

The Cleveland Economic Development Corporation met on February 25, 2019, for their monthly meeting at City Hall, 907 E Houston St, Cleveland, Texas with Board President Brad Browder presiding.

MEMBERS PRESENT: Board President Brad Browder, Boardmember Marilyn Clay, Boardmember Fred Terrell, Boardmember Kelly Jenkel-Axton, Boardmember Robert Reynolds, Boardmember Carolyn McWaters, J. Rice, Consultant, and City Secretary Angela Smith

ABSENT: Boardmember Niki Coats

VISITORS PRESENT: Bobby Pennington, Kelly McDonald, Rod Hailey, Jim Carson, Derra Purnell, Otis Cohn

Board President Browder called the meeting to order at 6:00 pm and stated there is a quorum.

1. Invocation, Pledge and Roll Call.

Robert Reynolds gave the invocation and Fred Terrell led the Pledge of Allegiance to the US flag and to the Texas flag.

2. Oath of Office for board members reappointed by Council for new term

City Secretary Smith gave the oath of office to Brad Browder, Kelly Jenkel-Axton, Fred Terrell and Marilyn Clay.

3. Approve minutes from the January 28, 2019 meeting

Boardmember Terrell made one correction on page 2 it showed Gladstone and it should be Gladewater.

Boardmember McWaters made a motion to approve the minutes with the correction requested with a second from Boardmember Clay. All members present voted "AYE". Motion carried.

4. Review and approve financial statements

The monthly financial statements were presented to the boardmembers by Assistant City Manager/ Finance Director Bobby Pennington for review and approval. The numbers presented are the audited numbers. The annual audit was presented and accepted by Council at their recent meeting.

Boardmember Clay made a motion to approve the financial statements as presented with a second from Boardmember McWaters. All members present voted "AYE". Motion carried.

5. Review and approve bill payments

Assistant City Manager/Finance Director Pennington presented for approval the monthly bill payments.

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|-------------------------------|------------|
| City of Cleveland | \$ 600.00 |
| Precision Lawns | \$4,010.00 |
| Cleveland Chamber of Commerce | \$1,390.00 |
| 4 Imprint Inc. | \$ 670.43 |
| Commeccodev, LLC | \$1,307.99 |
| Sam Houston Electric Co. | \$ 350.85 |
| EDC Consulting | \$1,694.88 |

| | |
|-------------------|-------------|
| City of Cleveland | \$ 803.12 |
| Total | \$10,827.27 |

Boardmember McWaters made a motion to approve the bill payments as presented with a second from Boardmember Reynolds. All members present voted "AYE". Motion carried.

6. Review and approve quarterly investment report for period ending September 30, 2018

Assistant City Manager/Finance Director Pennington reviewed the report and there were no questions.

Boardmember Clay made a motion to approve quarterly investment report for period ending September 30, 2018 with a second from Boardmember McWaters. All members present voted "AYE". Motion carried.

7. Review and approve budget carryover of \$54,538 from Fiscal Year 18 to Fiscal Year 19 for industrial park capital improvement project.

Mr. Pennington reviewed the budget carryover information. This item was also approved by council at their recent meeting.

Boardmember Reynolds made a motion to approve carryover from FY 18 to FY 19 with a second from Boardmember Terrell. All members present voted "AYE". Motion carried.

8. Discuss and take action on request for amendment to permanent easement and right of way agreement with Targa/Grand Prix Pipeline LLC due to amending the plat as the footages changed

City Secretary Smith stated that this was an amendment to easement already approved by EDC. The reason for the amendment is that the pipeline was finalized and the footages ended up being different so EDC is owed an additional \$198.

Boardmember Terrell made a motion to accept the \$198 and approve the amendment to permanent easement and right of way agreement with Targa/Grand Prix Pipeline LLC with a second from Boardmember McWaters. All members present voted "AYE". Motion carried.

9. Discuss and take action on commitment letter requested for the Liberty County Mobility Plan

City Secretary Smith stated that this is just the commitment letter that is needed for the application for this project. This is the project that was presented to EDC previously and that EDC had already approved the \$10,000 commitment. A interlocal agreement would come later this is just a commitment letter.

Boardmember McWaters made a motion to approve the commitment letter and authorized it to be signed by the Board President Browder, the motion was seconded by Boardmember Clay. All members present voted "AYE". Motion carried.

10. Discuss and take action on approving attendance at the Texas Women in Economic Development Conference held on April 4-5, 2019 in Waco, Texas.

Boardmembers Clay and McWaters both wish to attend. Boardmember Jenkel-Axton's schedule does not allow attendance to this seminar.

