

**CITY OF GONZALES, TEXAS
MAIN STREET ADVISORY BOARD MEETING
MINUTES - JANUARY 27, 2022**

The regular meeting of the Main Street Advisory Board was held on **January 27, 2022** at 6:00 p.m. at the Gonzales Municipal Building, 820 St. Joseph Street. This was an OPEN MEETING, open to the public, subject to the open meeting laws of the State of Texas and, as required by law, was duly posted, at the Gonzales Municipal Building, giving notice of time, date, place, and agenda thereof. The meeting notice, agenda and agenda packet were posted online at www.gonzales.texas.gov.

CALL TO ORDER, INVOCATION AND PLEDGE

Mayor Kacir called the meeting to order at 6:00 p.m. and a quorum was certified.

| Attendee Name | Title | Status |
|---------------------------|--------------|---------------|
| Britney Caka | Chairperson | Present |
| Robbie Massey | Board Member | Present |
| Curtis StPierre | Board Member | Present |
| Tiffany Hutchison-Padilla | Board Member | Present |
| Adrian Hastings | Board Member | Present |
| Valorie Daniel | Board Member | Absent |
| Amy Peeler | Board Member | Absent |
| Christine Presley | Board Member | Absent |
| Destiny Pierpont | Board Member | Absent |

STAFF PARTICIPATING:

Tim Patek-City Manager, Kristina Vega-City Secretary, Laura Zella-Finance Director

PUBLIC COMMENTS

No comments were made.

ACTION ITEMS

- 1.1 Discuss, Consider and Possible Action on the October 19, 2021, Regular Meeting Minutes

There was not a quorum present for the October 19, 2021 Regular Meeting, therefore no motion to approve was necessary.

- 1.2 Discuss, Consider and Possible Action on **Resolution #2022-1** Authorizing the Designation of Authorized Signatories and Removing All Others for all accounts in the Gonzales Main Street, Inc. name with all Financial Institutions

ACTION: Item 1.2

APPROVED

Board Member Hutchison-Padilla moved to approve Resolution #2022-1 Authorizing the Designation Chairperson Britney Caka, Board Member Tiffany Hutchison-Padilla and

City Manager Tim Patek as Authorized Signatories and Removing All Others for all accounts in the Gonzales Main Street, Inc. name with all Financial Institutions. Board Member St.Pierre seconded the motion. Chairperson Caka called for a roll call vote. For: Unanimous. The motion passed 5 to 0.

- 1.3 Discuss, Consider and Possible Action regarding the status, disposition and potential reconciliation of existing accounts with various Financial Institutions for the Gonzales Main Street Inc.

The Board engaged in discussions regarding the location of all accounts in Main Street, Inc.'s name and the amount of money in each account and further discussed possibly consolidating the funds into one account at one financial institution. Discussion also included the creation of a sub-committee to reconcile said accounts.

ACTION: Item 1.3 (a) Consolidation of accounts **APPROVED**

Board Member Hutchison-Padilla moved to consolidate the funds into one account located at Sage Capital Bank. Board Member St.Pierre seconded the motion. Chairperson Caka called for a roll call vote. For: Unanimous. The motion passed 5 to 0.

ACTION: Item 1.3 (b) Subcommittee to reconcile accounts **APPROVED**

Chairperson Caka made a recommendation to create the subcommittee to reconcile the Main Street Inc. bank accounts to begin filing the 501(c)3 taxes. Sub-committee members recommended include Board Members Hutchison-Padilla, St.Pierre and Hastings and Chairperson Caka to oversee the preparation. Board Member St.Pierre moved to create a subcommittee based on the recommendation from Chairperson Caka. Board Member Hastings seconded the motion. Chairperson Caka called for a roll call vote. For: Unanimous. The motion passed 5 to 0.

- 1.4 Discuss, Consider and Possible Action to contract for and fund the preparation of year end reports for the Gonzales Main Street, Inc.

Chairperson Caka informed the board that Main Street must file reports quarterly an annual Main Street Accreditation report must also be completed. The deadline was postponed until February 15th to accomplish such. Chairperson Caka has received a price quote to complete the report from Sarah O'Brien to complete some of the necessary work for a total price of \$1,500.00 Barbara Friedrich the City's previous Main Street Director has also agreed to complete the report by the deadline for an hourly rate of \$40.00/hr.

ACTION: Item 1.4 **APPROVED**

Board Member Hastings moved to authorize Barbara Friedrich to complete the Annual Report through Texas Main Street in an amount not to exceed \$1,500.00. Board Member St.Pierre seconded the motion. Chairperson Caka called for a roll call vote. For: Unanimous. The motion passed 5 to 0.

- 1.5 Discuss, Consider and Possible Action providing direction to City Staff regarding possible updates to the following documents:

- A) Articles of Incorporation of Gonzales Main Street, Inc.
- B) Bylaws of Gonzales Main Street, Inc.
- C) Administrative Services Agreement between the City of Gonzales and Gonzales Main Street, Inc.

In previous discussions the Articles of Incorporation may not need very many updates, however the registered agents will need to be amended. The Bylaws of Gonzales Main Street, Inc. does need some attention. Within the City and Main Street's Services Agreement it does state that legal counsel can be provided, however, if you wish to go with outside legal counsel then Main Street, Inc. would have to pay for those expenses out of their own funds. Staff's recommendation is to allow some amendments to the bylaws and come back at a later date for the board to approve.

ACTION: Items 1.5

APPROVED

Board Member Hutchison-Padilla moved to authorize the City Attorney's office to assist in reviewing and updating the Articles of Incorporation, Bylaws and update as needed the Administrative Services Agreement between the City of Gonzales and Gonzales Main Street, Inc. Board Member St.Pierre seconded the motion. Chairperson Caka called for a roll call vote. For: Unanimous. The motion passed 5 to 0.

STAFF/BOARD REPORTS

2.1 Requests by board members for items on a future Main Street agenda

The Board members suggested the following items to be added to the next agenda:

Election of Main Street Officers; scheduling dates for the upcoming Summer Concert Series event; the possible creation of a Cinco de Mayo event with a Trade Day event during the day; GEDC Services Agreement, updates to the Articles of Incorporation of Gonzales Main Street, Inc. and Bylaws of Gonzales Main Street, Inc.

Board Member St.Pierre made a motion to change the next meeting date to February 17, 2022 at 5:30 p.m. Board Member Hastings seconded the motion. Chairperson Caka called for a roll call vote. For: Unanimous. The motion passed 5 to 0.

ADJOURN

On a motion by Board Member St.Pierre and second by Board Member Hutchison-Padilla, the meeting was adjourned at 6:29 p.m.

Approved this 17th day of February, 2022.

Connie Kacir, Mayor

Kristina Vega, City Secretary