

# PALACIOS ECONOMIC DEVELOPMENT CORPORATION REGULAR MEETING

## AGENDA

**WEDNESDAY, MARCH 01, 2023**  
**6:00PM**

**City of Palacios Council Chambers**  
**311 Henderson**  
**Palacios, Texas 77465**

Public Notice is hereby given that the PEDC Board of Director's will meet on Wednesday, March 01, 2023, beginning at 6:00PM at the City of Palacios City Hall, 311 Henderson Avenue, and may deliberate any of the following topics.

### *NOTICE:*

*The Board may, for its convenience or the convenience of City staff or persons in attendance, modify the order in which the board considers items on the agenda.*

### **CALL TO ORDER**

- a. Quorum Call.
- b. Invocation. Vice President Hutto.
- c. Pledge of Allegiance to the United States Flag.
- d. Pledge of Allegiance to the Texas Flag.
- e. Pledge of Allegiance to the Palacios Flag.
- f. Welcome Citizens.

### **ANNOUNCEMENTS**

*With respect to items not listed on this agenda, Board Members may announce community events, may announce community recognitions, may request specific factual information or a recitation of existing policy from staff, or may request placement of items on the Board agenda for discussion or action at a following meeting.*

- a. President's Announcements
- b. Board of Director's Announcements

### **CITIZEN FORUM**

*At this time, the public is invited to address the Board of Director's and speak on any matter not specifically listed for public hearing elsewhere in this Agenda. Please note Board Members may not deliberate on topics not included on this agenda.*

## REPORTS

- **Financial Presentation** *Presented by Tammy McDonald.*

## DISCUSSION/ACTION ITEMS

*Board Members will discuss and take any action deemed necessary on items listed in this section, including the adoption of a resolution or Ordinance.*

1. **Minutes** Approve the regular minutes for EDC Meeting of February 01, 2023.
2. **Bills Paid** Review and ratify bills paid, approve bills to be paid. *Presented by Tammy McDonald.*
3. **2022-23 Budget** Possible amendments to the FY2022-2023 Budget *Presented by President Dunham.*
4. **PEDC Vision and Mission Statements** Discuss strengths, weaknesses, opportunities, threats, vision, and mission. *Presented by President Dunham.*
5. **Decide on Product(s) and Mission** *Presented by President Dunham.*
6. **Bert West Small Business Grant** Discuss any applications received and update on grant. *Presented by President Dunham.*
7. **PEDC Property at Railroad Park** Discuss the possible use of property for the Palacios Softball Little League. *Presented by President Dunham.*
8. **City Street Improvement Infrastructure Project Proposal** Take action to schedule public hearing and publish notice for the next PEDC meeting for approval of a City Street Improvement Infrastructure Project with the PEDC participating with the City in an amount not to exceed \$100,000.00 of PEDC funds. *Presented by Director Woolf.*

## ADJOURNMENT

### AGENDA NOTICES

1. A quorum of the board members will be present at 311 Henderson, Palacios, Texas ("City Council Chambers"), and the city intends to have a quorum present at that location. The Presiding officer of the meeting will be present at City Council chambers, and that location will be open to the public. Other board members and city council members may participate in this meeting by video conference, so long as their face is visible, and their voice audible to members of the public in attendance at City Council Chambers while that member is speaking.
2. Regardless of the agenda heading under which any item is listed, any subject mentioned in any word or phrase of any item listed on this agenda may be deliberated by board members, and such words or phrases are hereby added as additional subjects to be considered. Resolutions, ordinances, and other actions concerning any word, phrase, or other subject of this meeting also include the regulation of animals, construction, signs, unsafe buildings, floodplains, land development, nuisances, mowing, sanitation, food establishments, manufactured house, itinerant vendors, outdoor sales, water conservation practices, Any descriptions of property or amounts stated herein are descriptive and not restrictive, and property and amounts may be changed in the motions, actions, or documents without further public notice.
3. In addition to the items listed as "Public Hearings," every item on this agenda shall be considered a public hearing.
4. Any item on this agenda may be discussed in executive session if authorized by Texas law regardless of whether it is listed under "Executive Sessions" of this agenda, regardless of any past or current practice of board members. Executive sessions herein are closed meetings, may include consideration of any item otherwise listed on the agenda, plus any subject specified in the executive session notice, and may include items under Texas Government Code Sections 551.071, 551.072, 551.073, 551.074, 551.076, 551.084, and/or 551.087. Executive sessions on the board. This agenda has been reviewed and approved by the PEDC Attorney, and the presence of any subject in the Executive Session portion of this agenda constitutes a written interpretation of Chapter 551 of the Texas Local Government Code by the attorney for the governmental body indicating that said subject may be legally discussed in a closed meeting.
5. **Certification of Posting:** This is to certify that the above notice of a PEDC Meeting was posted on the front bulletin board of the City Hall of the City of Palacios, Texas, on **Friday February 24, 2023, before 6:00 PM**. If you have any questions concerning the above items, please contact City Secretary, Aleigha C. Galvan at (361) 972-3605. This Notice was posted under the Texas Open Meeting Act (TEX.REV.CIV.STAT.ANN. Chapter 551) and recent guidelines from the Texas Attorney General.

