City of Hutto

MINUTES

Economic Development Corporation (EDC) Board Meeting and Community Development Corporation (CDC) Board Meeting Tuesday, July 13, 2021 at 6:30 PM City Council Chambers

In accordance with the Texas Open Meetings Act this meeting agenda is posted for public information, continuously, for at least 72 hours prior to the scheduled time of the meeting on the bulletin board located on the exterior wall of the City Hall building at 500 West Live Oak, Hutto, Texas. This meeting agenda is also accessible via the Internet at huttotx.gov

1. CALL SESSION TO ORDER 6:30 PM

2. ROLL CALL

2.1. Mike Arismendez, Chair
Shawn Lucas, Secretary/Treasurer
Victor Henry, Board Member
Randal Clark, Board Member

Absent:
Don Carlson, Vice Chair
Marqueta Grant, Board Member
Mike Snyder, Board member

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

5. CONSENT AGENDA

5.1. Consideration and possible action on approval of the April 5, 2021 Hutto Economic Development Corporation and the Hutto Community Development Corporation Type B Board of Directors' meeting minutes.

5.2. Consideration and possible action on approval of the June 7, 2021 Hutto Economic Development Corporation and the Hutto Community Development Corporation Type B Board of Directors' meeting minutes. (Holly Nagy)

5.3. Consideration and possible action to approve Opportunity Austin Membership Dues.

Board member Lucas made a motion to approve the Consent Agenda as presented. Board member Henry seconded the motion. The motion passed. (4:0)

6. AGENDA ITEMS

6.1. Welcome Director Randal Clark, appointed to the Board of Directors for the Hutto Economic Development Corporation and the Hutto Community Development Corporation by the Hutto City Council, effective June 17, 2021.

Chairman Arismendez moved item 8.4 up. There were no objections.

8.4 Presentation, discussion and possible action regarding the availability of incentives or establishing a project for Ovivo Inc.'s potential relocation to Hutto, Texas.

Stefan Bauer from Ovivo gave his presentation.

6.2. Update on monthly financials and discussion and possible action to reimburse the City of Hutto for all outstanding expenditures paid by the City on behalf of the EDC.

Angie Rios, CFO was present for the discussion. Ms. Rios asked that this item be tabled until more detailed information was brought forward from the City.

6.3. Discussion and possible action on the Fiscal Year 2022 Economic Development Corporation and Community Development Corporations' Budget.

Board member Clark made a motion to approve Item 6.3 as presented. Board member Henry seconded the motion. The motion passed. (4:0)

6.4. Discussion of and possible action regarding amendments to the Bylaws of both corporations to prevent any Hutto City Council member concurrently serving on the Board of Directors for the corporations from also serving as an officer to either corporations or have signatory authority for either corporation.

Board member Lucas made a motion to approve the amendments to the Bylaws as presented. Board member Clark seconded the motion. The motion passed. (4:0)

6.5. Presentation, discussion and possible action on March Servicing Invoice, June Servicing Invoice, June Wire Report and final payment to BCL of Texas under the terminated Professional Services agreement.

Board member Lucas made a motion to approve Item 6.5 as presented. Board member Henry seconded the motion. The motion passed. (4:0)

6.6. Presentation, discussion and possible action regarding a replacement third-party administrator for the Small Business / Disaster Relief Loan program.

This item has been tabled until the August 16, 2021 Board of Directors meeting.

6.7. Presentation, discussion and possible action on adopting a resolution approving the establishment of a Project using Type B sales tax funds related to certain infrastructure improvement projects and authorizing the Chairman to execute a Funding Agreement with the City of Hutto, Texas regarding the hiring of the independent contractor Freese and Nichols for an expanded Downtown Plan related to this Project.

Board member Lucas made a motion to approve Item 6.7 as presented. Board member Clark seconded the motion. The motion passed. (4:0)

6.8. Presentation, discussion and possible action regarding the adoption of Corporate Policies and Procedures for the day-to-day operation of the corporations.

This item has been tabled until the August 16, 2021 Board of Directors meeting.

6.9. Discussion and possible action on the forming of subcommittees or advisory groups for focused purposes (e.g., Texas State Technical College Task Force, Business Advisory Committee, etc.).

No action taken.

6.10. Discussion and possible action to reimburse the City of Hutto for all outstanding expenditures paid by the City on behalf of the EDC.

Duplicate item. This was addressed in Item 6.2.

6.11. Discussion and possible action to pay JHL Company of Austin, Texas for Economic Development Marketing Audit and Strategy.

Board member Lucas made a motion to approve Item 6.11 as presented. Board member Henry seconded the motion. The motion passed. (4:0)

6.12. Presentation of proposed 2021-2022 marketing plan.

Stacy Schmitt made a presentation. Board member Lucas made a motion to accept the proposed 2021-2022 marketing plan. Board member Clark seconded the motion. The motion passed. (4:0)

6.13. Discussion and possible action adopting a resolution regarding remaining balance of its allowed promotional expenses from the current fiscal year, and wishes to preserve and set aside that balance for future promotional expenditures.

Board member Randal Clark made a motion to approve Item 6.13 as presented. Board member Lucas seconded the motion. The motion passed. (4:0)

6.14. Consideration and possible action on selecting a Secretary of both corporations.

Board member Lucas made a motion to appoint Victor Henry as the secretary to both boards. Board member Clark seconded the motion. The motion passed. (4:0)

6.15. Discussion and possible action on Resolution No. R-2021-112 establishing customary meeting dates and times for both corporations.

Board member Lucas made a motion to approve Item 6.15 as presented. Chairman Arismendez seconded the motion. The motion passed. (4:0)

Board meetings will be the third Monday of the month beginning at 6:30 PM.

7. EXECUTIVE SESSION - Entered: 8:51 PM

7.1. Pursuant to Section 551.071 to deliberate, seek the advice of its General Counsel regarding corporate operations involving corporate policies and procedures, subcommittees for focused purposes, reimbursement to the City of Hutto and possible amendment to the Bylaws for both corporations.

7.2. Pursuant to Sections 551.071 and 551.087 to deliberate and seek the advice of its General Counsel regarding economic development incentive negotiations involving updates on all projects, an administrator for the Small Business / Disaster Relief Loan Program, and funding regarding the Downtown Plan project.

7.3. Pursuant to Section 551.071 and 551.074, to deliberate and seek the advice of its General Counsel regarding the duties of the Executive Director.

7.4. Pursuant to Section 551.071 and 551.074, to deliberate and seek the advice of its General Counsel regarding the duties of the Business Retention Specialist.

7.5. Pursuant to Sections 551.071 and 551.087 to deliberate and seek the advice of its General Counsel regarding economic development incentive negotiations involving updates on all projects, the potential Ovivo Inc. relocation project, an administrator for the Small Business / Disaster Relief Loan program, and funding regarding the Downtown Plan project.

8. ACTION RELATIVE TO EXECUTIVE SESSION- Reconvened: 10:19 PM

8.1. Discussion and possible action regarding corporate policies and procedures, subcommittees and amending the Bylaws for both corporations.

No action taken.

8.2. Discussion and possible action regarding the Small Business / Disaster Relief Loan program and a third-party administrator for the Program and final payment to BCL of Texas.

Board member Lucas made a motion to suspend that program until a new administrator can be identified and is hired. Board member Clark seconded the motion. The motion passed. (4:0)

8.3. Discussion and possible action regarding the duties of the Executive Director and Business Retention Specialist.

No action taken.

9. ADJOURNMENT- 10:27 PM.

ATTEST:

Mike Arismendez, Chairman

Victor Henry, Secretary