

Robert Donley, President
Jessie Brantley, Vice President
Chad Rankin

MINUTES
City of Dickinson
**Dickinson Economic
Development Corporation**
REGULAR MEETING

Bill Schick, Secretary/Treasurer
Mark Martelli
Scott Jones, Chief Executive Officer

March 2, 2021
6:30 p.m.

NOTICE is hereby given of a **REGULAR MEETING** of the Dickinson Economic Development Corporation for the City of Dickinson, County of Galveston, State of Texas, was held on **Tuesday, March 2, 2021, at 6:30 p.m.** at 1621 FM 517 Road East, Suite A, Dickinson, Texas 77539 for the purpose of considering the following numbered items.

In accordance with order of the Office of the Governor issued March 16, 2020, the Dickinson Economic Development Corporation of the City of Dickinson, Texas **conducted the public meeting by telephone conference** in order to advance the public health goal of limiting face-to-face meetings (also called "social distancing") to slow the spread of the Coronavirus (COVID-19). Dickinson Economic Development Corporation of the City of Dickinson, Texas, reserves the right to meet in a closed session on any of the below items should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM

Vice President Jessie Brantley called the meeting to order at 6:43 p.m. DEDC Board Members present were as follows: Vice President Jessie Brantley, Secretary / Treasurer Bill Schick, Board Member Mark Martelli and Board Member Chad Rankin. Also present was DEDC Chief Executive Officer Scott Jones. Absent from the meeting were President Robert Donley and DEDC Attorney Kyle Dickson.

ITEM 2.) PUBLIC COMMENT: None.

ITEM 3.) PUBLIC HEARING: A Public Hearing as required by Section 505.159(a) of the Texas Local Government Code will be held regarding potential funding of a project known as Project Rhino. Members of the public will be given a reasonable opportunity to speak on this matter not to exceed three (3) minutes.

No public comments were made.

Vice President Jessie Brantley closed the Public Hearing at 6:46 p.m.

ITEM 4.) BRIEFING, CONSIDERATION AND DISCUSSION CONCERNING: Chief Executive Officer's Report.

CEO Scott Jones stated that a copy of his report was attached in the packet and if there were any questions to please let him know.

Board Member Bill Schick asked CEO Scott Jones to elaborate on how the DEDC is going to be involved with the upcoming Little Italy Festival. Scott stated that he was contacted by Jacqueline Valcoviak who is the Presiding Officer of the Dickinson Little Italy Festival of Galveston County. Mrs. Valcoviak asked if the DEDC had a property available that could be used for the Little Italy Festival being held on Saturday, March 15? Scott explained that because of construction at City Hall, the festival could not be held there this year. Scott Jones suggested to Jacqueline Valcoviak that the DEDC owned I-45 South/Sussan property could be used for parking. Scott put Mrs. Valcoviak in touch with Walter Hallam, who's family trust owns the old Noah's Event Center property. Mrs. Valcoviak and Mr. Hallam were able to work out a one day lease agreement with a one Million Dollar liability which the DEDC will be included. The event will take place on March 13 from 9:30 am to 6:00 pm.

ITEM 5.) CONSIDERATION AND DISCUSSION CONCERNING: Financial Report received from the City of Dickinson for Fiscal Year-to-Date 2020-2021, for the month ending January 31, 2021.

CEO Scott Jones stated the DEDC Financial Reports he received from the City's finance department for December, November and January were late. Scott explained, after reviewing the reports, he sent the finance department a long list of questions, for which he has yet to receive a response back. Scott provided the City with copies of the DEDC bank account statements for BBVA, Capital One and TexPool, but the numbers did not come back on our Financial Reports the same and the balances were different. Scott elaborated that all except one of the interest rates were incorrect. Scott is asking for clarification from the City on all his questions and will get back to the DEDC Board with a revised Financial Report as soon as he hears from the City. Scott informed the Board that the Auditor, Rick Patterson, contacted him and should be finished with the DEDC audit by the end March. Mr. Patterson is compiling a list of questions for Scott to take back to the City's finance department. One question will be requesting the City to provide DEDC with a trial balance report from the City's general fund for each month starting with years 2017, 2018 and 2019 until present. Scott revealed that he was recently given two months of trial balance reports and those reports should mirror the list of transactions, but they do not match.

ITEM 6.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of an application for consideration of reimbursement for the Dickinson Economic Development Corporation Exterior Improvement Reimbursement Grant Program in the amount of \$10,000 for Bayou Realtors, Inc.

Mrs. Ann Bragg owner of Bayou Realtors, Inc., gave a presentation on the background of her company which was started in 1980. The company currently has 17 independent agents and 4 employees on the payroll. Mrs. Bragg is looking to expand and grow her business by adding additional agents. Mrs. Bragg provided her completed DEDC Exterior Improvement Reimbursement Grant application along with documentation, estimates and pictures for upgrading the existing sign and reader board, to a monument illuminated digital LED sign that could be operated using their office computers. The digital sign would have the capability to show listings with photos and descriptions, also advertising of Dickinson community events. Mrs. Bragg is hoping, with assistance from the DEDC Exterior Improvement Grant Program, she will be able to modernize the outdated manual sign from 1980 and expand her business for the future.