*Aleighta C. Galvan*

Aleighta C. Galvan, City Secretary

This facility is accessible in accordance with the Americans with Disabilities Act. Accessible parking spaces are available. If you require special assistance or have a request for sign interpretative services or other services, please call 361-972-3605 at least 24 hours before the meeting.

**The Next PEDC Meeting will  
be held on APRIL 05, 2023, at  
6:00 PM.**

**Budget as of January 31, 2023**

***Revenues***

<u>Code</u>	<u>Account</u>	<u>21-22 Budget</u>	<u>21-22 YTD Actuals</u>	<u>22-23 Budget</u>
28 04073	EDC Tax	\$ 180,000	\$ 66,199	\$ 241,800
28 04200	Chamber Contract	\$ 12,000	\$ -	\$ -
28 04300	Rent Chamber of Commerce	\$ 4,800	\$ 3,841	\$ -
28 04700	Interest Income	\$ -	\$ -	\$ -
28 04710	Misc. Receipts	\$ -	\$ -	\$ -

***Expenditures***

28 28-05000	Salaries and Wages	\$ 40,000	\$ 14,686	\$ -
28 28-05060	Office Supplies	\$ 700	\$ -	\$ -
28 28-05130	Maint. Office Equipment	\$ 2,500	\$ 954	\$ -
28 28-05135	Maint-Comp Software/System	\$ 1,000	\$ -	\$ -
28 28-05160	Maintenance of Building	\$ 2,500	\$ -	\$ -
28 28-05220	Capital Loan - Hwy 35 - Principal	\$ 27,500	\$ -	\$ 27,500
28 28-05230	Capital Loan - Hwy 35 - Interest	\$ 1,100	\$ -	\$ 1,100
28 28-05250	Telephone	\$ 1,500	\$ 880	\$ -
28 28-05260	Electricity	\$ 2,500	\$ 534	\$ -
28 28-05300	Contractual Services	\$ 40,000	\$ 19,865	\$ -
28 28-05304	Advertisements	\$ 1,000	\$ -	\$ -
28 28-05306	Promotional Expenses	\$ 1,000	\$ -	\$ -
28 28-05307	Admin Expense to City	\$ 6,000	\$ -	\$ -
28 28-05310	Travel, Training	\$ 1,000	\$ 61	\$ -
28 28-05315	Dues and Memberships	\$ 1,100	\$ -	\$ -
28 28-05370	Contracts	\$ 30,000	\$ -	\$ -
28 28-05371	Sewer Project Payments	\$ -	\$ 235,050	\$ -
28 28-05400	Burt West Grants	\$ 8,000	\$ 5,000	\$ -
28 28-05410	Facade Grants	\$ 8,000	\$ 7,617	\$ -
28 28-05500	Office Equipment	\$ 4,000	\$ -	\$ -
28 28-05700	Social Security	\$ 4,500	\$ 1,269	\$ -
28 28-05710	Health Insurance	\$ 1,300	\$ 344	\$ -
28 28-05740	Retirement	\$ 7,350	\$ 3,637	\$ -
28 28-05744	Workmans Comp	\$ 250	\$ 124	\$ -
28 28-05750	Insurance-Property	\$ 4,000	\$ 3,263	\$ -
28 28-05782	Transfer out to DRP	\$ -	\$ -	\$ 26,250



