

**NOTICE OF A JOINT SPECIAL CALLED  
TYE ECONOMIC AND INDUSTRIAL DEVELOPMENT CORPORATIONS  
TYE, TEXAS**

**MONDAY, JULY 27, 2020  
6:00 P.M.**

Notice is hereby given of a Joint Special Called Meeting of the Tye Economic and Industrial Development Corporations, to be held on Monday, July 27, 2020 at 6:00p.m. at 649 Scott Street, Tye, Texas 79563, for the purposes of considering the following agenda items. All agenda items are subject to action. The Board reserves the right to meet in a closed session for consultation with an attorney on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551 of the Texas Government Code.

*This meeting of the Board of Directors will be conducted via videoconference, pursuant to Governor Abbott's Temporary Suspension of Open Meeting Laws issued on March 16, 2020 and now has been extended on May 12, 2020 for another thirty days. As always, you may watch the meeting using the live stream at:*

**Jennifer Black is inviting you to a scheduled Zoom meeting.**

**<https://us02web.zoom.us/j/82111652262?pwd=TFJjb25FVTJ2cFlxNzRiTtTBWY3JVdz09>**

**Join Zoom Meeting**

**Meeting ID:** 821 1165 2262

**Password:** TedcoTidco

*There will be no in-person attendance by Citizens at this meeting.*

**Agenda Items:**

- 1. Call to Order**
- 2. Invocation**
- 3. Public Comment** – At this time, any person with business not scheduled on the agenda may speak to the Board of Directors. No formal action can be taken on these items at this meeting. Citizens speaking time may not exceed three (3) minutes without the consent of the Board of Directors.
- 4. Regular Business:**

- a) Swear in the Board of Directors for the newly created Joint Board for the Corporations
- b) Elect the following President, Vice-President and Secretary
- c) **Discussion/Consider:** Approve the ByLaws for both TEDCO & TIDCO as amended by the City Council on July 20<sup>th</sup> 2020.
- d) **Discussion/Consider:** Resolution Authorizing Signatures on the TEDCO & TIDCO bank accounts at First Financial Account.
- e) **Discussion/Consider:** Personnel for TIDCO/TEDCO – Executive Director, Part-time and Contract Labor
- f) **Discussion:** Rental of the Community Center during COVID-19.
- g) **Discussion:** Update on Playground equipment for Rister Park – Equipment will arrive on Monday July 27<sup>th</sup> and they will begin installation.
- h) **Discussion:** Methodist Church Property – Plans etc for the property – bring all up to date.
- i) **Discussion:** Maintenance of Facilities (Small Business Incubator (SBI), Community Center, and Parks (Rister, Tye Towne, Laney Homestead) – Mowing around the Methodist Church property, SBI, Shrub etc.
- j) **Discussion:** Small Business Incubator – walk in door for the Fire Department – status.
- k) **Discussion:** Small Business Incubator – Roof issues and the request to receive quotes from vendors.

## 5. Adjournment

*The Board reserve the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Section 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberation about gifts and donations), 551.074 (personnel matters) and 551.087 (economic development).*

## CERTIFICATION

I hereby certify that the above notice of meeting was posted in a place readily accessible to the general public at all times, on the 24<sup>th</sup> day of July, 2020 at Sillip and remained posted at least 72 consecutive hours preceding the scheduled time of said meeting.

\_\_\_\_\_  
**Danette Dunlap, Vice President TIDCO**

This facility is wheelchair accessible and an accessible parking space is available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the TEDCO/TIDCO Office at (325) 695-8253

## BOARD AGENDA ITEM BRIEFING SHEET

Board Date: July 27 2020	Department: Staff/Board	Presented By: Danette Dunlap	Agenda Item No. New Directors
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**RECOMMENDED MOTION:** Elect new President, Vice-President and Secretary

**BACK GROUND:**

Due to new a new Board we will need to elect a new President, Vice President and Secretary

## TEDCO/TIDCO ITEM BRIEFING SHEET

Board Date:  July 2020	Department:  Staff/Board	Presented By:  Board Member	Agenda Item No.  Approve new Bylaws for both Corporations
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**RECOMMENDED MOTION:** Approve the amended bylaws for both TEDCO and TIDCO

### **BACK GROUND:**

Jennifer Black tenured her resignation on Thursday June 25<sup>th</sup> 2020. Mary McCarty has also tenured her resignation effective at the end of this month.

City Council has created one Board as a unified economic development approach for the City of Tye. The Board now consists of 7 voting members, to be responsible for the Type A and Type B responsibilities.

