

**MINUTES OF REGULAR MEETING**

**October 19, 2020**

**MONTGOMERY ECONOMIC DEVELOPMENT CORPORATION**

**CALL TO ORDER**

President Rebecca Huss called the Zoom Teleconference meeting to order at 6:05 p.m.

Present:       Rebecca Huss - President  
                  Dan Walker – Vice-President  
                  Julie Hutchinson - Treasurer  
                  Amy Brown – Secretary  
                  Tom Cronin – Board Member  
                  Arnette Easley – Board Member

Absent:         Bob Kerr – Board Member

Also Present:  Richard Tramm – City Administrator

**OPEN PUBLIC COMMENT**

No public comment.

**APPROVAL OF MINUTES**

Minutes of September 21, 2020 Regular Meeting –

President Huss asked for comments on the minutes as presented. Mr. Cronin made a motion to accept the minutes as presented, seconded by Mr. Easley. All in favor. (6-0)

## MONTHLY FINANCIAL REPORT

### Report for September, 2020

Mrs. Hutchinson reviewed the September financial report.

She stated the October sales tax has already been received and transferred. She said the sales tax income for October has already been received and is approximately 10% less than what was received during October 2019. Mrs. Hutchinson noted the Kroger sales tax accrual transfers will be made monthly, instead of quarterly, beginning in October 2020. She said the Administration transfers will also be made monthly instead of quarterly.

Mrs. Hutchinson said income has been received \$125 for the Light Up the Park event, and will show up in the October financial report.

Mrs. Hutchinson said the September sales tax income was approximately 10% more than the sales tax income for September 2019. She said the fiscal year sales tax figure for 2020 was a little over 10% higher than the fiscal year sales tax figure for 2019.

Mrs. Hutchinson said Mr. Lasky wished to note that he is still watching interest rates for the Texpool accounts.

Mrs. Hutchinson noted September will be the last transfer and last accrual for the Transfer to Debt Service.

Mrs. Hutchinson said the Sales Tax Reimbursement figure is made up of the quarterly accrual of \$19,875 plus an additional \$954.51, which is the first annual payment for the Shoppes of Montgomery.

Mr. Tramm said, at the time of budgeting, it was not anticipated the Shoppes of Montgomery would reach the trigger. He said from this time forward, the same payment will be made each year in September. Mr. Tramm said the 2020-2021 budget has already added in this figure.

Mrs. Brown asked about the action item from the September meeting concerning allocating previously approved event funds to subaccounts.

Mrs. Hutchinson said the September minutes stated Mrs. Huss suggested passing the 2020-2021 Budget cleanly and then bringing the item up for a vote during the October meeting.

Mrs. Brown asked if that item needed to be added to the November agenda.

Mr. Tramm said he would discuss the item with Mr. Lasky and Mrs. Hutchinson to decide the appropriate pathway.

Mrs. Hutchinson said, if Mr. Lasky is comfortable, they will move the funds into subaccounts.

Mrs. Huss said, during the recent politicking, comments have been made concerning the number of checks written to Mrs. Huss. She said those funds are a direct reimbursement of social media costs. Mrs. Huss said she gets approval from Mr. Tramm before spending funds,

then submits a request to have the funds reimbursed to her. She said Mr. Tramm approves the reimbursement requests and Mr. Lasky writes the check, which is signed by Mr. Tramm and another signatory. Mrs. Huss said she never signs her own checks.

Mrs. Hutchinson said Mrs. Huss also turns in a receipt of the expense which is mandatory.

Motion by Mr. Cronin, seconded by Mr. Walker to approve the September 2020 Financial Report as presented. All in favor. (6-0)

#### **CONSIDERATION AND POSSIBLE ACTION**

5. Receive recommendation from the SOQ Review Committee for the Downtown Design and Streetscape Improvement Project.

Mr. Tramm said seven SOQs were received by the Review Committee which included Mrs. Huss and Mr. Walker of the EDC; Mayor Countryman; Mr. McCorquodale, Director of Planning and Development; Mr. Muckleroy, Director of Public Works; and Mr. Tramm.

Mr. Tramm said the RFQ was published August 21, 2020 with a submission deadline of September 21, 2020.

Mr. Tramm said the committee met of October 7, 2020 and identified two firms to be invited for an interview and presentation to the committee on October 14, 2020.

Gunda Corporation was the first choice of five of the six committee members.

Gunda Corporation's SOQ and presentation material was distributed to the full MEDC Board last week in preparation for this meeting.

Mr. Tramm said the next step is for the Board to accept the report and approve the committee's recommendation. He said the step after this would be to complete and execute a final contract for services and referring that contract to City Council for approval.

Mr. Tramm said his intention is to present the contract to City Council on the November 10, 2020 agenda.

