



**STATE OF TEXAS  
 COUNTY OF WALLER  
 CITY OF HEMPSTEAD**

**BE IT REMEMBERED** that on the 11th day of March 2024 at 6:00 P.M., the Type A and B Board of Directors of the Hempstead Economic Development Corporation of the City of Hempstead met at the Hempstead City Hall, 1125 Austin Street, Hempstead, Texas.

The Open Meetings Act will make the minutes available to the public upon written request.

The HEDC meeting agenda is available online on the City of Hempstead’s website at [www.hempsteadcitytx.com](http://www.hempsteadcitytx.com).

Mayor Erica Gillum	4B President	Present
Brad Austin	4B Vice President	Present
Mildred Jefferson	4B Treasurer	Present
N/A	4B Secretary	Open Position
Rosa DeLoera	4B Member	Present
Kenneth Pilcher	4B Member	Present
N/A	4B Member	Open Position
Brent Rystrom	4A President	Present
Overton Stewart	4A Vice President	Absent
Z’audria Warren	4A Treasurer	Present
Soraya Rodriguez	4A Secretary	Present
Jackie Jackson	4A Member	Absent

Also on attendance,

Dr. Ramiro Bautista, HEDC Director

Lilliana Rodriguez, HEDC Administrative Assistant

Charles Williams, City Attorney

1. Call to order.  
 The meeting was called to order by Type B President Erica Gillum at 6:01 p.m.
2. Public Comments. No public comments.

3. Discussion and action on minutes dated February 11 and March 4, 2024.

Type B: Kenneth Pilcher motioned to accept the minutes, seconded by Brad Austin. All in favor. The motion carried.

For Type A: Brent Rystrom motioned to accept the minutes, seconded by Z'aundria Warren. All in favor, the motion carried.

There was no discussion.

4. Discussion and action on paying the monthly bills.

Type B: - Kenneth Pilcher motioned to proceed with paying the bills, seconded by Rosa DeLoera. All in favor, the motion carried.

Type A: Soraya Rodriguez motioned to proceed with paying the bills, seconded by Z'aundria Warren. All in favor. The motion carried.

No questions or discussions arose regarding the payment of monthly bills by the board.

Dr. Bautista noted that only electricity expenses would be incurred next month as the water meter had been removed.

5. Consideration and action on Termination Letter to Smith Lawn Services. (Type A Vote only)

Type A: Motion for the action of sending a termination letter put forward by Z'aundria Warren, seconded by Soraya Rodriguez. All in favor. Motion carried.

6. Presentation by Katie Biggers with HDL Companies on Sales Tax Administration and Services.

- Presentation about HDL sales tax administration company.

Services:

- Monthly detailed reports through a secure portal and industry segmentation.
- Unlimited consultation for any legislative or sales tax questions.
- Budgeting and forecasting tool.
- Research and recovery:
  - Monthly reach out to TCPA to get corrections.
  - Displayed and explained reports.
  - Kenneth questioned if the information would be shared.
  - Dr. Bautista mentioned it would benefit both parties, HEDC and the City.
    - 12-month agreement: \$7500 confirmed for both services plus 30% for recovery.
- Brent asked what would make the service most appealing:
- Helps with forecasting and decision-making for the city.

- On-demand consulting and new legislation.
- Market analytics, delivered digitally.
- Brent asked if they would get online sales data.
- Reports in the presentation were discussed.
- Dr. Bautista was offered free service until May, as confirmed by Katie Biggers.

**7. Consideration and action on the proposal for professional services from HDL Companies regarding Sales Tax Administration and Services.**

Type B: Kenneth Pilcher motioned to accept the proposal, seconded by Rosa DeLoera. All in favor, the motion carried unanimously.

Type A: Soraya Rodriguez motioned to accept the proposal, seconded by Z'aundria Warren. All in favor the motion carried.

