



**CITY OF INGLESIDE DEVELOPMENT CORPORATION (IDC)  
BOARD OF DIRECTORS  
REGULAR MEETING  
SEPTEMBER 19, 2023, 6:00 P.M.  
MEETING MINUTES**

1. Call to Order. *President Teresa Flores called the meeting to order at 6:00 P.M. and established a quorum.*

**Board Members Present:** *Teresa Flores, Cindy Wilson, Alana Seaman, Towanda Martin, Belinda Lamas, Amanda Torres*

**Board Members Absent:** *Paul Baen*

**Staff Present:** *Jodi Carr, Shawn Haggard*

**Guests Present:** *City Manager Brenton Lewis, Gary Paredes, Caron Vela, Priscilla Solis, Martha Habluetzel, Debra Sanders*

2. Citizen Comments: *Martha Habluetzel commented she kicked off "Clean Up Ingleside" on September 26th with volunteers. Their efforts cleaned up two truck loads of garbage along Main Street and West Main. She would like the Board to consider having a committee of two Garden Club members to clean up Ingleside.*
3. Oath of Office: *Board Member Amanda Torres took the Oath of Office.*

**Action Items:**

4. Discussion and action regarding Beautification Project: *President Flores thanked Martha Habluetzel for her enthusiasm and initiative in getting something going to cleaning up Ingleside. She explained it would have been helpful if Mrs. Habluetzel could have attended the IDC meeting when Clean Green Aransas Pass was here and explained how they got started, what they did, and the process it took to get them where they are now. This is strictly a volunteer group. The IDC does allow some funding in the budget each year for beautification, but would not be leading this charge. The Ingleside Garden Club determined they did not want to take this on as a group. The IDC Board envisioned this effort. This is not an IDC committee, group, project, or affiliated with the IDC at this point. It is strictly a group of volunteers who are willing to put the time in to get this developed. We are on step one right now trying to get a core group of community volunteers who want to take this on and lead it. If she and others want to take this charge, we commend you and are all for it, but the IDC as a corporation, this will not be our project. The intent was to introduce this to the community. Mrs. Habluetzel asked if it was possible to have no littering signs posted after they have cleaned an area? Executive Director Carr said that request would be through the city. City Manager Brenton Lewis added under the ordinance the police chief is responsible for signage. Executive Director Carr verified with President Flores the IDC is not taking any position at this point and not behind any event or anything. President Flores*

*confirmed this is not an IDC project. President Flores said the Garden Club is not taking this on and it is not an IDC project. The IDC was just a pass through to get the information out to the community to see if there was any interest.*

5. Discussion and action regarding Basketball Pavilion: *Executive Director Carr said at the last meeting this idea was brought up as a possible project. Since the City is involved, we can go out for RFQ's officially and have the companies submit a bid based on specifications. Executive Director Carr deferred to Director Gary Paredes who was in attendance for any questions and ongoing construction at Faith Park. President Flores asked what the steps were going forward. Director Paredes said if the cost is more than \$25,000 it will require engineering. Cindy Wilson said we did the park plan originally; we had a rendition of what we wanted it to look like and it changed. Executive Director Carr explained the importance of determining the location of the walking path, that way everything can be figured out at one time. Cindy Wilson does not even want to start the project if it cannot be what they want, and she wants the project completed from start to finish. The Board needs to figure out what they specifically want to do so it can be put in a spec request to go out for proposals. City Manager Brenton Lewis recommended talking to vendors at the TML Conference. President Flores would like to see what the options are and the original park plan at the next meeting. Amanda Torres agrees we need to see the rendering of the parks plan and she believes we should always try to adhere to the original plan.*
6. Discussion and action regarding Funding Request Forms: *Executive Director Carr said several meetings back President Flores and Cindy Wilson said they had an old form for requesting funds from the IDC. It needs tweaks if they want to use it going forward. President Flores said there was not a Facade or Big Grant program at that time, and the funding request is at least 20 years old was used for other projects i.e., driveways, parking lots, and used by the school. She suggests Executive Director Carr go through it and see what needs to be amended. Executive Director Carr said she will review the old form to determine if it includes legal expenditures. Towanda Martin said once Executive Director Carr has determined if it is legal, we could form a committee to tweak the form. Executive Director Carr said she will not have in October but will bring back at a future meeting. No action taken.*
7. Discussion and action regarding Frost Bank Account: *Executive Director Carr explained the Frost Bank checking account was opened in 2019. It has never been used, but the board decided to leave it open. The bank would like the account to be closed if it is not going to be used. Cindy Wilson moved to close the Frost bank account. Belinda Lamas seconded, and the motion carried unanimously.*
8. Discussion and action regarding position of Board Secretary: *Executive Director Carr said the Board needs to elect a replacement of the position vacated by Larry Adams. Towanda Martin nominated Alana Seaman as secretary, and Alana Seaman accepted. Towanda Martin moved to elect Alana Seaman as the board secretary. Belinda Lamas seconded, and the motion carried unanimously.*
9. Discussion and action regarding approval of Regular Meeting Minutes dated 8/15/23: *Cindy Wilson moved to accept the Regular Meeting Minutes dated 8/15/23 as presented. Towanda Martin seconded, and the motion carried unanimously.*



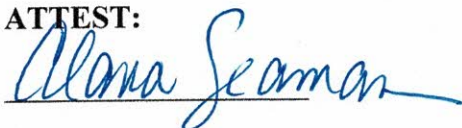
10. Discussion and action regarding August 2023 Financials: Board member Paul Baen requested last month to start having the balance sheet included with the reports. Finance Director Caron Vela stated she asked President Flores and was told to provide the normal reports. President Flores stated that was before and we now have a new board member that would like to have the balance sheet so going forward please provide. Executive Director Carr asked Director Vela to go over the reports with the board. Executive Director Carr did clarify the Detail Listing Report are the general journal entries. Both parties agreed the new contract will go into effect on October 1, 2023. Executive Director Carr asked why the utility billing tax was not deposited to the TexPool account. Director Vela said it was not received until the next month. Executive Director Carr asked about delay in posting the sales tax deposit from the State. Director Vela was not sure why there was a delay. She may not have been in the office or was working on the budget. She typically deposits within 1-2 day of receipt. Executive Director Carr said this deposit was 9-10 day after receipt. President Flores asked if there was a legal guideline. Director Vela was not sure. Executive Director Carr said the law reads upon receipt. Director Vela said it is usually received mid-month and this was deposited 10-15 days after. Executive Director Carr pointed out the loss of interest for those days. Executive Director Carr said Mr. Baen had emailed several questions regarding the financials as a whole. President Flores said due to his absence it could wait until the next meeting. City Manager Brenton Lewis asked if the questions could be emailed so they could be prepared. Ms. Carr will forward email from Mr. Baen. President Flores had a question about items on the detail listing not showing in the TexPool account. Director Vela indicated she would be making the transfer this week. Towanda Martin moved to accept the financials as presented. Cindy Wilson seconded, and the motion carried unanimously.

**Other Updates:**

11. FY 2023/2024 Budget & Work Plan: Executive Director Carr said the city council approved the budget and the work plan on September 12, 2023.
12. Book Box: The community is still using the box as intended.
13. Website Analytics: Website analytics included for their information.
14. Next Meeting: October 17, 2023.
15. Other Business/ Comments from Board: Check is ready for presentation to Sleep Inn for the BIG Grant. Retail will be updated at next meeting.
16. Adjourn: President Teresa Flores adjourned the meeting at 7:14 P.M.

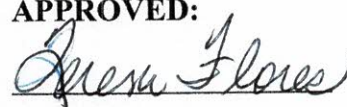
Minutes respectfully submitted by Shawn Haggard.

**ATTEST:**



Alana Seaman, Secretary

**APPROVED:**



Teresa Flores, President