This **will not** do away with TEDCO or TIDCO they would be governed by one board.

In October of 2020, the terms of Type B Board members: Amye Butler, Ken Arnold and Kenny Dry will expire and could be renewed by council for another term of 4 years. The terms of Type A Board members: Danette Dunlap, George Deffenbaugh, Vada Childers and Cody Ellis shall be for a two (2) year term. The Board will continue to serve in their capacity, until such time that the Council reaffirms or reappoints the members to the proposed common membership board. Steve Turner was added as a Ex-Officio member to the boards per his title as Public Works Director.

City Council had taken action little over a year ago through a Resolution that allows TIDCO to do TEDCO projects.

Enclosed is the Bylaws for TEDCO and TIDCO for a common membership board as approved by the City Attorney.

Some high lights of the change:

- 7 board members
- Oversee each meeting of the 4A & 4B boards (It will be a joint Board Meeting Agenda)
- Ease of dealing with items that are regulated by both boards (Incubator, Parks etc)
- Add the Executive Director and other employees to be a city employee – the board will make recommendations to the City Council on the Director (this simplifies payroll, retirement and insurance etc)

Cisco and Coleman have both merged their boards. Both cities highly recommend this move.

### **Attachments:**

By-laws for each Board updated

**BYLAWS**  
**OF TYE ECONOMIC DEVELOPMENT CORPORATION, INC.**  
**(TEDCO)**

**AS AMENDED AND RESTATED**

Effective \_\_July 20\_\_, 2020

These Bylaws govern the affairs of the TYE ECONOMIC DEVELOPMENT CORPORATION, INC, TEDCO (the "Corporation"), a non-profit industrial development corporation organized under TEX. REV. CIV. STAT. ANN. Art. 5190.6, as amended, and subsequently recodified in Chapters 501, 502 and 505 of the Texas Local Government Code (the "Act").

**SECTION 1**  
**OFFICES**

**1.01 Registered Office and Registered Agent**

The Corporation shall have and continuously maintain in the State of Texas and the City of Tye a registered office, and a registered agent whose office is identical with such registered office, as required by the Act. The Board of Directors may, from time to time, change the registered agent and/or the address of the registered office by filing the appropriate form in the office of the Texas Secretary of State in accordance with Section 501.352 of the Act.

**1.02 Principal Office**

The principal office of the Corporation in the State of Texas shall be located in the City of Tye, County of Taylor, and it may be, but need not be identical with the registered office of the Corporation.

**SECTION 2**  
**PURPOSES**

**2.01 Purposes**

The Corporation is formed exclusively to promote, assist, and enhance economic development in accordance with its Articles of Incorporation and the Act.

**2.02 Governing Law**

The Corporation shall be operated as an industrial development corporation organized under the Act and shall be governed by the Act and the Texas Business Organizations Code (the "Code"). In the event of any conflict between any provisions between any provisions of these Bylaws and the Act and/or the Code, then the provisions of the Act and/or the Code shall control.

**2.03 Corporation Non-Profit: Net Earnings**

In accordance with Section 501.053 of the Act, the Corporation shall be a non-profit corporation, and no part of its earnings remaining after payment of its expenses shall inure to the benefit of any individual, firm, or corporation, except that in the event the Board of Directors shall determine that sufficient provision has been made for the full payment of the expenses, bonds, and other obligations of the Corporation, then any net earnings of the Corporation thereafter accruing shall be paid to the City of Tye.

**SECTION III**  
**BOARD OF DIRECTORS**

**3.01 Board of Directors**

The business and affairs of the Corporation and all corporate powers shall be exercised by or under authority of the Board of Directors (the "Board"). The Board shall exercise all of the powers of TEDCO

**3.02 Appointment, Number and Qualifications and Terms**

The Board shall consist of seven (7) directors (Directors"), each of whom shall be appointed by the Governing Body of the City, and may be removed by the Governing Body at any time without cause:

- (a) shall possess experience in management or in an executive capacity of a company; or
- (b) shall have experience in the evaluation of financial and business records and projections; or
- (c) serve, or have served, in a professional capacity; or
- (d) serve, or have served, in a leadership position in the Tye Industrial Development Corporation, Tye Economic Development Corporation, or other similar civic or community service organization; or
- (e) have experience equivalent to any of the above qualifications.

