

**MINUTES**  
**FRITCH ECONOMIC DEVELOPMENT CORPORATION REGULAR SESSION**  
**MONDAY, MARCH 1, 2021**  
**CELEBRATION FAMILY CHURCH**  
**12:00 (NOON) P.M.**

All agenda items are subject to action. The EDC reserves the right to adjourn into Executive Session on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

**1. Call to order / Welcome citizens and visitors**

Kim Lindley called the meeting to order at 12:06pm.

**2. Pledge of Allegiance and Invocation**

A. The Pledge of Allegiance was not done due to absence of a flag.

**3. Open forum – Comments/Concerns from Citizens**

*Individual citizen comments are normally limited to five (5) minutes (time limits can be adjusted by the Mayor). The purpose of this item is to allow citizens an opportunity to address the EDC regarding any topic not on the agenda. By State law, the EDC is not allowed to respond to comments and questions asked of them by an open forum speaker. Any response by a member of the EDC must be limited to referring the matter to staff, a statement of specific factual information/recitation of existing policy, or a proposal to place the subject on a future agenda for a future EDC meeting.*

➤ No comments or questions presented to the Board.

**4. Approval of Prior Meeting(s) Minutes:**

○ **Meeting Minutes: 2/8/2021 Regular Meeting**

➤ Motion to approve Meeting Minutes for February 8 was made by Ian Larson, second by Denicia Taylor. Motion carried unanimously. 5/0

**5. Financial Report:**

**A. Budget Variance Report - Sales Tax Report - TexPool Report Bank Statement, Amarillo National Bank**

- It was noted that some financial reports were behind due to timing of meeting and statements from financial institutions not being received.
- A motion to approve the financials as presented was made by Denicia Taylor, second by Debra Wells. Motion carried unanimously. 5/0

**6. Old business:**

**A. Consider and take action on the contract with Suzanne Bellsnyder for Executive Director Consulting Services.**

- The board entered executive session at 12:58pm to discuss the contract terms.
- The board returned to open meeting at 2:30pm.
- A motion was made by Dwight Kirksey to enter a one-year contract with Suzanne Bellsnyder in the amount of \$7,200.00, second by Denicia Taylor. Motion carried unanimously. 5/0.

**B. Consider and take action on a policy to address vacant properties.**

- Suzanne Bellsnyder presented options for the board to consider in order to address and discourage vacant properties being left vacant. Suzanne will look into the current wording on the City's policy and bring a draft of potential code wording if needed, to our next meeting.

**C. Consider and take action on revisions to the Fritch EDC website.**

- This project will be completed by Suzanne Bellsnyder, Christina Athey and Denicia Taylor. The project completion time frame is June 2021.

**D. Consider and take action on the business recruitment package.**

- Suzanne Bellsnyder presented an outline and rough draft of the package to be made available for potential businesses. She will provide updates to the package at each meeting.

**7. Committee Reports**

**A. Consider and take action on a Report from the Properties Committee including a list of vacant properties.**

- Ian Larson presented an update to the properties list and requested that the board assist in contacting property owners for updates on the property. Dwight Kirksey will create a form letter that will be mailed out to property owners for the purpose of gathering the information needed on these properties.

**B. Consider and take action on a Report from the Building and Renovation Committee.**

- Kim Lindley shared the update on the renovations as they are. She also notified the board of needing to receive quotes for electrical work to get the building up to code.

**C. Consider and take action on a Report from the Survey Committee.**

- The survey project has been tabled until a need is established.

**D. Consider and take action on a Report from the Data Committee.**

- Ian Larson requested approval to purchase several reports from Esri (Environmental Systems Research Institute). These reports will be used to help us identify demographics and need in our area.
- Dwight Kirksey made a motion to approve Ian to spend \$150.00 on reports plus any applicable taxes, second by Debra Wells. Motion carried unanimously. 5/0

**8. New Business**

**A. Consider and take action on increasing the budget on the building renovation budget item to pay for necessary electrical updates.**

- Kim Lindley requested a budget adjustment to pay for electrical repairs on the building.
- A motion was made to allow bidding to open for electrical upgrades to the building by Dwight Kirksey, second by Denicia Taylor. Motion carried unanimously. 5/0
- Denicia Taylor will create a Facebook post to request bids for work.

**9. Director's Report**

**A. Consider an activity report from Suzanne Bellsnyder providing information about EDC work done by the consultant during the month of January.**

- Suzanne Bellsnyder presented her report for the month.

**10. Board Member Announcements**

- A. Ian Larson asked for direction on area to cover in the Esri reports.

**11. Future Agenda Items**

- A. Vacant Property Code
- B. Business Recruitment Package
- C. Committee Reports – Properties Committee
- D. Committee Reports – Building and Renovation Committee
- E. Committee Reports – Data Committee

**12. Adjournment**

- A. Kim Lindley adjourned the meeting at 4:09pm

**READ, PASSED AND APPROVED on this \_\_\_\_ day of \_\_\_\_\_, 2020.**

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**EDC Board Member**

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**EDC Board Member**