



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

Bandera City Hall, 511 Main Street, Bandera, Texas
Wednesday, October 11, 2023, at 6:00 PM

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

Minutes

1. Call to order.

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

PRESENT – Andrea Jankoski, Laura Devenport, Alan Arterbury, Elaine Good, Thomas McEachin

ABSENT – Lindsay Barnett, DeAnna McCabe

2. Pledge of Allegiance.

All stood for the pledge.

3. Announcements.

Patricia Moore, Executive Director Bandera County Convention and Visitors Bureau, provided an update on the annular solar eclipse event October 14, 2023.

Richard Morton, Interim City Administrator advised of a Town Hall Meeting at the Best Western on October 17, 2023 at 6 p.m. to meet the City Administrator candidates.

Laura Devenport reminded the board of the Tin Man event on October 26, 2023 at 3 p.m.

4. Citizen Comments (please keep comments to 3 minutes).

None.

5. 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 September 19, 2023, special meeting.

b) Approve the following Invoices for payment:

- 1. Bandera Cattle Co. Gunfighters, LLC., \$1,250 (Invoice No. 08; 10/14/2023 & 10/21/2023)**
- 2. Messer Fort McDonald, \$94.50 (Invoice No. 20592; 09/01/2023 – 09/30/2023)**
- 3. Roxanne Yoder, EDC Administrative Assistant, \$400 (Invoice No. 05; 9/15 – 10/06)**
- 4. QuickBooks \$95.94 (Invoice No. n/a; 10/08/2023)**

- c) **Reimburse Andrea Jankoski for the registration costs in the amount of \$1,475.00 associated with the TML Economic Development Conference, scheduled for November 15-17, 2023, on behalf of attendees, Andrea Jankoski, Laura Devenport, Lindsay Barnett, Elaine Good and Thomas McEachin.**
- d) **Reimburse Andrea Jankoski for approximately half of the hotel costs in the amount of \$688.08 associated with the TML Economic Development Conference, scheduled for November 15-17, 2023, on behalf of attendees, Andrea Jankoski, Laura Devenport, Lindsay Barnett, Elaine Good and Thomas McEachin, the balance of which will be submitted at a later meeting.**
- e) **Reimburse Roxanne Yoder for the purchase of a webcam for recording meetings and uploading to YouTube in the amount of \$23.99.**
- f) **Accept the Bandera Economic Development Corporation Annual Financial Audit Fiscal Year ending September 30, 2022, performed by Neffendorf and Blocker, P.C.**

A. Jankoski pulled Item f to comment on a few of the findings, specifically, the need to develop year-end closing procedures and a Public Investment Funds Act Policy. She further noted that the auditor report expressed no difficulty in preparing the audit and expressed thanks to the Administrative Assistant for her efforts in assisting the auditors.

Motion to approve the Consent Agenda, Item f removed for discussion, but included with motion to approve.

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

Voting Yea: L. Devenport, Thomas McEachin, Andrea Jankoski, Alan Arterbury, Elaine Good

Motion passed.

6. Discussion and possible action on the following items:

- a) **Request by Wagon Rides of Bandera for Performance Agreement Application funding related to the purchase of a horse-drawn carriage to provide additional transportation for shoppers and tourists in Bandera in the amount of \$8,759.05 – Jankoski**

Debra Slate addressed the board regarding the request. L. Devenport inquired as to the number of employees and hours. E. Good inquired as to liability. Ms. Slate responded thereto. Ms. Devenport expressed concerns that the appropriate application was submitted and motioned to have the EDC attorney review prior to a decision; the motion died for the lack of a second. E. Good asked how the city would handle this request. Interim City Administrator Richard Morton stated that the Marshall is working with Ms. Slate to ensure proper permitting, planned route and safety requirements are in place.

Motion to approve the Performance Agreement Application as presented, subject to review and approval by the EDC attorney.

Motion made by T. McEachin, seconded by A. Arterbury

Voting Yea: T. McEachin, A. Arterbury, A. Jankoski, E. Good

Voting No: L. Devenport

b) Request by Bandera County Community Action Group for use of the EDC Christmas lights – Jankoski

Commissioner Jack Moseley addressed the Board in support of the request. L. Devenport indicated a Performance Agreement would be needed.

Motion to approve the use of the EDC Christmas lights.

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

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

c) Review of Promotional Funding Notice for Publication and related costs – Jankoski

The Board reviewed and discussed the draft notice and costs related thereto.

Motion to approve the notice, subject to revisions, specifically, removing the bullet points and publication costs up to \$275. [Administrative Assistant will work with the media outlets to ensure publication costs come with the authorized amount.]

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

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

d) Update on Maps for Wayfinding Signs – Devenport

L. Devenport provided an update on the layout of information for the wayfinding sign maps. She further updated the board on the installation of the signs, indicating the posts were set lower than expected resulting in the edge of the roof being at eye level, but she is working on a resolution.

e) Consideration of signage for Settler's Park – Devenport

No action.

f) EDC Website Update – McCabe and Barnett

Shannon Traver of Bandera Communications, one of the bid submissions, introduced herself to the Board. Due to the absence of D. McCabe and L. Barnett the item was tabled for the next meeting. Ms. Traver was thanked for attending.

g) Consideration of EDC Resolution 2023-03 approving EDC Investment Policy and designating an Investment Officer – Jankoski

L. Devenport inquired whether the City's policy could be adopted and whether the City Treasurer could serve as the Investment Officer. Interim City Administrator Richard Morton responded thereto.

Board Members asked for clarification that the EDC attorney drafted the policy. A. Jankoski confirmed.

Motion to appoint T. McEachin as the Investment Officer and establish the three-person committee, consisting of T. McEachin, A. Arterbury and E. Good.

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

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

Motion to adopt Resolution 2023-03.

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

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

h) Elect Officers (President, Vice-President, Secretary & Treasurer) – Jankoski

E. Good motioned to table the item to the next meeting, the motion died for lack of a second.

Following review and nomination the Board elected the following officers:

Treasurer – Elaine Good

Secretary – Alan Arterbury

Vice President – Laura Devenport

President – Andrea Jankoski

7. Comments from the Board.

None.

8. Future agenda items.

Check payable to the City of Bandera for \$25,000 related to the playground project as approved in the EDC 2023/2024 budget.

9. Adjourn

The meeting was adjourned at 7:19 p.m.

/s/ Roxanne Yoder

Roxanne Yoder, Administrative Assistant