

Robert Donley, President
Jessie Brantley
Chris Heard
Dawn King

MINUTES
City of Dickinson
**Dickinson Economic
Development Corporation**
REGULAR MEETING

Mark Martelli
Chad Rankin
Bill Schick
Scott Jones, Chief Executive Officer

February 24, 2020

The Dickinson Economic Development Corporation met in a duly called and announced **REGULAR MEETING** on **Monday, February 24, 2020, at 6:30 p.m.** The meeting was held in the City Council Chambers located at 4403 Highway 3, Dickinson, Galveston County, Texas, and was held for the purpose of considering the following items:

ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM

President Donley called the meeting to order at 6:31 p.m. Board Members present were as follows: President Robert Donley, Board Members; Jessie Brantley, Mark Martelli, Bill Schick, Chad Rankin and Dawn King. Also present were DEDC Chief Executive Officer Scott Jones, DEDC Attorney Beverly West. Absent was Board Member Chris Heard.

ITEM 2.) PUBLIC COMMENT: Public comments are welcome. Please fill out a request on a comment card, state your name and address, limiting your time to 3 minutes.

None.

ITEM 3.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: Approval of the Minutes of the Dickinson Economic Development Corporation's February 10, 2020 Regular Board Meeting.

Board Member Jessie Brantley made a motion to approve the meeting minutes of the Dickinson Economic Development Corporation's February 10, 2020 Regular Board Meeting. Board Member Bill Schick seconded. President Donley called for the vote.

VOTE:

6 AYES (Donley, Brantley, King, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

ITEM 4.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING: Chief Executive Officer's Report

Scott Jones stated that he met with Graphics in Motion to price new office signage. New Retail Coach demographics and Retail Trade Area numbers posted on City Website under DEDC/Retail Trade Analysis and on Chamber of Commerce website.

Gulf Coast Public Market: Researching suggestion to potentially relocate market from 3.5 acres downtown to 19 acres owned on I-45. Drafting RFP and soliciting qualified local architectural firms for architectural redesign of Gulf Coast Public Market (30K square feet vs. previous 45K square feet, raised due to FEMA map elevation revisions); received EDA Grant documents required if another site location is chosen: will require 4-6 months approval of application revisions, new site engineering and ESA; EDA Grant Administration Plan 3rd party contractor awaiting engineer selection; (confirmed with City Finance Dept. \$796K+ spent to date on GCPM project, including property purchases and \$94,568 billed to date of a \$728,140 contract with Engberg Anderson Architects and Shelmark Engineers)

Office Lease: executed and delivered 3 year term Triple Net Lease of new office space at 1621 FM517 E, Suite A, Dickinson, TX 77539. Internet service connection date March 13. DEDC schedule to move into new office the 3rd week of March.

Audit: Another bid from a CPA expected this week, one bid received so far; City audit to be conducted this week with a report due in March we will review.

DEDC Financial Reporting/Policies/Accounts: Quarter-end financial report received and reviewed by Board; Staff and Legal revised DEDC financial policy with expanded expenditure limitations also revised existing Investment Policy being considered by Board. Staff and Legal working on a DEDC Personnel Policy City to adopt as required by the City Administrator prior to consideration of a new Administrative Services Agreement with the City; researching 3rd party financial and investment services and pricing.

Hughes Rd: Requested a "best and final" offer from both potential developers who submitted offers for the Hughes Rd. residential property; received a revised offer from one developer; discussion thereof on agenda for executive session tonight.

I-45 / Sussan Property: Held additional discussions with a potential developer regarding a potential PPP formation and future development of the 19 acres DEDC owns on I-45 for mixed use development; in negotiations on property LOI and on agenda for discussion in executive session tonight. First week of March attending a Public Private Partnership Conference in Dallas Texas.

Other: Commissioned Economic Impact Analyses for Hwy 3 and I-45 Gulf Coast Public Market sites: expected in 2 weeks; 2 Exterior Facade Improvement Reimbursement Grant applications received: one tabled last DEDC meeting was resubmitted for consideration tonight, one new app received requesting consideration tonight; researching property availability for a future small business park or industrial park within the City; searching for sites for multiple relocating businesses; negotiating potential sale of small owned tract at 517 and Railroad next to Thunder Classics; directed significant financial savings with mowing vendor; pricing new website/GIS/ property data service.

ITEM 5.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING:
Approval of Applications received for consideration for reimbursement under the Dickinson Economic Development Corporation Exterior Improvement Reimbursement Grant Program.

