

Minutes

The HITCHCOCK ECONOMIC DEVELOPMENT CORPORATION

Regular Meeting – 18 November, 2021 – 5:30 P.M.

The regular monthly meeting for the Hitchcock Economic Development Corporation will be held on Thursday November 18, 2021 at 5:30 PM. This will be an open meeting held at HEDC boardroom at 7515 FM 2004, Hitchcock, Texas 77563.

A G E N D A

1. Call to Order, President Jack Click.

The meeting was called to order at 5:31 PM by HEDC Board President Jack Click.

2. Roll call of members

Present: Jack Click, Dorothy Childress, Chris Armacost, Ted Robinson

Absent: Randy Strickland

3. Public Comments (Limit 2 minutes per speaker)

No public comments.

4. Consent Agenda

- a. Approval of the Minutes of the HEDC Regular Meeting October 21, 2021
- b. Approval of payment of the HEDC Monthly VISA account at Prosperity Bank
- c. Approval of other Invoices

The board requested the Director to explore the EDC getting a Sam's membership if it did not currently have one to offset supply costs. A motion to approve the consent agenda was made by Chris Armacost, seconded by Ted Robinson. Motion passed 4-0.

5. HEDC Financial Report – Tyler Robert

The board accepted the financial report as presented by the Executive Director.

6. Executive Director's Report – Tyler Robert

- a. Project Report
- b. Director's Activities

The director presented the project report and an update on the director's activities. During the presentation, it was requested that the Director and board members begin reaching out to the public to gauge interest in positions on the board with openings upcoming in May. The

board was presented with information from The Retail Coach, a commercial recruitment consulting firm. It was requested that a scope of work be provided at the next meeting.

7. Discussion regarding seeking special legal counsel pertaining to future HEDC projects. (Tyler Robert)

The Director gave a short presentation on the types of projects and next steps to become a Type A EDC with Type B functions.

8. Discussion and appropriate action approving a letter of engagement for special legal counsel with Charles Zech of Denton Navarro Rocha Bernal Zech (DNRBZ) and authorizing the Executive Director to execute the agreement. (Tyler Robert)

The Director presented a contract to engage DNRBZ as special council through the EDC's transition to facilitate Type B projects. A motion to approve the letter of engagement was made by Chris Armacost, seconded by Ted Robinson. Motion passed 4-0.

9. Discussion and appropriate action approving the engagement of Burditt Consultants LLC for the creation of a downtown masterplan and authorizing the Executive Director to execute the agreement. (Tyler Robert)

The director presented the board with a presentation provided by Burditt Consultants LLC to provide a downtown masterplan for the city. A motion to approve engagement with Burditt was made by Chris Armacost, seconded by Ted Robinson. The motion passed 4-0.

10. Discussion and appropriate action amending the FY 2022 Adopted Budget for fees associated with Burditt Consultant LLC services. (Tyler Robert)

A budget amendment was necessary to facilitate payment of Burditt's contract. A motion to approve the budget amendment was made by Dorothy Childress, seconded by Chris Armacost. Motion passed 4-0.

11. Discussion and appropriate action regarding the restoration, remodeling, and usage of the new HEDC property. (Tyler Robert)

The Director requested that remaining funds in the budgeted line-item "Purchase Real Property" be used for the interior/exterior demolition of the EDC's property at 8002 N MLK Ave to prep the building for architectural assessment. A motion to grant authority to the Director to use excess funds under line-item "Purchase Real Property", not to exceed \$17,384, for interior/exterior renovations was made by Chris Armacost, seconded by Ted Robinson. Motion passed 4-0.

12. President's Comments

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

None.

13. Mayor's Comments

None.

14. Board Members' Comments

None.

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

No executive session.

16. Reconvene into open session.

17. Consider possible action or give direction on items legally discussed in Executive Session.

18. ADJOURN

Meeting adjourned at 7:03 PM.

Minutes approved this _____ day of _____ 2021

**Jack Click
President**