

THE STATE OF TEXAS §
COUNTY OF ANDERSON §
CITY OF PALESTINE §

The Economic Development Board of the City of Palestine convened in a Special Meeting on Wednesday, July 6, 2022, at 8:00 a.m., at PEDC Office, 100 Willow Creek Pkwy, Suite A, Palestine, Texas, with the following people present: President Ben Campbell; Directors Dan Bochsler, Charles Drane, and Joseph Thompson.

Staff present: Administrative Assistant Lisa Bowman, City Manager Teresa Herrera, Finance Director Andrew Sibai.

Others Present: Chris Nichols of The Nichols Firm, PLLC.

Secretary/Treasurer Kim Willmott arrived at 8:59 a.m.

CALL TO ORDER

With a quorum present, President Ben Campbell called the meeting to order at 8:01 a.m.

PROPOSED CHANGES OF AGENDA ITEMS

There were no proposed changes.

PUBLIC COMMENTS

There were none.

CONFLICT OF INTEREST DISCLOSURES

There were none.

ITEMS FROM BOARD

There were none.

DIRECTOR'S REPORT

There was none.

DISCUSSION AND ACTION ITEMS

1. Discussion regarding proposed changes to the Bylaws of Economic Development Corporation.

The following Bylaw items were proposed, by the Economic development board, to be changed, corrected, or edited by Chris Nichols of The Nichols Firm, PLLC.:

Article I - Offices

- Section 3. Registered Agent: President Ben Campbell proposed designating April Jackson, City Secretary, as a registered agent for The Corporation.

Article III – Board of Directors

- Section 1. Number, Term of Offices and Residency – Line 4: Language/Verbiage changes “for a term of two years” > “staggard terms of two years for directors”.
- Section 1. Number, Term of Offices and Residency – Line 14 – Correct capitalization of the word “Shall”.
- Section 8. Contracts – Subsection (1) Line 2: Verbiage correction.
- Section 9. Reporting to City Council Supervision – Paragraph 2/Line 1: Verbiage/language corrections.

Article IV - Officers

- Section 2. Executive Officers – line 4: Grammar and punctuation corrections
- Section 3. Powers and Duties of the President: Verbiage corrections
- Section 5 Powers and Duties of the Secretary: Grammar corrections
- Section 6. Powers and Duties of the Treasurer: Punctuation correction for section title; verbiage corrections
- Section 7. Powers and Duties of the Director of Economic Development: Verbiage and grammar corrections

Article VIII – Miscellaneous

- Section 2. Negotiable Instruments: Verbiage corrections
- Section 9. Training Requirements: Grammar and verbiage corrections

Article IX – Indemnification and Insurance

- Paragraph 1 – Line 3: Grammar correction
- Paragraph 2: Verbiage and grammar corrections

2. Discussion regarding the proposed Economic Development Budget for Fiscal Year 2022-2023.

The following Budget line-item amounts were proposed by President Ben Campbell, Secretary/Treasurer Kim Willmott; Directors: Joseph Thompson, Charles Drane, Linda Dickens, and Dan Bochsler; City Manager Teresa Herrera and Finance Director Andrew Sabai to be implemented for Fiscal Year 2022-2023:

Revenue

- 215-4-1013 PEDC Sales Tax: \$1,040,000.00
- 215-4-1705.001 Rent – Suite B: \$6,000

Expense

- 215-5-110-010 Salaries & Wages, 215-5-110-1015 Salary Premium, 215-5-110-1020 Overtime, 215-5-110-1030 Longevity, 215-5-110-1031 Certification Pay, 215-5-110-1036 Cell Phone Allowance, 215-5-110-1040 Social Security, 215-5-110-1050 Health Insurance, 215-5-110-1061 Workers Compensation, 215-5-110-1070 Retirement: Total of \$200,000.00
- 215-5-110-2010 Office Supplies/Equipment: \$2,000.00

- 215-5-110-2020 Postage: \$250.00
- 215-5-110-3010 Legal Services: \$45,000.00
- 215-5-110-3020 Audit & Accounting Services: \$5,000.00
- 215-5-110-3030 Professional Services: \$0.00
- 215-5-110-3031 Consultant Services: \$2,500.00
- 215-5-110-3040 Communication: \$0.00
- 215-5-110-3051 Utilities-Water/Sewer: \$4,000.00
- 215-5-110-3080 Membership & Subscription: \$8,000.00
- 215-5-110-3082 Travel and Training: \$10,000.00
- 215-5-110-3090 IT Support: \$2,000.00
- 215-5-110-3095 Software Maintenance: \$1,000.00
- 215-5-110-3110 Advertising: \$500.00
- 215-5-110-3112 Printing Services: \$600.00
- 215-5-110-3150 Marketing Services: \$40,000.00
- 215-5-110-3315 Vehicle Lease Fees: \$0.00
- 215-5-110-3330 City-Paid Expenses: \$0.00
- 215-5-110-3400 Janitorial Service: \$4,100.00
- 215-5-110-4010 Business Park Maintenance: \$50,000.00
- 215-5-110-4500 Utilities-Electric: \$7,500.00
- 215-5-110-4503 Phones/Internet: \$6,000.00
- 215-5-110-5060 Business Retention/Expansion: \$10,000.00
- 215-5-110-5200 Meeting Meals: \$2,000.00
- 215-5-110-8010 Furniture & Office Equipment: \$1,000.00
- 2115-5-110-9570 Transfer to Fleet Fund: \$500.00
- 215-5-111-3617 Projects Support Grants: \$400,000.00
- 215-5-111-3662 Park Improvements > Park Improvements/Athletic Complex: \$50,000.00
- 215-5-111-3663 Com Dev Grant-General Program: \$100,000.00
- 215-5-111-3664 Bldg Improvement Grant Prog: \$150,000.00
- 215-5-111-5066 Community Events: \$3,000.00
- 215-5-999-3220 TML Insurance: \$6,000.00

ADJOURN

With no other business to come before the Board, President Campbell adjourned the meeting at 10:14 a.m., meeting was adjourned.

PASSED AND APPROVED THIS 11th DAY OF APRIL 2023.


 Ben Campbell, President

ATTEST


 Lisa Bowman, Administrative Assistant