

## Consent Agenda Item 20-0010

**APPROVED 8/3/2020**

*Consider approving the July 6, 2020, regular meeting minutes.*

### **CHEDC REGULAR BOARD MEETING MINUTES FROM JULY 6, 2020**

The Board of Directors of the Cedar Hill Economic Development Corporation held a virtual meeting by Zoom.

1. **Call the meeting to order:** President Michael Lemmon called the meeting to order at 6:28 p.m., the agenda being posted with dial-in numbers for public access.
2. **Roll Call Attendance:** President Michael Lemmon requested that EDC Secretary, Louis Castillo, call the roll for attendance. The following Board Members were present: President Michael Lemmon, Vice President Shawn Quidon, Duane Dankesreiter, Jan Blake, Jeff Powers, Randall Chase, Johnny Wallace, and Andrew LeGrand.  
Board member not present: James Mauldin.

**Staff Present:** EDC Director Kim Buttram, Business Marketing and Research Manager Andy Buffington, Economic Development Specialist Louis Castillo.

3. **Pledge of Allegiance:** The United States and Texas
4. **Invocation:** Jeff Powers
5. **Oath of office for new and returning Board Members, Voting and Ex-Officio:** Secretary Louis Castillo informed the board that due to COVID-19 restrictions, the oath of office may not be administered as a group; he will be setting up appointments with individual board members that are new to the board, as well as members who are reappointed.
6. **Election and Appointment of Officers for the CHEDC:**

**A: Election of President- *Michael Lemmon.***

**Motion:** Duane Dankesreiter made the motion to elect Michael Lemmon for President; the motion was seconded by Vice President Shawn Quidon. The vote was conducted by roll call vote through EDC Secretary, Louis Castillo, whereas the following members submitted a "YES" vote: President Michael Lemmon, Vice President Shawn Quidon, Duane Dankesreiter, Johnny Wallace. Board Member James Mauldin was not present.

**B: Election of Vice President- *Shawn Quidon***

**Motion:** Duane Dankesreiter made the motion to elect Shawn Quidon for Vice President; the motion was seconded by Johnny Wallace. The vote was conducted by roll call vote through EDC Secretary, Louis Castillo, whereas the following members submitted a "YES" vote: President Michael Lemmon, Vice President Shawn Quidon, Duane Dankesreiter, Johnny Wallace. Board Member James Mauldin was not present.

**C: Appointment of Secretary and Treasurer-  
Secretary-Louis Castillo and Treasurer- Alan Dickerson**

**Motion:** Duane Dankesreiter made the motion to appoint Louis Castillo for EDC Secretary and Alan Dickerson for Treasurer; the motion was seconded by Johnny Wallace. The vote was conducted by roll call vote through EDC Secretary, Louis Castillo, whereas the following members submitted a "YES" vote: President Michael Lemmon, Vice President Shawn Quildon, Duane Dankesreiter, Johnny Wallace. Board Member James Mauldin was not present.

7. **Citizens Forum: No requests submitted for public comments.**
8. **Consent Agenda:** *Items listed under the Consent Agenda are considered routine and are generally enacted in one motion. Any board member may remove any item from the Consent Agenda for separate discussion and consideration.*

- A. Consider June 1, 2020, regular meeting minutes.  
B. Consider the May 2020, Financial Report.

Duane Dankesreiter requested to pull the May 2020, Financial Report for review. Duane inquired about the Sales Tax projection for the rest of the fiscal year. Kim Buttram informed the EDC Board that Alan Dickerson, Finance Director for the City of Cedar Hill, projected an approximate 10% reduction in budgeted revenue for the fiscal year due to COVID - 19. There were no additional questions.

**President Michael Lemmon entertained a motion regarding the Consent Agenda.**

**Motion:** Vice President Shawn Quildon made the motion to approve the Consent Agenda; the motion was seconded by Johnny Wallace. The vote was conducted by roll call vote through EDC Secretary, Louis Castillo, whereas the following members submitted a 'YES' vote: President Michael Lemmon, Vice President Shawn Quildon, Duane Dankesreiter, Johnny Wallace. Board Member James Mauldin was not present.

9. **Discussion and Consideration Items:**  
**Proposed 2020-2021 EDC Budget:**  
EDC Director, Kim Buttram, gave an overview and answered questions regarding the Fiscal Year (FY) 2020-2021, EDC Proposed Budget.

