



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

Bandera City Hall, 511 Main Street, Bandera, Texas  
Monday, June 26, 2023, at 6:00 PM

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

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**MINUTES**

**1. Call to order.**

The meeting was called to order at 6:00 p.m.

PRESENT – Andrea Jankoski, Alan Arterbury, Lindsay Barnett, Elaine Good, DeAnna McCabe, Thomas McEachin

ABSENT – Laura Devenport (Ms. Devenport called in to listen to the meeting only, no participation)

**2. Pledge of Allegiance.**

All stood for the pledge.

**3. Announcements.**

A. Arterbury questioned T. McEachin on the flag salute. Mr. McEachin responded thereto.

**4. Introduction of New Board Members, DeAnna McCabe and Tom McEachin.**

A. Jankoski introduced the new members.

**5. Citizen Comments (please keep comments to 3 minutes).**

Patricia Moore addressed the Board regarding the Smithsonian event. She further responded to a comment from an audience on the Ground Zero Musicfest Event, April 5 – 9, 2024, which will take place at Mansfield Park for the April 8, 2024, Eclipse.

**6. 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 May 22, 2023, special meeting.**

**b) Approve the following Invoices for payment:**

1. Bandera Cattle Co. Gunfighters, LLC., \$1,250 (Invoice No. 03 – May)
2. City of Bandera, QuickBooks for June \$90.61 (INV#10001232708193)
3. Messer Fort McDonald, \$553.50 (No. 19228 \$310.50; No. 19344 \$243.00);
4. Roxanne Yoder, EDC Administrative Assistant, \$1175.00 (Invoice No. 01, 5/8 - 6/22)

**c) Approve the following reimbursement(s):**

Roxanne Yoder, for EDC office supplies, \$184.88

**d) Receive EDC Budget vs Actuals Report FY 22-23 – Jankoski**

Motion to approve the Consent Agenda.

Motion made by L. Barnett, seconded by T. McEachin

Voting Yea: Lindsay Barnett, Thomsas McEachin, Andrea Jankoski, Alan Arterbury, Elaine Good, DeAnna McCabe

Motion passed.

**7. Discussion and possible action on the following items:**

**a) Review of the City Message Board Policy and discussion on the installation of the wayfinding sign boxes in three locations: EDC parking lot, 800 block of Maple at the Bandera City Park, and Heritage Park – Jankoski & Devenport**

A. Jankoski provided background on the item. A. Arterbury commented on the three (3) bids received for bollard installation. Discussion on whether the City approval was for all three (3) locations or two (2). Mayor Gibson, who was in attendance, clarified that all three (3) locations were approved so long as the policy was followed.

Motion to wait for public works shared services agreement.

Motion made by L. Barnett, seconded by A. Arterbury

Voting Yea: Lindsay Barnett, Alan Arterbury, Andrea Jankoski, Elaine Good, DeAnna McCabe, Thomas McEachin

Motion passed.

**b) Discussion of City Council approval of Wayfinding Signs project exceeding \$10,000 spending authority – Jankoski**

A. Jankoski provided background on the item. Discussion on presenting to the City Council. Clarification was made about the 2021/2022 budget amount per minutes of September 1, 2021, EDC Workshop in the amount of \$5,000.

Motion to table.

Motion made by D. McCabe, seconded by A. Arterbury

Voting Yea: DeAnna McCabe, Alan Arterbury, Lindsay Barnett, Andrea Jankoski, Elaine Good, DeAnna McCabe

Motion passed.

**c. Discussion regarding the trees interfering with power lines on EDC lot at 10<sup>th</sup> and Maple – Jankoski & Devenport**

A. Jankoski provided background on the item. Mayor Rebecca Gibson commented about ground stabilization, if trees are removed and the impact that would have on runoff.

Motion to table to July 24, 2023, meeting.

Motion made by L. Barnett, seconded by D. McCabe

Voting Yea: Lindsay Barnett, DeAnna McCabe, Alan Arterbury, Andrea Jankoski, Elaine Good, Thomas McEachin

Motion passed.

**d) Discussion on the installation of vents on the small conex box - Jankoski & Devenport**

There was discussion on this item. Patricia Moore commented.

Motion to table to July 24, 2023, meeting.

Motion made by L. Barnett, seconded by D. McCabe

Voting Yea: Lindsay Barnett, DeAnna McCabe, Alan Arterbury, Andrea Jankoski, Elaine Good, Thomas McEachin

Motion passed.

**e) Review and discuss draft asset disposal policy – Jankoski**

A. Jankoski provided background on the item. There was discussion on the policy. T. McEachin requested physical addresses to be included for real property list.

Motion to approve.

Motion made by L. Barnett, seconded by D. McCabe.

Voting Yea: Lindsay Barnett, DeAnna McCabe, Andrea Jankoski, Alan Arterbury, Elaine Good, Thomas McEachin

Motion passed.

