

**Meeting Minutes
Bellville Economic Development Corporation**

A special meeting of the Bellville Economic Development Corporation was called to order by David Ottmer at 5:30 p.m., Thursday, August 28, 2003, in the Council meeting room at City Hall, Bellville, Texas.

Present were Wayne Browning, Jerome Peters, Warren Scott, David Ottmer, Kenneth Stein, Nancy Allen and Bob Simpson. There was a quorum present.

Wayne Browning made a motion the Agenda be approved as presented. The motion was seconded by Kenneth Stein. It carried unanimously.

Agenda Item # 5

Public Comment

Kim Barrett, President of the Chamber of Commerce spoke regarding a suggested correction to the minutes of the July 8, 2003. She wanted to clarify she had not spoken on behalf of the Bellville Heritage Gathering at the aforementioned meeting. She also stated the minutes did not reflect the 2003 Advertising Budget of the Chamber which was handed out to BEDC Board members at this meeting. *(Note: The Treasurer's Report and the CofC advertising budget data were attachments to the official minutes, but were not given to Ms. Barrett because they were not specifically requested.)*

Agenda Item #6

Review, Discussion and Possible Action Relative to the Contract Specifications on the Contract Signed by the Bellville Chamber of Commerce, the Bellville Heritage Gathering and the BEDC

Tom Bennett of the Bellville Heritage Gathering was present and he introduced Charlene Wehring, the accountant for the event. Ms. Wehring first distributed a list of BHG expenditures from the

\$17,500.00 received from the \$30,000.00 grant to the Chamber of Commerce. She then distributed and reviewed the Financial Statements prepared following the first annual event held in May, 2003. Initial questions concerned any outstanding bills which remained unpaid. Ms. Wehring summarized the process through which bills were approved and paid. It was recommended that any controversy which remains concerning unpaid bills be discussed at a future joint meeting of the Chamber of Commerce and Bellville Heritage Gathering since all BEDC funds are accounted for.

Jerome Peters questioned why a report was not given within the 90-day period specified in the contract. The response was twofold: Tom Bennett felt the obligation was satisfied prior to the 90-day deadline because all invoices were approved by the BEDC before funds were spent. Secondly, Kim Barrett reported on the promotional activities and plans of the Chamber of Commerce at the July meeting. Jerome Peters then questioned how a headcount or estimation of the attendance for the event was planned since there was no charge for admittance. Mr. Bennett responded there were no plans to account for attendance other than by estimation. He further stated that, while the event didn't draw as many people as was hoped, overall it was a success.

Nancy Allen reported a 12-minute video of the event will be shown at the next regular meeting of the BEDC. Also Kim Barrett noted a new Chamber of Commerce sign on which Bellville is referred to as "The Belle of the Bluebonnet Country" will be installed soon and work is progressing on the brochures previously discussed in July.

Agenda Item #7

Review and Authorize Payment of Any Outstanding Bills

Bob Simpson reported outstanding invoices from Suzanne Edwards in the amount of \$40.00 and an invoice for reimbursement to the City of Bellville for engineering expenses in the amount of \$2,227.50 related to the Library Grant.

Jerome Peters made a motion authorizing payment of these invoices. Wayne Browning seconded the motion and the invoices were approved as presented.

Agenda Item #8
Workshop to Finalize the Budget for the Fiscal Year September 1, 2003 through August 31, 2004 and Possible Action to Adopt

Following a brief recess at 6:15 p.m., the meeting was reconvened in order to begin discussion of budget preparation for the coming year. This discussion began with a remark by Bob Simpson that he would like to see the BEDC set a limit of the amount that could be awarded to any one applicant. Following that, there was discussion of preparing a budget for six months or twelve months, what guidelines would be used if a cap was set on the amount of each award, the point system previously suggested by Jerome Peters, reserving a right to grant a variance from the amount budgeted for a particular type of grant, setting aside unspent money into a reserve fund for acquisition of land or special projects, defining EDC goals, and interest in locating a hotel/motel chain for Bellville. It was agreed the budget would be drafted tonight and adopted at the next meeting.

During the discussion of the draft budget, Kenneth Stein departed the meeting at 6:49 p.m. in order to attend another meeting.

There being no further business to come before the Board of Directors of the BEDC, the meeting was adjourned at 7:30 p.m.

Respectfully submitted,

Suzanne C. Edwards

Recording Secretary

DRAFT EXPENSE BUDGET

ADMINISTRATION

Recording Secretary	\$ 850.00
Legal	\$ 750.00
Office Supplies/Postage	<u>\$ 100.00</u>
	\$ 1,700.00

MARKETING & PROMOTIONS \$12,500.00

(Possibly include development of
BEDC website?)

DIRECT BUSINESS IMPROVEMENTS \$25,000.00 (Sept-Feb)

\$25,000.00 (Mar-Aug)

SPECIAL PROJECTS & BUSINESS

DEVELOPMENT \$40,400.00 (Sept-Feb)

(Infrastructure included here?) \$40,400.00 (Mar-Aug)

EDUCATION & WORKSHOPS \$ 5,000.00

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TOTAL ANNUAL BUDGET **\$150,000.00**