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## Consent Agenda Item 20-0032

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Consider approving the October 5, 2020, regular meeting minutes.

### **CHEDC REGULAR BOARD MEETING MINUTES FROM OCTOBER 5, 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 6:01 p.m., the agenda being posted with dial-in numbers for public access.

2. Roll Call Attendance conducted by President Michael Lemmon, the following Board Members were present: President Michael Lemmon, Vice President Shawn Quildon, Duane Dankesreiter, Jan Blake, Jeff Powers, Randall Chase, James Mauldin, Angela Berry-Roberson, Randall Chase, and Andrew LeGrand. Board Members not present: Johnny Wallace

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. Citizens Forum: No Requests submitted for public comments.

6. Presentation regarding the Cedar Hill Grant/Loan Program Team:

Kim Buttram thanked the EDC Board members Shawn Quildon, Duane Dankesreiter, and Jeff Powers for serving on the Cedar Hill Strong formation committee; staff members Marie Watts, Director of Administrative Services; Michelle Hernandez, Tourism Manager; Andy Buffington, Marketing and Research Manager; Louis Castillo, EDC Specialist; and Patty Bushart who recently retired. Kim also introduced the Cedar Hill Strong Contractor Team, Nedra Warren, Erica Saracho, Daisy Jamaica and Vanessa Larez. Kim gave all Contract Team members the opportunity to express themselves regarding the program. Jeff Powers and Duane Dankesreiter gave praise to the Cedar Hill Strong team for their service in helping Cedar Hill businesses during these challenging times.

7. Discussion of Cedar Hill EDC Board of Directors Retreat.

Kim reviewed potential topics and format for a proposed EDC Board of Directors Retreat with the possible dates of Nov 6-7 or Nov 13-14, both being half a day.

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 September 14, 2020, regular Meeting Minutes.

B. Consider the August 2020, Financial Report.

President Michael Lemmon entertained a motion regarding the Consent Agenda. Motion: James Mauldin made the motion to approve the Consent Agenda; the motion was seconded Jan Blake. 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 Quildon, Duane Dankesreiter, James Mauldin, and Jan Blake.

9. Closed Session: EDC Board convened into Closed Session at 6:35 p.m.

Roll Call Attendance: President Michael Lemmon called the roll for attendance. The following Board Members were present: President Michael Lemmon, Vice-President Shawn Quildon, Duane Dankesreiter, James Mauldin, Jan Blake, Jeff Powers, Randall Chase, Andrew LeGrand, and Angela Berry-Roberson. Board Member Johnny Wallace was not present.

10. Reconvene into Open Session at 7:45 p.m.

Consider action to be taken from Closed Session: President Michael Lemmon entertained a motion regarding any item on Closed Session. Vice-President Shawn Quildon made the following motion regarding Project Paint the Town: The EDC Board authorizes the President to execute an agreement on behalf of the EDC for Project Paint the Town not to exceed the amount of \$15,000. The motion was seconded by Jan Blake. 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, Jan Blake, and James Mauldin.

11. Economic Development Staff Report:

- Strategic Plan Request for Proposal (RFP) Summary: Director Kim Buttram gave an update on the Strategic Plan RFP that will be released soon. The EDC is working with the finance department to follow City RFP procedure. The RFP awardee will have access to the Comprehensive Plan and the Market Analysis that is in process at this time. The RFP includes a list of specific actions to be conducted in defining and reaching five-year goals.

- Marketing and Research Manager Andy Buffington updated the EDC Board regarding a new CRM system that will enable the EDC to collaborate with area stakeholders, prospects, and businesses more efficiently. The EDC continues to sponsor virtual industry and association events to maintain Cedar Hill's presence in the real estate market. Andy also shared the North Texas Commission publication featuring a full-page Cedar Hill EDC ad.
- Economic Development Specialist Louis Castillo informed the EDC Board that the virtual TEDC Annual Conference began today. Board members may register to attend by contacting Kim Buttram or Louis Castillo. Jean Dyer is retiring from the City of Cedar Hill after 22 years of service. Her virtual farewell will take place on Thursday, October 8, 2020, at noon, for which EDC Board members may attend via Zoom. The EDC board agenda contains a link to the list of board meetings for the 2021 fiscal year. Louis thanked Kim, Andy, Human Resources, and the EDC Board for allowing him to attend webinars hosted by Strategic Government Resources regarding a Customer Service Series.

12. Cedar Hill Chamber Monthly Report: Randall Chase, Chamber President, gave an update on activities related to the EDC-Chamber of Commerce agreement, including the following:

- The New Membership is up due to the Cedar Hill Strong Grant/Loan Program.
- The Bold Convos Series was a success and was recorded. the Best Southwest Chair and outside leaders have asked about different aspects of the program.
- Chamber Strategic plan meeting that was directed by Kathy Hight was conducted on the third floor of the Government center and was attended by many stakeholders. The Chamber will be rewriting the vision and mission statements and working on a new strategic plan that will cover the next 3-5 years.
- Spectrum will be adding Wi-Fi channels for the Chamber.
- The Virtual Awards Gala was held and posted on the Chamber website.

14. Cedar Hill Business Park Property Owners Association (CHBPPOA).

Next quarterly meeting is scheduled for December 2020.

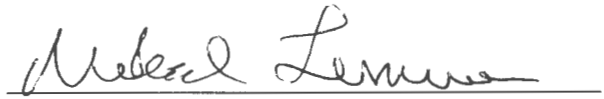
15. Board Comments: Randall from the Chamber announced the following events:

- October 6, 2020, Virtual Networking Luncheon 12 pm – 1 pm
- October 8, 2020, Breakfast on the Hill 9am – 10am
- October 8, 2020, the CHISD Candidate forum from 6pm - 8 pm
- October 10, 2020, Ribbon cutting at Fortitude Wellness 11am – 12pm
- October 15, 2020, Chamber Night Out will be a wine walk
- October 20, 2020, Competitive Edge for new businesses that have joined

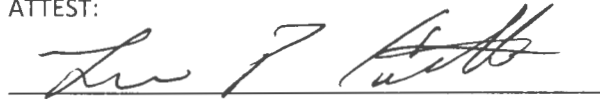
16. Next Board Meeting:

President Michael Lemmon announced that the next EDC Board meeting will be held on Monday, November 2, 2020.

17. Adjourn: President Michael Lemmon entertained a motion for adjournment. James Mauldin made a motion to adjourn, seconded by Vice President Shawn Quildon. 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 Quildon, Duane Dankesreiter, Angela Berry-Roberson, Jan Blake, Jeff Powers, Andrew LeGrand, Randall Chase, and James Mauldin.

  
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President Michael Lemmon

ATTEST:

  
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Louis P. Castillo  
Board Secretary