**President Michael Lemmon entertained a Motion regarding the FY 20-21 Budget:**

**Motion:** Vice President Shawn Quildon made the motion to approve the Fiscal Year 2020-2021, EDC Proposed Budget; the motion was seconded by Johnny Wallace. The vote was conducted by roll call vote through EDC Secretary, Louis Castillo, whereas the following members submitted a "YES" vote: President Michael Lemmon, Vice President Shawn Quildon, Duane Dankesreiter, Johnny Wallace. Board Member James Mauldin was not present.

10. **Executive Session:** EDC Board convened into Executive Session at 7:00 p.m.
11. **Reconvene into Open Session at 8:30 p.m.:**  
**Consider action to be taken from Executive Session: President Michael Lemmon entertained a motion regarding any item on Executive Session.**

**Motion 1:** Vice President Shawn Quildon made the following motion regarding **Project Step Down:** The EDC Board to approve a two-month extension to the incentive timeline. The motion was seconded by Johnny Wallace. The vote was conducted by roll call through EDC Secretary, Louis Castillo, whereas the following members submitted a 'YES' vote: President Michael Lemmon, Vice President Shawn Quildon, Duane Dankesreiter, Johnny Wallace. Board Member James Mauldin was not present.

**Motion 2:** Vice President Shawn Quildon made the following motion regarding **Project Farmhouse:** EDC Board to authorize staff to conduct an environmental assessment and a real estate appraisal on a Downtown property; the motion was seconded by Duane Dankesreiter. The vote was conducted by roll call through EDC Secretary, Louis Castillo, whereas the following members submitted a "YES" vote: President Michael Lemmon, Vice President Shawn Quildon, Duane Dankesreiter, Johnny Wallace. Board Member James Mauldin was not present.

**12. Information Items:**

**A. Board Member Announcements:**

- *Randall Chase made the following announcements regarding Chamber events:*
  - Tuesday, July 7, 2020, there will be a ribbon cutting ceremony for Central State Manufacturing's 20<sup>th</sup> Anniversary.
  - The Chamber of Commerce will host a virtual networking luncheon on Wednesday, July 7, at noon.
  - On Thursday, July 9, 2020, the Chamber will host Breakfast on the Hill.
- *Vice President Shawn Quildon informed the EDC Board that the New to You thrift store, affiliated with the Cedar Hill Shares Food Pantry, is closing.*

**B. Cedar Hill Chamber Report:**

- Kim Buttram, Michael Lemmon, Jeff Powers, and Randall Chase gave an overview of the Chamber Monthly report that includes ten charters. Progress to be reviewed monthly.

**C. Cedar Hill Business Park Property Owners Association (CHBPPOA) Report:**

- Louis Castillo gave an overview of the CHBPPOA meeting held on Thursday, June 25, 2020.

**D. Director's Report:**

- Kim Buttram updated the EDC Board on the following:
  - Central States Manufacturing will be celebrating their 20 Year Anniversary on July 7, 2020, along with Mayor Mason and City Manager Porter.
  - Cedar Hill Strong Grant/Loan Program update was given.
    - Patty Bushart was hired as an independent contractor, as well as four others, to assist with administering the program.

**E. Marketing and Research Manager's Report:**

- Andy Buffington informed the Board of the following:
  - Cedar Hill Strong marketing outreach is keeping local businesses informed about the program.
  - In March 2020, businesses participated in a survey which gave direction to the Cedar Hill Strong program. Results of the program will be used for future success stories.
  - A new program, called "Behind the Store Front," is being produced by the EDC in partnership with Tourism.

**F. Economic Development Specialist's Report:**

- Louis Castillo read a card from Patty Bushart, thanking the board for the retirement gifts.
- The Cedar Hill Strong Grant /Loan Program contract team will work with Louis to execute the program as applicants are awarded.

**G. Next Board Meeting:**

- **President Michael Lemmon announced that the next EDC Board meeting will be held on Monday, August 3, 2020.**

13. **Adjourn:** President Michael Lemmon entertained a motion for adjournment. Vice President Shawn Quildon made a motion to adjourn, seconded by Johnny Wallace. The vote was conducted by roll call through EDC Secretary Louis Castillo. The following members voted 'YES' to adjourn: President Michael Lemmon, Vice President Shawn Quildon, Duane Dankesreiter, Johnny Wallace, Jan Blake, Jeff Powers, Andrew LeGrand, and Randall Chase. Board Member James Mauldin was not present. The EDC Board meeting adjourned at 8:56 p.m.



President, Michael Lemmon

ATTEST:



Louis P. Castillo  
Board Secretary