

Minutes

The HITCHCOCK ECONOMIC DEVELOPMENT CORPORATION

Regular Meeting – 28 April 2021 – 5:30 P.M.

The regular monthly meeting for the Hitchcock Economic Development Corporation was held on Thursday April 28 at 5:30 PM. This was an open meeting held in the Board Room of HEDC at 7515 FM 2004, Hitchcock, Texas 77563, and Via Zoom Link for those unable to attend in person

ZOOM Link:

Join Zoom Meeting

<https://us02web.zoom.us/j/82351461108?pwd=MWhiMUdZODFzUXVrNW1sVG02U3JoQT09>

Meeting ID: 823 5146 1108

A G E N D A

1. **Call to Order, President Jack Click.** The meeting was called to order at 5:32 PM by HEDC Board President Jack Click.
2. **Roll call of members** – Members present -Jack Click, Dorothy Childress, Ted Robinson, Randy Strickland - Guest present – Former Interim Director Fred Welch
3. **Introduction New Executive Director Tyler Robert** – Item was bypassed due to introduction given at prior meeting.
4. **Public Comments (Limit 2 minutes per speaker)** – There were no public comments
5. **Consent Agenda**
 - a. **Approval of the Minutes of the HEDC Regular Meeting March 25, 2021.**
 - b. **Approval of payment of the HEDC Monthly VISA account at Prosperity Bank.**
 - c. **Approval of other Invoices**

Motion was made by Randy Strickland to approve the consent agenda items a, b, and c. Motion was seconded by Dorothy Childress. Motion passed 4-0.

6. HEDC Financial Report – Fred Welch & Tyler Robert

Mr. Welch presented the financial report for the Corporation for the period ending March 25. All matters were in order. The bank statement and Visa payments were discussed. Mr. Welch reported that sales tax income was trending toward the adopted budget and should be higher than expected with year-to-date expenses remaining under budget. It was noted that there

would need to be action in May authorizing transfer of funds to the city to pay for debt service on the water and sewer note being paid by HEDC. The city had paid the interest due in January but not obtained reimbursement from HEDC and the July principal and interest payment would need to be approved. Both actions could take place during the May meeting allowing for certified minutes to be prepared in June and given to the city for reimbursement. Mrs. Childress inquired on the status of moving HEDC's CD from Texas First Bank to Prosperity. Both Mr. Welch and Mr. Robert confirmed that action would be taken by next meeting. **Discussion** – It was brought up by the board that current and future financial reports did not require a vote for approval as it was a non-voting item. No further action required.

7. Consider and take possible action to approve amendment to HEDC Budget – Tyler Robert

Mr. Robert presented a budget amendment that would move monies put entirely into the salary portion of administrative expenses and populate the sub accounts representing social security, insurance, employee benefits, consultant salary and car allowance. The amendment would not increase or decrease the adopted budget and was administrative in nature. Motion made by Dorothy Childress to amend the budget as presented by Mr. Robert with the supplement attached to the request and these minutes. Motion seconded by Randy Strickland. Motion passed 4-0.

8. Consider and take possible action on upgrades to HEDC computer equipment and software – Tyler Robert

Mr. Robert presented a list of needed supplies, computer upgrades etc. to the board and asked for approval to make the purchases. Funding was already allocated from the current year's budget and these purchases do not affect the adopted budget. Motion by Dorothy Childress to approve the purchases as outlined on the attachment to these minutes. Motion seconded by Randy Strickland. **Discussion** – The board is encouraging Mr. Robert to put his plan in place and fully supports what he is starting in the community. It was requested that Mr. Robert present new printing equipment as possible expenses for May meeting. Motion passed 4-0.

9. Executive Director's Report – regarding economic development activities – Mr. Welch gave an update to the board on EDC activities, current state of projects, the TxDOT grant pre-application and notified the Board of the April 19 annual update to city council.

- a. **Project Report**
- b. **Update on Downtown Revitalization Grant**
- c. **Update on TxDOT Grant**
- d. **Marketing activity**

Mr. Robert presented his report to the board on current status of projects, updates on the Downtown Revitalization Grant and proposed TxDOT sidewalk grant. Additionally, he commented on beginning his outreach to the community stake holders and business leaders in Hitchcock. No action required.

Note – Board member Ted Robinson left the meeting at 6:10 PM. A quorum was still present to finish the meeting agenda items.

10. Consider and take possible action on HEDC Board Retreat/Workshop to plan for 2021-2022 fiscal year – Tyler Robert

Mr. Robert expressed his desire to hold a board retreat in late May or early June to gain consensus on development of the program of work for the next fiscal year. This would allow staff time to develop the proposed budget for fiscal year 2022 which would need to go before HEDC for approval in June and to City Council in late July and early August for adoption into the City budget. Board President Click suggested Tyler provide the HEDC board with three dates in early June and then select the one most convenient to the majority of the HEDC board. With video conferencing it might be possible to have a guest speaker present to the board and assist in facilitation of the event. No action required.

11. President's Comments

- a. **Brief the board on status of the HEDC Activities.**
- b. **Other –**

Mr. Click suggested that the HEDC lease be renewed either on a month to month or quarterly basis to allow the board to look at new locations.

12. Mayor's Comments –

Mr. Strickland mentioned that the city attorney had suggested the closing of the new location for city hall might occur in July.

13. Board Members' Comments –

Mrs. Childress noted that the board would need to elect a new vice president.

14. Executive Session: Adjournment to Executive Session Pursuant to Texas Open Meetings Act, Tex. Gov. Code, §§551.071, 551.072, 551.074 and 551.087.*

15. ANNOUNCEMENT

- a. **Next regular meeting 20 May 2021 at 5:30 p.m.**

16. ADJOURN – Motion to adjourn at 6:38 PM by Randy Strickland. Motion seconded by Dorothy Childress – Adjournment

Minutes approved this ____ day of ____ 2021

Jack Click
President