

The Cleveland Economic Development Corporation met for their monthly meeting on July 23, 2018, in the Council Chambers at City Hall, 907 E. Houston, Cleveland, Texas with Board President Brad Browder presiding.

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

VISITORS PRESENT: Bobby Pennington, Carolyn Hersberger, Jim Carson, Kelly McDonald, Brent & Tracey McWaters, Rod Hainey, Derra Purnell

Board President Browder called the meeting to order at 6:45 p.m. and stated there was a quorum.

1. Invocation, Pledge and Roll Call.

J. Rice gave the invocation and Boardmember Terrell led the Pledge of Allegiance to the US flag and to the Texas flag.

2. Presentation by Retail Coach for update on retail strategy project

Carolyn Hersberger with Retail Coach gave the EDC board an update on the retail strategy project. Phase 1 is research and data gathering phase.

J. Rice asked if the presentation that she was presenting could be released to the public and she said yes. Mr. Pennington stated that it was already on the City website and Mr. Rice asked that it be added to the Chamber site as well. City Manager McDonald stated that the City had just permitted a Huddle House in the Grand Oaks section.

3. Approve minutes from June 25, 2018 Board Meeting

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

4. Discuss and take action on request from Chamber of Commerce on grant of \$1,500 for cost of transportation for the Cleveland Chamber Day in Austin in February 2019

Jim Carson presented this request. They have created a uniform folder that covers the EDC, Chamber and Civic Center to use for handouts and to give out in Austin. They set up this event and it will be \$25 a person. Leave at 6:30 – 7 am and get back around 7 pm at night. They will be recognized at both houses with lunch at the capital. Assistant City Manager/Finance Director Pennington stated that this was included in the upcoming fiscal year's budget as a supplemental item.

Boardmember Anderson made a motion to approve the cost of \$1,500 to Cleveland Chamber of Commerce with a second from Boardmember Jenkel-Axton. All members present voted "AYE". Motion carried.

5. Discuss and take action on request from Cleveland Civic Center for confirmation of date for Allies Day 2019 and increase in event budget from \$5,000 to \$7,500

This event will be the first Wednesday in March – March 6, 2019. They are requesting an increase so they can get a better bigger bus and better lunch options. They are working on getting additional speakers and having Retail Coach do a presentation.

Boardmember Clay made a motion to approve the date and increase in the budget to \$7,500 with a second from Boardmember McWaters. All members present voted "AYE". Motion carried.

6. Review and approve financial statements for June 2018.

The financial statements were presented to the boardmembers by Assistant City Manager/ Finance Director Bobby Pennington for review and approval. Sales tax has improved.

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

7. Review and approve bill payments

Assistant City Manager/Finance Director Pennington presented for approval the monthly bill payments. The check listing was updated by adding one check for Public Management in the amount of \$580.00 and it given out to the board members at the meeting.

City of Cleveland	\$ 600.00
Precision Lawns	\$ 4,010.00
Public Management Inc	\$ 1,015.00
Public Management Inc	\$ 290.00
Marilyn Clay	\$ 151.08
Public Management Inc	\$ 580.00
City of Cleveland	\$ <u>829.59</u>
TOTAL	\$ <u>7,475.67</u>

Boardmember McWaters made a motion to approve the updated bill payment list with a second from Boardmember Reynolds. All members present voted "AYE". Motion carried.

8. Discuss and take action on FY 2018-19 Budget

Assistant City Manager/Finance Director Pennington presented the proposed budget. Total proposed budget is balanced at \$584,460. Boardmember McWaters asked about increasing the demo cost and it was pointed out that in FY19 the amount is \$5,000 and in FY18, zero was used. He reminded the board that the restroom facility has already been ordered for the ballfield. J. Rice stated we needed to up the marketing budget as we can use up to 10% of the budget.

Boardmember McWaters made a motion to approve the budget as submitted with a second from Boardmember Anderson. All members present voted "AYE". Motion carried.

9. Discuss and take action on real estate policy for future real estate transactions

Board President Browder spoke on this item. He spoke on a prior deal that had opportunities to do better and to possibly use a realtor for future property deals to assist in making sure all is done properly and timely. City Manager McDonald stated that she could have a draft template for real estate earnest money contract created to use. Mr. Browder can work with Mr. Pennington, city staff and legal staff to help draft up procedures or forms. Ms. Purnell stated she can bring back draft templates with several examples to the next meeting. No action needed by the board.

10. Closed Executive Session under Tx Gov't Code Section 551.072

a. Discuss real estate in accordance with the Open Meetings Act, Tx Gov't Code Section 551.072

Board left for executive session at 8:20 pm.

11. Return to Open Session

Board returned to open session at 8:45 pm with no action taken.

12. Hear summary monthly business prospect report

J. Rice addressed this topic. Mission Chemical is still viable. Kingwood Hospital closed on their property and their signs are up. No building permit yet.

13. Public Comments

None

14. Reports and comments from Directors and staff

City Manager McDonald stated that CISD closed on the old Campbell building and they should be in there by Christmas for administrative offices.

15. Adjourn

There being no further business to transpire, Boardmember Anderson moved that the meeting be adjourned, with a second from Boardmember Reynolds. Meeting adjourned at 8:51 p.m. All members present voted "AYE". Motion carried.

PASSED AND APPROVED this 27th day of August 2018.

_____/signed_____
Brad Browder
Board President

ATTEST:

_____/signed_____
Angela Smith, City Secretary