



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

**April 14, 2022**

A regular meeting of the Odessa Development Corporation (ODC) was held on April 14, 2022, at 2:00 p.m. in the Council Chambers, 5<sup>th</sup> floor, City Hall, 411 W. 8<sup>th</sup> St. Odessa, Texas.

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

Member absent: Melanie Hollmann.

Others present:

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

ODC Contractors: 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 member Tom Sprawls; Jefferson Cox, and other interested citizens.

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

Mr. Cole gave the invocation.

**March 10, 2022 minutes.** Motion was made by Mr. Crow and seconded by Mr. Kirk to approve the minutes. 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 reported that the contract with the software program was signed for prospect reporting. Project Frost and Project Legion have not submitted applications. Project CTV submitted its application. He reviewed the return on investment analysis report. He stated that the ODC was getting a good return on investment. Mr. Boutin stated it was important to evaluate the success and asked for a benchmark with other cities. Mr. Cole stated it was a good report and there was more value with a comparative analysis. He suggested a testimonial piece with a before and after comparison. Mr. Manskey stated that the jobs retained were tracked through the contract but the earlier completed projects were not tracked.

Mr. Van Amburgh reported on March activities. There were new billboard messages. A publication will be promoting Odessa in Newsweek magazine including in the European

distribution. The website was updated. Mr. Boutin stated there was legislative feedback from the Washington DC trip. He stated that there was feedback on providing a message of a cleaner oil and gas production and technological advances. He suggested addressing it with a joint venture with Midland and PSP on the Permian Fuels America campaign. The campaign should include targeting legislators and voters.

Mr. Walker reported that the Black Chamber of Commerce has seen its numbers increase with office visits. There were three potential businesses that included an auto cleaning service, natural oils and a food truck. The Black Chamber partnered with Keep Odessa Beautiful for a clean-up project in South Odessa on April 23. A workshop will be held with SBDC on government contracting. Mr. Walker explained the natural oil which was not a perfume or cosmetic.

Mr. Patton reported on SBDC's March activity. He reported on seminars and attendees. Total capitalization was \$1,530,000 in Odessa. There were 11 full time employees. He reviewed the types of workshops for April.

Mr. Beauchamp reported that the bill was approved that designated I-27 through Midland and Odessa. A project was submitted for US Hwy. 385 and Loop 338 for the I-14 project. He stated that the Yukon and Loop 338 interchange and the Hwy. 191 and Yukon would each be completed May 2023.

Mr. Fry reported on the February financial report. He reported the total assets, revenues, and expenditures. There was an investment on a GO bond made. The March sales tax received was \$898,516.27 which was an increase from last year. Total sales tax was \$6,670,071.53 which was a 17.9% increase.

Motion was made by Mr. Cole and seconded by Mr. Edgmon to approve the February financial report. The motion was approved by unanimous vote.

**Resolution No. ODC-2022R-06 – Downing Wellhead Equipment economic development agreement.** Mr. Cox stated that the Downing contract was approved in 2019 but was cancelled and had reapplied. The financials and plans were compared. Downing was moving from Midland to Odessa. A build to suit will be made and leased. He stated it was a well established business. Mr. Boutin stated that the report identified the total salary for the contract period. The recommended incentive was \$1,640,000. Mr. Cole stated that the report format was decent. He stated that the with the move out of Midland it was not guaranteed that employees would move to Odessa.

Motion was made by Mr. Cole and seconded by Dr. Kirk to approve the resolution. The motion was approved by unanimous vote.

**Resolution No. ODC-2022R-07 – Façade agreement and Resolution No. ODC-2022R-08 – Infrastructure agreement for Little McJack Properties, LLC.** Mrs. Hallmark stated that Little McJack was in tier level 1. A façade and infrastructure grants were requested. For the façade grant, the total investment was \$35,000 with a recommended grant available of \$25,000. The owner's investment was \$10,000. Two estimates were provided. She stated all the invoices would be corrected by addressing to the business owner. On the infrastructure grant, the total investment was \$92,888 with a recommended grant of \$46,440. She stated that the owner's responsibility was \$119,256.40 and reviewed the items that were not covered by the grant. The total business investment was \$165,696.40. The business was a specialty gift shop.

Motion was made by Mr. Crow and seconded by Dr. Kirk to approve the façade and infrastructure agreements. The motion was approved by unanimous vote.

**Discuss proposed budget calendar FY 2022-2023.** Mrs. Muncy reviewed the budget calendar. Staff was working on an RFP for grants compliance services. Any comments or questions should be sent to Mrs. Muncy.

**Appoint an ODC board member to the MOTRAN Board.** Motion was made by Mr. Cole and seconded by Dr. Kirk to appoint Mr. Crow to the MOTRAN Board. The motion was approved by unanimous vote.

Mr. Manskey would serve as ex-officio.

**ODC Committee and Officer Reports: Partnership, Tax Incentive, Advertising and Downtown Grants Design Review Board.** Mr. Robinson stated that changes were reviewed in detail to the grant policy.

**Citizen comments on non-agenda items.** None.

There being no additional business, Mr. Boutin adjourned the meeting at 3:19 p.m.

ATTEST:

APPROVED:

Norma Aguilar-Grimaldo, TRMC, CMC  
City Secretary

David Boutin  
President