Application # 1.) Park Place Apartments (JLKSSC Inc.) - Joseph Kelly addressed the Board Members explaining the damage his property suffered during Hurricane

Harvey and answered questions posed by the Board Members. Submitted application, construction expense proposal and property pictures.

Board Member Jessie Brantley made a motion to approve the Dickinson Economic Development Corporation's Exterior Improvement Grant Application for Park Place Apartments (JLKSSC Inc.) Joseph Kelly in the amount of \$10,000.00. Board Member Dawn King seconded. There being no further discussion, President Donley called for the vote.

VOTE:

6 AYES (Donley, Brantley, King, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED AND GRANTED

Application # 2.) ZIEGLER'S Foods – John and Pam Tracy addressed the Board Members explaining the property damage suffered by Hurricane Harvey and answered questions posed by the Board Members. Presentation package submitted with application, project budget, construction proposals and property before and after pictures.

Board Member Jessie Brantley made a motion to approve the Dickinson Economic Development Corporation's Exterior Improvement Grant Application for ZIEGLER'S Foods, John and Pam Tracy in the amount of \$10,000.00. Board Member Dawn King seconded. There being no further discussion, President Donley called for the vote.

VOTE:

6 AYES (Donley, Brantley, King, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED AND GRANTED

ITEM 6.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING:
Approval of Amended Dickinson Economic Development Corporation's Financial Policies and Procedures.

Board Member Jessie Brantley made a motion to approve the Dickinson Economic Development Corporation's Financial Policies and Procedures subject to an addition to those Procedures stating that up to a \$50,000.00 for a Contractual Agreement that the Board has approved. Board Member Bill Schick seconded. There being no further discussion, President Donley called for the vote.

VOTE:

6 AYES (Donley, Brantley, King, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

ITEM 7.) BRIEFING, DISCUSSION, DIRECTION AND POSSIBLE ACTION CONCERNING: Approval of Amended Dickinson Economic Development Corporation's Revised Investment Policy.

Board Member Jessie Brantley made a motion to approve the Dickinson Economic Development Corporation's Investment Policy. Board Member Mark Martelli seconded. There being no further discussion, President Donley called for the vote.

VOTE:

6 AYES (Donley, Brantley, King, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

ITEM 8.) CONSIDERATION AND POSSIBLE ACTION CONCERNING: The Board will now hold a closed executive meeting pursuant to the provisions of Chapter 551, of the Texas Government Code, in accordance with the authority contained in:

- A. Texas Government Code Section 551.071 (entitled "Consultation with Attorney"), Section 551.072 (entitled "Deliberation Regarding Real Property") regarding the purchase, exchange, lease or value of real property, and Section 551.087 (entitled "Deliberation Regarding Economic Development Negotiations") regarding property owned on Hughes Road.
- B. Texas Government Code Section 551.071 (entitled "Consultation with Attorney"), Section 551.072 (entitled "Deliberation Regarding Real Property") regarding the purchase, exchange, lease or value of real property, and Section 551.087 (entitled "Deliberation Regarding Economic Development Negotiations") regarding property owned on I-45 South.
- C. Texas Government Code Section 551.074 – Personnel Matters to deliberate the appointment, employment, evaluation, reassignment or duties of the Chief Executive Officer.

President Robert Donley recessed the regular meeting at 7:14 p.m.

ITEM 9.) RECONVENE:

President Robert Donley reconvened the regular meeting at 9:22 p.m.

ITEM 10.) DIRECTION AND POSSIBLE ACTION CONCERNING: Items discussed in Executive Session.

Board Member Jessie Brantley made a motion to authorize the Board President to execute the recently negotiated Letter of Intent for 19.47 acres on I-45 in a 180 day feasibility period with REME Companies. Board Member Bill Schick seconded.

VOTE:

6 AYES (Donley, Brantley, King, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

Board Member Jessie Brantley made a motion to authorize the Board President to execute an Ernest Money Contract for the purchase of the Hughes Road property in the amount of 1.1 Million Dollars by the REME Companies. Board Member Dawn King seconded.

VOTE:

6 AYES (Donley, Brantley, King, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

ITEM 11.) ADJOURN

President Robert Donley called for a motion to adjourn. Board Member Jessie Brantley motioned to adjourn and Board Member Bill Schick seconded. There being no discussion, President Robert Donley called for a vote.

VOTE:

6 AYES (Donley, Brantley, King, Martelli, Rankin, Schick)

0 NAYS

MOTION PASSED

The meeting adjourned at 9:23 p.m.



Robert Donley, President