



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

**July 13, 2023**

A regular meeting of the Odessa Development Corporation (ODC) was held on July 13, 2023, at 11:45 a.m. at Lecture Hall #128, Gregory Williams Building, Odessa College, 201 W. University, Odessa, Texas.

Members present: Melanie Hollmann, David Boutin, Kris Crow, Larry Robinson, and Jeff Russell, and Ismael "Mikky" Navarrete.

Member absent: James Kirk.

Others present:

City Staff: Norma Aguilar-Grimaldo, City Secretary; Dan Jones, City Attorney; Seth Boles, Interim Finance Director; Christina Buhnerkempe, Legal Assistant; and

ODC Contractors: Renee Earls, Chamber of Commerce; Tom Manskey, Chamber of Commerce; Tracy Jones, Chamber of Commerce, Christi Callicoatte, Current Media Partners; and

Others: Council member Gilbert Vasquez; Tim Harry; and others.

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

Mr. Russell gave the invocation. The Pledge of Allegiance and Texas Pledge were recited.

**June 15, 2023 minutes.** Motion was made by Mr. Russell and seconded by Mr. Navarrete to approve the minutes. The motion was approved by unanimous vote.

**Contractors' reports: Economic Development Department, Current Media Partners, Black Chamber of Commerce, UTPB-America's SBDC, MOTRAN, City administrative support – financials, and Annual Financial Audit Report.** Mr. Manskey reported on the projects. Swiss Select was a company on energy technology. Clean Neighbor was a project out of Mexico involving alternate fuels through recycling. Project Freedom would be brought back at another meeting. Project Lithium representatives will tour Odessa. He reviewed the economic indicators.

Ms. Callicoatte met with people for testimonials. The advertising plan included to focus on target industries in magazines. The new website was live. The website banner would change quarterly. The testimonials with Odessa College and UTPB would be to reinforce the workforce efforts.

Mr. Crow stated that the Black Chamber of Commerce was hosting its golf tournament on July 15.

Mr. Boles reviewed the financials for April and May on expenditures and revenues.

Mr. Boutin arrived at the meeting at 12:27 p.m.

Mr. Boles reviewed the investments made. The sales tax had an increase. The June sales tax was \$1,094,465. Mrs. Jones gave the history of Downing's grant as they had terminated the contract and reapplied and was awarded a grant in April 2022. Mr. Russell asked for detailed information on the \$2 million infrastructure grant. He stated that there was no system of external checks and relying on internal city ledger. He stated that an audit may not review internal checks. Mr. Boles would add a reconciliation of the TxPool account.

Motion was made by Mr. Russell and seconded by Mr. Navarrete to table the April and May financials. The motion was approved by unanimous vote.

**ODC Committee and officer reports: Partnership, Tax Incentive, Advertising, DOI Grants Design Review Board, and Compliance.** Mr. Russell stated that all the entities were represented at the Partnership meeting. Workforce development was discussed as well as childcare and understanding each entity's activities. Mr. Crow asked if lobbying on recruiting workers could be done in the areas that were facing challenges to relocate to Odessa. He suggested creating a career plan at the junior and senior high school level. He stated that an internship could be done with businesses and start the training through Odessa College or UTPB. Mr. Russell stated that there was a shortage in police officers, jailers, school police and county officers. He stated that there was a housing shortage. He suggested that the City streamline the contractor process for permits. He stated more skilled labor was needed. Mr. Crow suggested hiring an ombudsman to help with the process. Mr. Boutin stated that the person was a band aid and the City should fix the process if it was flawed. Mr. Crow discussed building inspection in its process. Mr. Russell stated that the ombudsman would help to further economic development. Mr. Crow suggested an ODC and Council joint meeting to discuss a strategic plan.

Mr. Boutin reported that the Tax Incentive met to approve the guidelines with no changes. Mr. Robertson reported that the DOI Grants Design Review Board was waiting on information. The board may be reviewing the infrastructure process. Ms. Hollmann reported that the Compliance Committee had a good meeting.

**Economic Development Agreement with GCC Permian.** Mr. Jones stated that the property values changed year to year. GCC Permian had a capital investment of \$400 million. The board discussed the taxable assessed value. The appraisal district relied on the business owners since it was so specialized.

Motion was made by Mr. Boutin and seconded by Mr. Russell to approve the economic development incentive performance agreement with a minimum taxable assessed value of \$320 million. Ms. Hollmann explained the appraisal district's process. The motion was approved by unanimous vote.

**Resolution No. ODC-2023R-09 – Performance agreement with Standard Industrial Services.** The changes were reviewed. Mrs. Jones stated that renovations were completed. She stated that the investment was already made. She asked if the money spent could be included in the agreement.

Motion was made by Ms. Hollmann and seconded by Mr. Boutin to approve the resolution with the changes to the agreement and the effective date January 1, 2023. The motion was approved by unanimous vote.

**Tabled – Performance agreement with Texline Energy Services, LLC.** Motion was made by Mr. Russell and seconded by Mr. Boutin to table the item. The motion was approved by unanimous vote.

**Tabled – Performance agreement with Liberty Oilfield Services, LLC.** Motion was made by Mr. Boutin and seconded by Mr. Manskey to table the item. The motion was approved by unanimous vote.

**Tabled - Amendments to the economic development agreement between ODC and Downing Wellhead Equipment, LLC.** Mrs. Jones provided the history on Downing Wellhead with an approved contract in 2019, but the contract was stopped due to COVID, resubmitted and approved in July 2022. She reported that 57 jobs would be retained with 54 new jobs. The annual payroll was \$3.94 million and a capital investment of \$1.9 million. The total jobs at the end of the five years was 110 jobs. It was not in the city limits or Ector County. The grant qualified as it was in the ETJ. She stated that the employees eat and shop in Odessa. Other approved ODC projects that were in the ETJ included Leeco projects. Mr. Manskey stated it had four different addresses. Mr. Crow stated that the City or the county were not benefiting. Mr. Navarrete stated that the board needed to be good stewards of Odessa. Mr. Boutin stated it may be Odessa employees. He asked if the agreement could be extended. Discussion was held on the property location. Ms. Hollmann stated that the agreement needed to be amended to reflect the proper address.

Motion was made by Mr. Boutin and seconded by Mr. Navarrete to table the item. The motion was approved by unanimous vote.

**Closed Session. No action.**

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

**Upcoming dates for future ODC Board meetings.** Mr. Crow stated that July 20 joint meeting has been postponed to August. The ODC board would meet on August 3 at 2 p.m. for the General Development Plan and contract budget proposals. The regular board meeting was scheduled for August 10, 2023. A planning session will be scheduled with the City Council.

Motion was made by Mr. Russell and seconded by Ms. Hollmann to adjourn the meeting. The motion was approved by unanimous vote. The meeting adjourned at 1:43 p.m.

ATTEST:

APPROVED:

Norma Aguilar-Grimaldo, TRMC, CMC  
City Secretary

Kris Crow  
President