

MINUTES

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

- **CALL TO ORDER**

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

- **ROLL CALL**

EDC Members Present: Delaine Hall, Martha Sanchez, Kristi Maxwell, Shea Johnson, Martha Newton, Alan Sale

EDC Members Absent: John Lee

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

- **CITIZEN PARTICIPATION**

No citizens were present at this meeting.

- **REVIEW AND TAKE ACTION ON THE MINUTES FROM JANUARY 5, 2023**

Martha Sanchez moved to approve the corrected minutes. Shea Johnson seconded the motion which passed unanimously.

- **REVIEW AND TAKE ACTION ON THE FINANCIAL STATEMENTS AS OF DECEMBER 31, 2022**

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

- **APPROVED BUSINESS AND PROJECTS**

1. 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.
 - No action taken.
2. Update and discuss status of audio/visual equipment in Council Chambers (refers to item 4 on the EDC meeting agenda).
 - Kelly Cowan provided the update. Two bids are under consideration. The EDC resolution was approved at the City Council meeting on November 15, 2022.
 - No action taken.

3. Update, discuss status, and possible approval of upgrades to the Council Chambers (refers to item 5 on the EDC meeting agenda).
 - Patrick Aten provided the update. EDC is providing some flexibility on purchases for Council Chambers; these are smaller upgrades which fall within the approved budget. The EDC resolution was approved at the City Council meeting on November 15, 2022.
 - No action taken.
4. 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. Nine Hollywood Park businesses have submitted applications.
 - No action taken.
5. 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.
6. Update and discuss the brochure packet for Voigt Center leases.
 - Kristi Maxwell provided the update. The item was tabled until the next EDC Meeting on March 2, 2023.
 - No action taken.
7. Update and discuss the welcome kit for new businesses in Hollywood Park.
 - Alan Sale provided the update. The item was tabled until the next EDC Meeting on March 2, 2023.
- **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.
 - Delaine Hall moved to remove this item from the EDC agenda. Shea Johnson seconded the motion which passed unanimously.
- **NEW BUSINESS**
 1. Discuss and consider approval of revisions to the EDC Articles of Incorporation and Bylaws (refers to item 7 on the EDC meeting agenda).
 - Frank Garza presented the item.
 - Alan Sale moved to approve the revisions including amendments. Shea Johnson seconded the motion which passed unanimously.
 1. Discuss and consider approval of Project Landmark to promote areas of the Town where local businesses are located (refers to item 1 on the EDC meeting agenda).

- Martha Sanchez requested this item not be discussed, so it will be removed from consideration.
- 2. Discuss and consider approval of Project Santa Claus to promote areas of the Town where local businesses are located (refers to item 2 on the EDC meeting agenda).
 - Delaine Hall presented the item.
 - Alan Sale will get prices for Santa Claus rental for the dates proposed.
- 3. Discuss and consider approval of Project Keep the Money in Hollywood Park to promote areas of the Town where local businesses are located (refers to item 3 on the EDC meeting agenda).
 - Delaine Hall presented the item.
 - Martha Newton will contact Sparks for a quote on one full page which would include Hollywood Park businesses listed by category.
- 4. Discuss and consider approval of an expenditure for business cards (refers to item 4 on the EDC meeting agenda).
 - Delaine Hall presented the item.
 - Business cards for the EDC President will be purchased by Patrick Aten and paid for with the EDC account.
- 5. Discuss and consider approval of an investment policy (refers to item 5 on the EDC meeting agenda).
 - Fred Timmons presented the item.
 - Alan Sale moved to approve the investment policy. Shea Johnson seconded the motion which passed unanimously.
- 6. Discuss and consider approval of the installation of electric vehicle charging stations (refers to item 8 on the EDC meeting agenda).
 - Shea Johnson presented the item.
 - Delaine Hall will contact the owner of the Galleria Oaks shopping center.
- 7. Discuss and consider approval of a website to promote the Voigt Center.
 - Kristi Maxwell presented the item.
 - Martha Newton will get some estimates for setting up and maintaining a standalone website for the Voigt Center.
- **STATEMENT FROM THE EDC MEMBERS**
 No formal statement. Review of current agenda items to be included in the agenda for next EDC meeting.

- **ADJOURNMENT**

Meeting adjourned by Delaine Hall President at 8:35 p.m.

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

Delaine Hall, EDC President

Attest:

Patrick Aten, City Secretary