



MINUTES
REGULAR MEETING
SEALY ECONOMIC DEVELOPMENT CORPORATION
CITY MUNICIPAL COURT
415 MAIN STREET SEALY, TX 77474
TUESDAY, OCTOBER 24, 2023
6:00 P.M.

1. **Call to Order**

President Sterling Schiller called the meeting to order at 6:03 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:

Tim Kirwin, Sealy EDC Attorney
Kimbra Hill, City Manager, City of Sealy
Sandra Vrabec, Secretary, City of Sealy
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
Bill Atkinson, Sealy EDC Consultant

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.

5. **Discussion and possible action to approve the minutes for the following date(s):**

- **Tuesday, September 26, 2023**

Jennifer Sullivan made a motion to approve the minutes for the following date Tuesday, September 26, 2023. Larry Koy seconded the motion. President Schiller called for the vote:

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

The motion carried.

6. **PUBLIC HEARING: The Sealy EDC will receive comments for proposed expenditure of funds for the Kids Fantasy of Lights Event project, to provide funding for children's holiday activities at Levine Park. This project is authorized by Texas Local Government Code, Section 505.152 (projects related to recreational and community facilities). The Sealy EDC proposed expenditure of funds is not to exceed \$7,000.00.**

President Schiller opened the public hearing at 6:06 p.m.

Chelsea Humes with the Greater Sealy Area Chamber of Commerce and Carol Oliver, Supporter of Fantasy of Lights, provided details regarding the various activities within the Fantasy of Lights Event. The Vendor Blender event takes place November 30th in downtown Sealy, with vendors, children's performances, and the annual tree lighting. December 2nd is a full day of Fantasy of Lights festivities starting with the Jingle Bell Fun Run, proceeds from the Fun Run will go to the Sealy PTA. After the fun run, a new activity this year, the Downtown Fantasy, which will include a Cocoa Express where shoppers will start by receiving a cup for cocoa at 131 Main Street, and from there, shoppers can complete a scavenger hunt for other ingredients to build a fully packed cup of Hot Chocolate. Another activity during the day is the Kids Fantasy, which will be located at the Abe and Irene Levine Family Park, this will include kids' performances, inflatables, games, crafts, and possibly carnival rides. Lastly, the evening activity is the 37th Annual Fantasy of Lights Parade. This year the parade is circus themed. Chelsea Humes had a short amount of time to fundraise and did not receive enough funding from local businesses to cover the planned activities for the event. Chelsea Humes requested \$7,000.00 of EDC funding for the Kids Fantasy, which provides children's activities during the day of the Fantasy of Lights Event.

President Schiller closed the public hearing at 6:11 p.m.

7. **Discussion and possible action to approve Sealy EDC sponsorship funding for the Kids Fantasy of Lights event in an amount not to exceed 7,000.00.**

Carolyn Bilski inquired about the Kids Fantasy event asking if there would be revenue generated. Chelsea Humes explained that there will likely be a five-dollar charge for the Kids Fantasy, and based on previous discussions, those revenues would likely be put toward next year's event. Chelsea mentioned that the Sealy Methodist Church does assist with children's crafts. Larry Koy asked if the prior \$3,000.00 sponsorship was approved. Chelsea Humes explained that the first EDC Sponsorship of \$3,000.00 went toward the whole umbrella of the Fantasy of Lights event. Larry Koy also inquired if the event could be funded by Hotel Occupancy Tax. Chelsea Humes stated that the HOT funding would not be eligible for what is being requested tonight. HOT funding is used for promoting and marketing outside the Greater Sealy region. The Sealy EDC Board continued to discuss the positive economic impacts that will be experienced from the event, and the Board projected ongoing economic growth through the event. Sealy EDC Attorney, Tim Kirwin confirmed the Sealy EDC will need to complete a budget amendment for the expenditure. President Schiller explained that due to Sealy's future growth, the Sealy EDC may not be able to fund the expenditure next year, he recommended the board be cautious and not set a precedence for the expenditure in future years. Yvonne Johnson made a motion to approve funding for the Kids Fantasy of Lights event in an amount not to exceed \$7,000.00. Carolyn Bilski seconded the motion. President Schiller called for the vote.

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

The motion carried.

