

BudaTx Economic Development Corp.

**REGULAR MEETING MINUTES OF THE
CITY OF BUDA 4B CORPORATION
(Buda Economic Development Corporation)
Monday, April 11, 2022 at 6:00 PM
Buda Municipal Complex – Council Chambers
405 East Loop Street, Bldg. 100, Buda, TX 78610**

MINUTES

A. CALL TO ORDER

President Storm called the meeting to order at 6:01 p.m.

B. ROLL CALL

Economic Development Specialist certified a quorum with the following:

Board Members Present:

President Jennifer Storm
Vice President/Treasurer Amy Martin
Secretary Betsy Urban
Member LaVonia Horne-Williams: Absent
Member Monica Davidson
Member Evan Ture
Member Tim Otto: arrived at 6:22pm

Buda EDC Staff/Attorneys Present:

EDC Economic Development Specialist Shannon Mumley
EDC Attorney Josh Brockman-Weber

C. PUBLIC COMMENTS / PUBLIC TESTIMONY

Members of the public who wish to participate in Public Comment or offer Public Testimony must complete a sign-in form and turn it into the Executive Director before the period provided for Public Comment and Public Testimony is called for consideration by the presiding officer.

President Storm confirmed there were no public comments.

D. PUBLIC HEARING

In accordance with Texas Local Government Code Section 505.158 and 505.159, the City of Buda 4B Corporation, a Texas non-profit 4B economic development corporation ("Buda EDC"), will receive public comments related to the following projects considered by the EDC as follows:

- 1. Pursuant to Texas Local Government Code Section 505.152, the Buda EDC proposes to fund certain park enhancements in the City of Buda, not to exceed a total amount of \$93,430.00 (Ninety-Three Thousand Four Hundred Thirty Dollars and/no 100s), as described below:**

President Storm opened the Public Hearing at 6:03 p.m. for public comment. With no participation, President Storm closed the Public Hearing at 6:03 p.m.

2. **Pursuant to Texas Local Government Code Section 501.103 (Infrastructure Improvement Projects), the Buda EDC proposes to fund a portion of the City of Buda's capital improvement project, in an amount not to exceed \$500,000.00 (Five Hundred Thousand Dollars and/no 100s), for the Robert S. Light expansion in conjunction with the award of federal funds for the project.**

President Storm opened the Public Hearing at 6:04 p.m. for public comment. With no participation, President Storm closed the Public Hearing at 6:04 p.m.

E. UPDATES

1. Buda EDC Staff Report –MUMLEY

1. Project/EDC Activities
2. Updates:
 - WWII Museum Signage
3. BRE Activities
 - Small Business Roundtable Series Updates
 - BRE Business Updates/Postmortem Updates
4. Buda Chamber Activities

2. Buda EDC Board Report – BOARD

BEDC Board Committees:

1. Finance Committee (Martin, Otto, Storm)
2. Buda EDC Personnel Committee (Storm, Urban, Martin)
3. Land Committee (Storm, Davidson, Urban)
4. Buda EDC Incentive Review Committee (Urban, Ture, Storm; Mumley)
5. Events Committee (Martin, Otto, Urban; Mumley)

City and Other Partner Committees:

1. Mobile Food Truck Ad Hoc Committee (Davidson)
2. Greater San Marcos Partnership Board (Storm)
3. City/BEDC Incentive Task Force (Storm)
4. Small Business Task Force (Storm)
5. Buda Bond Oversight Committee (Urban)

3. City Activities

1. Capital Improvement Projects, Road Projects, Finance, Grants, Tourism, Events, Parks & Recreation, Legislative, Library, Development Projects.

F. CONSENT AGENDA

All matters listed under this item are considered to be routine by the Buda Economic Development Corporation and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired by any Board Member on any item, that item will be removed from the consent agenda and will be considered separately.

1. **Approval of the March 7, 2022, regular Board meeting minutes.**
2. **Approval of the March 21, 2022, special Board meeting minutes.**
3. **Authorize the selection and use of HubSpot as the Buda EDC's customer relationship management (CRM) software.**
4. **Approval of Buda EDC Resolution recognizing the week of May 2-5, 2022 as National Small Business Week.**

RESOLVED, that the Board approved Consent Agenda Items 1 - 4 as presented. Motion by Vice President/Treasurer Martin, seconded by Member Davidson. Motion passed 5-0-0.

G. GENERAL AGENDA ITEMS

1. **Discussion and possible action regarding FY21-22 February financials.**

RESOLVED, that Board approve the FY21-22 February EDC financials as presented as well as authorize the expenditures with the financials. Motion by President Storm, seconded by Member Ture. Motion passed 5-0-0.

