

**CITY OF INGLESIDE DEVELOPMENT CORPORATION (4B)  
BOARD OF DIRECTORS  
MINUTES  
REGULAR MEETING  
JUNE 04, 2014**

**1. Call To Order.**

The meeting was called to order at 6:06 p.m. with President Steve Diehl, presiding. Directors present: Steve Diehl, Cynthia Wilson, Roman Gabriel, Paul Pierce, and Ben Tucker arrived at 6:32 p.m. No directors absent. City of Ingleside staff present: City Manager Jim Gray, Finance Director Rosie Vela, and Administrative Assistant Ruby Nixon. There were no guests.

**2. Recognition of new directors and election of officers. At its meeting of May 13, 2014, the City Council considered the nominations presented to fill the board vacancies. After consideration of the nominations, the Council voted the following individuals as listed.**

	<b>Began</b>	<b>Expires</b>
<b>1. Roman Gabriel</b>	<b>June-14</b>	<b>May-16</b>
<b>2. Vacant</b>	<b>June-14</b>	<b>May-16</b>
<b>3. Vacant</b>	<b>June-14</b>	<b>May-16</b>
<b>4. Paul Pierce</b>	<b>June-14</b>	<b>May-16</b>
<b>5. Cindy Wilson – Secretary</b>	<b>June-13</b>	<b>May-15</b>
<b>6. Steve Diehl – President</b>	<b>June-13</b>	<b>May-15</b>
<b>7. Ben Tucker</b>	<b>June-13</b>	<b>May-15</b>

Appreciation and congratulations were given to the newly appointed/reappointed directors. Director Roman Gabriel took a moment to introduce himself as the newest member.

**3. Discussion and action regarding recommendations to the City Council of nominations for appointment / reappointment of two Board of Directors to serve the Ingleside Development Corporation for the term of June 01, 2014 thru May 31, 2016 (Partial Term).**

There was a discussion for recommendations for appointment with no names to suggest at this time. President Diehl mentioned that there is a possibility that Teresa Flores will try to come on board in July 2014. At this time, no action was taken.

**4. Comments from the Public.**

There were no comments from the public.

**5. Review and approval of meeting minutes of October 30, 2013.**

The minutes were unanimously approved by all Directors excluding Ben Tucker who was not present at the meeting.

## **6. Executive Director's Report**

### **a. Financial Reports for QE December 31, 2013.**

Finance Director Rosie Vela gave a brief review of the Financial Reports for the quarter ending December 31, 2013. Vela stated that the current cash in the bank was \$523,266.85. This is an increase of \$42,100.25 from June 30, 2013. The sales tax collection was \$42,599. There were no expenses to report for this quarter.

### **b. Financial Reports for QE March 31, 2014.**

Finance Director Rosie Vela gave a brief review of the Financial Reports for the quarter ending March 31, 2014. Vela stated that the current cash in the bank was \$501,404. This was a decrease of \$21,663 from the previous quarter due to debt service. The sales tax collection was \$79,656. The expenses reported for this quarter were \$65,310, which included debt service of \$58,402 and \$5,000 for Economic Development.

President Diehl inquired about the bond payment and if there is any incentive to pay off the debt early. Finance Director Rosie Vela explained the current balance is approximately \$300,000, the interest rate very low at 1.8%, and the debt matures within five years.

Director Gabriel inquired about a contingency fund. Finance Director Rosie Vela explained that there is no contingency fund only a fund balance. City Manager Jim Gray explained to Gabriel about the fund balance and the process.

President Diehl inquired as to when the Ingleside Development Corporation budget is due. Finance Director Rosie Vela explained that this is due by June 20, 2014. Diehl suggested that the new budget include a line item called "Promotional."

## **7. Discussion on potential future projects.**

President Diehl suggested that this corporation become more active with the sales taxes that have been collected, as well as, start making recommendations to City Council to improve the community and have a purpose.

### **a. Possible parks project**

City Manager Jim Gray updated the Board on the parks plan as follows: 06/24/14 the City is to receive the final parks master plan for City Council; 07/22/14 if the plan is approved, will go to Texas Parks & Wildlife; 8/31/14 grant application submission, and around mid-September the budget is to be approved. At this time, we are trying to go to various industrial partners to get help with donations for the park project. Oxy has offered to donate several large light poles. The City was not able to get the land donated since the current owner previously donated a large portion of land to the school district. However, the land is to be at a fixed rate of \$20,000 an acre and the owner is willing to sell in phases. The city is looking into 40 acres at this time. Land, park structures, and grants will be a significant issue. The grant from Texas Parks & Wildlife for \$400,000 must be matched. This can be matched with dollars, service, and/or land.