17:58

8. Discussion and introduction of the Sealy EDC Third-party Consultant.

Prior to the October meeting, a committee consisting of President Schiller, Jennifer Sullivan, Kimbra Hill, and Mike Barrow selected a Sealy EDC Third-Party Consultant, Mr. Bill Atkinson. President Schiller introduced Bill Atkinson to the Board of Directors. Mr. Atkinson spoke in support of the observed improvements already done in the city, he discussed his background and how he is looking forward to working with the Sealy EDC.

9. Discussion and possible action to move forward with a downtown parking plan located at approximately 125 2nd Street Sealy, TX 77474.

Kimbra Hill explained that the railroad is requiring plan(s) for the rail owned property adjacent to 125 2nd Street if it is to be considered as a leasing opportunity for the Sealy EDC. Kimbra requested preliminary plans and probable cost for a parking lot plan(s) from the engineering firm, Strand Associates. Jared Engelke, with Strand Associates, was available for questions and review of (2) downtown parking plans. Attorney Kirwin explained that the Sealy EDC is not required to follow the same competitive bidding requirements as the city when completing these types of projects. Carolyn Bilski spoke in support of the plan(s). Cody Hogue commented on the possibility of paid parking once lot is complete. Jennifer Sullivan made a motion to move forward with a downtown parking plan(s) located at approximately 125 2nd Street Sealy, TX 77474. Yvonne Johnson seconded the motion. President Schiller called for the vote:

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

The motion carried.

10. Discussion and update of the Sealy sign priority project.

Kimbra Hill reminded the Sealy EDC of the (4) identified EDC priorities. She explained that herself, the Public Works Director, and the Parks Superintendent visited the site of the Sealy Sign priority project and found that once the shrubs were removed in this area, this caused an immediate need to address the electrical and irrigation systems. She went on to explain the Texas Department of Transportation recently met with the city regarding upcoming traffic plans that may affect the area of the Sealy sign at SH 36 and TX-350 Loop. Therefore, Kimbra Hill recommended we place the electrical and irrigation issues of the project on hold until the traffic issues are resolved. President Schiller confirmed that all electric is terminated in the area for safety. Carolyn Bilski spoke in support of the project's current progress, commenting that the area has had noticeable improvement with the work the city has already done. President Schiller thanked the city for the update.

11. Discussion and possible action to approve the disposal of Sealy EDC personal property as salvage or surplus property located at 125 2nd Street Sealy, TX 77474.

The newly purchased EDC property located at 125 2nd Street came with personal property items that are not of use to the Sealy EDC. President Schiller started the discussion by explaining the definition of salvage and surplus items and how to legally dispose of those items. Carolyn Bilski recommended the Sealy EDC gift all personal property to the City of Sealy, stating that the city has the expertise to better assess salvage and surplus. In addition, the city staff can better determine the possible uses of personal property in the city's rental properties. President Schiller recommended staff keep good records of all items before transferring to the city. Attorney Kirwin explained that EDC staff could present the photos and records of personal property items to City Council for approval and acceptance as a donation to the city. Carolyn Bilski made a motion to approve the donation of the currently listed personal property items plus ancillary items. The Sealy EDC Deputy Executive Director will continue to record items, and request to donate all to the City of Sealy. Jennifer Sullivan seconded the motion. President Schiller called for the vote.

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

The motion carried.

12. Discussion and possible action regarding the demolition of the secondary building located behind the primary building at 125 2nd Street Sealy, TX 77474.

Attorney Tim Kirwin and EDC staff recommended that if a motion is made, the Board include possible authorization for demolition of the secondary building located behind the primary building at 125 2nd Street Sealy, TX 77474 and insert the name of the organization chosen to perform the work. Cody Hogue inquired regarding profit made from selling the personal property to go toward the cost of the demolition. Carolyn Bilski stated it would be something to look at, but it will all likely be a wash considering staff time put into the work. Larry Koy inquired about the plans for the front primary building and discussed the EDC's previous costs and future cost projections to rehabilitate the building. Jennifer Sullivan, Carolyn Bilski, and President Schiller recommended

demolition of the secondary building for safety and the greater good of downtown Sealy. Jennifer Sullivan made a motion to approve the demolition of the secondary building located behind the primary building at 125 2nd Street Sealy, TX 77474, with the work to be completed by the City of Sealy. Yvonne Johnson seconded the motion. President Schiller called for the vote.

