

**OLMOS PARK ECONOMIC DEVELOPMENT CORPORATION  
MINUTES OF REGULAR MEETING OF BOARD OF DIRECTORS  
HELD ON FEBRUARY 14, 2023**

The Board of Directors of the Olmos Park Economic Development Corporation met on Tuesday, February 14, 2023, at 6:00 p.m. at City Hall in the City of Olmos Park at 120 West El Prado Drive, Olmos Park, Texas for considering the following agenda. Members of the Board of Directors present were President Ronald Hornberger, Angela Clark, Dr. Travis Block, Councilwoman Dusek, and Dr. Kenneth Kirlin. Members not present were Tess Harden and Keri Moses. Also present were City Manager, Celia DeLeon; City Secretary, Kyndra Munoz; and Barry Sturrock, 210 Stanford Dr.

Call meeting to order and determination of quorum.

The meeting was called to order at 6:02 p.m. by President Hornberger; roll call was taken, and a quorum was announced.

Citizens to be heard. (This is the time provided for citizens to address the Board on issues and concerns. No action can or will be taken on issues raised under this portion of the meeting. Please limit remarks to a period not to exceed three minutes. Please state your name and address for the record.) After these 3 minutes have ended, please note that no other comments or questions will be entertained unless an individual is granted permission to speak on the request of the EDC President or other presiding officer. Please state your name and address for the record).

There were no citizens to be heard.

Review and discuss minutes of January 10, 2023 Board meeting; take possible action.

President Hornberger moved to approve the minutes of January 10, 2023 Board meeting.

Dr. Kenneth Kirlin seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and possible action on the March 2023 meeting date

City Manager Celia DeLeon stated we were asked to place this on the agenda because the March meeting takes place during the week of Spring Break.

Dr. Kenneth Kirlin moved to move the regular March EDC meeting to Tuesday, March 7, 2023 at 6:00 p.m.

Dr. Travis Block seconded the motion.

The vote in favor of the motion was unanimous.

Review and discuss Financial Reports, including EDC expenditures, review invoices and allocations and monthly treasurer report; take possible action.

Dr. Travis Block stated I was not sure if I falsely attributed the Piwonka Sturrock invoice to the McCullough Lighting Project.

Celia DeLeon stated this is paid out of the consultant budget line item.

Dr. Travis Block stated I will make that correction on the next EDC monthly report.

President Hornberger moved to approve the financial reports including EDC expenditures, invoices and allocations.

Angela Clark seconded the motion.

The vote in favor of the motion was unanimous.

Receive update and possible action on the 5005-5007 McCullough Lighting Project update

President Hornberger stated there has been a question of the EDC purchasing lights for this project. There is another way to do this, which is the same way we completed the Lin Marche Project. The EDC purchased the lights for the demonstration project but that was because it was not allocated to any particular owner. Lin Marche did everything the new ordinances required them to do including bringing the curb out, landscaping and lighting; they then came to the EDC and asked for help with funding. We did not direct them on how to do the work, we just provided the funding assistance. I think this is the precedent we need to follow. My recommendation on the funding of lights is for Mrs. Woods use the process that is already in place, which is to file an application for funding assistance.

Celia DeLeon stated we also have 2 lights that are being stored at the Public Works Department that we should use soon so they aren't damaged.

Barry Sturrock, 210 Stanford Drive stated if we are not sure about how the construction project will be funded, we should not go out for bids.

President Hornberger stated in this case Mrs. Woods should provide the funding, just as Lin Marche did for their construction project then come to the EDC for funding assistance.

Barry Sturrock stated my understanding was at the time Mrs. Woods received her permit the lighting was not required.

Celia DeLeon stated which is why the EDC is taking on the project, so we could continue installing the lighting.

Dr. Travis Block stated there is a concern if we really want this project to be completed but we go back and ask the owner to fund it, they will not complete the project because they are not required to.

Barry Sturrock stated she has completed everything that the ordinance required at the time. She has installed sidewalks, landscaping and irrigation. The lighting and infrastructure to turn the lights on was not required at the time. She has installed the conduit for the light pole. I think Dr. Block brings up a great point. I certainly led Mrs. Woods to believe the EDC was going to fund and complete this work.

