



**ODESSA DEVELOPMENT CORPORATION MINUTES
CITY OF ODESSA, TEXAS**

March 10, 2022

A regular meeting of the Odessa Development Corporation (ODC) was held on March 10, 2022, at 2:00 p.m. in the Council Chambers, 5th floor, City Hall, 411 W. 8th St. Odessa, Texas.

Members present: Tim Edgmon, David Boutin, Melanie Hollmann, Larry Robinson, Kris Crow, and James Kirk.

Member absent: Chris Cole.

Others present:

City Staff: Michael Marrero, City Manager; Norma Aguilar-Grimaldo, City Secretary; Natasha Brooks, City Attorney; and Cindy Muncy, Assistant City Manager; Larry Fry, Director of Finance; Casey Hallmark, Downtown Odessa Executive Director; Jan Baker Senior Assistant City Attorney; and Christina Buhnerkempe, Legal Assistant; and

ODC Contractors: Tracy Jones, Economic Development; Tyler Patton, UTPB-SBDC; Craig Van Amburgh, CVA; James Beauchamp, MOTRAN; Chris Walker, Black Chamber of Commerce; Tom Manskey, Economic Development; Renee Earls, Chamber of Commerce; and

Others: Council members Mari Willis, Steven Thompson, Denise Swanner, Detra White, and Mark Matta; and other interested citizens.

A quorum being present, Mr. Edgmon called the meeting to order, and the following proceedings were held:

Wesley Burnett gave the invocation.

Remove from the table to appoint officers: President, Vice President, and Assistant Secretary. Motion was made by Mr. Boutin and seconded by Mr. Crow to remove the item from the table. The motion was approved by unanimous vote. Mr. Edgmon recommended the following slate of officers: President: David Boutin, Vice President: Melanie Hollmann, and Assistant Secretary: Kris Crow.

Motion was made by Mr. Crow and seconded by Dr. Kirk to approve the recommended officers. The motion was approved by unanimous vote.

Mr. Boutin began to run the meeting.

February 10, 2022 minutes. Motion was made by Ms. Hollmann and seconded by Mr. Edgmon to approve the minutes as amended. The motion was approved by unanimous vote.

Contractors' reports: Economic Development Department - Odessa Chamber, CVA Advertising and Marketing, Black Chamber of Commerce, UTPB-America's SBDC, MOTRAN, and City administrative support - financials. Mr. Manskey stated that Project Frost was an expansion with 15-30 new jobs. Project Big Red representatives were reviewing the contract. He reviewed the activities. He stated a new economic development software would provide tracking with each project and a report could be generated. The software could determine the type of contacts made with any lead or project. Mr. Manskey recommended a sales tax workshop that could be scheduled for the board members, in conjunction with a retreat.

Mr. Van Amburgh reported on February's activities. The golf programming on television had ODC local business expansion messages. The billboard and newspaper advertising messages were being updated. Social media was up slightly. Mr. Robinson reported that some of the reports and newsletters needed to be updated on the website.

Mr. Walker reported that the Black Chamber of Commerce February's digital display of local heroes was successful. There was an increase in its membership and social media. The Black Chamber would aid in providing food boxes with St. James Baptist Church. The Black Chamber was working with a nonprofit to help clean up the community.

Mr. Patton reported on SBDC's February activity. He reported on seminars and attendees. He reviewed the types of workshops for March. Total capitalization was \$3.5 million. The three new businesses were not in Odessa. He stated that the best workshops were the COVID and disaster funding. Prior to COVID, the best workshops were access to capital and marketing.

Mr. Beauchamp reported that Southwest Airlines nonstop to Austin would be marketed and had two direct marketing campaigns. He reported the broadband level of the service mapping with the underserved businesses. There were 127 businesses along I-20 in Ector County that had access to fiber cable.

Mr. Fry reported on January's financial report. He reported the total assets, liabilities, revenues, and expenditures. There were no new investments made. The March sales tax received was \$829,124.82 which was an increase from last year. Total sales tax was \$5,771,551.26 which was a 15.63% increase.

Motion was made by Dr. Kirk and seconded by Ms. Hollmann to approve the January financial report. The motion was approved by unanimous vote.

Resolution No. ODC-2022R-04 - Discuss and consider the ODC draft audit report.

Mrs. Muncy stated that Weaver completed the draft audit for fiscal year ending September 30, 2021. Greg Peterson stated that the report had an unmodified opinion. He reviewed the audit. He reviewed the balance sheet, committed funds, revenues, and expenditures. The audit included a summary of accounting policies and schedule of committed funds. The notes to the financial statements included a weighted average of investments. Mr. Peterson stated that there were no instances of noncompliance.

Motion was made by Dr. Kirk and seconded by Mr. Edgmon to approve the draft audit report. The motion was approved by unanimous vote.

Resolution No. ODC-2022R-05 - Request from Icon Tavern for an extension of time to complete the downtown infrastructure and façade projects. Ms. Hallmark stated

that Icon Tavern received infrastructure and façade grants on June 21, 2021 with a deadline of no later than 12 months. Due to construction delays, Icon Tavern requested a 90 day extension to complete the construction. Shawn Rodriguez, Icon Tavern, stated that production would start and completion would be close by June. Icon would be open before the NFL season. There were unexpected delays were due to COVID and contractor issues.

Motion was made by Mr. Crow and seconded by Dr. Kirk to approve the resolution and extend the deadline for completion to September 30, 2022. The motion was approved by unanimous vote.

Discuss and consider approving the Downtown Grants Policy. Ms. Hallmark recommended a change to Article III 3.1.3 ii and iii. She suggested to add the applicant to have operated the business. Ms. Hollmann agreed. Exhibit B was to be a list from SBDC for the required seminars. The three required seminars were financial, marketing and a choice of listed options. The seminars would have to be completed before seeking reimbursement. The list would be subject to change based on SBDC, so language referencing the then current SBDC list would be inserted instead of Exhibit B.

Motion was made by Ms. Hollmann and seconded by Mr. Crow to approve the Downtown Grants Policy as amended. The motion was approved by unanimous vote.

Discuss and consider a potential ODC checking account. Mr. Boutin stated that after the explanation from City staff there was not a reason to have a separate checking account. He stated approval was needed for the transfer of ODC funds and it was audited. Mrs. Muncy explained the process detail of the transfer of ODC funds that included a coded number. She stated it was unlikely to miscode the account as there was the approval process and Mr. Fry reviewed the details of the accounts for the financial statements. The funds were transferred from the ODC TexPool to the City's TexPool. The amount of the transfer was an exact amount and not rounded. No further action was taken.

Remove from the table to appoint ODC board members to committees. Motion was made by Mr. Edgmon and seconded by Ms. Hollmann to remove the item from the table. The motion was approved by unanimous vote.

Motion was made by Dr. Kirk and seconded by Mr. Edgmon to appoint the following:

Partnership: David Boutin and Melanie Hollmann
Tax Incentive: David Boutin and Melanie Hollmann
Advertising: Chris Cole, James Kirk, and Tim Edgmon
Downtown Grants Design Review Board: Larry Robinson and Melanie Hollmann

The motion was approved by unanimous vote.

ODC Committee and Officer Reports: Partnership, Tax Incentive, Advertising and Downtown Grants Design Review Board. No reports.

Citizen comments on non-agenda items. None.

There being no additional business, Mr. Boutin adjourned the meeting at 3:10 p.m.

ATTEST:

APPROVED:

Norma Aguilar-Grimaldo, TRMC, CMC
City Secretary

David Boutin
President