



**MINUTES
REGULAR MEETING
SEALY ECONOMIC DEVELOPMENT CORPORATION
W.E. HILL COMMUNITY CENTER
1000 MAIN STREET SEALY, TX 77474
TUESDAY, SEPTEMBER 26, 2023
6:00 P.M.**

1. Call to Order

President Sterling Schiller called the meeting to order at 6:00 p.m.

2. Invocation and Pledge of Allegiance

Yvonne Johnson gave the invocation and led the Pledge of Allegiance.

3. Roll Call and Certification of a Quorum

Present:

Sterling Schiller
Carolyn Bilski
Jennifer Sullivan
Yvonne Johnson
Larry Koy
Cody Hogue

Absent:

None

A quorum was declared present.

Staff attending:

Kimbra Hill, City Manager, City of Sealy
Sandra Vrablec, Sealy City Secretary
Jennifer Matura, Deputy City Secretary
Patrick Parsons, Public Works Director
Mike Barrow, Planning Director
Krystal Sodolak, Treasurer, Sealy EDC
Katherine Ellis, SEDC Deputy Executive Director / Secretary

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4. Petitions or Requests from the Public

(Comments made under this agenda item are limited to five minutes per person; however, if a large quantity of individuals has registered to speak, the time may be reduced. In accordance with the Texas Open Meetings Act, the Board of Directors will not discuss or consider any item addressed during this agenda item. However, the President or Executive Director may make statements of fact, for example, identifying the procedure for reporting an issue or referring the speaker to the cognizant agency or individual.)

There were no public comments.

President Schiller recommended a Sealy EDC agenda item be moved. Carloyn Bilski made a motion to move item twelve (12) after item six (6). Cody Hogue seconded the motion. President Schiller called for the vote.

AYES: Bilski, Johnson, Sullivan, Schiller, Koy, Hogue
NOES: None

The motion carried.

5. Discussion and possible action to approve the minutes for the following date(s):
• **Tuesday, August 22, 2023**

Jennifer Sullivan made a motion to approve the minutes for the following date(s) of Tuesday, August 22, 2023. Carolyn Bilski seconded the motion. President Schiller called for the vote.

AYES: Bilski, Sullivan, Johnson, Schiller, Koy, Hogue
NOES: None

The motion carried.

6. Discussion and possible action to approve Sealy EDC funding for a sponsorship toward the Sealy Fantasy of Lights event in an amount not to exceed \$3,000.00.

Chelsea Humes, Director of the Greater Sealy Area Chamber of Commerce, updated the Board with the plans for the 37th annual Fantasy of Lights. Chelsea requested sponsorship funding for the event in the amount of \$3,000.00. Yvonne Johnson made a motion to fund the requested amount for a sponsorship toward the Sealy Fantasy of Lights event in an amount not to exceed \$3,000.00. Jennifer Sullivan seconded the motion. President Schiller called for the vote.

AYES: Bilski, Sullivan, Johnson, Schiller, Koy, Hogue
NOES: None

The motion carried.

President Schiller directed the Sealy EDC Board of Directors to item twelve (12).

7. Discussion regarding: the monthly Treasurer's Reports by Krystal Sodolak, Director of Finance, City of Sealy, and Sealy EDC Treasurer; the monthly Payables Report by Katherine Ellis, SEDC Deputy Executive Director and Board Secretary; and the monthly

Fiscal Year 2022-2023 Budget Review Spreadsheet by Sterling Schiller, Sealy EDC Board President:

- a. **Balance Sheet with Cash & Investments**
- b. **Payment Register Report**
- c. **Budget to Actual Report**
- d. **Sales Tax Report**
- e. **Payables Report – SEDC Staff**
- f. **Fiscal Year 2022-2023 Budget Review Spreadsheet – President Schiller**

Krystal Sodolak briefly discussed the above Treasurer's Reports with the Sealy EDC Board of Directors. Carolyn Bilski inquired regarding the current interest rate made on cash funds. Katherine Ellis updated the Board on the monthly adjustments to the Payables Report. President Schiller updated the Board on the above Fiscal Year 2022-2023 Budget Review Spreadsheet.

8. Discussion and presentation of the final City Council approved EDC budget for fiscal year 2023-2024.

Krystal Sodolak stated that the City Council approved the Sealy EDC Budget for fiscal year 2023-2024. During final budget approvals there were some changes made to the budget, which Krystal detailed for the Board. During the August 22, 2023 Sealy EDC meeting, the Board requested some changes to notes within the budget. Krystal assured that the requested changes were completed. Krystal also stated that after the Sealy EDC meeting, August 22, 2023, herself, and the City Manager determined a couple revisions were needed. The Direct Pay revenue was revised from \$50,000.00 to \$25,000.00 annually. The personnel merit increase notes and amount were changed to \$0. Excess funds were budgeted in the Economic Stabilization fund to be used as the EDC Board and City Council approves. President Schiller and Jennifer Sullivan thanked staff for all the work that went into the new fiscal year budget.

9. Discussion and possible action regarding the disposal and disposition of personal property located at 125 2nd Street Sealy, TX 77474.

President Schiller stated that the Sealy EDC purchased the property at 125 2nd Street in Sealy. Once the property was purchased, door locks were changed immediately, building insurance was acquired, the city conducted a building inspection approving power for the primary building, and a personal property inventory was taken for EDC records.

Kimbra Hill presented details regarding the Administrative Services Agreement, stating that the agreement should be amended to include an additional line-item for Public Works with efforts regarding the real property. Kimbra Hill then explained the Public Works Director's findings while inspecting the property, stating that the secondary building and much of its contents would require demolition work. Kimbra explained that the city's Public Works department would be available to complete this work if needed, and the Sealy EDC attorney advised the Sealy EDC will need to amend the Administrative Services and pay the staff costs.