Vice President Jessie Brantley requested a brief moment to discuss ITEM 6 in Executive Session. He recessed the meeting at **7:32 p.m.**

Vice President Jessie Brantley reconvened the meeting at **7:46 p.m.**

Vice President Jessie Brantley called for a motion. Board Member Mark Martelli made the first motion. Board Member Chad Rankin seconded. Vice President Brantley called for a vote.

VOTE:

4 AYES (Brantley, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

ITEM 7.) DISCUSSION AND POSSIBLE ACTION CONCERNING: City of Dickinson's Comprehensive Master Plan and DEDC's Strategic Plan.

CEO Scott Jones stated the Interim City Manager Joe Dickson approached him asking if the DEDC would be contributing to the City's Comprehensive Master Plan currently being bid on. Joe Dickson explained to Scott that he was informed by the previous Administration that the DEDC would be providing \$50,000 of a \$150,000 proposal. Scott Jones elaborated the DEDC had discussed a Strategic Plan but not a Comprehensive Master Plan and nothing had been decided yet. Joe Dickson provided Scott Jones with the Halff and Associates Comprehensive Master Plan proposed Scope

of Services documentation and the cost for the City of Dickinson was \$229,562 which is not including an Economic Development Strategic Plan. Halff and Associates hired a third party, Hawes-Hill, to provide the Economic Development Strategic Plan portion of the Comprehensive Master Plan which would cost \$45,000. Scott acknowledged the advantages of doing the Economic Development Strategic Plan in the same stakeholder meetings as the City does their Comprehensive Master Plan. Scott clarified that although Halff and Associates selected Hawes-Hill as the contractor to provide the Economic Development Strategic Plan portion of the Comprehensive Master Plan, Catalyst Commercial would also be able to work in conjunction with Halff and Associates and serve as the contractor to implement an Economic Development Strategic Plan for a total cost of \$52,282. Scott confirmed Catalyst Commercial is currently working with Halff and Associates on several other projects.

The issue of selecting a particular company to implement an Economic Development Strategic Plan will be placed on the next DEDC Meeting Agenda.

ITEM 8.) CONSIDERATION AND DISCUSSION CONCERNING: Availability and DEDC Agenda items at City Hall for the Joint City Council Meeting on Thursday, March 11, 2021 at 6:00 p.m.

The Board Members agreed to individually email CEO Scott Jones their top 5 items for discussion to be placed on the March 11th Joint Meeting Agenda with City Council.

ITEM 9.) CONSIDERATION AND DISCUSSION CONCERNING: DEDC Bank Accounts / Administrative Services Agreement / accounts payable process.

CEO Scott Jones indicated the January Financial Report provided by the City had calculation errors and did not match the Capital One and BBVA statements Scott had given them. Scott emailed the Finance Department a list of questions but had not received a response yet.

ITEM 10.) BRIEFING, CONSIDERATION AND DISCUSSION CONCERNING: Dickinson Economic Development Corporation's existing properties.

CEO Scott Jones encouraged the DEDC Board Members to review the maps provided with the DEDC property tracts highlighted in green and asked for the Board's input and thoughts on potential development plans for the DEDC owned land.

ITEM 11.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: The Board will now hold a closed executive meeting pursuant to the provisions of Chapter 551, of the Texas Government Code, in accordance with the authority below. In order to conduct the closed meeting, the public telephone conference will be placed on hold as the Board conducts the closed meeting. The Board will return to the public telephone conference line at the conclusion of the closed meeting to reconvene the public meeting:

- A. Texas Government Code Section 551.071 – Consultation with attorney regarding pending litigation, and matters in which the duty of the Dickinson Economic Development Corporation attorney requires to be discussed in closed meeting.
- B. Texas Government Code Section 551.087 – 1.) To discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the government body is conducting economic development negotiations; or 2.) To deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).
- C. Texas Government Code Section 551.074 – Personnel Matters to deliberate the evaluation of the Chief Executive Officer.

Vice President Brantley recessed the Regular Meeting at 8:31 p.m.

ITEM 12.) RECONVENE

Vice President Brantley reconvened the Regular Meeting at 9:27 p.m.

ITEM 13.) DIRECTION AND POSSIBLE ACTION CONCERNING: Items discussed in Executive Session, if necessary.

None.

ITEM 14.) BOARD COMMENTS

None.

ITEM 15.) ADJOURN

Vice President Jessie Brantley called for a motion to adjourn. Board Member Chad Rankin made the first motion and Board Member Mark Martelli seconded. Vice President Brantley called for a vote.


VOTE:

4 AYES (Brantley, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

The meeting adjourned at 9:28 p.m.



Robert Donley, President