# **PALACIOS ECONOMIC DEVELOPMENT CORPORATION REGULAR MEETING**

**City Hall Council Chambers  
311 Henderson  
Palacios, Texas 77465**

## **MINUTES**

**February 01, 2023**

### **CALL TO ORDER**

*PEDC Board Vice President, D.C. Dunham called the meeting to order at 6:00PM.*

*Council: This meeting was posted as a possible quorum for Council Members. No action.*

**CERTIFICATON OF QUORUM** ~ Board Vice President, D. C. Dunham

**INVOCATION** ~ Board Member Sandra Catlett

**PLEDGE OF ALLEGIANCE TO THE UNITED STATES FLAG** ~ Vice President, D.C. Dunham

**PLEDGE OF ALLEGIANCE TO THE TEXAS FLAG**

**PLEDGE OF ALLEGIANCE TO THE PALACIOS FLAG**

### **PEDC BOARD OF DIRECTORS ATTENDANCE**

*Vice President, D.C. Dunham, Present*

*Mayor & Director, Jim Gardner, Present*

*Councilmember & Director, Chip Woolf, Present*

*Councilmember & Director, Larry Glenn, Absent*

*Director, Katie Hutto, Present*

*Director, Sandra Catlett, Present*

*Director, Joanne Linden, Present*

### **CITY STAFF IN ATTENDANCE**

*Cynthia Raleigh, City Manager*

*Tammy McDonald, Finance Manager*

*Thomas Gwosdz, EDC Attorney*

### **ANNOUNCEMENTS:**

*Vice President, Dunham announced that she redrafted the letter at the Chamber of Commerce for new business. She has been emailing with the Small Business Development to conte to a meeting in March. Matagorda County Day in Austin is on 2-7-23 and everyone will meet in the Rotunda at 9a.m. Vice President Dunham reminded all members to make sure they did their training for Open Meeting Act and Public Information Act and get certificates to the City Secretary.*

## CITIZEN FORUM:

*None*

## REPORTS:

1. December Financial Presentation was given by Tammy McDonald.
2. Bills Paid: This item was moved to March ~ Tammy McDonald will ratify all prior bills, give a spread sheet of budget, revenues by month, expenses by month and compare to last year.
3. Facebook/ Website Update: *Vice President Dunham announced that she needs to update information on the website and Facebook page, but needs access. Dunham asked for volunteers to do the Facebook and website updates and would like multiple people to have access.*

## DISCUSSION/ACTION ITEMS:

1. **Minutes** Approve the regular minutes for EDC meeting of January 04, 2023. *Motion to accept minutes as written made by Mayor Gardner. Seconded by Director Joanne Linden. Passed unanimously.*
2. **Election of Officers** Approve the election of officers for 2023. *Motion made by Director Woolf to appoint D.C. Dunham as President of PEDC. Seconded by Mayor Gardner. Mayor Gardner motion to appoint Director Katie Hutto as Vice President of PEDC. Seconded by Director Joanne Linden. Passed unanimously.*
3. **Bert West Small Business Development Grant Application** Approve application for Bert West Small Business Development Grant. *President Dunham let everyone know that the application will be posted on the website by the weekend. Mayor Gardner made a motion to accept the grant application. Seconded by Director Sandra Catlett. Passed unanimously.*
4. **Budget** Approve formalizing the EDC budget for the 2022-2023 FY. *Directors decided they wanted to see amendment to budget on the next regular agenda. President Dunham will get information to amend to City Treasurer and City Secretary. City Manager, Raleigh reiterated to EDC Directors that all documents must be to the City Secretary by 5:00 p.m. the Wednesday before the meeting. Tammy McDonald, Finance Manager, will have a budget adjustment ordinance ready for the March 1<sup>st</sup> meeting. This item was tabled until the next meeting.*
5. **Palacios Economic Development Corporation Strategic Plan** Approve updating the strategic plan for PEDC. *Plan was reviewed. No changes recommended.*
6. **Tax Increment Reinvestment Zone (TIRZ)** Approve TIRZ recommendations to City Council. *President Dunham reviewed the TIRZ presentation with EDC Directors. Discussion and questions ensued. Motion to give support to TIRZ and recommend to City Council. Seconded by Director Woolf. Voting YAY: Vice President, Katie Hutto, Director Woolf, Mayor Gardner, Director Linden, and President Dunham. Voting NAY: Director Catlett. Absent: Director Glenn.*