Carlyn Bilski recommended the primary building for EDC use as an office. Yvonne Johnson recommended consideration of hiring contractors for the demolition to keep from interrupting the business of city staff. President Schiller asked staff to check contract pricing for demolition and removal of the secondary building. Carolyn Bilski recommended the use of appliances in the city's Liedertafel Building.

Larry Koy stated the objective of the real property is to ultimately be a parking lot. He voiced concern with the city and EDC spending any money on the property. He recommended a plan to sell and move the building and equipment, if there is no qualifying buyer, it may be best to hold the property.

Jennifer Sullivan agreed with Larry Koy to remove the building and make way for a parking lot. President Schiller recommended the Board urgently consider in the removal of the secondary building. He directed staff to terminate the electricity in the secondary building.

Kimbra Hill commented that the city is still waiting for the railroad easement to clear for the adjacent property and she stated that Strand Engineering Services is currently working on a final plan for the parking lot. Tim Kirwin was available by phone to advise regarding a motion amending the Administrative Services agreement. Amended documents would need to be approved during a future meeting. Jennifer Sullivan made a motion directing staff and City Attorney to bring the Administrative Services Agreement between the SEDC and City of Sealy with an amendment to the Sealy EDC and City Council. Yvonne Johnson seconded the motion. President Schiller called for the vote.

AYES: Johnson, Sullivan, Schiller, Bilski, Hogue

NOES: Koy

The motion carried.

10. Discussion and possible action regarding use, maintenance, and demolition of property located at 125 2nd Street Sealy, TX 77474.

Jennifer Sullivan made a motion directing staff and the City Attorney to bring the Administrative Services Agreement between the SEDC and City of Sealy with an amendment regarding the addition of Public Works and possibly demolition wording back to Sealy EDC and City Council for consideration. Carolyn Bilski seconded the motion. President Schiller called for the vote.

AYES: Johnson, Sullivan, Schiller, Bilski, Koy, Hogue

NOES: None

The motion carried.

11. Discussion and possible action regarding funding the Jacqueline A. Cryan Memorial Park Pond and/or Path Lighting Project(s).

Kimbra Hill directed the Board to a presentation packet that showed the park's pre-development drainage before the Retreat at Sealy was completed, and proposed design options. Kimbra then directed the Board to review the bid prepared by CivilCorp, LLC for the project. She stated that the city has been waiting for an approval from the Hazard Mitigation grant for the Allen's Creek project. Due to the possibility of the city not being granted these funds, City staff met with Strand Engineering Associates to determine a Plan B for city drainage. This Plan B presents an opportunity to include the Jacqueline A. Cryan Memorial Park Pond and drainage. With a comprehensive plan, it is possible to get the park pond project completed at a different cost than what is shown in the current bid. Kimbra Hill recommended the Board hold off on further discussion of the project to allow the city to determine if there may be a decrease in cost for the JAC Park plan. President Schiller agreed

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with Kimbra Hill, and recommended that city staff continue to research the project's cost. Mayor Bilski made a motion to table any action regarding funding the Jacqueline A. Cryan Memorial Park Pond and/or Path Lighting Project(s). Jennifer Sullivan seconded the motion. President Schiller called for the vote.

AYES: Johnson, Sullivan, Schiller, Bilski, Koy, Hogue
NOES: None

The motion carried.

President Schiller directed the Sealy EDC Board of Directors to item fourteen (14).

12. **EXECUTIVE SESSION: A closed meeting will be held concerning the following item(s):**
- a. **Texas Government Code, Section 551.074, PERSONNEL MATTERS:** (to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee).
 - **Sealy EDC Executive Director**

At 6:10 p.m.; the Sealy EDC Board of Directors convened into executive session.

President Schiller directed the Board to item thirteen (13).

13. **Reconvene into Regular Session and consider action, if any, on items discussed in Executive Session.**

At 6:53 p.m.; the Sealy EDC Board of Directors reconvened into regular open session.

There was no action taken.

11:05

President Schiller directed the Board to item seven (7).

14. **Sealy EDC Board President's Report, entailing discussion of the following item(s):**
- a. **Sealy EDC provided support to the Boo Bash Event by providing funding as a sponsor.**
 - b. **Sealy EDC October meeting will take place at City Hall in the Municipal Court Chambers.**
 - c. **EDC Funded project - HWY 36 and Main Street Monument & Landscape - masonry and dirt work now complete**

President Schiller updated the Sealy EDC Board of Directors on the above items. He thanked city staff for work done on the HWY 36 and Main Street Monument and Landscape project.

15. **Request(s) for future agenda items and comment(s).**

Cody Hogue recommended shade improvements be planned and placed at the Jacqueline A. Cryan Memorial Park project.

16. **Adjournment.**

At 8:08 p.m., Carolyn Bilski made a motion that the Sealy EDC Board of Directors stand adjourned until the next scheduled meeting. Jennifer Sullivan seconded the motion. President Schiller called for the vote.

AYES: Johnson, Koy, Schiller, Sullivan, Bilski, Hogue
NOES: None

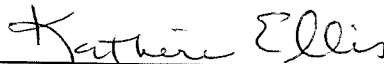
The motion carried.

PASSED AND APPROVED this 24th day of October, 2023.



Sterling Schiller, President or Jennifer Sullivan, Vice-
President

ATTEST:



Katherine Ellis, SEDC Secretary