



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

Bandera City Hall, 511 Main Street, Bandera, Texas

**Tuesday, December 19, 2023, at 7:00 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 7:00 p.m.

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

ABSENT – Lindsay Barnett

**2. Pledge of Allegiance.**

All stood for the pledge.

**3. Announcements.**

Council Member Lynn Palmer reported on the “Fishing for Fun” Event held at the City Park today, following the trout release.

**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 November 13, 2023, special meeting.**

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

- 1. Bandera Cattle Co. Gunfighters, LLC., \$1,250 (Invoice No. 10; December 2023)**
- 2. Messer Fort McDonald, \$67.50 (Invoice No. 21185; 11/01/2023 – 11/30/2023)**
- 3. Roxanne Yoder, EDC Administrative Assistant, \$700 (Invoice No. 07; 11/09 – 12/15)**
- 4. Neffendorf & Blocker, P.C., \$3,200 (Invoice No. 29248 Audit Invoice)**

- 5. Bandera Bulletin, \$90 and \$100 (Invoices 11218 and 11219 Promotional Funding Advertisement 10/18/2023 & 11/18/2023)**
  - 6. Bandera Prophet \$40 (Invoice Promotional Funding Advertisement 10/18-24; 11/5-21/2023)**
  - 7. Web Wagon \$500 Wayfinding Map balance (Invoice No. 1111023)**
  - 8. QuickBooks \$95.94 (Invoice No. n/a; 12/08/2023)**
  - 9. City of Bandera \$42,500 half of Bond Series 2018 principal payment (AmegyBank Invoice)**
  - 10. City of Bandera \$49,500 half of Bond Series 2021 principal payment (AmegyBank Invoice)**
- c) Reimburse Andrea Jankoski for expenses related to attendance at the TML Economic Development Conference, including hotel balance, mileage and per diem meals \$559.24.**
  - d) Reimburse Laura Devenport for expenses related to attendance at the TML Economic Development Conference, including hotel balance, mileage and per diem meals \$559.24.**
  - e) Reimburse Elaine Good for expenses related to attendance at the TML Economic Development Conference, per diem meals \$118.**
  - f) Reimburse Thomas McEachin for expenses related to attendance at the TML Economic Development Conference, including hotel balance and per diem meals \$365.36.**
  - g) Authorize the Administrative Assistant to order QuickBooks compatible checks, Qty. 100, in an amount up to \$198.**
  - h) Receive November 2023 Monthly Financials.**

Motion to approve the Consent Agenda.

Motion made by T. McEachin, seconded by E. Good

Voting Yea: Thomas McEachin, Elaine Good, Andrea Jankoski, Laura Devenport, Alan Arterbury, DeAnna McCabe

Motion passed.

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

- a) Consider a request from Linda James of the Bandera Community Action Group for access to the Christmas decorations/lights to conduct an inventory – Jankoski**

No action. Move to January 16, 2024 meeting.

- b) Discussion and possible action on selection of an EDC website designer – Jankoski**

The Board discussed the item and postponed for further review a stand-alone website or utilize the City's website with full page access. City Administrator Stan Farmer will research what can be done to provide that access. DeAnna McCabe expressed interest in the development of a

mobile application, with any funding not expended for the development of a website.

Motion to postpone to January 16, 2024 meeting.

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

Voting Yea: Laura Devenport, Alan Arterbury, Andrea Jankoski, Elaine Good, DeAnna McCabe, Thomas McEachin

Motioned passed.

**c) Update from Investment Committee – McEachin**

Thomas McEachin provided an update to the Board highlighting the approval of the Investment Policy and the formation of the Investment Committee. He further commented that the committee had reviewed earning rates at other banking institutions and concluded that TexSTAR offered the best rate, ease of use and flexibility. Informational item only, no action needed.

**d) Consider EDC Resolution 2023-04 approving an application to become a participant in the Texas Short Term Asset Reserve Program (TexSTAR) – McEachin**

The Board discussed the item.

Motion to approve with confirmation of use of seal or similar authentication advised by attorney.

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

Voting Yea: Elaine Good, Laura Devenport, Alan Arterbury, Andrea Jankoski, DeAnna McCabe, Thomas McEachin

Motion passed.

**e) Consider the approval of transferring up to \$500,000 from Bandera Bank to the Texas Short Term Asset Reserve Program (TexSTAR) – McEachin**

The Board discussed the item.

Motion to approve the transfer of \$500,000 into the TexSTAR program.

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

Voting Yea: Alan Arterbury, Thomas McEachin, Andrea Jankoski, Laura Devenport, Elaine Good, DeAnna McCabe

Motion passed.

**f) Receive and discuss email from Kevin Frost regarding a “cat camp” on EDC property – Jankoski**

The Board discussed the item. Board President Andrea Jankoski advised that she had reached out to Mr. Frost but received no response. No action taken.

**g) Schedule workshop to discuss EDC properties – Jankoski**

The Board discussed scheduling in early February. Board President Andrea Jankoski advised that the list of properties could be emailed out and members can visit the respective properties in advance of the meeting.

**h) Schedule a workshop to discuss EDC Bylaws – Jankoski**

The Board discussed and agreed to combine the EDC properties and bylaws items and schedule early February.

**i) Accept the resignation of Board Member Lindsay Barnett – Jankoski**

The Board briefly discussed and expressed regret but wished Ms. Barnett well.

Motion to approve.

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

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

Voting No: DeAnna McCabe

Motioned passed.

**j) Update on RED Grant – Devenport**

Laura Devenport provided an update for the Board.

**k) Discussion and possible action regarding the adoption of a personnel policy – Devenport**

Laura Devenport advised she had requested copies of the city’s policies but had yet to receive. The item is moved to the January 16, 2024 meeting. City Administrator Stan Farmer will be contacted to obtain copies of the policies.

**7. Comments from the Board.**

Elaine Good inquired as to the zoning issue for the property located at 10<sup>th</sup> and Maple. Note: This item will be discussed at the February workshop.

**8. Future agenda items.**

Approval to begin soliciting applications for the EDC Board vacancy created by the resignation of Lindsay Barnett.

**9. Adjourn**

The meeting was adjourned at 8:02 p.m.

**/s/ Roxanne Yoder**

Roxanne Yoder, Administrative Assistant