

**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 St., Borger, Texas on September 11, 2018 at 11:30 a.m., said meeting having been held on the call of the incorporators.

Present at the meeting were MICHELLE GRIFFIN, LISA A. JONES, JESSE SHUFFIELD and NORMAN SARGENT as Directors of the Corporation. Director Scott Mills was absent.

Also present were:

Katie Lingor, Executive Director, Borger EDC  
Sue Headlee, Office Manager, Borger EDC  
Eddie Edwards, City Manager  
Joe Price, Assistant City Manager  
Garrett Spradling, Assistant to City Manager  
Jimmy Gowdy, Borger Bulldog Storage  
Jimmy Head, The Nut House

President Michelle Griffin called the meeting to order at 11:56 a.m.

1. Michelle Griffin confirmed the presence of a quorum.
2. **Consider and take appropriate action on the approval of the Minutes of the August 08, 2018 special called meeting.**

Norman Sargent made the motion to approve the Minutes of the August 08, 2018 special called meeting. Following a second by Jesse Shuffield, motion carried.

3. **Consider and take appropriate action on the approval of the Minutes of the August 14, 2018 regular meeting.**

Jesse Shuffield made the motion to approve the Minutes of the August 14, 2018 meeting. Norman Sargent seconded the motion. Motion carried.

4. **Consider and take appropriate action on August 2018 Financials and Expenditures.**

Following review and discussion of the financials, Jesse Shuffield made the motion to approve the August 2018 Financials and Expenditures. Norman Sargent seconded the motion. Motion carried.

5. **Presentation of the Small Business Incentive Program (“SBIP”) application by Jim Head of The Bolt Store, LLC.**

Jim Head presented plans for The Nut House to purchase new windows to make the business more attractive and more energy efficient. The entire project will cost The Nut House about \$9,000. Mr. Head is requesting a SBIP reimbursement grant for 50% of the amount of the cost for the windows.

6. **Presentation of the SBIP application by Jimmy Gowdy of 3D Enterprise dba Bulldog Storage.**

Jimmy Gowdy presented a request to the Board for funds to stucco (EIFS) the Bulldog Storage metal building located on Main St. The cost is \$23,480 which includes all necessary labor, materials and equipment necessary to do the job. Mr. Gowdy is requesting a 50% reimbursement grant from the BEDC through the Small Business Incentive Program.

7. **Executive Session**

**Pursuant to Vernon’s Texas Code Annotated Government Code, Title Chapter 551, Section 551.087 (deliberation regarding economic development negotiations), and Chapter 551, Section 551.071 (pending or contemplated litigation), the Board entered into closed Executive Session at 12:06 p.m. to discuss the following:**

- A. Deliberate on the SBIP application submitted by The Bolt Store, LLC.**
- B. Deliberate on the SBIP application submitted by 3D Enterprise dba Bulldog Storage.**

- C. Consultation with attorney regarding on-going litigation with Blue Creek Mercantile, LLC.
- D. Consultation with attorney regarding pending litigation with K D Precision Pump and Industrial Maintenance, LLC.

No action was taken during Executive Session.

- 8. **Board returned to Open session at 12:45 p.m.**
- 9. **Consider and take appropriate action on the SBIP application submitted by The Bolt Store, LLC.**

Jesse Shuffield made the motion to approve the SBIP application by The Bolt Store, LLC. Lisa Jones seconded the motion. Motion carried.

- 10. **Consider and take appropriate action on the SBIP application submitted by 3D Enterprise dba Bulldog Storage.**

Norman Sargent made the motion to approve the SBIP application submitted by 3D Enterprise dba Bulldog Storage. Jesse Shuffield seconded the motion. Motion carried.

- 11. **Take appropriate action on items related to the on-going litigation with Blue Creek Mercantile, LLC.**

Norman Sargent made the motion to proceed with the lawsuit related to the on-going litigation against Brady Ames. Jesse Shuffield seconded the motion. Motion carried.

- 12. **Take appropriate action on items related to the pending litigation with K D Precision Pump & Industrial Maintenance, LLC.**

Lisa Jones made the motion to reject the proposal made by K D Precision Pump & Industrial Maintenance, LLC and proceed with the lawsuit related to the the on-going litigation Following a second by Jesse Shuffield, motion carried.

13. **Consider and take appropriate action on recommended updates to the Small Business Incentive Program’s guidelines and qualifications.**

Executive Director Katie Lingor made several recommendations to the Board for updates on the Small Business Incentive Program’s guidelines and qualifications. Following discussion, the following motions were made:

- A. Lisa Jones made the motion that beginning in the 2018-2019 fiscal year “Passive Income” businesses will only be eligible for façade improvements; this means that if the business owner does not work in the business regularly and the business does not have any other employees, the business will only be eligible for façade improvements, not interior improvements or other project options (ex: laundromat, storage, etc.) If the owner is working in the business as an employee, the request will be considered on a case by case basis. Motion was seconded by Jesse Shuffield. Motion carried.
- B. Jesse Shuffield made the motion that the location where the business operates must have signage displayed that clearly identifies the business. Façade improvement grants can be used for the signage. Motion was seconded by Lisa Jones. Motion carried.
- C. Norman Sargent made the motion to consider new-business “start-ups” eligible for SBIP instead of existing businesses already operating in commercial space (ex: a brand new business or a business that is run out of a home office, but will be moving into a commercial space would be eligible). The new business will have to discuss plans with the City. Lisa Jones seconded the motion. Motion carried.

14. **Consider and take appropriate action on the Borger EDC Annual Plan of Work for 2018-2019 fiscal year.**

Executive Director Katie Lingor presented the BEDC Annual Plan of Work for the 2018-2019 fiscal year to the Board. Following review of the plan and discussion, Jesse Shuffield made the motion to approve the plan as presented. Lisa Jones seconded the motion. Motion carried.

15. **Consider and take appropriate action on the proposed professional services contract between the Borger EDC and the Borger Chamber of Commerce related to retail and service-industry related economic development recruitment, marketing, business creation and business retention.**

Norman Sargent made the motion to renew the professional services contract with the Borger Chamber of Commerce. Lisa Jones seconded the motion. Jesse Shuffield abstained from voting. Motion carried.

16. **Consider and take appropriate action on Letter of Engagement from CPA firm Connor, McMillon, Mitchell and Shennum, PLLC for 2017-2018 fiscal year audit.**

Norman Sargent made the motion to keep Connor, McMillon, Mitchell and Shennum, PLLC for the 2017-2018 fiscal year audit and consider other firms next year. Following a second by Lisa Jones, motion carried.

17. **Consider and take appropriate action on property, casualty and general liability insurance renewals.**

Item was tabled until a future meeting.

18. **Update on CDL training and testing program options; take appropriate action related to these options.**

Executive Director Katie Lingor reported to the Board that she is working with Frank Phillips College to find a local instructor. Once an instructor is secured, the college will create a 7.5 hour course to prepare students for a written CDL test. The Department of Public Safety from Lubbock can come to Borger and can administer a pre-drive and a driving test at no cost. Norman Sargent said there is a need for local CDL drivers in primary jobs. Katie will continue to pursue this training and contact Amarillo College for information about instructors.

19. **Adjourn**

Motion to adjourn was made at 1:30 p.m. by Lisa Jones. Motion was seconded by Norman Sargent. Motion carried.

President \_\_\_\_\_  
Michelle Griffin

Secretary-Treasurer \_\_\_\_\_  
Lisa A. Jones