

**CITY OF SANTA FE**  
**SPECIAL ECONOMIC DEVELOPMENT CORPORATION MEETING**  
**JUNE 13, 2023 7:00 P.M.**  
**COUNCIL CHAMBERS**  
**12002 HWY. 6, SANTA FE, TEXAS**

**MINUTES**

The meeting was called to order at 7:00 p.m. by President Fidencio Leija, Jr.

Roll Call: Present: President Fidencio Leija, Jr.  
Vice-President Matt Crable  
Secretary/Treasurer Ashley Carner  
Director Bob Wylie  
Director Gregg Vicknair

Absent: Director Tamra Loftin

III. The Invocation was led by Director Gregg Vicknair and Director Bob Wylie led the Pledge of Allegiance and the Texas Pledge.

**IV. Executive Staff Reports**

**A. Approval of Minutes from Regular Meeting on April 25, 2023, Special Meeting on May 9, 2023, cancelled Regular Meeting Scheduled for May 30, 2023, and cancelled Special Meeting scheduled for June 6, 2023**

Vice-President Matt Crable made a motion to approve the Minutes of the Regular Meeting on April 25, 2023, the Special Meeting on May 9, 2023, the cancelled Regular Meeting Scheduled for May 30, 2023, and the cancelled Special Meeting scheduled for June 6, 2023. Director Gregg Vicknair seconded the motion and the motion passed unanimously.

**B. Approval of Quarterly Investment Report for the quarter ending March 31, 2023**

Economic Development Corporation Director Rudy Zepeda gave an overview of the second quarter of the 2023 fiscal year.

- Beginning of the second quarter 12/31/2022 - \$3,037,381.03
- Payouts of \$181,651.66, the majority of which was paid toward the FM 1764 Project
- \$30,325.65 received interest
- End of the second quarter 3/31/2023 - \$2,886,055.02

Mr. Zepeda also explained that the interest rate fluctuates daily, and is currently averaging 5.2%.

**C. FM 1764 Project Status Report**

Bill Manning, P.E., of Sander Engineering Corporation gave the Engineer's Report for the Sanitary Sewer Improvements with Lift Station along FM 1764, stating that there had been no payment application this past month and that the additional well point costs-to-date had not changed.

Mr. Manning added that all Lift Stations are online and that the walk-through inspection was conducted on April 26, 2023, and that the punch list work is being completed.

Mr. Manning continued by saying that the Approved Engineering, Survey, Geotech, and Material Testing was budgeted for \$757,121.45, but is estimated to be under budget by \$109,955.23.

Mr. Manning presented a Change Order Request to the Santa Fe Economic Development Corporation (EDC) for a request by landowners Robert and Dedra Amato for work where the new Lift Station No. 1 is located at the corner of Anna Ct. and FM 1764. Mr. Manning explained that the lot in question is also being used as the contractor's staging area, and, as part of the easement agreement, the contractor would be responsible for clearing the lot and filling it with extra dirt from the project.

The landowners are now also asking for the clearing of trees and brush along the south and east side fence lines, removal of a tall metal post near the back (east) fence line, removal of crushed concrete pad and drive from the Anna Ct. side.

Mr. Manning explained that Mr. Amato was under the assumption that the clearing of the lot included clearing the fence line; however, Mr. Manning stated that, since there are so many trees and brush along the fence line, clearing the fence line would also likely involve replacing the fence. Mr. Manning stated that, while the property owners would like the fence line cleared, the neighbors do not. He further explained that there are gas lines and electric lines along the side and the back of the property. Mr. Manning provided photos of the trees and brush along the fence lines.

Mr. Manning advised that these requests go beyond the original scope of the project and would need approval from the Santa Fe EDC to move forward with this change order request, which would cost an estimated additional \$24,000.00.

Economic Development Corporation President Fidencio Leija asked that Mr. Manning meet with Mr. and Mrs. Amato to see if they could come to a mutually-beneficial agreement and then put that agreement in writing and present at the next EDC Meeting as an action agenda item.

Director Zepeda suggested contacting Olson & Olson LLP, the Santa Fe EDC's attorneys, to get their opinion on what the EDC can offer Mr. And Mrs. Amato based on the existing contract.

**D. Sales Tax Report May 2023 for March Sales and Current Budget Update**

Economic Development Corporation Director Rudy Zepeda gave an overview of the March 2023 Sales Tax Report, noting that the EDC is 9.8% above the last fiscal year, which is \$78,000.00 over budget projections. Mr. Zepeda stated that these figures trend toward at least \$870,000.00 per year in sales tax.

