



Minutes from November 15, 2018 Regular Board Meeting
Palestine Economic Development Corporation Board of Directors

Attendance Record:

Larry Weber, Alan Herrington, Linda Dickens, Michael Page, Ben Campbell, and Charles Drane. Stuart Whitaker was absent.

PEDC & City Staff Attending: Gayle Cooper, Economic Development Director; Greg Laudadio, Assistant Director Economic Development and Main Street Manager; Terry Johnson, Economic Development Coordinator; Mary Raum, Tourism and Marketing Manager; Rachel Nichols, Events Coordinator; and Teresa Herrera, City Secretary. Other guests included Lisa Priest from Schuffler Properties, Ken Cook from Ye Old Auction House, Michele Merryman-Bell from Palestine Chamber of Commerce, and Alan Ross from Shaumburg & Polk Engineering.

A. Regular Meeting – 11:30 am

B. Call to Order: 11:34 am

The Palestine Economic Development Corporation reserves the right to convene into executive session at any time during the course of this meeting to discuss any of the matters listed on this agenda as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations and Security Devices) and 551.087 (Economic Development) to wit:

C. Establishment of Quorum: Quorum met with six of seven PEDC Board members present.

D. Public Comment: - None

E. Board Report – An opportunity for members of the Board to relay activities participated in and comments received regarding economic development during the past month.

- Alan Herrington said the hospital demolition was moving along fine.

F. Consideration and Possible Action Concerning:

Minutes from PEDC Regular Board Meeting conducted on September 20, 2018 and Joint City Council/Board Meeting on October 18, 2018 – Linda Dickens made motion to accept September 20, 2018 minutes and October 18, 2018 minutes, seconded by Michael Page; motion carried.

Financial Report for September 2018 – The vote on approval of the September 2018 financials was tabled for next board meeting on December 20th, 2018. The PEDC sales tax revenue will need to be reconciled with current revenues.

G. Directors Report

Parks Update – Linda Dickens mentioned the tennis courts look great.

Infrastructure Update – Alan Ross from Schaumburg & Polk will provide a report to us on the study his firm will conduct for our downtown infrastructure.

Projects Update – The PEDC received the final approval from City Council for the \$70,000 high end apartment project. Our department has many projects in the works that are not ready for the public announcements.

Grants Update – We have two downtown revitalization grant projects to vote on today.

Events Update – Wine Swirl event date is Saturday, December 8th. We have the Wine Swirl glasses and tote bags and the event planning is moving along nicely. The Hot Pepper Festival was a success and Tourism will finish paying outstanding invoices so that we can provide a net revenue gain report to you. We know gross income from vendors was over \$23,000.

- H. Consideration and Possible Action Concerning: Bylaws change to reflect requirement of one Board Member and one City Staff signature on each check and that the Board member signatories be the President and the City Staff signatories be the City Manager or the PEDC Executive Director.

A motion was made by Michael Page, seconded by Alan Herrington, motion carried to require one check signature from City Manager or City Secretary and one signature from PEDC Board President or Vice President, Larry Weber or Alan Herrington. This was a unanimous vote by PEDC Board although the bylaws required only 2/3 majority vote. Gayle Cooper removed herself from check signing because she is the initial review person for all payments for PEDC.

- I. Consideration and Possible Action Concerning: Ratification of electronic vote re: \$70,000 incentive to Overlook apartments.

Ben Campbell made motion, seconded by Charles Drane; motion carried to ratify the electronic vote for \$70,000 incentive to Overlook apartment project.

- J. Consideration and Possible Action Concerning: Infrastructure Study contract with Schaumburg & Polk Inc. for \$37,500.

Alan Ross from Schaumburg & Polk made a presentation to the Board concerning the downtown infrastructure study. There are two elements to the infrastructure study: replacing old water and sewer pipes with modern plastic pipes and providing cost for all replacements. The second component involves paving and drainage for streets, walkways, and entire infrastructure area. The engineering firm requested a downtown merchant meeting, so the local business owners could be a part of the planning process. The engineering firm plans to involve all franchise partners such as cable and internet, and electric and gas companies in the downtown infrastructure efforts. The primary city contacts are Mike Hornes and Tim Perry. Total cost for this study is \$75,000 and PEDC pays 50% and City pays 50% of study cost.

Charles Drane made motion to approve payment of \$37,500 for the downtown infrastructure study, seconded by Linda Dickens; motion carried with one exception. Board member Ben Campbell requested Schaumburg and Polk change the property area description where project begins and ends on all sides. He would like a full legal description.

- K. Consideration and Possible Action Concerning: Wording of grants for Downtown Buildings.

There are two new grants in process now that will be voted on in the next agenda item. The new grant has been reviewed and approved by our PEDC attorney. This is the grant that will be used for our

Larry Weber, Board President
Alan Herrington, Board Vice President
Linda Dickens

Michael Page
Ben Campbell
Stuart Whitaker
Charles Drane

downtown revitalization projects. No vote is necessary on item K.

- L. Consideration and Possible Action Concerning: Grant Proposal for Shuffler Properties (Lisa Priest and Sloan Shuffler) property at 710 West Main Street and Ye Old Auction House (Ken Cook) property at 504 West Main Street.

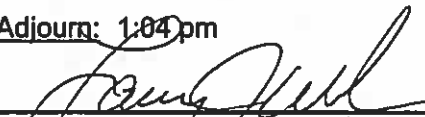
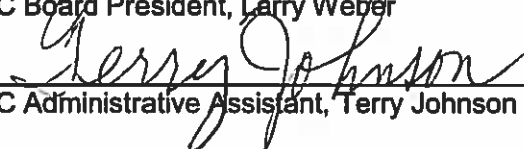
The estimated cost of the Shuffler Properties grant project is \$195,000 and the estimated cost of Ye Old Auction House grant project is \$59,500.

Ben Campbell made a motion to approve both grant applications; seconded by Linda Dickens, motion carried unanimously. This motion provided \$29,202 matching grant to Ye Old Auction House and \$75,000 matching grant to Shuffler Properties, a limited liability company.

- M. Consideration and Possible Action Concerning: Strategic Plan contract with TadZo Consulting for \$10,000 plus expenses.

Item M was tabled by PEDC Board. The City Manager requires a 5-year strategic plan. Gayle Cooper will consider preparing a Strategic Plan to the Board.

- N. Adjourn: 1:04 pm

	1-17-19	1:05 pm
_____ PEDC Board President, Larry Weber	Date	Time
	1-17-19	1:05 pm
_____ PEDC Administrative Assistant, Terry Johnson	Date	Time