**ADJOURNMENT**

*Adjourned by President Dunham at 7:50PM.*

\_\_\_\_\_  
D.C. DUNHAM, President

ATTEST:

\_\_\_\_\_  
ALEIGHA GALVAN, City Secretary



NAME	DATE	AMOUNT	REASON
CONSTELLATION NEW ENERGY, INC.	10/21/2022	\$ 125.50	Utilities
CONSTELLATION NEW ENERGY, INC.	11/18/2022	\$ 114.20	Utilities
MITEL	11/18/2022	\$ 95.76	Utilities
CONSTELLATION NEW ENERGY, INC.	12/16/2022	\$ 191.82	Utilities
MITEL	12/30/2022	\$ 95.78	Utilities
MASTERCARD	01/31/2023	\$ 256.00	Seed Stock Website
MITEL	01/31/2023	\$ 95.76	Utilities
WEB PAYROLL & TAX SOLUTIONS LL WEB PAYROLL &	02/16/2023	\$ 17.11	W-2s
PALACIOS BEACON	12/02/2022	\$ 22.00	Public Notice/Affidavit
CYNTHIA RALEIGH	12/02/2022	\$ 15.58	EDC Meeting Office Supplies
FUNCTION 4	12/02/2022	\$ 88.57	EDC Printer
NEW FRONTIER GALLERY	12/02/2022	\$ 5,000.00	Façade Grant
FRONTIER COMMUNICATIONS	12/16/2022	\$ 307.09	Utilities
ROBERTS, ODEFEY, WITTE & WALL	12/16/2022	\$ 1,500.00	Nov 22 Legal
FUNCTION 4	12/30/2022	\$ 69.50	EDC Printer
FRONTIER COMMUNICATIONS	01/13/2023	\$ 169.46	Utilities
TCI LONG DISTANCE	01/13/2023	\$ 3.98	Utilities
PALACIOS BEACON	01/27/2023	\$ 111.00	EDC Notices
ROBERTS, ODEFEY, WITTE & WALL	1/27/2023	\$ 1,575.00	Beachside Development Legal
ROBERTS, ODEFEY, WITTE & WALL	01/27/2023	\$ 5,175.00	Dec 22 EDC Legal
FUNCTION 4	1/27/2023	\$ 145.28	EDC Printer
FRONTIER COMMUNICATIONS	10/21/2022	\$ 127.28	Utilities
KONICA MINOLTA PREMIER FINANCE	10/21/2022	\$ 149.09	EDC Printer
PAY AND SAVE - LOWE'S	10/21/2022	\$ 17.45	EDC Meeting - Tea
TML IEBP	10/21/2022	\$ (79.78)	Health Insurance Reimbursement
J'S CUSTOM CRAVINGS	10/24/2022	\$ 257.09	EDC Meeting - Food
ROBERTS, ODEFEY, WITTE & WALL	10/24/2022	\$ 4,660.00	Misc. Legal and Reconstitute Board
MITEL	10/24/2022	\$ 136.99	Utilities
KONICA MINOLTA PREMIER FINANCE	11/04/2022	\$ 149.09	EDC Printer
PALACIOS BEACON	11/04/2022	\$ 262.50	Display Ad
FUNCTION 4	11/04/2022	\$ 71.23	EDC Printer
KONICA MINOLTA PREMIER FINANCE	11/18/2022	\$ 480.91	Equipment Buyout - Printer
MATAGORDA COUNTY TAX A/C	11/18/2022	\$ 4,813.63	Property Taxes
CONSTELLATION NEW ENERGY	02/10/2023	\$ 371.52	Utilities
FRONTIER COMMUNICATIONS	02/10/2023	\$ 154.11	Utilities