In addition, each Director must be: (i) a resident of the City of Tye; or (ii) a resident of Taylor County; or (iii) reside within 10 miles of the City of Tye's boundaries and in a county bordering Taylor County. At least three (3) Directors must be persons who are not employees, officers, or members of the City Council of the City of Tye. The City Council shall consider an individual's experience, accomplishments, and educational background in appointing members to the Board to ensure that the interests and concerns of all segments of the community are considered.

In initially establishing the Board, three (3) of the Directors shall be for a one (1) year term, and the initial terms of four (4) of the Directors shall be for a two (2) year term. Terms will be two (2) years after the first initial term.

**3.03 Vacancies, Resignation and Removal**

A vacancy in any position of Director which occurs by reason of death, resignation, disqualification, removal or otherwise shall be filled in the same manner as the appointment of Directors initially. A Director may resign at any time. Such resignation shall be made in writing, addressed to the Mayor, with a copy to the Board and the Board Member shall serve until successor is appointed.

**3.04 Compensation**

Directors shall not receive any salary or compensation for their services as Directors; provided that nothing contained herein shall be construed to preclude any Director from receiving reimbursement for their actual expenses incurred in the performance of their duties as a Director.

**3.05 Executive Director; Employees of TEDCO**

a) The TEDCO Board may recommend to the City Council an Executive Director (“Executive Director”) to be hired to serve as TIDCO’s /TEDCO’s chief operating officer. The Executive Director shall be an employee of the City. The Executive Director will be charged with the responsibility of carrying out TIDCO’s and TEDCO’s programs as adopted and planned by the Board and shall be responsible for the day-to-day affairs of TIDCO. TIDCO/TEDCO may recommend a salary and benefits for the Executive Director.

b) The Executive Director, with the approval of the Board and City Council, may employ such personnel as may be necessary to discharge TIDCO’s & TEDCO’s assigned duties, which shall be hired by the same procedure and policies of the Executive Director. The City will collaborate with the Board to determine compensation for all such city employees assigned to carry out the programs of the corporation.

### **3.06 Meetings of the Board**

a) Regular meetings of the Board shall be held in the City at such times as shall be designated, from time to time, by the Board

b) Special meetings of the Board shall be held whenever called by the President of the Board or at the request of two other Directors who are serving duly appointed terms of office at the time the meeting is called.

c) TEDCO, the Board, and any committee of the Board exercising the powers of the Board are subject to Chapter 552 of the Texas Government Code (the “Public Information Act”).

### **3.07 Attendance**

Regular attendance of the Board meetings is required of all Members. The following number of absences may constitute the need for replacement of a Board member: three (3) consecutive absences, or attendance reflecting absences constituting 50% of the meetings over a 12-month period. In the event replacement is indicated, the President shall submit in writing to the Mayor the need to replace the Board member in question.

### **3.08 Quorum: Majority Vote**

A majority of the Board shall constitute a quorum for the consideration of matters pertaining to the purposes of TEDCO. The act of a majority of the Directors present at a meeting at which a quorum is in attendance shall constitute the act of the Board, unless the act of a greater number is required by law or by Bylaws. If a quorum is not present at a meeting of the Board of Directors, the meeting will be cancelled.

### **3.09 Conflict of Interest:**

If a Director has substantial interest, as that term is defined in said Chapter, in a business entity or real property which is the subject of deliberation by the Board, the Director shall file an affidavit with the Secretary of TEDCO stating the nature or extent of the interest. Such affidavit shall be filed prior to any vote or decision upon the matter of the Board, and if required by said Chapter, the interested Director shall abstain from any vote or decision upon the matter.

### **3.10 General Duties of the Board**

The Board is hereby required to perform the following duties:

- a) The Board shall review and update its overall economic development plan once each year to ensure that said plan reflects the current economic climate and is capable of meeting Tye's current economic development needs. The plan shall be complimentary to the goals and objectives of the City's Governing Body.
- b) The Board shall develop an annual work plan outlining the activities, tasks, projects and programs to be undertaken by the Board during the upcoming fiscal year. The annual work plan shall be submitted with the annual budget.

### **3.11 Board's Relationship with City's Governing Body**

The Governing Body shall approve all policies, programs, expenditures and the bylaws of the corporation.

### **3.12 Board's Relationship with Departments of the City**

The Board or its designee shall make any request for services made to the departments of the City to the Mayor/City Secretary. The Mayor/City Secretary may approve such request for assistance from the Board when such requested services are available within the departments of the City and the Board has agreed to reimburse the department's budget for the costs of such services so provided pursuant to an annual Interlocal Agreement for Services.

