

**MINUTES OF THE MEETING OF THE
BOARD OF DIRECTORS OF THE
BORGER ECONOMIC DEVELOPMENT CORPORATION
A TEXAS INDUSTRIAL DEVELOPMENT CORPORATION**

Time and Place

The following are the Minutes of the Board of Directors of the BORGER ECONOMIC DEVELOPMENT CORPORATION, a Texas Industrial Development Corporation organized under Section 4A of the Development Corporation Act of 1979, 1111 Penn Avenue, Borger, Texas on August 08, 2017 at said meeting having been held on the call of the incorporators.

Present at the meeting were KARL SOSEBEE, JESSE SHUFFIELD, JOSH REGAN and NORMAN SARGENT as Directors of the Corporation.

Also present were:

Sue Headlee, Office Manager, Borger EDC
Eddie Edwards, Borger City Manager
Joe Price, Assistant City Manager
Karen Felker, City of Borger
James Marrs II, City of Borger
Beverly Benton, Chamber of Commerce
Michael Plumley
Jodina Plumley
Jeff Whittington
Alex Mann, Borger News Herald

Karl Sosebee called the meeting to order at 11:55 a.m.

1. Karl Sosebee confirmed the presence of a quorum
2. **Approve July 11, 2017 Minutes**

Motion was made to approve Minutes of the July 11, 2017 meeting. Motion was seconded by Jesse Shuffield. Motion carried.

3. **Discuss and Take Appropriate Action on Director's Resignation**

Director Rick McDonald sent a letter to the Board thanking them for their support and confidence in him by electing him President for the coming year. Regretfully, he also submitted his resignation from the Board of BEDC, effectively immediately. Motion was made by Jesse Shuffield to accept Rick's resignation. Following a second by Josh Regan, motion carried.

4. **Financial Statements/Approve Expenditures for July, 2017**

Sue Headlee reported on July Financials and Expenditures. The City check for July was \$86,416.73. This was a 6.51% decrease from the same month last year. She also reported cash balances, rent, receivables and expenditures. Obligations for 2016-2017, including those for the Borger Business Park were discussed by the Board. Following discussion, motion was made by Norman Sargent to approve July Financial Statements and Expenditures. Motion was seconded by Jesse Shuffield. Motion carried.

5 **Discuss and Take Appropriate Action of Chamber of Commerce Business Retention Contract.**

Beverly Benton, CEO of Borger Chamber of Commerce gave a presentation on what the Chamber does for the BEDC during the year to aid the BEDC in business retention. Methods include advertising via television commercials, workshops and meetings with individuals. Following her presentation and discussion, motion was made by Norman Sargent to contract with the Chamber for 2017-2018 for these services. Josh Regan seconded the motion. Motion carried.

6 **Discuss and Take Action on Change Order at Business Park:**

A. Change order from Scott Wampler Construction.

The change order was for unforeseen problems including rock removal, traffic control for water taps, boring rig for force main under a structure, casing and driveway repair after water taps. The amount of the change order was \$19,500. Following discussion, Jesse Shuffield made the motion to approve the change order. Motion was seconded by Josh Regan. Motion carried.

7. **Update on Business Park**

B. Plat, Re-zoning and Annexation

City Manager Eddie Edwards gave a report on status of plat, re-zoning and annexation. Plat and re-zoning have been completed.

8. **Discuss Plumley Yucca Estates #5 Project**

Michael and Jodina Plumley met with the Board and reported the status of Yucca Estates #5. Michael told the Board he should receive a schedule from Fuller Construction by the end of the week. They should break ground in about 50 days. He said his attorney and the BEDC's attorney have been working together on doing some revisions on the loan. The new name of the Plumley's business is "Zion Development, LLC".

Michael reported they have a verbal agreement with DCP pipeline to move a gas line. The line is now used by POSH Energy. Karl Sosebee asked about the width of the easement involved. Josh Regan said they need to look at the draw-down schedule and time table.

City Manager Eddie Edward said the City requires a Surety Bond and Plumley has to have a contract signed by Fuller. Plumley asked if the City will waive the Bond. The Bond protects the investors' and future residents' interests.

The Board asked the Plumleys to give an update at next month's Board meeting on September 12

9. **Discuss and set a date of a joint meeting with the City Council**

The Board and the City Council agreed to a special combined meeting on Tuesday, August 15, at 5:00 p.m.

10. **Update on Mike Barnes Group Strategic Planning Report #2**

Sue Headlee reported to the Board that Mike Barnes Group has been paid \$10,833.33 (1/3 of the Contract) plus \$2,230.15 for travel expenses. A copy of Report #2 was distributed to those present at the meeting.

Targeted Industries:

- (1) Plastics,
- (2) Health Related Services (3) Construction of Machinery and
- (3) Construction of Machinery Manufacturing and Machinery Manufacturing
- (4) Power & Communication Line and Related Structures (Wind).

Strategies for Borger EDC:

- (1) Partnering with Allied Groups
- (2) Maintain current data and have a user friendly website.
- (3) Identify siste selectors and perform marketing trips.
- (4) Commerce “Internal Marketing” campaign
- (5) Enhanced Business Retention/Expansion Program—25 onsite visits per year.

Conclusion:

- (1) Economic Development organization is established.
- (2) BEDC possesses the assets to engage with regional partners.
- (3) Capitalize on assets and minimize weaknesses and threats.
- (4) Strategic Plan will serve as a Master Plan and Game Plan for marketing both internally and externally.
- (5) Continue emphasis on youth and developing needed skills for young people.
- (6) Borger is ideally situated to capture economic growth.

11. **Report on Retail Coach**

Sue Headlee reported to the Board that BEDC has paid Retail Coach \$25,000 on the contract with \$10,000 remaining to be paid when the Final Report is sent to the Board. Travel expenses for \$572.90 have been paid. The Invoice in the amount of \$461.50 for travel expenses will be paid next week. On Tuesday, July 11 at 3:00 p.m. Aaron Farmer did email a list of 20 Business Contacts he had made since he was contacted. They have produced no positive results.

12. **Discuss and take appropriate action on Office Manager’s duties during the absence of a CEO.**

Following discussion, Norman Sargent made the motion that the Office Manager continue to take care of day to day business of the BEDC and bring any new business before the Board. Motion was seconded by Josh Regan. Motion carried.

11. **Adjourn**

Motion to adjourn was made at 1:25 p.m. by Norman Sargent. Motion was seconded by Josh Regan. Motion Carried.

Vice-President _____
Karl Sosebee

Secretary-Treasurer _____
Jesse Shuffield