Total \$ 27,049.28

## 22-23 Proposed Budget

### **Revenues**

<u>Code</u>	<u>Account</u>	<u>21-22 Budget</u>	<u>21-22 YTD Actuals</u>	<u>22-23 Budget</u>
28 04073	EDC Tax	\$ 180,000	\$ 278,924	\$ 241,800
28 04200	Chamber Contract	\$ 12,000	\$ 15,450	\$ -
28 04300	Rent Chamber of Commerce	\$ 4,800	\$ 7,041	\$ 800
28 04700	Interest Income	\$ -	\$ 1,074	\$ 5,000
28 04710	Misc. Receipts	\$ -	\$ -	\$ 62,626
	Totals	\$ 196,800	\$ 302,489	\$ 310,226

### **Expenditures**

28 28-05000	Salaries and Wages	\$ 40,000	\$ 44,122	\$ 21,000
28 28-05060	Office Supplies	\$ 700	\$ 35	\$ 1,000
28 28-05130	Maint. Office Equipment	\$ 2,500	\$ 2,916	\$ 2,500
28 28-05135	Maint-Comp Software/System	\$ 1,000	\$ -	\$ -
28 28-05160	Maintenance of Building	\$ 2,500	\$ 2,500	\$ -
28 28-05220	Capital Loan - Hwy 35 - Principal	\$ 27,500	\$ 19,034	\$ 28,600
28 28-05230	Capital Loan - Hwy 35 - Interest	\$ 1,100	\$ -	\$ -
28 28-05250	Telephone	\$ 1,500	\$ 2,890	\$ 2,500
28 28-05260	Electricity	\$ 2,500	\$ 1,868	\$ 500
28 28-05300	Contractual Services	\$ 40,000	\$ 41,890	\$ 30,000
28 28-05304	Advertisements	\$ 1,000	\$ 294	\$ 750
28 28-05306	Promotional Expenses	\$ 1,000	\$ 55	\$ 2,500
28 28-05307	Admin Expense to City	\$ 6,000	\$ 6,000	\$ -
28 28-05310	Travel, Training	\$ 1,000	\$ 61	\$ 1,000
28 28-05315	Dues and Memberships	\$ 1,100	\$ 700	\$ 750
28 28-05370	Contracts	\$ 30,000	\$ 5,971	\$ -
28 28-05371	Sewer Project Payments	\$ -	\$ 235,050	\$ -
28 28-05400	Burt West Grants	\$ 8,000	\$ 7,500	\$ 50,000
28 28-05410	Façade Grants	\$ 8,000	\$ 27,902	\$ -
28 28-05500	Office Equipment	\$ 4,000	\$ 130	\$ -
28 28-05700	Social Security	\$ 4,500	\$ 3,521	\$ 2,200
28 28-05710	Health Insurance	\$ 1,300	\$ 730	\$ 750
28 28-05740	Retirement	\$ 7,350	\$ 8,571	\$ 5,000
28 28-05744	Workmans Comp	\$ 250	\$ 124	\$ -
28 28-05750	Insurance-Property	\$ 4,000	\$ 3,263	\$ 7,500
28 28-05782	Transfer out to DRP	\$ -	\$ -	\$ 26,250
28 28-05783	Water Project with City	\$ -	\$ -	\$ 400,000
	Totals	\$ 196,800	\$ 415,127	\$ 582,800



Vision Statement	Mission Statement
Focused on long-term goals (at least five to 10 years in the future)	Focuses on short-term objectives
Is inspiring	Details who, what, where, why, how you're going to achieve those objectives.
Connects with customers on issues they care about	Action-oriented
Describes what you want the world to look like or how you'd like to affect a certain group of people as a result of your mission	The roadmap to help you achieve your vision

**Vision:** What does PEDC want to achieve long term? What do we want Palacios to look like?

*The PEDC working collaboratively will focus on our natural assets and create an attractive, business-friendly environment which will grow our economy and provide a sustainable quality of life.*

*Palacios EDC, through local and regional partnerships, aims to create a united, strong, successful, and resilient business-friendly community in which to locate and conduct business.*

**Mission:** What is PEDC purpose?

- Recruit businesses (type?)
- Recruit retirees? Tourists?
- Recruit housing within EDC law?
- Tasked with marketing and promoting Palacios.
  - ◆ What is our product? What do we want to market?
- Improve the standard of living?