2. **Discussion and possible action to approve the Capital Improvement Project- Robert S. Light Expansion and to authorize the president to sign any funding agreements necessary for the project.**

RESOLVED, that the Board approve the Capital Improvement Project- Robert S. Light Expansion and to authorize President Storm to sign any funding agreements necessary for the project to be executed after the 60 day period. Motion by Member Davidson, seconded by Member Urban. Motion passed 5-0-0.

3. **Discussion and possible action regarding the approval of expenditures for a Park Funding Agreement with the City of Buda.**

RESOLVED, That the Board approve approval of expenditures for a Park Funding Agreement with the City of Buda and authorizes President Storm to sign the funding agreement subject to the condition of the EDC waiving up to 5 events for 5 years after council approval. Motion by Member Otto, seconded by Member Davidson. Motion passed 6-0-0.

4. **Discussion and possible action regarding the selection and hiring of Proximate, LLC to provide interim executive director services and discussion and possible action to authorize the board president to enter into an agreement for such services.**

RESOLVED, that the Board approve the selection and hiring of Proximate, LLC to provide interim executive director services and discussion and possible action to authorize Board President Storm to enter into an agreement for such services subject to legal approval. Motion by Member Davidson, seconded Member Ture. Motion passed 6-0-0.

5. **Discussion and possible action regarding the approval of an FY21-22 Budget Amendment to reallocate \$75,000.00 from budgeted reserves to the Administration category for interim expenses including interim executive director services, temporary staffing, temporary staff salary/wage adjustments.**

RESOLVED, that the Board approve an FY21-22 Budget Amendment to reallocate \$75,000.00 from budgeted reserves to the Administration category for interim expenses including interim executive director services, temporary staffing, temporary staff salary/wage adjustments. Motion by Member Otto, seconded by Secretary Urban. Motion passed 6-0-0.

- 6. Discussion and possible action regarding the approval of an FY21-22 Budget Amendment to reallocate \$2,000.00 from budgeted reserves to the communication category for cell phone(s) for staff.**

RESOLVED, that the board approve FY21-22 Budget Amendment to reallocate \$2,000.00 from budgeted reserves to the communication category for cell phone(s) for staff. Motion by Member Davidson, seconded by Member Otto. Motion passed 6-0-0.

- 7. Discussion and possible action regarding the approval of a FY21-22 Budget Amendment to reallocate not more than \$50,000.00 from budgeted reserves to Professional Services for target industry analysis and other product development analyses.**

Tabled.

- 8. Discussion and possible action to select and approve Arsenal Advertising to provide marketing services to the Buda EDC and discussion and possible action to authorize the board president to enter into an agreement for such services.**

RESOLVED, that the Board approve Arsenal Advertising to provide marketing services to the Buda EDC and authorize President Storm to enter into an agreement for these services subject to legal review. Motion by Vice President/Treasurer Martin, seconded by Secretary Urban. Motion passed 6-0-0.

- 9. Discussion and possible action to authorize surveying and other action items outlined in the Engineering Report and proposal from Pape-Dawson on the City-owned property in downtown Buda subject to City Council approval.**

RESOLVED, the Board motioned to authorize the expenditure up to \$39,000.00 (thirty-nine thousand dollars and zero cents) for surveying and other action items outline in the Engineering report and proposal from Pape-Dawson on the East Side of Main Street subject to City Council approval. Motion by Member Otto, seconded by Vice President/Treasurer Martin. Motion passed 6-0-0.

H. EXECUTIVE SESSION

At 7:14pm, the Buda Economic Development Corporation Board of Directors will recess its open meeting and adjourn into executive session pursuant to the Texas Government Code, Chapter 551, to deliberate the following:

§ 551.071 – Consultation with Attorney – (1) legal advice regarding agreement for executive director interim services; (2) legal advice regarding personnel matters; (3) legal advice regarding Park Funding Agreement; (4) legal advice regarding the Pape Dawson Engineering Report and proposal.

§ 551.074 – Deliberation on personnel matters including the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: (1) Economic Development Specialist; (2) Office Manager.

RECONVENE INTO OPEN SESSION

At 8:50 p.m., the Buda Economic Development Corporation Board of Directors will reconvene in open session to discuss, consider, and/or take any action necessary related to any of the items noticed for discussion during the executive session.

§ 551.071

No action taken.

§ 551.074

Direction given to President Storm.

I. FUTURE AGENDA ITEMS

Evaluating and discussing the Navigator position

TexPool

Bond Payoff

J. ADJOURNMENT

With no further business, President Storm adjourned the meeting at 9:02 p.m.

APPROVAL OF MINUTES:


Betsy Urban, Secretary

ATTEST:


Amy Martin, Vice President/Treasurer