Any request for legal assistance shall be made by the Board or its designee to the City Attorney. The City Attorney may provide such assistance when such services are available and the Board has agreed to reimburse the City for the costs to provide the legal services. The Board may also directly contract with the City Attorney and pay the City Attorney his or her fees to provide the legal services. When such services are unavailable from the City Attorney, the Board may obtain other legal counsel.

### **3.13 Implied Duties of the Board**

TEDCO is authorized to do that which the Board deems desirable to accomplish any of the purposes or duties set out or alluded to in these Bylaws and in accordance with the Act and any other applicable law.

## **SECTION IV OFFICERS**

### **4.01 Selection of Officers**

The President, Vice President and Secretary shall be elected by the Board and shall serve a term of one (1) year. The term of office of the President, Vice President and Secretary shall always be for a period of one year; provided, however, the officers shall continue to serve until the election of their successors. The election of officers shall be held at the regular meeting of the Board in the month of October. There shall be no limitation on the number of consecutive years that a person may serve in the same office.

### **4.02 President**

The President shall be a member of the Board and shall preside at all meetings of the Board. The President shall be the principal executive officer of TEDCO and, subject to the Board, shall be in general charge of the properties



and affairs of TEDCO. The President shall have such other duties as assigned by the Board. The President may call special and emergency meetings of the Board.

The President shall be the presiding officer of the Board with the following authority:

- a) Shall preside over all meetings of the Board
- b) Shall have the right to vote on all matters coming before the Board
- c) Shall have the authority, upon notice to the members of the Board, to call a special meeting of the Board when in his/her judgment such meeting is required.
- d) Shall have the authority to appoint standing committees to aid and assist the Board in its business undertakings or other matters incidental to the operation and functions of the Board
- e) Shall have the authority to appoint ad hoc committees that may address issues of a temporary nature of concern or which have a temporary effect on the business of the Board.

In addition to the above mentioned duties, the President shall sign any deed, mortgage, bonds, contracts, or other instruments which the Board has approved unless the execution of said document has been expressly delegated to some other officer or agent of TEDCO by appropriate Board resolution, by a specific provision of these Bylaws, or by statute. In general, the President shall perform duties incident to the office, and other duties as may be prescribed from time to time by the Board.

#### **4.03 Vice President**

The Vice President shall be a member of the Board. The Vice President shall perform the duties and exercise the powers of the President upon the President's death, absence, disability, or upon the President's inability to perform the duties of the office. Any action taken by the Vice President in the performance of the duties of the President shall be conclusive evidence of the absence or inability to act of the President at the time such action was taken. A Vice President shall have such other powers and duties as may be assigned by the Board or the President.

In the absence of the President, or in the event of his or her inability to act, the Vice President shall perform the duties of the President. When so acting, the Vice President shall have all power of and be subject to all the same restrictions as upon the President. The Vice President shall also perform other duties as from time to time may be assigned to him or her by the President.

#### **4.04 Secretary**

The Secretary shall keep or cause to be kept the minutes of all meetings of the Board; shall attend to the giving and serving of all notices; shall have charge of TEDCO's books, records, documents and instruments, except the books of accounting, financial records and securities of which the City Secretary shall have custody and charge, and such other books and papers as the Board may direct, all of which shall at all reasonable times be open to the inspection of any Director upon application at the office of TEDCO Secretary subject to the control of the Board. The City Secretary, or designee, will assist the Secretary with the execution of his/her responsibilities.

The Secretary shall keep, or cause to be kept, at the registered office, a record of the minutes of all meetings of the Board and of any committees of the Board. The Secretary shall also file a copy of said Minutes with the City and the same to be given, in accordance with the provisions of these Bylaws, or as required by the Texas Open Meetings Act or Texas Public Information Act and Texas Records Retention Act. The Secretary shall be

custodian of the corporate records and seal of TEDCO and shall keep a register of the mailing address and street address, if different, of each Director.

## **SECTION V**

### **COMMITTEES AND EX OFFICIO MEMBERS**

#### **5.01 Committees**

The Board, at its discretion, may choose to form various committees to assist with the duties of TEDCO.

#### **5.02 Ex-Officio Members**

The Mayor, City Secretary, Public Works or his/her designee may attend all meetings of the Board or Committees, including closed session, with the consent of the Board and Board Counsel.

## **SECTION VI**

### **FISCAL DUTIES**

#### **6.01 Fiscal Year**

The fiscal year of TEDCO shall begin on October 1 and end on September 30 of the following year.

