



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

Bandera City Hall, 511 Main Street, Bandera, Texas
Tuesday, March 19, 2024, 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 PM. Members present were Alan Arteberry, Deanna McCabe, Tom McEachin, and Laura Devenport, Debbie Breen, and Lynn Palmer.

2. Pledge of Allegiance.
All stood for the pledge.

3. Announcements.
Bandera County Interagency Coalition meeting.

4. Citizen Comments.
There were no visitors to be heard.

5. Consent Agenda.
A motion was made to approve the consent agenda items by Deanna McCabe, seconded by Alan Arteberry. The motion carried with all in favor and none opposed.
 - a) Minutes for the January 24 regular meeting and February 5, 2024, workshop

 - b) Approve the following Invoices for payment:
 1. Bandera Cattle Co. Gunfighters, LLC., \$1,250 (Invoice No. 12; February 2024)
 2. Bandera Cattle Co. Gunfighters, LLC., \$1,250 (Invoice No. 13; March 2024)
 3. Messer Fort McDonald, \$6 (Invoice No. 21882; 01/01/2024 – 01/31/2024)
 4. Roxanne Yoder, EDC Administrative Assistant, \$700.00 (Invoice No. 09; 01/12 – 02/16)
 5. Bandera Bulletin, \$200 (Invoice No. n/a; 01/31/2024 & 02/07/2024)
 6. Bandera Prophet, \$40 (Invoice No. n/a; 01/31/2024 & 02/07/2024)
 7. QuickBooks \$95.94 (Invoice No. n/a; 02/08/2024)
 8. QuickBooks \$95.94 (Invoice No. n/a; 03/08/2024)
 9. Bandera Bank \$20 (Wire Transfer Fee; 01/18/2024)

 - c) Approve an Audit Engagement Letter for Fiscal Year 2022/2023 with Neffendorf & Blocker, P.C. in an amount not to exceed \$3,500.

6. Discussion and possible action on the following items:

- a) Accept the resignation of Elaine Good. Motion made by Tom McEachin to approve the resignation of Elaine Goode seconded by Alan Arteberry, all in favor, none opposed. Motion passes.
A motion was made to accept the resignation of Elaine Good by Alan Arteberry, seconded by Tom Eachin. The motion carried with all in favor and none opposed.
- b) Welcome newly appointed Board members.
The Bandera EDC Board welcomed new Board Members Debbie Breen and Lynn Palmer.
- c) Accept the resignation of Andrea Jankoski as President of the BEDC. - Jankoski
A motion was made to accept the resignation of Andrea Jankoski by Tom McEachin, seconded by Deanna McCabe. The motion carried with all in favor and none opposed.
- d) Elect a New BEDC President. - Jankoski
A motion was made to appoint Deanna McCabe as EDC President by Lynn Palmer, seconded by Tom Eachin. The motion carried with all in favor and none opposed.
- e) Elect a new Treasurer and member to the Investment Committee.
A motion was made to table the election of a Treasurer and Investment Committee Member by Laura Devenport, seconded by Lynn Palmer. The motion carried with all in favor and none opposed.
- f) Remove Elaine Good and Lindsey Barnett as signatories from the BEDC bank account at Bandera Bank.
A motion was made to remove Elaine Good and Lindsey Barnett as BEDC signatories at Bandera Bank by Laura Devenport, seconded by Lynn Palmer. The motion carried with all in favor and none opposed.
- g) Add Stan Farmer and 2 additional board members as signatories for the BEDC bank account at Bandera Bank.
A motion was made to add Stan Farmer, Lynn Palmer and Debbie Breen as BEDC signatories at Bandera Bank by Lynn Palmer, seconded by Laura Devenport. The motion carried with all in favor and none opposed.
- h) Accept the resignation of Roxanne Yoder as BEDC Administrative Assistant.
A motion was made to accept the resignation of Roxanne Yoder as the BEDC administrative assistant by Lynn Palmer, seconded by Laura Devenport. The motion carried with all in favor and none opposed.
- i) Purchasing computer and supplies owned by Roxanne Yoder.
A motion was made to decline the purchase of Roxanne Yoder's computer and computer accessories by Laura Devenport, seconded by Lynn Palmer. The motion carried with all in favor and none opposed.

- j) Process for hiring a new Administrative Assistant.
A motion was made to advertise the administrative assistant position in the local newspaper and the Texas Municipal League job board for two weeks by Laura Devenport, seconded by Lynn Palmer. The motion carried with all in favor and none opposed.
- k) Review Quick Books deleted entries and determine how to correct. - Devenport
A motion was made to take no action to correct QuickBooks by Lynn Palmer, seconded by Laura Devenport. The motion carried with all in favor and none opposed.
- l) City Council Resolution number 2024-12 Decrease in amount BEDC can spend which requires city council approval.
No action taken.
- m) Use of all BEDC properties during April 8, 2024 eclipse.
No action taken.
- n) Review form for all Performance Agreements. – Devenport
A motion was made to approve a performance agreement checklist form by Lynn Palmer, seconded by Laura Devenport. The motion carried with all in favor and none opposed.
- o) Change BEDC email to city server for a cost of \$20.00 per month.
A motion was made to change the BEDC email to the City server for \$20.00 per month by Lynn Palmer, seconded by Alan Arteberry. The motion carried with all in favor and none opposed.
- p) Copies of all BEDC documents to be sent to the city Secretary to be stored on the city server.
A motion was made to forward all BEDC documents to the City Secretary for storage on the City server by Lynn Palmer, seconded by Alan Arteberry. The motion carried with all in favor and none opposed.
- q) RED Grant update. - Devenport
- r) Expiring 2-year terms for Alan and Laura that expire March 30, 2024.
A motion was made to recommend the reappointment of Alan Arteberry and Laura Devenport to the BEDC Board by Tom Eachin, seconded by Laura Devenport. The motion carried with all in favor and none opposed.
- s) Update from Investment Committee.
No action taken.
- t) Cash in two Certificates of Deposit with Bandera Bank, one scheduled to mature on Nov. 22, 2024 and the other maturing on Nov. 22, 2025, and pay applicable early withdrawal penalties. - McEachin
A motion was made to cash two certificates of deposit at Bandera Bank, maturation dates November 22, 2024 and November 22, 2025, and pay the applicable penalties, by Tom Eachin, seconded by Laura Devenport. The motion carried with all in favor and none opposed.

- u) Transfer the funds withdrawn from CDs to another account. – McEachin
A motion was made to open a 6-7 month certificate of deposit account at the highest interest-earning local Bandera bank by Tom Eachin, seconded by Laura Devenport. The motion carried with all in favor and none opposed.

- v) Transfer up to an additional \$100,000 from the EDC’s checking account to the EDC’s TexStar account. – McEachin
No action taken.

- 7. Comments from the Board.
None.

- 8. Future agenda items.
None.

- 9. Adjourn
Meeting was adjourned at 7:35 pm.



Laura Devenport, EDC Vice President

The Economic Development Corporation for the City of Bandera reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code §551.071 (Consultations with Attorney), §551.072 (Deliberations about Real Property), §551.073 (Deliberations about Gifts and Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Devices) and §551.086 (Economic Development). There may be a quorum of Planning and Zoning/City Council members at any regularly scheduled Economic Development Corporation Meeting. This facility is wheelchair accessible and handicapped parking is available. Requests for accommodation or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary at (830) 796- 3765. This agenda is posted in accordance with the Texas Government Code, Chapter 551 on March 15, 2024.