- \$428,865.64 revenue through April 30, 2023
- \$557,508.86 expenses through April 30, 2023
- (\$128,643.22) current net revenues over expenses
- \$129,702.78 under budget
- Total fund balance \$2,956,578.72

Mr. Zepeda and Chief Building Official Ray Burgess then gave a brief update on the Permit Department, noting that Slone Lumber, The Fish Place, and Joe Daddy's are complete. They also stated that Big Horn BBQ has been pouring concrete.

#### V. Citizens' Comments

There were no citizens comments.

#### VI. Business:

##### A. Old Business:

##### 1. Discuss with possible action on selection of time and date and topics for the EDC Planning & Budget Workshop.

After a brief discussion, the Economic Development Corporation Board members decided to meet on Tuesday, June 27, 2023, from 9:00 a.m. to approximately 1:00 p.m. for the EDC Planning & Budget Workshop. Director Rudy Zepeda added that the EDC Regular Meeting would still need to be held that same evening, Tuesday, June 27, 2023, at 7:00 p.m.

Director Bob Wylie made a motion to schedule the EDC Planning & Budget Workshop on Tuesday, June 27, 2023, from 9:00 a.m. to approximately 1:00 p.m., and Director Ashley Carner seconded the motion. The motion passed unanimously.

##### B. Public Hearing:

***"It is now 7:37 p.m. and I do hereby close this Regular Session of the meeting of the Board of Directors of the Santa Fe Economic Development Corporation and open a Public Hearing to discuss the proposed awarding of the City of Santa Fe \$100,000 for the razing of substandard structures to advance economic development."***

There were no public comments.

***"It is now 7:38 p.m. and I do hereby close this public hearing and reopen the Regular Meeting of the Board of Directors of the Santa Fe Economic Development Corporation."***

##### C. New Business:

##### 1. Discuss with possible final action on approving a \$100,000 award to the City of Santa Fe for the razing of substandard structures to advance economic development.

Chief Building Official Ray Burgess stated that he and City Manager Alun Thomas have been working to draft documents to be approved by Denton Navarro Rocha Bernal & Zech, P.C., attorneys for the City of Santa Fe, so that Mr. Burgess can approach the property owners of substandard structures to have their buildings voluntarily demolished by the City.

Mr. Burgess added that the property owner at 4206 Jackson Street emailed him to offer to let him know that he wanted to permit the City of Santa Fe to demolish the structure at that address.

Vice-President Matt Crable asked Mr. Burgess if the Economic Development Corporation (EDC) would be issuing the \$100,000.00 in one lump sum, or if it is disbursed per project. Mr. Burgess responded that it is his understanding that it would be in one lump sum. Mr. Zepeda advised that once the EDC approves the \$100,000.00 award to the City of Santa Fe and the Santa Fe City Council passes both readings of the Resolution, the EDC will cut a check that will go into an unearned revenue fund and will sit on the balance sheet for the City of Santa Fe until it gets used.

President Leija advised that the agreement be sent to Olson & Olson LLP for its opinion before being sent to the City Council. Director Bob Wylie made a motion to approve funding of the City of Santa Fe substandard Structure Removal Project as described in Local Government Code 505.159 and remit to the City Council for two readings a Resolution authorizing the expenditure. Director Gregg Vicknair seconded the motion, and the motion carried unanimously.

#### **VII. Citizens' Comments & Announcements**

There were no citizen comments.

President Fidencio Leija announced that there was a bond meeting for the Santa Fe Independent School District Board of Trustees. Vice-President Matt Crable, who is also on the Santa Fe Independent School District Board of Trustees responded that there are a lot of options for their board to decide on.

#### **VIII. Summary of action from this agenda; Request for future agenda items; Scheduling future meetings**

President Fidencio Leija asked that any future agenda items be sent to Economic Development Corporation Director Rudy Zepeda. President Leija also stated that the next meetings have been set for June 27, 2023.

#### **IX. Adjournment**

Vice-President Matt Crable made a motion to adjourn and the motion was seconded by Director Bob Wylie. The motion passed unanimously and the meeting was adjourned at 7:53 p.m.

  
Fidencio Leija, Jr., President

ATTEST:

  
Rudy Zepeda, Executive Director