Motion by Mr. Cronin, seconded by Mrs. Hutchinson to accept the report and recommendation of the SOQ Review Committee. All in favor. (6-0)

6. Discuss and consider authorizing MEDC Board President and City Administrator to negotiate a contract to provide services for the Downtown Design and Streetscape Improvements Project, refer the item to City Council for Approval of the expense, and execute the contract.

Mr. Tramm said Gunda expects to complete the project in six to eight months.

Motion by Mr. Cronin, seconded by Mr. Easley to authorizing MEDC Board President and City Administrator to negotiate and execute a contract with Gunda Corporation to provide services

for the Downtown Design and Streetscape Improvements Project, refer the item to City Council for Approval of the expense. All in favor. (6-0)

7. Discuss and consider authorizing and allocating funds for the Montgomery Holiday Parade event.

Mr. Tramm said the Montgomery Holiday Parade event is included in the MEDC budget as Christmas Event 56100.8 but it has no funds currently allocated.

Mr. Tramm said this year will be the first year the City of Montgomery will organize the event.

Mr. Tramm said the committee organizing the event has put together an estimated budget of \$3,000 with a request that MEDC fund the corresponding budget line item up to \$1,500.

Mr. Tramm said of the estimated \$3,000 budget, \$2,000 are estimated costs to cover internal use of Public Works personnel as well as overtime cost and additional cost of security.

Mr. Tramm said his intention of only asking for \$1,500 is so the City and MEDC will each fund half of the cost of the event.

Mr. Cronin asked who organized the event in the past and why they will not be organizing it again.

Mrs. Huss said previously the Historical Society organized the event. She said last year, two weeks before the event, the Historical Society dropped the event and City staff took it over to complete the event.

Mr. Cronin asked if it was dropped because the EDC would not give them money.

Mr. Tramm said the Police Chief asked for the security plan and organizing plan so the City could guarantee the street closures and disperse security personnel.

Mrs. Huss said it turned out to take a lot of City personnel, and it seemed easier to organize it internally from the beginning.

Mr. Walker asked who was organizing the event.

Mr. Tramm said City Hall.

Mr. Easley asked if a \$25.00 entry fee would discourage participants.

Mrs. Huss said, based on her past experiences as a parade organizer, the answer is no.

Mr. Walker asked if there have been fees in the past.

Mrs. Huss said the previous organizers did not charge fees, but the City subsidized the parade by providing City personnel and paying for the overtime expenses.

Mr. Walker stated his company would be willing to donate \$100 as a scholarship for those who could not afford the entry fee. Mr. Easley and Mrs. Hutchinson each said their companies would match the donation.

Motion by Mrs. Hutchinson, seconded by Mrs. Brown to approve up to \$1,500 towards the City's expenses for the Montgomery Christmas Parade. All in favor. (6-0)

8. Economic Development Report – Richard Tramm
  - a. City Administrator's Development Report  
Report presented
  - b. City Engineer's Report  
Report presented

EXECUTIVE SESSION:

No Executive Session

9. Consideration and possible action on items from Executive Session, if necessary.

No action taken.

10. Discussion related to appointments to MEDC Board of Directors for two-year terms beginning January 2021.

Mr. Tramm stated EDC terms expire at the end of the year for Mrs. Brown, Mr. Kerr, Mrs. Huss and Mrs. Hutchinson.

No action taken.

BOARD INQUIRY

Mrs. Brown said she has one remaining item from the September meeting concerning Mr. Tramm discussing with the attorney concerning rescinding event sponsorship.

Mr. Tramm said he is waiting to hear back from the attorney.

Mrs. Hutchinson asked for an update on the goat cutouts.

Mr. Tramm said the production on the goat cutouts has begun. He said the City has not been invoiced for that from the Public Works Department. He said creation of an application form is being finalized.

Mrs. Hutchinson asked for an update on the radios.

Mr. Tramm said the radios have been ordered, but we are waiting on the delivery and invoicing.

Mrs. Hutchinson asked for an update on the goat naming contest.

Mr. Tramm said that item is well underway and we expect to have a finalist around the second week of December.

### ACTION ITEMS FOR FUTURE MEETINGS

<i>ACTION ITEM</i>	<i>ASSIGNEE</i>	<i>DUE DATE</i>
Allocating previously approved event funds to subaccounts	Tramm	November meeting
Discuss rescinding event sponsorship	Tramm	November meeting
Licensing and Copyright activities	Tramm	November meeting

### ADJOURNMENT

Motion by Mr. Cronin, seconded by Mr. Easley to adjourn the meeting at 7:16 p.m. All in favor. (6-0)

Submitted by:



Amy Brown, MEDC Secretary

Date Approved:

11-16-2020



Rebecca Huss, MEDC President