

The mission of the City Development Corporation of El Campo is to promote economic development and growth in El Campo while protecting the unique quality of life that exists in the community.

REGULAR MEETING CITY DEVELOPMENT CORPORATION OF EL CAMPO

**Northside Education Center
707 Fahrenthold, Room 110
El Campo, Texas 77437**

September 21, 2020

2:00 PM

MINUTES

1. President Kinnan Stockton called the meeting to order at 2:04pm.
2. Tommy Hitzfeld led the Pledge of Allegiance.
3. Kinnan Stockton noted the presence of a Quorum. Present were Kinnan Stockton, Cuatro Strack, Larry Russell, Tommy Hitzfeld and Gary Raybon. Also present were Executive Director Carolyn Gibson, City Manager Courtney Sladek, and City Finance Director Brittnei Staff. Auditor Todd Pruitt and Councilman Chris Barbee attended via call-in.
4. Public Comments: There were none.
Due to the COVID-19, "Coronavirus Disease 2019", recommendations from the Center for Disease Control and Prevention (CDC) and Texas Governor Greg Abbott's Executive Orders, the City Development Corporation of El Campo allowed call-in meeting access to those not physically present at the Board meeting. To attend the audible meeting, attendees were invited to dial **(515) 606-5427** and enter passcode **676379**.
All participants were muted upon entry. Any participant with CDC-related business, not on the agenda, was given the opportunity to speak during Public Comment.
Texas Open Meeting Act (TOMA) Sec. 551.007, Public Testimony, was temporarily suspended on March 16, 2020, by the Texas Office of the Attorney General, until further notice. The general public was not allowed to address the CDC Board during discussion of specific agenda items.
5. Tommy Hitzfeld move to approve the Minutes of the Regular Meeting August 17, 2020 as presented. Gary Raybon seconded the motion, which passed unanimously.
6. Kinnan Stockton moved agenda item #8 to review the audit with Todd Pruitt up on the agenda. Todd Pruitt noted the Sales Tax was not reported correctly in the original draft audit and reported that had been corrected in the audit presented to the Board for this meeting. Larry Russell moved to approve the audit as amended. Cuatro Strack seconded the motion, which passed unanimously. Carolyn had highlighted the updated figures reflecting an increase in Sales Tax revenue for the Board, on pages 3, 5, 6, 8, 13, 20, and 21.
Todd Pruitt left the meeting at 2:11pm.
7. Brittnei Nanson reviewed the Financial Reports and Investments Report with the Board. There was no action necessary.

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8. Carolyn Gibson reviewed the Accounts Payable Register and Sales Tax Reports. There was no action necessary.
9. After discussion of Wharton County's addition to the Greater Houston Partnership Gary Raybon moved to authorize membership dues of \$1000 to be paid in September. Tommy Hitzfeld seconded the motion, which passed unanimously. Note: GHP has offered the CDC An additional \$2,000 will be paid in October giving the CDC the Limited Partnership level thru December 31, 2021 and includes a seat on a committee.
10. Carolyn Gibson presented amendments to the CDC Budget for Fiscal Year Ending September 30, 2021 that was adopted at the August 17, 2020 meeting by the Board. After discussion Tommy Hitzfeld move to adopt the budget as amended. Cuatro Strack seconded the motion which passed unanimously. Note: Per statute and CDC By-Laws, the budget will go to City Council for their approval at the September 28, 2020 Council meeting.
11. Kinnan Stockton adjourned the Regular Meeting at 2:46pm to hold Closed Session. Chris Barbee left the meeting at 2:47pm.
 - a. Discuss and deliberate: economic development negotiations as authorized by Section 551.087, consultation with attorney as authorized by Section 551.071, real estate negotiations as authorized by Section 551.072, and deliberations about officers and employees of the governmental body as authorized by Section 551.074 of the Texas Government Code regarding the following:
 1. Project Gift Update
 2. Project SWIG Update
 3. Project Toast Site Improvement Grant
 4. Winfield Solutions Lease
 5. Executive Director's Evaluation
12. The call-in for the meeting was reopened to the public at 3:39pm. Kinnan Stockton reconvened the Regular Meeting to consider any action to be taken from Executive Session at 3:41pm and called for any action.
 - a. Carolyn will email Ronny Collins about Project Gift and copy Kinnan Stockton.
 - b. Gary Raybon moved to approve a Site Improvement Grant of 10%, up to a maximum of \$10,000 for Project Toast. Cuatro Strack seconded the motion which passed unanimously. Note: Project Toast is BH Trees property located at 604 East Jackson Street in El Campo.
 - c. Larry Russell moved to increase the Executive Director's salary by 3% based on her performance evaluation. Cuatro Strack seconded the motion, which passed unanimously. Tommy Hitzfeld moved to amend the budget to reflect the salary increase. Gary Raybon seconded the motion, which passed unanimously.
13. Carolyn Gibson's Director's Report was included in the packets. In the interest of time she encourage the Board to take those pages home for their further review. There was no action necessary.
14. The next Board of Directors Meeting will be Monday, October 19, 2020 at 2pm.
15. Tommy Hitzfeld moved to adjourn the meeting. All seconded the motion. Kinnan Stockton adjourned the meeting at 3:53pm.