

**ODESSA DEVELOPMENT CORPORATION
CITY OF ODESSA, TEXAS
October 16, 2019**

A regular meeting of the Odessa Development Corporation (ODC) was held on October 16, 2019 at 2:00 p.m., in the Council Chambers, fifth floor, City Hall, 411 W. 8th St., Odessa, Texas.

Members present: Betsy Triplett-Hurt, Melanie Hollmann, Tim Edgmon, Ted Tuminowski, Gene Collins and Mayor David Turner, ex-officio.

Others present:

City Staff: Norma Aguilar-Grimaldo, City Secretary; Natasha Brooks, City Attorney; Robert Carroll, Assistant City Attorney; Cindy Muncy, Interim City Manager; ODC Contractors: Wesley Burnett, Economic Development; Tyler Patton, UTPB-SBDC; Bryan Bierwirth, UTPB-SBDC; Renee Earls, Chamber of Commerce; and Others: Council members Mari Willis and Tom Sprawls, and other interested citizens.

A quorum being present, Mrs. Triplett-Hurt called the meeting to order and the following proceedings were held:

Mr. Collins gave the invocation.

September 12, 2019 minutes. Motion was made by Mr. Edgmon and seconded by Mr. Tuminowski to approve the minutes. The motion was approved by unanimous vote.

Contractors report: Economic Development: Odessa Chamber, CVA Advertising and Marketing, UTPB-America's SBDC, MOTRAN, and City Administrative support. Mr. Burnett reported that American Standard, a plumbing operation, was discussing their plans. Sabre Chemical was adding more to their facility in renovations and was meeting with financial institutions. There were no tax abatements. Project 2019-02 was a manufacturer of housing components. The will be visiting Odessa seeking land in the opportunity zone. There were many calls and retention visits. An ODC advertising was done in the Odessa American.

Mr. Patton reported UTPB-SBDC end of the year numbers. There were 3,403 counseling sessions with 2927 counseling hours. There were 42 seminars with 736 attendees. There was over \$20 million in capitalization with over \$3 million in Odessa. There were 236 jobs reported. Seminars were promoted through Face Book, Eventbrite, emails, and contacts. Mr. Bierwirth reported that the Business Challenge would start on January 14, 2020. The timeline was planned for upcoming challenge.

Mrs. Muncy reported on the August financial statement. She stated that investments were \$59 million. The parking garage was paid, which reduced the accounts payable. The Odessa College and UTPB payments were pending until the invoice was received. Expenditures were on track but the marketing expenses were down. There were no changes in the reserve commitments.

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

Discuss and consider newly drafted ODC bylaws. Mr. Carroll stated that the bylaws were streamlined and there were housekeeping changes. The document flowed and provided a smooth transition of the sections. Mr. Tuminowski was concerned with the term “professional capacity” as it was subjective. Mr. Collins suggested providing specific terms. Ms. Hollmann recommended adding banking, finance, law, accounting and engineering. Mr. Tuminowski stated that moral values was also subjective. The board did not have an issue with the term. Mr. Tuminowski asked about the nepotism laws as to the extension of relation. Mr. Carroll stated it followed the City’s nepotism policy. Mrs. Triplett-Hurt asked that under the ex-officio to add two ODC representatives to the Compliance Committee. She asked about the application process. The City Secretary received the applications. The board would vote on the finalized bylaws at the November meeting.

Audit contract with Weaver and ODC. Mrs. Muncy reported that the proposal for the audit was done in 2014 with two years options of renewals. Due to the financial conversion at the City, she recommended to renew the contract with Weaver. The audit would be the fiscal year ending September 30, 2019. The contract included the Economic Development Department.

Motion was made by Ms. Hollmann and seconded by Mr. Collins to approve the Weaver audit contract. The motion was approved by unanimous vote.

Update on the TEDC Workshop in August 2019. Mr. Collins attended an economic development workshop and there was an update on the open meetings act. Discussion was held on Type A & B funds. The Attorney General’s rulings were provided. The use of funds for infrastructure was widely used in Texas. Mr. Tuminowski wanted the funds for infrastructure to be used to support businesses.

Receive and consider recommendation from Compliance Committee to approve a contract granting an economic development incentive to Downing Wellhead Equipment, LLC. Mr. Burnett stated that the Compliance Committee recommended the agreement. Downing Wellhead was based in Oklahoma. It was consolidating its business from Midland to Odessa. They would bring 50 jobs from Midland. There were be 53 new jobs over five years, and have \$2 million in equipment. The incentives was for \$1.64 million. Jobs would be maintained and added each year. Currently, they were looking at land in Odessa. Mr. Tuminowski stated it was a reference from OHFC, Jill Miller.

Motion was made by Ms. Hollmann and seconded by Mr. Edgmon to approve the Downing Wellhead economic development contract. The motion was approved by unanimous vote.

Consider approval of Compliance Committee recommendation of payment to Glazer’s Beer and Beverage of Texas, LLC based on compliance with the Economic Development Agreement. Mr. Burnett reported that Glazier was one year in operation. Weaver provided the audit and it meet the requirements of the contract. The Compliance Committee recommended paying Glazier its first installment.

Mrs. Triplett-Hurt wanted the process standardized in that the audit be completed in 30 days after all the documents were received.

Motion was made by Mr. Collins and seconded by Ms. Hollmann to approve Glazer's payment of the economic development agreement. The motion was approved by unanimous vote.

Receive and vote on three pending Downtown Façade and Infrastructure Grants: LCA – Façade; EWLW, LLC – Infrastructure; Ambler Law – Façade and Infrastructure. Mr. Carroll reported that LCA requested a façade grant at 521 N. Texas. LCA's total investment was \$48,947.96. The recommended grant was \$25,000.

Motion was made by Mr. Edgmon and seconded by Mr. Collins to approve the façade grant for \$25,000. The motion was approved by unanimous vote.

Mr. Carroll stated that EWLW requested an infrastructure grant at 712 N. Texas. The roof and air conditioning would be replaced. The recommended grant was for \$13,582.50.

Motion was made by Mr. Collins and seconded by Mr. Edgmon to approve the infrastructure grant for \$25,000. The motion was approved by unanimous vote.

Mr. Carroll stated that Ambler Law requested a façade grant at 511 N. Lincoln. The design was within the guidelines. The building was purchased and met all building codes. The Design Committee recommended the grant for \$25,000. The owner will add additional features and follow the guidelines.

Motion was made by Mr. Edgmon and seconded by Ms. Hollmann to approve the façade grant for \$25,000. The motion was approved by unanimous vote.

Mr. Collins reported that the Design Committee was working on standardizing rates as roofing to give a realistic figure for the projects. Mr. Carroll explained the standardization of rates through a software program to protect the funds.

Consider and possible approval of 2019-2020 Compliance Committee Appointees. Motion was made by Ms. Hollmann and seconded by Mr. Edgmon to appoint Gaven Norris to the Compliance Committee. The motion was approved by unanimous vote.

Mrs. Triplett-Hurt noted that the Black Chamber and Hispanic Chamber needed a representative for the Compliance Committee and should be made aware. Ms. Brooks reached out to the Hispanic Chamber.

Discuss potential nominees to fill pending vacancy on 2020-2021 Compliance Committee. There would be three vacancies for next year on the Compliance Committee. Attorneys and CPAs were needed. The qualifications were reviewed.

ODC Committee and Officer Reports. The advertising ads were great. Mrs. Triplett Hurt wanted the City to document the experience with the August 31 event. Mr. Collins asked for a meeting with Dr. Woodley, UTPB President, to discuss the housing. UTPB was dedicating an area for housing.

The meeting adjourned at 3:11 p.m.

ATTEST:

APPROVED:

Norma Aguilar-Grimaldo, TRMC, CMC
City Secretary

Betsy Triplett-Hurt
President