*We will achieve of vision by:*

*Actively recruiting and retaining businesses that create quality, good-paying jobs.*

*Promoting Palacios for its location, great climate, tourism, and excellent water and public safety services.*

*Distinguish Palacios from other municipalities by focusing on our strengths, such as being a diverse community, participation, and history.*

Samples from other communities

Mission:

Palacios Chamber of Commerce Mission: To Promote and Improve Economic Growth and Quality of Life in Our Community

Wills Point EDC mission is to promote and enhance economic opportunities through the attraction of new ventures.

Fort Worth EDC mission: Working together to build a strong community.

The City of Austin's EDC supports and recruits business to Austin through all divisions. Our mission is to promote a competitive, sustainable and equitable economy for all.

The Lubbock (LEDA) mission is to promote economic growth by creating high-quality jobs, investing in new capital improvements and improving Lubbock's quality of life. LEDA accomplishes its mission by developing relationships with corporations and individuals across the region, state, and nation that help to provide organizations a business-friendly environment and a skilled, qualified workforce.

El Campo's EDC, is dedicated to the creation of jobs for our citizens through the attraction, retention, and expansion of businesses.

Wharton EDC Mission: TO DEVELOP A POSITIVE CLIMATE FOR BUSINESSES AND INDUSTRIAL GROWTH AND INVESTMENT; ASSIST IN THE CREATION OF JOBS; INCREASE THE TAX BASE OF THE VARIOUS TAXING ENTITIES; DIVERSIFY THE LOCAL ECONOMY TO MAKE IT MORE IMPERVIOUS TO STATE AND NATIONAL ECONOMIC RECESSION; AND MAKE PLANS AND TAKE NECESSARY ACTIONS TO INSURE THAT ALL NECESSARY INFRASTRUCTURE IS IN PLACE TO ALLOW FOR PROPER DEVELOPMENT OF WHARTON, TEXAS.

The Buda EDC's mission is to provide leadership in creating and pursuing balanced economic growth, by recruiting and retaining desirable, diverse businesses and developing infrastructure, while protecting the quality of life and natural resources in the region.

Killeen EDC: Act on behalf of the City in promotion and development of commercial, industrial and manufacturing enterprises and to promote and encourage employment and public welfare.

Vision:

Fort Worth EDC vision: Fort Worth will be the most livable and best-managed city in the country.

Buda is the most dynamic business center between Austin and San Antonio—a leading destination for high-growth companies, skilled and creative workers, and high-impact real estate development projects.

VISION/MISSION STATEMENT  
of the PALACIOS ECONOMIC DEVELOPMENT CORP.

VISION:

The Palacios Economic Development Corporation, working alongside the Chamber of Commerce and other regional contributors, will focus on our natural assets and create an attractive, business-friendly environment which will grow our economy and provide a sustainable quality of life for future generations.

MISSION:

We will achieve our vision by following these priorities.

1. Clearly identify our assets, some of them unique. These include Seawall/parks, Harbor/port, Airport/golf course Fishing/boating, Retirement community, and Nature trails/birding.
2. Promote Palacios. Actively seek businesses that will come and capitalize these assets as well as new ideas.
3. Retain these new businesses, including tourism, which will cause a demand for support businesses such as a hotel, seafood market, and even technical or manufacturing employment opportunities.
4. Continue the cycle of sustained commercial growth balanced within the boundary of retaining our quiet rural city.

- **Strengths**

- Historic Downtown
- Boating, fishing, water sports
- Birding
- Quality of life
- Airport – Available land
- Gated Community - Beachside
- Waterview 2.2 acres near Pavillion
- New subdivision – Pelican Place
- Cost of Living

- **Weaknesses**

- Old housing inventory
- Lack of available housing
- Hotels – places to stay
- Lack of staffing
- Available resources - Funding
- SBDC
- Lack of trained workforce
- Limited goods, services & employment opportunities
- Outdated development ordinance

- **Opportunities**

- PMAR – Palacios Marine Agriculture Research
- Lone Star Coastal Alliance
- Economic Development partners
  - Navigation District
  - MCEDC
  - BCCDC
  - SBDC
- Golf Course
- Airport
- HIF – New industry
- Beachside Marina
- Vacant buildings
- Natural tourist draw
- Proven VRBO market

- **Threats**

- Airport maintenance
- Deteriorating downtown buildings
- Loss of population