**f) Consider request from the City of Bandera in the amount \$6,666.64 related to a Professional Services Agreement - Jankoski**

A. Jankoski provided background on the item. There was discussion on the unexecuted contract, minutes authorizing the contract and/or amount, and months due. Mayor Gibson commented on the spirit and intent that was established for payment and commented that September should not be included in the request. Darrell Sadler, and audience member in attendance commented on the process required for the County to authorize payments.

Motion to approve payment for February, March, and April an amount of \$4,999.98.

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

Voting Yea: Elaine Good, Lindsay Barnett, Alan Arterbury, Andrea Jankoski, DeAnna McCabe, Thomas McEachin

Motion passed.

**g) Termination of Professional Services Agreement for Executive Director Services through the City Administrator, with the City of Bandera - Jankoski**

Motion to approve.

Motion made by D. McCabe, seconded by L. Barnett.

Voting Yea: DeAnna McCabe, Lindsay Barnett, Andrea Jankoski, Alan Arterbury, Elaine Good, Thomas McEachin

Motion passed.

**h) EDC options for entity independence – Jankoski**

A. Jankoski provided background on the item. There was discussion on the benefit of having an independent presence. Potential topic for joint workshop with the City Council.

No action taken.

**i) Review Shared Services Agreement(s) between the City of Bandera and the Bandera Economic Development Corporation for the following - Jankoski:**

**1. Administrative staff**

Motion to table, potential item for joint workshop with the City Council.

Motion made by D. McCabe, seconded by L. Barnett.

Voting Yea: DeAnna McCabe, Lindsay Barnett, Andrea Jankoski, Alan Arterbury, Elaine Good, Thomas McEachin

Motion passed.

**2. Public Works staff**

Motion to table, potential item for joint workshop with the City Council.

Motion made by D. McCabe, seconded by E. Good.

Voting Yea: DeAnna McCabe, Elaine Good, Andrea Jankoski, Alan Arterbury, Lindsay Barnett, Thomas McEachin

Motion passed.

**j) Approve Resolution 2023-01 to clarify, express and adopt standards related to the terms of office of Members of the Board and establishing an effective date - Jankoski**

Motion to approve.

Motion made by D. McCabe, seconded by A. Arterbury.

Voting Yea: DeAnna McCabe, Alan Arterbury, Andrea Jankoski, Lindsay Barnett, Elaine Good, Thomas McEachin

Motion passed.

**k) Choose an EDC representative to participate in the Red Grant Strategic Planner Selection – Jankoski**

A. Jankoski requested Mayor Gibson provided background on the item. Mayor Gibson commented that the EDC has budgeted \$5,000 (which will need to carry over to next fiscal year budget) that will be a match to the grant. The city will receive \$45,000 in this process and \$1 million to execute. A member of the EDC Board will serve on the selection committee. E. Good expressed Board Member Devenport's desire to serve and L. Barnett also expressed interest.

Motion to select Laura Devenport to serve on the committee.

Motion made by A. Arterbury, seconded by E. Good

Voting Yea: Alan Arterbury, Elaine Good, Lindsay Barnett, Andrea Jankoski, DeAnna McCabe, Thomas McEachin

Motion passed.

**l) Discussion on attending the Texas Municipal League Economic Development Conference November 16-17, 2023, Bastrop, TX – Jankoski**

A. Jankoski provided background and encouraged the full board's attendance and consideration for same during the budget process. Staff was asked to determine status of membership and cost related thereto.

No action taken.

**m) Set Budget Workshop meeting date – Jankoski**

Motion set July 10, 2023, as the EDC budget meeting.

Motion made by Lindsay Barnett, seconded by Thomas McEachin

Voting Yea: Lindsay Barnett, Thomas McEachin, Alan Arterbury, Andrea Jankoski, Elaine Good, DeAnna McCabe

Motion passed.

**n) Determine available dates for joint workshop with City Council – Jankoski**

Motion to submit July 17 and July 31, 2023, at 6 p.m. as potential dates for a joint workshop with the City Council.

Motion made by D. McCabe, seconded by L. Barnett

Voting Yea: DeAnna McCabe, Lindsay Barnett, Alan Arterbury, Andrea Jankoski, Elaine Good, Thomas McEachin

Motion passed.

**8. Comments from the Board.**

A. Arterbury commented about changing the EDC Board meeting day from Monday to Thursday.

T. McEachin commented that he will be unavailable July 18 – 29, 2023 and August 13 – 10, 2023.

**9. Future agenda items.**

Request to consider moving the EDC Board meeting day from Monday to Thursday.

Those items referenced to be tabled until the 7/24/2023 meeting, will also be included.

**Adjourn**

The meeting was adjourned at 7:57 p.m.

**/s/ Roxanne Yoder**

Roxanne Yoder, Administrative Assistant