Celia DeLeon stated I believe that is what we agreed upon for this project and why we budgeted \$85,000. I agree with President Hornberger's statement regarding not purchasing any future lights. The business owners will purchase the lights, have them installed, and ask the EDC for funding assistance. We have lighting in storage right now and we need to use these lights. This is an EDC project that has already been approved by both the EDC and City Council.

President Hornberger stated I understand we set the \$85,000 aside for this project, but my point was to set and follow a precedent.

Barry Sturrock stated I believe Celia is correct in that when Mrs. Woods started this project, the lighting was not required. These would technically be the last lights we buy because if businesses want to complete construction on McCullough, they must now follow these ordinances to include lighting. For the 5005-5007 McCullough Lighting Project there were some corrections needed on the engineering base plan. We are working on making changes to ensure the drawings reflect the build condition. We will be ready next week with the drawings. The next steps will be to go out for bids for the project, receive and review the bids, and award the bid if it is within budget.

Dr. Travis Block moved to move forward with the bid process for the 5005-5007 McCullough Lighting Project.

Dr. Kenneth Kirlin seconded the motion.

Dr. Travis Block	Aye
Angela Clark	Aye
Councilwoman Dusek	Aye
President Hornberger	Abstain
Dr. Kenneth Kirlin	Aye

The motion passes.

President Hornberger moved to grant Dr. Travis Block authority to go forward on behalf of the EDC to conclude the bid process and award contract.

Dr. Kenneth Kirlin seconded the motion.

The vote in favor of the motion was unanimous.

Discussion and possible action on the boulders located on the 5200 block of McCullough

Councilwoman Dusek stated there is not much room for error here and I would like create a little bit more room here by moving the boulder back.

Barry Sturrock stated I would recommend removing the boulders. The reason they were placed here is because large trucks were cutting the corners and ruining the landscaping.

President Hornberger stated I am concerned about the integrity of the sprinkler box located behind the boulder.

Barry Sturrock stated we can move the sprinkler box when we move the boulder. I would leave the curb the way it is and fill it in with concrete similar to the one located in front of the Valero. It is better to have everyone feel good about this project because it is a potential benefit for McCullough.

Celia DeLeon stated we can also switch the boulder for a smaller one located on Contour Dr.

Councilwoman Dusek stated I will take a look at the boulders located on Contour Drive.

Councilwoman Dusek moved to switch for a smaller boulder or remove the boulder located on the 5200 block of McCullough.

Dr. Travis Block seconded the motion.

The vote in favor of the motion was unanimous.

**Public Hearing:** On the installation of a flag pole at the roundabout on McCullough Ave

President Hornberger opened the public hearing at 6:34 p.m.

There were no speakers.

President Hornberger closed the public hearing at 6:34 p.m.

Discussion and possible action on the installation of a flag pole at roundabout on McCullough Ave.

Dr. Kenneth Kirlin moved to approve the installation of a flag pole at the roundabout and send to City Council for recommended approval.

Councilwoman Dusek seconded the motion.

The vote in favor of the motion was unanimous.

Celia DeLeon stated this will need 2 readings at the City Council level before we begin the project.

Discuss liaison issues with businesses; take possible action

Councilwoman Dusek stated I have located the Shop Local Binder Nicole Greenberg provided and will pass this along to Tess Harden.

Discuss administrative items and future agenda items.

Celia DeLeon stated the EDC has a shoplocal.com Go Daddy website and request that someone from the EDC to volunteer to take this over. I have attempted to manage this, but I am not familiar with it. We need to keep it updated, it still has the December event up on the website.

Dr. Travis Block volunteered to manage the shoplocal.com Go Daddy website.

President Hornberger asked do we want to turn this into a shopping/advertising presence for our businesses along McCullough?

Celia DeLeon stated yes, that is the intention of the website. A good start would be to include a link to each business website from the shoplocal.com website.

Councilwoman Dusek stated I thought it was interesting that our sales tax numbers listed in the chart were higher across the entire year and they were the lowest in month of December when the event took place.

There was no other business and the meeting adjourned at 6:39 p.m.

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Ronald Hornberger  
President

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Kyndra Munoz  
City Secretary