**8. Consideration and action on selecting the Budget, Finance, and Audit Committee members.**

Discussion: The City Attorney requested a board resolution, explaining that we would be able to introduce others to the committees who are not board members; however, they cannot vote. Mildred Jefferson and Kenneth Pilcher volunteered for the Budget, Finance, and Audit Committee. Both Type A and B asked if board members could be a part of these committees. The City Attorney explained that these committees will need a board resolution to specify who can be a part of these committees. Brent Rystrom proposed setting expectations before identifying and recruiting members.

Type B: Mildred Jefferson motioned to accept the Budget, Finance, and Audit Committee, seconded by Kenneth Pilcher. All in favor, the motion carried.

Type A: Soraya Rodriguez motioned to accept the Budget, Finance, and Audit Committee, seconded by Z'aundria Warren. All in favor, the motion carried.

**9. Discussion on the Business Retention and Expansion Committee, New Business Formation Committee, and New Business Attraction and Recruitment Committee.**

During the meeting, Dr. Bautista provided an explanation for the Business Retention and Expansion Committee, New Business Formation Committee, and New Business Attraction and Recruitment Committees. Brad Austin volunteered to be a part of the committee, and Dr. Ramiro concluded that the same process used for the Budget, Finance, and Audit Committee members would also be implemented for these committees.

**10. Consideration and action on the HEDC Director selecting members for a Special Committee (Civil Engineers Advisory Committee- City's Master Plan).**

Dr. Bautista explained that the City's Master Plan is in its first phase. Stating that the firm is an architectural firm, he suggested it would be helpful to have a local Special Committee Civil Engineers Advisory Committee, stating that these committee

members will ask questions the Board may not be asking. Kenneth Pilcher discussed compensation. Dr. Bautista clarified that it would be a volunteer committee.

Type B: Kenneth Pilcher motioned on the Civil Engineers Advisory Committee, seconded by Brad Austin. All in favor, the motion carried.

- Type A: Z'aundria Warren motioned on the Civil Engineers Advisory Committee, seconded by Soraya Rodriguez. All in favor, the motion carried.

**11. Discussion and action to authorize the HEDC Director's duties to be equal to the Treasurer's duties for all financial business.**

Discussion: The mayor and Attorney suggested that Dr. Bautista assist the treasurers of both boards instead of admin due to the bylaws stating treasurers' responsibilities.

Tabled.

Type B: Kenneth Pilcher motioned to table this line item, and Brad Austin Seconded. All in favor, the motion carried.

Type A: Z'aundria Warren motioned to table this line item; Soraya Rodriguez seconded. All in favor, the motion carried.

**12. Consideration and action on a bid for additional HEDC pole banners.  
(Type B vote only)**

Motion made by Mildred Jefferson and seconded by Kenneth Pilcher to discuss discrepancies between the city seal date (1856) and the date on banners (1858). The attorney stated that the legal date to use should be the incorporated date. The mayor clarified that 1856 denotes lot sales, while 1858 represents city incorporation. Kenneth Pilcher proposed seasonal banners and suggested removing the year from the banners.

Kenneth Pilcher motioned on the bid for the HEDC pole banners, seconded by Rosa DeLoera. All in favor, the Motion carried unanimously.

**13. Discussion and action on HEDC Reimbursement to the City for Special Legal Counsel  
(Type B)**

Discussion: Dr. Bautista explained that these special legal services would be used for one City project.

Kenneth Pilcher motioned to accept the HEDC reimbursement for the City for Special Legal Counsel, seconded by Mildred Jefferson. All were in favor, and the motion carried.

**14. Discussion and action on a contract for HEDC Legal Services.**

Motion to discuss by Mildred Jefferson seconded by Kenneth Pilcher

Discussion: Dr. Bautista explained the reasons behind the motion. Ongoing inconsistencies and discrepancies with the City' legal counsel were clarified by Dr. Ramiro. Kenneth suggested that introducing competition could enhance performance, and all agreed to the idea.

Type B: Kenneth Pilcher motioned to accept contracts for HEDC Legal Services, seconded by Mildred Jefferson. All in favor, the motion carried.

