

**MINUTES OF THE CORPORATION FOR ECONOMIC DEVELOPMENT OF THE
CITY OF DECATUR
March 20, 2024**

The Board of Directors of the Decatur Economic Development Corporation convened in Regular Meeting in the DEDC Office—Board Room, 203 W. Walnut Street, Suite 102, Decatur, Texas with the meeting open to the public and notice of said meeting posted as prescribed by V.T.C.A. Government Code, Chapter 551, with the following members' present to-wit:

- Board Members present:** Jason Wren, President
Mike McQuiston
Brennan Williams
Eddie Allen
Jake Hayes
- Board Members absent:** None
- DEDC Staff Present:** Kevin Holzbog, Executive Director
Matt Runnels, Business Development Director
Emily Smith, Marketing Coordinator
Barbara Metcalf, Executive Administrative Assistant
- City Staff Present:** Nathan Mara, City Manager
Asucena Delgado, City Secretary
Jennifer Summers, Interim Financial Director

Call to Order

Jason Wren, President, called the meeting to order at 8:32 a.m. with notice of the meeting duly posted and a quorum present.

- 1. Consider and take action on EDC Board Minutes and Bills**
 - a. February 28, 2024—Regular Meeting Minutes
 - b. February 2024 Bills

Jason Wren called for approval of the February 28, 2024 Regular Meeting minutes and February 2024 bills. There were no changes or corrections. Eddie Allen made the motion to approve the February 28, 2024 and the February Bills as presented, seconded by Jake Hayes and the consent agenda was approved unanimously.

- 2. Presentation of financial reports/statements:
City Sales Tax and Financial Report update**

Nate Mara gave the financial reports and presented them as follows:

EDC's Operating Account	\$ 4,885,150.34
Debt Service Reserve Fund	\$ 1,088,234.40
Series 2018	\$ 77,655.83
EDC Bond Series 2023	\$ 41,680.13
Certificate of Deposit	\$ 260,829.32
City Sales Tax—February	\$ 918,250.17
City Sales Tax YTD (FY)	\$ 3,089,103.00

Nate Mara also reported on the following items:

- 1) EDC Bond Payments
- 2) DEDC Economic Development Report showed revenues doubled since 2020
- 3) Updating City Website
- 4) Revision of Ordinances
- 5) Water tower has been removed
- 6) New PD Facility—under construction
- 7) New Airport Sign
- 8) Public Works Department—hand paving roads at Vista Park
- 9) Public Safety—PD & Fire Department working on Community Outreach Programs
- 10) Goals—Preparation for Budget/forming a Budget Committee in May
- 11) Library Renovation—library will reopen at the renovated building in April

Executive Director's Report on Economic Development

Kevin Holzbog introduced Matt Runnels, new Business Development Director at the EDC and said that he is a great addition to the EDC Staff and brings a lot of business experience that will be very beneficial to the business development of the EDC. Kevin Holzbog thanked Board Member Eddie Allen and Mike McQuiston who served on the EDC Hiring Committee and helped with reviewing applications and interviews of applicants.

Business Recruitment

- 1) **Project Last Mile**—City Council approved the Performance Agreement for Project Last Mile and will be finalized with the signatures of DEDC Board President and President of the Company
- 2) **Project Classic**—City Council approved the Performance Agreement for Project Classic and will be finalized with the signatures of DEDC Board President and President of the Company
- 3) **Project Irish**—this is a company that will require a 55,000 sq.ft. facility and will be a \$40,000,000 Capital Investment. This project is still in the very early stages, but the company plans to decide on a site the middle of this year

Business Retention and Expansion

- 1) **Project Red Sky**—this is a local manufacturer that is looking for a 30,000 sq.ft. warehouse and office space and will be a \$4,000,000 Capital Investment and create 85 full-time employees.

Other

- 1) The Retail Coach—DEDC recently had a virtual meeting with staff from The Retail Coach. Retail activity has picked up with lots of interest from various Retailers to locate in Decatur. DEDC has actively engaged The Retail Coach to help with retail recruitment.
- 2) Matt Runnels, Business Development Director has been taking tours of the City
- 3) Pickle Ball Court construction is underway
- 4) Industrial Developers have been visiting the City of Decatur and contacting the DEDC

Marketing Report

Emily Smith gave the Feb.-March 2024 Marketing Report. She presented performance graphs on Facebook, Instagram and LinkedIn for the Visit Decatur and DEDC websites. The top performing Posts for the month of March was the Decatur Muriel and the drone video of the Wise County Courthouse. The data shows that there has been audience growth for Facebook and Instagram. On the DEDC website, the top performing posts were the TEDC Excellence Award that DEDC received for 2023, the hiring event for Entegris, and the Wise County Courthouse video. March 5, 2024 Social Media was down for 2-3 hours so it was very helpful that the City has “Archive Social”, a piece of technology that helps with back-up of Social Media data.

Citizens Public Forum

None

EXECUTIVE SESSION:

Executive Session items are discussed in closed session but any and all action is taken in regular open session. Texas Government Subchapter D--Section 551.087 Economic Development (1) Deliberation regarding commercial or financial information received from a business prospect (2) To deliberate the offer of a financial or other incentive to a business prospect (3) Section 551.072 to deliberate the purchase, exchange, lease or value of real property

The Board convened into Executive Session at 9:06 a.m.

6. Discuss American Tower Corporation Lease on DEDC Industrial Property
7. Discussion regarding potential Fire Suppression Program
8. Discussion regarding Economic Development Projects

OPEN SESSION

The Board reconvened into Open Session at 9:32 a.m.

ACTION ITEMS:

9. Consider and take action on executing an agreement with The Retail Coach

Kevin Holzbog presented the terms of the agreement with The Retail Coach. We have had an agreement with The Retail Coach for the past view years to help with retail recruitment and

development. The cost of a 24 months contract has been \$20,000 but the new contract will be for 24 months for \$30,000 not to exceed \$31,500 paid in four (4) installments of \$7,500. Eddie Allen made a motion to authorize Kevin Holzbog to executive The Retail Coach agreement as presented, seconded by Jake Hayes, and the motion carried unanimously.

10. Consider and take action on changing the regularly scheduled Decatur Economic Development Corporation (DEDC) Board Meeting from the third (3rd) Wednesday to the first (1st) Wednesday of the month

All Board members verbally agreed that changing the DEDC Board meeting to the first (1st) Wednesday of the month will work for them. Jake Hayes made a motion to change the DEDC Board Meeting from the third (3rd) Wednesday to the first (1st) Wednesday of the month, seconded by Brennan Williams, and the motion carried unanimously.

Board requests for future Agenda Items


None

Announcements:

Jason Wren announced that the next regular Board meeting will be on Wednesday, May 1, 2024 at 8:30 a.m. at the DEDC Office in the Conference Room, 203 W. Walnut, Ste. 102, Decatur, TX 76234

Adjournment:

There being no further business, Jason Wren adjourned the meeting at 9:35 a.m.



Jason Wren, President



Mike McQuiston, Secretary