**b. Possible funding for economic development website**

Director Pierce mentioned that at the last City Council meeting the Retail Coach representative suggested the City create a separate Economic Development website. Director Pierce questioned if the Ingleside Development Corporation can fund the website to highlight available property and items that draw people to the area. City Manager Jim Gray said City Secretary Kimberly Drysdale has Economic Development packets that are provided during events and these are good items to start with for the website. City Manager Jim Gray said that we will have to look into packages for the website for cost and maintenance fees. Director Tucker inquired about how much traffic activity is generated from the Economic Development section of the current City's website and if it is cost effective to have a dedicated Economic Development website versus updating the current City's website. Director Pierce and City Manager Jim Gray discussed the benefits of having a dedicated Economic Development website.

**c. Any other potential projects**

President Diehl suggested a City of Ingleside entrance or "Welcome" sign like our surrounding cities. City Council has this in the budget and Diehl suggested that this Board assist the city with this expense creating a "promotional" line item for funding. Under the HIPPO rule, up to 10% of sales tax collected can be accumulated and utilized for promotional expenditures. Diehl mentioned we need to find land either by purchase or contract to place an entrance sign.

**Director Ben Tucker joined the meeting at 6:32 p.m.**

City Manager Jim Gray mentioned that this project is approved in the budget, and Wildcat is willing to give the City land for this project. Director Pierce suggested a possible partnership with the City to fund the "Welcome" sign project. Pierce inquired as to what this Board needs to do to participate with the City on this Project. Gray suggested submitting a project application to council or to write into the budget. Director Gabriel suggested entrance location and type of sign such as a LED sign in order to sponsor events. Gray mentioned there are three entrance locations and the sign will need to be inside city limits to utilize the sales tax funds. Gray suggested the Board to take pictures and make notes of surrounding cities signs and bring back. Diehl inquired if Gray could bring back facts and figures to the next meeting. Gray said that he would provide an estimated budget number. Pierce proposed matching the City 50/50 up to \$40,000 after further discussion. Pierce suggested that we get three proposals and use their creative idea designs and we can refine as needed.

Director Wilson suggested revitalizing the downtown area and inquired on how we can promote the area without any parking.

City manager Jim Gray mentioned eventually we plan to build a new City Hall on Hwy 361. Director Wilson inquired if this Board can participate in a meeting area at City Hall for a visitor center. President Diehl said that this board can use the sales tax funds for a meeting room because it enhances economic development.

President Diehl suggests that we focus on two small projects at this time such as the City of Ingleside entrance sign and the Economic Development website.

**8. Discussion and action regarding the Ingleside Development Corporation Bylaws Section 2.2 Meetings of Directors, to include but not limited to frequency and time.**

It was proposed by President Diehl that the Board of Directors modify the current time of meeting from 6:00 p.m. to 6:30 p.m. to allow enough time for those Directors who commute for work to be able to attend. Director Pierce suggested that this be re-evaluated after the next couple of meetings to see if this is really a necessary change. All Directors were in agreement for a re-evaluation after a couple of meetings.

It was suggested that the Board of Directors modify the current schedule for regular quarterly meetings. After discussion of the various transactions which the corporation will have within the foreseeable future, it was suggested that the regular meetings be held on the first Wednesday of April and the first Wednesday of October. In addition, called meetings will be scheduled as necessary. All Directors were in agreement for this modification.

**9. Discussion and action regarding the Ingleside Development Corporation 4B Sales Tax Funding application.**

The following changes to the Ingleside Development Corporation 4B Sales Tax Funding application were requested:

1. Eligible projects ~~can~~ shall be projects within the city limits of Ingleside.
2. Applications will be accepted by the ~~Director of Economic Development City~~ Manager's office for the City of Ingleside.

Director Pierce made a motion for the changes to be approved which was seconded by President Diehl. The motion was approved unanimously.

**10. Recommendations as to items to be placed on the next agenda.**

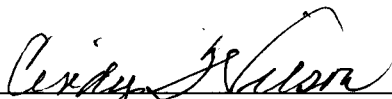
A called meeting will be held on Thursday, June 19, 2014 at 6:00 p.m.

Ingleside Development Corporation budget.

**11. Adjourn**

There being no further business, the meeting was adjourned at 7:33 p.m.

**ATTEST:**



Cindy Wilson, Secretary

**APPROVED:**



Steve Diehl, President