

MINUTES
CEDAR HILL ECONOMIC DEVELOPMENT
CORPORATION BOARD MEETING
DECEMBER 7, 2020

The Economic Development Corporation of the City of Cedar Hill, Texas conducted a meeting on Monday, December 7, 2020, 6:00 pm, by video conference.

1. Call the meeting to order.

President Michael Lemmon called the meeting to order at 6:04 p.m., the agenda being posted with dial-in numbers for public access. Roll Call Attendance was conducted by President Michael Lemmon, and the following Board Members were present: President Michael Lemmon, Vice-President Shawn Quildon, Duane Dankesreiter, Johnny Wallace, Jeff Powers, Randall Chase, Angela Berry-Roberson, and Andrew LeGrand. Board Members that did not reply to the roll call: Jan Blake and James Mauldin.

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

2. Pledge of Allegiance.

The United States and Texas.

3. Invocation.

President Michael Lemmon.

4. Public Comment/Citizens Forum.

No requests submitted for public comments.

5. Presentation:

a. Barclay Construction Group:

Randy Gaubert gave a power point presentation regarding Project Net. Randy answered questions from the EDC Board and staff.

b. Downtown Update:

Planning Director LaShondra Stringfellow, Senior Planner Maria Pena, and Public Works Director Tom Johnson co-presented a power point presentation regarding the Cedar Hill Downtown complete streets construction project to the EDC Board and staff.

c. Economic Development Strategic Plan Finalist:

EDC Director Kim Buttram reviewed the process that the selection committee used to select the Strategic Plan finalist; an RFP was published with 14 respondents. The Committee consisted of City Council Member Alan Sims, EDC Board Member Duane Dankesreiter, EDC Director Kim Buttram, Director of Experience Russell Read, Business Marketing and Research Manager Andy Buffington and Economic Development Specialist Louis Castillo. Also advising was City Manager Greg Porter

and Deputy City Manager Melissa Valadez-Cummings. All the submissions were reviewed using a scoring matrix resulting in the selection of three finalists that were interviewed by the committee. The company recommended by the committee is Anthem LLC. Kim reviewed the deliverables that Anthem will supply to the EDC during the six-month process.

6. 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 approving the November 2, 2020, Regular Meeting Minutes
- b. Consider approving the November 9, 2020, Special Called Meeting Minutes.
- c. Consider approving the October Financials.

President Michael Lemmon entertained a motion regarding the Consent Agenda. Motion: Vice-President Shawn Qildon made the motion to approve the Consent Agenda items a, b and c; the motion was seconded by Duane Dankesreiter. The vote was conducted by roll call vote through EDC President Michael Lemmon, whereas the following members submitted a 'YES' vote: President Michael Lemmon, Vice-President Shawn Qildon, Duane Dankesreiter. Board Members that did not reply to the vote: Jan Blake and James Mauldin; the motion passed.

7. Discussion and Consideration Item:

- a. Consider authorizing the Executive Director to execute an Agreement for an Economic Development Strategic Plan in an amount not to exceed \$100,000. President Michael Lemmon entertained a Motion: Duane Dankesreiter made the motion to approve the Executive Director to execute the Agreement for the Economic Development Strategic Plan in an amount not to exceed \$100,000; the motion was seconded by Vice-President Shawn Qildon. The vote was conducted by roll call vote through EDC President Michael Lemmon whereas the following members submitted a "YES" vote: President Michael Lemmon, Vice-President Shawn Qildon, Duane Dankesreiter. Board members that did not reply to the vote: Jan Blake and James Mauldin; the motion passed.

8. Cedar Hill Business Park Property Owners Association Report

- a. Next quarterly meeting is scheduled for December 17,2020.

9. Staff Reports

Louis Castillo made mention that the Economic Development department is in the process of implementing a new CRM with vendor Executive Pulse. Also, Louis informed the board that the EDC will be using the same program that is used by City

Council to distribute the monthly agendas and supplemental reports called Agenda Quick.

These new programs add to departmental efficiencies.

Andy Buffington shared the webpage that hosts the Cedar Hill Strong Workshop series constructed to help the Cedar Hill Strong Grant/Loan recipients as well as the general business community.

Kim Buttram thanked Louis for working with the City Secretary to transition to Agenda Quick and Kim also thanked Andy for working with vendor Zoe Communications coordinating the Cedar Hill Strong Workshops with the Chamber. Kim informed the EDC Board that the EDC will be sending a holiday basket to the top 20 Cedar Hill business employers with items from the Cedar Hill Strong Grant/Loan recipients and other small businesses. This is cross marketing campaign promotes the small businesses to the larger companies. Included in the basket will be the Visit Cedar Hill Tourism card that highlights 26 Cedar Hill Businesses as coordinated by the tourism department.

10. Chamber Report

Randall Chase gave an overview of the December 2020 events and monthly progress report.

11. Executive Session:

EDC Board convened into Executive Session at 7:58 p.m.

12. Reconvene into Open Session at 9:36 p.m.:

Roll Call Attendance was conducted by President Michael Lemmon; the following Board Members were Present: President Michael Lemmon, Vice-President Shawn Quildon, Duane Dankesreiter, Johnny Wallace, Andrew Legrand, Jeff Powers and Angela Berry-Roberson. The following Board Members did not reply to the Roll Call: James Mauldin, Jan Blake, and Randall Chase.

Consider action to be taken from Executive Session:

President Michael Lemmon entertained a motion regarding any item on Executive Session; Vice-President Shawn Quildon made the following motion regarding Project On The Map: The EDC Board authorizes EDC staff to negotiate an incentive for Project On The Map not to exceed \$2.4 million dollars in public infrastructure expenses; negotiated terms to be presented back to the EDC Board for final approval. The motion was seconded by Duane Dankesreiter; the vote was conducted by roll call through EDC President Michael Lemmon, whereas the following members submitted a "Yes" vote: President Michael Lemmon, Vice-President Shawn Quildon, Duane Dankesreiter. Board members that did not reply to the vote: Jan Blake and James Mauldin.

13 Board Comments:

None were made.

14. Next Board Meeting:

President Michael Lemmon announced that the next EDC Board meeting will be held on Monday, January 4, 2021.

15. Adjourn:

President Michael Lemmon entertained a motion for adjournment. Duane Dankesreiter made the motion to adjourn, seconded by Vice-President Shawn Qildon. The vote was conducted by roll call through EDC President Michael Lemmon. The following members voted "YES" to adjourn: President Michael Lemmon, Vice-President Shawn Qildon, Duane Dankesreiter. The Following Board Members did not reply to the vote: Jan Blake and James Mauldin, and the meeting adjourned at 9:36 pm.

Approved: 
President, Michael Lemmon

Attest: 
Louis Castillo, Board Secretary