



**CITY OF BANDERA
ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING**

Bandera City Hall, 511 Main Street, Bandera, Texas
Monday, May 22, 2023, at 6:00 PM

511 Main St. • PO Box 896 • Bandera, Texas 78003 • P: (830) 796-3765 • F: (830) 796-4247

MINUTES

I. Call to order.

The meeting was called to order at 6:01 pm.

PRESENT – Andrea Jankoski, Laura Devenport, Alan Arterbury, Lindsay Barnett, Elaine Good

II. Pledge of Allegiance.

All stood for the pledge.

III. Visitors to be Heard (please keep comments to 3 minutes).

Don Clark and Marlin Snider addressed the board with concerns on the condition of the strip mall parking lot located TX-16 and requested assistance to help fund repairs. Mr. Clark noted that although the city indicates they do not have an easement, they do have a lift station and sewer lines near that location.

IV. Comments from the Board.

L. Devenport advised the board that the Hackberry property tax notice received has been resolved and confirmed as tax exempt.

V. Consent Agenda.

Items on the consent agenda are considered to be of a routine nature by The Economic Development Corporation and may require only limited discussion. Any Board Member may request that items be removed from the consent agenda and be considered separately for the purpose of discussion and voting.

- a) Minutes for April 17, 2023, special meeting and May 8, 2023, special meeting.
- b) Reimbursement of external hard drive: Jankoski \$99.99 and postage: Devenport \$12.60
- c) Invoices Due: QuickBooks for May \$90.61 (INV#10001226472071); Bandera Cattle Company Gunfighters, LLC \$1,250 (INV#2 – April)

Motion to approve.

Motion made by L. Barnett, Seconded by L. Devenport.

Voting Yea: A. Jankoski, L. Devenport, A. Arterbury, L. Barnett, E. Good

Motion passed.

VI. Update on the following items:

a) Rezoning of EDC property located on Maple St. and 10th Street to P4 – Devenport

L. Devenport advised following a meeting with planning and zoning that this matter is moving forward and the next step in the process is setting the public hearing and mailing out the notices.

No action taken.

b) Wayfinding signs – Devenport

There was discussion that the City Attorney has concerns on signs being placed on city property, specifically, Bandera City Park and Heritage Park. City Council to review at their meeting scheduled for June 13, 2023. It is okay to proceed with placement at the EDC property on 10th and Maple, once the submitted permit has been signed.

No action taken.

VII. Discussion and possible action on the following items:

a) Interview applicants for two open seats on the EDC Board and make a recommendation to City Council.

The board commented on the number of qualified applications received. Board President Jankoski invited the three applicants present to address the board.

Tom McEachin, DeAnna McCabe and Tracey Pritchard each introduced themselves and noted their respective backgrounds and experience for consideration.

There was discussion that Doc Williams, who was not in attendance, had been interviewed previously.

Motion to approve all four applicants for review by the City Council at their June 13 meeting.

Motion made by L. Devenport, Seconded by A. Arterbury.

Voting Yea: A. Jankoski, L. Devenport, A. Arterbury, L. Barnett, E. Good

Motion passed.

b) Remove William Cox, previous City Administrator, as a signer on EDC bank account.

Motion to approve.

Motion made by L. Barnett, Seconded by E. Good

Voting Yea: A. Jankoski, L. Devenport, A. Arterbury, L. Barnett, E. Good

Motion passed.

c) Trimming trees on EDC lot at 10th and Maple – Devenport

L. Devenport advised the board that the trees in the EDC lot need trimming and when the lot is scheduled for resurfacing it would be prudent to address.

Motion to seek bids.

Motion made by L. Devenport, Seconded by E. Good.

Voting Yea: Jankoski, Devenport, Arterbury, Barnett, Good

Motion passed.

d) Determine installation for the wayfinding sign boxes in three locations: EDC parking lot, 800 block of Maple at the Bandera City Park, and Heritage Park

There was discussion on receiving all three installation bids, in writing and the item was tabled to the next meeting.

No action taken.

e) Discuss future projects with multiple phases – Jankoski

A. Jankoski expressed concerns that multiple phase projects may be exceeding the approval authority of \$10,000 per project. Clarification on projects that are funded in one fiscal year, not expended, and carry over to the next fiscal year, trigger that spending authority threshold and that City Council approval may be needed. The board agreed to table to next meeting.

No action taken.

f) Determining an asset disposal policy – Jankoski

A. Jankoski distributed the draft policy for the Board's review, noting the goal of the document is for increased transparency and accountability. The board discussed forwarding the document to the City Attorney and tabling the item to next meeting to allow time for review.

Motion to table to next meeting and forward to City Attorney for review.

Motion made by L. Devenport, Seconded by L. Barnett.

Voting Yea: Jankoski, Devenport, Arterbury, Barnett, Good

Motion passed.

g) EDC website independent of City of Bandera website – Jankoski

There was discussion of having an independent website for the EDC to ensure that updated and accurate information is available to the public. Concerns were expressed on separating from the City’s website. It was noted that, if an independent website were created, a link could be placed on the City’s website for access. Alternatively, if the city can provide separate access to the EDC webpage, the EDC Administrative Assistant could be provided access for updating purposes. The board agreed the City Attorney should review and that this could potentially be addressed in a proposed shared services agreement.

Motion to table to next meeting.

Motion made by L. Devenport, Seconded by A. Arterbury.

Voting Yea: Jankoski, Devenport, Arterbury, Barnett, Good

Motion passed.

VIII. Requests and announcements

L. Devenport requested an item on the relocation of wayfinding signs for the next meeting.

IX. Adjourn.

The meeting was adjourned at 6:48 pm.

/s/ Roxanne Yoder

Roxanne Yoder, *Administrative Assistant*