Type A: Z'aundria Warren motioned to accept the contract for HEDC Legal Services, seconded by Soraya Rodriguez. All in favor, the motion carried.

**15. Discussion and action on HEDC Reimbursement to the City for General Engineering Services (Pre-Development Meetings).**

- Dr. Bautista proposed a budget limit of \$5000 for this expense. The City Attorney suggested a policy for the pre-development meetings.

Type B: Kenneth Pilcher motioned to accept the action on HEDC Reimbursement to the City for General Engineering Services, seconded by Mildred Jefferson. All in favor, the motion carried.

Type A:

Z'aundria Warren motioned to accept the action on HEDC Reimbursement to the City for General Engineering Services, seconded by Soraya Rodriguez. All in favor, the motion carried. All in favor, the motion carried.

**16. Discussion and action for reimbursement on specific basic/upgraded commercial electrical service to new businesses that will create full-time jobs (up to a specific amount).**

- Dr. Bautista explained how having an ordinance in place would benefit the city and businesses coming in, comparing it with another local city.

- The ordinance will be discussed at the next meeting.

Type B: Mildred Jefferson motioned the reimbursement of specific basic/upgraded commercial electrical service, seconded by Brad Austin.

Mayor Erica Gillum- Aye

Brad Austin- Aye

Mildred Jackson- Aye

Rosa Deloera- Aye

All in favor, the motion carried.

Type B member Kenneth Pilcher did not vote (recusal)

Type A: Z'aundria Warren motioned the reimbursement of specific basic/upgraded commercial electrical service, seconded by Soraya Rodriguez. All in favor, the motion carried.

**17. Discussion on an ordinance for the City Council to authorize the Type A corporation to undertake a project that a Type B corporation may undertake.**

Discussion: The City Attorney explained in the local government code that the city council can take action on Type A Corporations can undertake a Type B project on cities with a population of 7500 or less.

**18. Discussion on Flyer View Group LLC's Marketing Collateral Design-Mapping Program proposal.**

Discussion: Dr. Bautista explained the Services of the Flyer View Group LLC's Marketing Collateral Design-Mapping Program; this company has 25 years of experience in the mapping industry and hosts the most recent aerial imagery available. This service promotes community profiles, the ability to full-size custom proofs, handles press checks, delivers brochures and posters, and designs rich infographics.

The board requested a second presentation from the on-Flyer View Group LLC's Marketing Collateral Design-Mapping Program.

**19. Discussion on professional attire for the HEDC Staff.**

-Dr. Bautista explained and demonstrated the bid from C & C Apparel that the shirt cost would be approximately \$500 for both the Director and Administrative Assistant.

**20. Comments from HEDC Administrative Assistant on CDI Year 2 Training.**

-Lilliana Rodriguez demonstrated what she learned in her four-day training class and described the many professionals she met.

**21. Discussion on sponsoring light snacks for AARP Community Challenge Grant Monthly Programming (if awarded).**

-Discussion: Dr. Bautista explained the AARP Community Challenge Grant with H-GAC; they will bring a monthly program for the senior community (if awarded).

**22. Reports from the HEDC Director.**

-Reminder ED Sales Tax Workshop (April 8, 2024, 2:00 pm -5:00 pm)

-Membership in IEDC, TEDC, ICSC

-TEDC-CTED

-IEDC-CEcD

-Bank Accounts

Dr. Bautista explained the report handout

And bank accounts

Discussion Brent and Dr. Bautista, Atty, Mayor Erica Gillum, Mildred, Brad, suggestions made.

**23. Adjourn.**

Type B:

- Motion to adjourn by Kenneth Pilcher, seconded by Mildred Jefferson.

Type A:


- Motion to adjourn initiated by Z'aundria Warren, seconded by Soraya Rodriguez.

The meeting was adjourned by Mayor Erica Gillum at 8:40 p.m.

Type A President:



Type B President:



Type A Secretary:

