

## **MINUTES**

### **TOWN OF HOLLYWOOD PARK ECONOMIC DEVELOPMENT CORPORATION REGULAR MEETING ON THURSDAY, JANUARY 5, 2023, AT 6:00 PM 2 MECCA DRIVE, HOLLYWOOD PARK, TEXAS**

#### **I. CALL TO ORDER**

Meeting called to order by Delaine Hall at 6:00 p.m.

#### **II. ROLL CALL**

EDC Members Present: Delaine Hall, Martha Sanchez, Kristi Maxwell, Shea Johnson, Martha Newton, John Lee

EDC Members Absent: Alan Sale

City Staff Present: Mayor Sean Moore, City Secretary Patrick Aten, City Treasurer Fred Timmons, EDC Attorney Austin Beck, Public Works Director Kelly Cowan

#### **III. CITIZEN PARTICIPATION**

No citizens were present at this meeting.

#### **IV. REVIEW AND TAKE ACTION ON THE MINUTES FROM DECEMBER 1, 2022**

John Lee moved to approve the minutes. Kristi Maxwell seconded the motion which passed unanimously.

#### **V. REVIEW AND TAKE ACTION ON THE FINANCIAL STATEMENTS AS OF NOVEMBER 30, 2022**

Fred Timmons reviewed financials. Kristi Maxwell moved to accept financials. John Lee seconded the motion which passed unanimously.

#### **VI. APPROVED BUSINESS AND PROJECTS**

1. Update and discuss the brochure packet for Voigt Center leases (refers to item 6 on the EDC meeting agenda).
  - Kristi Maxwell's guest Katie Glover, Marketing + Design Consultant, described the project and process which includes physical folder booklet and online booklet.
  - Kristi Maxwell will continue working with Katie Glover and provide an update at the next EDC meeting on February 2, 2023.
2. Update and discuss status of audio/visual equipment at the Voigt Center (refers to item 3 on the EDC meeting agenda).
  - Kelly Cowan provided the update. The EDC resolution was approved at the City Council meeting on November 15, 2022.
  - Purchases have not been made but security cameras were on order. Infrastructure (wifi, firewall, etc.) was recently upgraded.

3. Update and discuss status of the HP EDC Billboard Advertising Program including discussion of issues related thereto (refers to item 1 on the EDC meeting agenda).
  - Patrick Aten reviewed the item. Six Hollywood Park businesses are currently displaying on these billboards. Four businesses have submitted applications.
  - No action taken.
4. Update and discuss status of attracting and retaining business(es) to Hollywood Park (refers to item 2 on the EDC meeting agenda).
  - No action taken.
5. Update and discuss status of audio/visual equipment in Council Chambers (refers to item 4 on the EDC meeting agenda).
  - Patrick Aten provided the update. The EDC resolution was approved at the City Council meeting on November 15, 2022.
6. Update and discuss status of upgrades to Council Chambers (refers to item 5 on the EDC meeting agenda).
  - Patrick Aten provided the update and a handout. The EDC resolution was approved at the City Council meeting on November 15, 2022.
  - Updates focused on ceiling tiles, paint, carpet tiles, and chairs.
7. Update and discuss the welcome kit for new businesses Hollywood Park.
  - Item was tabled until the next EDC Meeting on February 2, 2023.

**VII. OLD BUSINESS**

1. Discuss and consider approval of a Request for Proposals for Local Business Light Up Project providing funds for lights and other decorations to promote areas of the Town where local businesses are located.
  - Martha Sanchez presented new ideas beyond scope of project and provided a handout about cost analysis and method of evaluation.

**VIII. NEW BUSINESS**

1. Discuss and consider approval of the installation of electric vehicle charging stations.
  - Shea Johnson presented the item and stated he would have additional information at the next meeting.
  - Item was tabled until the next EDC Meeting on February 2, 2023.
2. Discuss and review the EDC Articles of Incorporation and Bylaws.
  - Austin Beck presented the item and provided handout.
  - EDC will take action on this item on February 2, 2023.

**IX. STATEMENT FROM THE EDC MEMBERS**

Delaine Hall asked to discuss hiring a Santa in December 2023, categorization of Hollywood Park businesses in Sparks, business cards for EDC members.

**X. ADJOURNMENT**

Meeting adjourned by Delaine Hall President at 8:18 p.m.

The minutes of this meeting were approved on February 2, 2023.

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Delaine Hall, EDC President

Attest:

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Patrick Aten, City Secretary