has already been something drafted by our attorneys. The Board tabled any action until more information can be presented.

ITEM 10.) ADJOURN

The meeting was adjourned at 8:06 p.m.

PASSED, APPROVED AND ADOPTED this the 11th day of March, 2019



Robert Donley, President