

**SANTA FE ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTOR'S SPECIAL MEETING
DECEMBER 1, 2020 6:30 P.M.
SANTA FE CITY HALL COUNCIL CHAMBERS
12002 HWY. 6 SANTA FE, TEXAS**

MINUTES

1. The meeting was called to order at 6:30 p.m. by Fidencio Leija, Jr.

2. Roll Call: Fidencio Leija, Jr.
 Matt Crable
 Ashley Carner
 Robert Bracknell
 Greg Vicknair, Absent
 Bob Wylie
 Blu Baillio, Absent
 Chris Nichols, Attorney
 Stacey Baker, Director

3. The invocation was given by Matt Crable and the pledge was given by Fidencio Leija, Jr.

4. Citizens Comments and recommendations: None

None

5. Reports:

a. Review and approval of the minutes from October 27, 2020

A motion was made by Bob Wylie and seconded by Robert Bracknell to accept the minutes. The motion passed unanimously.

6. Business

a. Discussion: update from Bill Manning, Sander Engineering, regarding the FM 1764 sewer project timeline and anticipated expenditures for the fiscal year

Stacey Baker advised that Bill Manning provided by email an estimated timeline of expenditures for the upcoming year. He advised that he will provide an actual timeline of events after bids are opened and a contractor is chosen. Stacey reminded everyone that the pre-bid conference was Dec 8 between the engineer and the contractors wanting to bid on the project. Chris Nichols advised that city council must approve the contractor for the project. Fidencio advised he would like to fully look over the bidders and not necessarily choose the lowest bidder, Bob Wylie agreed.

b. Discussion: Discussion with Attorney Chris Nichols regarding the May 2021 election, expanding the bylaws, and budgeting future projects.

Chris Nichols advised that the information, ballot language, and the information he provided for the last election should be in the correct form to apply toward the May 2021 election. The board discussed the timelines to apply for the election. Stacey Baker advised that the request would have to go on the city council agenda in January to they can call for the election and submit the information to Galveston County. Glen Adams advised that the city budgeted for the

May election already and felt that the EDC should not have to reimburse for the expenses since the Mayor and City Council seats will also be on the ballot also. Stacey Baker advised that many parts of the current bylaws were out of date and also needed to be updated. Chris Nichols advised that he will have his staff review the portions that need to be updated and with recommendations of the board, will make the appropriate changes. He advised that it has been nineteen years since the bylaws were written. The board also commented that the meetings times could also be changed to 6:30pm instead of 7:00pm. Chris also advised that when projects over the amount of \$10,000.00 were planned by the EDC, the city council must do two readings on the matter to include a resolution or action. The two readings could be on the same agenda, one at the beginning and one at the end, or separate meetings. Stacey Baker and Glen Adams advised they were not aware of the two readings and that they would make sure that the excavator contribution and the Avenue P drainage project would go on the January agenda for both items. Stacey advised that the 60 day notice for the excavator will soon expire and the 60 day notice for the Avenue P project will be sent in the paper for publishing. Chris Nichols advised not to spend any money until council does the second reading for the items.

c. Discussion and possible action: Discuss and approve dates to schedule town hall meetings to educate the community on the May 2021 election and the importance of expanding the EDC's spending capabilities.

The board discussed possible dates for the town hall meeting and decided to hold a workshop for the group to brainstorm ideas on what to present at the town hall and a date to schedule it. Stacey Baker advised that a special meeting also needed to be scheduled to discuss the election and present the second readings for upcoming projects to council so they can call the election and the projects can move forward.

A motion was made by Ashley Carner and seconded by Bob Wylie to schedule a workshop on January 12, 2021 from 8:00am to 12:00pm at city hall and a special meeting on January 19, 2021 at 6:30pm. The motion passed unanimously.

d. Discussion and possible action: Discuss and approve the creation of a business retention and expansion committee and partnership with the Chamber of Commerce and local businesses.

Fidencio Leija advised he would like to form a committee with a couple board members, the Chamber, and a few business owners to discuss business retention and expansion efforts. Chris Nichols advised that if the committee is formed, at least three members of the EDC board must be the committee. Matt Crable advised he thought it was too soon to discuss this matter and expressed that the group will be overwhelmed with all the projects currently going on to take on another task at this time. He advised that this might be something to discuss at the workshop. Stacey Baker advised that the Chamber would not be able to meet until mid-January due to the Christmas functions planned and Gina Bouvier will be out for surgery until then.

A motion was made by Bob Wylie and Matt Crable to table the item until after the workshop. The motion passed unanimously.

e. Public Hearing and possible action: In accordance with Sections 505.159 and 505.160 of the Texas Local Government Code, the Santa Fe EDC, a Texas non-profit 4B economic development corporation, will receive public comments related to the following proposed economic development project being considered by the Santa Fe EDC as follows:

- Pursuant to Local Government Code Section 505.158, the Santa Fe EDC proposes to participate in a project generally referred to by the City of Santa Fe as the "Avenue P drainage project"; to contribute funds in the amount of \$65,000.00 to the City of Santa Fe for engineering designs to increase the drainage and decrease flooding for the Hwy 6/Avenue P area of Santa Fe that affects a minimum of 32 businesses and several homesites

The public hearing opened at 7:31pm. Glen Adams advised that this is a wonderful project to participate with and that he is working on getting an interlocal agreement between the city and drainage district. He recapped on the project. Fidencio advised he understood that the City was contributing \$35000.00, the EDC \$65,000.00 and the drainage district was picking up the remainder. No one else spoke. The public hearing closed at 7:33pm.

A motion was made Ashley Carner and seconded by Bob Wylie to move forward with the contribution, the 60-day notice, and the item to be placed on the city council agenda for a second reading. The motion passed unanimously.

f. Discussion and possible action: Review and approve the 4th quarter and annual investment summaries for the fiscal year ending September 30, 2020.

Stacey Baker advised that investment summaries for the 4th quarter and annual investment summaries have been reviewed and approved by the City Manager and City Secretary as indicated by their signatures. The summaries and attached financial statement must be reviewed and accepted by the EDC.

A motion was made by Bob Wylie and seconded by Matt Crable to approve the summaries as presented. The motion passed unanimously.

7. Adjournment

A motion was made by Ashley Carner and seconded by Robert Bracknell to adjourn at 7:42 p.m. The motion passed unanimously.



Fidencio Leija, Jr., President

ATTEST:



Stacey Baker, Administrative Services Director