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

13. **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 reviewed the above Treasurer’s Reports with the Sealy EDC Board of Directors. She discussed a transfer made, which included a majority of the Right-of-Way funds being placed into the TexSTAR investment fund for the purpose of gaining additional interest. Krystal Sodolak stated that there was not a sharp downturn in sales tax from the cancelation of Sealybration. Katherine Ellis reviewed the current month’s changes to the payables report. President Schiller reviewed the November Budget Review Spreadsheet.

14. **Discussion and possible action to rescind approval for the pole holiday lighting.**

Katherine Ellis explained that the Board previously approved moving forward with pole holiday lighting. In addition, the EDC and City Council approved the 2023-2024 fiscal year budget to include Historic District lighting supplies. However, when staff started planning for the project, no outlets were available on the electric poles, and the electric company no longer accepts requests for the placement of outlets on the poles. Therefore, the project, as it was previously outlined before the EDC Board, needed to be rescinded. Jennifer Sullivan made a motion to rescind approval to move forward with pole holiday lighting. Carolyn Bilski seconded the motion. President Schiller called for the vote.

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

The motion carried.

15. **Discussion and possible action to approve funding for a holiday lighting display located at Joe Scranton Jr. Park in an amount not to exceed \$4,000.00.**

Katherine Ellis detailed the alternative plan to the previously discussed pole holiday lighting. The new plan included a ground display located at the Joe Scranton Jr. ball park, outside the outfield fencing down first-base-line. In addition, the Joe Scranton Jr. Park monument sign will

be decorated with two lit holiday wreaths created by Lori Fisher with L Country Crafted. Sealy EDC staff requested the allowance to vary the currently planned ground display if items sell-out before order is placed. Staff recommended the City Manager approve final selections. Staff concluded that if funding is available in upcoming years, the Sealy EDC could continue adding to the ground display to eventually become a drive-through display. Jennifer Sullivan made a motion to approve the holiday lighting display located at the Joe Scranton Jr. Park in an amount not to exceed \$4,000.00, with the option of the City Manager changing the order as necessary. Yvonne Johnson seconded the motion. President Schiller called for the vote.

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

The motion carried.

16. Discussion and possible action to move forward with the Concepts Project.

Katherine Ellis provided details regarding a new project requesting business incentives, the Concepts Project. Cody Hogue and Carolyn Bilski inquired and discussed pay scale for the project's employees. President Schiller commented on the benefit of the project improving a vacant property. Carolyn Bilski inquired about the present utilities in the area. Kimbra Hill recommended staff provide the EDC Board of Directors a strong rate of return next month by re-evaluating the project using the same criteria for evaluating tax abatement. In addition, staff may run the numbers on the impact data analysis software to calculate the return on investment. Staff can then bring back a better plan and determine a recommendation for possibly moving forward with incentives. Carolyn Bilski made a motion to engage Bill Atkinson, the EDC staff, and city staff to complete the Economic Development analysis for the project to cover all the bases for future discussion. Cody Hogue seconded the motion. President Schiller called for the vote:

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

The motion carried.

**17. Sealy EDC Board President's Report, entailing discussion of the following item(s):
a. Hackbarth project completed painting of building**

President Schiller reported that the Hackbarth Project was completed in time for Boo Bash.

18. Request(s) for future agenda items and comment(s).

- Cody Hogue asked for a future agenda item to place shade structures at the Jacqueline A. Cryan Memorial Park.
- Jennifer Sullivan recommended an agenda item to discuss EDC items or projects to transfer to Bill Atkinson.
- Carolyn Bilski explained that city staff is working on a plan for Cryan Park that includes working around CenterPoint encroachments. The plan should be completed before we spend money on park fixtures.

19. Adjournment.

At 7:33 p.m., Jennifer Sullivan made a motion that the Sealy EDC Board of Directors stand adjourned until the next scheduled meeting. Yvonne Johnson seconded the motion. President Schiller called for the vote.

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

The motion carried.

PASSED AND APPROVED this 28th day of November, 2023.



Sterling Schiller, President or Jennifer Sullivan, Vice-President

ATTEST:



Katherine Ellis, SEDC Secretary