Boardmember Reynolds made a motion to approve the boardmembers Clay & McWaters' attendance for this seminar with a second from Boardmember Terrell. All members present voted "AYE". Motion carried.

11. Discussion on restoration of the Cleveland train depot

Board President Browder stated that he had asked for this item to be added to the agenda. He showed a photo of the train depot and stated that it is still restorable now but will lose it if too much time passes. Boardmember Reynolds said that he sent BNSF Railroad a lot of information on the depot and he took them around to look at different locations. The location by the old fire station is Santa Fe Railroad. The CBS Furniture area is BNSF tracks and they will also be at Allies day. J. Rice said that the historical commission does have some grant funds. You need to purpose the building first before moving it. He gave some examples of other cities and Mr. Pennington also gave some examples.

Boardmember Fred Terrell recommended a small committee to be formed to work on this project and suggested Robert Reynolds and Carolyn McWaters be on the committee. Public Works Director Hainey stated what Tomball did for their train. At the Cleveland Historical Museum, there is a large space for railroad layouts that can be moved to the train depot if created. Board President Browder said there needs to be a defined purpose before moving the depot and said that Carolyn McWaters, Marilyn Clay and Robert Reynolds would be on the committee.

12. Discuss and take action on the north industrial park project

Board President Browder stated that we are at a point now that we need to go forward and get some guidelines on this project. J. Rice spoke about the 640 acres. Part of the area is formerly Pavers Supply and they have a spur to two different railroads. It has since been sold to Vulcan. This area has no access except for the Vulcan location. The project would involve getting landowners involved to build an access road. Ultimately, we can do a partnership with land owners to get improvements. It would need to be a development agreement to make available and keep it industrial. This would create an ideal industrial area. There are some grants to help infrastructure (road, water, sewer is needed). More discussion occurred about history of this project and how the first EDC industrial park came to life. Mr. Rice stated that we can phase this project in but the first thing we have to do is speak to the landowners. Mr. Browder stated that this project would take years to complete and that EDC board needs to authorize J. Rice to start the project. Mr. Rice also stated that we will also need to talk to City Attorney Olson on type of development agreement to use. Mr. Browder asked if Mr. Rice can give a report next month with some budget guidelines. Mr. Rice reminded the board he is on an hourly contract and he will have to meet with 10 landowners. Boardmember Clay made a suggestion that the EDC board hire a PR consultant. Board President Browder said that the board spoke about that and we are in a transition phase that it will take about one to two years down the road.

Boardmember Reynolds made a motion for J. Rice to move forward with the Highway 69 Industrial Park project with a second from Boardmember Kelly Jenkel-Axton. All members present voted "AYE". Motion carried.

13. Discuss and take action on a strategic industry matching project

J. Rice spoke about data analytics and how to use the DNA of Cleveland by basing it on DUNS number, industries, census data, etc on industrial needs not retail. Mr. Rice can start this project if the board wishes. Some discussion occurred about types of analytics already being used. Boardmember Clay asked if Mr. Rice could do a dummy account to show the board what

he is thinking about, he said that in probably two to three months he will speak with the data analyst to see what he can bring. He will focus on the industrial park project first.

Boardmember Clay made a motion to table this project with a second from Boardmember Terrell. Boardmember Reynolds, McWaters, Clay and Terrell voted "AYE" and Boardmembers Browder and Jenkel-Axton voted "NAY". Motion passed.

14. Hear summary monthly business prospect report

The report is unchanged from last month. He received an communication today from Retail Coach and they want to schedule a meeting to give a report.

15. Public Comments

Jim Carson gave update on Chamber.

16. Closed Executive Session

EDC Board went into closed executive session for Consultation with Attorney under Texas Local Government Code 551.071 - they left at 7:36 pm

17. Return to Open Session

Return to open session with no action needed at 7:50 pm.

18. Reports and comments from Directors and staff

- Mr. Terrell stated that Assistant City Manager Pennington came and spoke at his church this past Sunday. He did a great job and thanked him.
- Ms. Jenkel-Axton passed out a sheet showing this year vs. last year the number of new students.

19. Adjourn

There being no further business to transpire, Boardmember Reynolds made a motion for the meeting to be adjourned, with a second from Boardmember McWaters. Meeting adjourned at 7:57 pm. All members present voted "AYE". Motion carried.

PASSED AND APPROVED this 25th day of March 2019.

_____/signed_____
Brad Browder, Board President

ATTEST:

___/signed_____
Angela Smith, City Secretary