#### **6.02 Annual Budget**

A budget for the forthcoming fiscal year shall be submitted to and be approved by the Board, and the Governing Body of the City. In submitting the budget to the City, the Board shall submit the budget in accordance with the annual budget preparation schedule as set forth by the City Secretary. The budget shall be submitted to the City Secretary for submission during the annual budget presentation to the Governing Body. The proposed budget shall include the projected operating expenses, and such other budgetary information as shall be useful to or appropriate for the Board and the Governing Body of the City. Any amendments to the budget will be approved by the Board and the Governing Body of the City.

#### **6.03 Finance and Accounting**

The City Secretary or designee shall receive Sales Tax monies each month for TEDCO and shall deposit into TEDCO's account each month.

All purchases and expenditures by TEDCO shall be in accordance with state law. The CEO shall provide a monthly written report to the City Council of the state of the finances.

#### **6.04 Contracts**

As provided in Section IV above, the President of the Board shall execute any contracts or other instruments which the Board has approved and authorized to be executed, provided, however, that the Board may by appropriate resolution, authorize any other officer or officers or any other agent or agents, including the Executive Director, to enter into contracts or execute and deliver any instrument in the name and on behalf of TEDCO. Such authority may be confined to specific instances or defined in general terms. When appropriate,

the Board may grant a specific or general power of attorney to carry out some action on behalf of the Board, provided, however, that no such power of attorney may be granted unless an appropriate resolution of the Board authorizes the same to be done.

#### **6.05 Checks and Drafts**

All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of TEDCO shall be signed or bear the facsimile of the President or such other person as designated by the Board.

#### **6.06 Deposits**

All Sales Tax funds of TEDCO shall be deposited by the City in accordance with the depository procedures on a regular basis to the credit of TEDCO in a local bank which shall be federally insured and shall be selected following procedures and requirements for selecting a depository as set forth in Chapter 105 of the Local Government Code. All other funds of TEDCO shall be deposited by the CEO shall be deposited by the City in accordance with the depository procedures on a regular basis to the credit of TEDCO in a local bank which shall be federally insured and shall be selected following procedures and requirements for selecting a depository as set forth in Chapter 105 of the Local Government Code.

#### **6.07 Gifts**

The Board or Governing Body of the City may accept on behalf of TEDCO any contribution, gift, bequest or devise for the general purpose or for any special purposes of TEDCO.

#### **6.08 Purchasing**

All purchases made and contracts executed by TEDCO shall be made in accordance with requirements of the Texas Constitution and laws of the State of Texas.

#### **6.09 Investments**

Temporary and idle funds that are not needed for immediate obligations of TEDCO may be invested in any legal manner provided in Chapter 2256 of the Government Code (the "Public Funds Investment Act"). See investment policy of TEDCO.

#### **6.10 Bonds and Other Obligations**

Subject to the approval of the Governing Body, TEDCO may issue bonds, including revenue bonds and refunding bonds, or other obligations to pay the costs of a Development Project. The bonds or other obligations and the proceedings authorizing the bonds or other obligations shall be submitted to the Attorney General for review and approval as required by Chapter 1202 Government Code. The bonds or other obligations must be payable from and secured by the revenues of TEDCO. The bonds or other obligations may mature serially or otherwise not more than 30 years from their date of issuance. The bonds or other obligations are not a debt of and do not create a claim for payment against the revenue or property of TEDCO other than a Development Project for which the bonds are issued.

#### **6.11 Uncommitted Funds**

Any uncommitted funds of TEDCO at the end of the fiscal year shall be considered a part of the Fund Balance. The Fund Balance may be committed for any legal purpose provided TEDCO's Board and the Governing Body

both approve such commitment. This may include the establishment of a Permanent Reserve Fund that shall be accumulated for the purpose of using the interest earnings of such fund to finance the operation of TEDCO.

## **6.12 Audit Procedures**

The Board shall provide for an annual financial audit to be performed by a competent independent audit firm. Such audit shall be performed by the auditing firm retained by the City.

## **SECTION VII**

### **BOOKS AND RECORDS**

#### **7.01 Books and Records**

TEDCO shall keep correct and complete books and records of all action of TEDCO, including books and records of account and the minutes of meetings of the Board and of any committee having authority of the Board. The Directors may inspect all books and records of TEDCO at any reasonable time; and any information which may be designated as public information by law shall be open to public inspection at any reasonable time. The Texas Public Information Act shall apply to disclosure of public information.

## **SECTION VIII**

### **MISCELLANEOUS PROVISIONS**

#### **8.01 INDEMNIFICATION OF DIRECTORS AND OFFICERS**

a) TEDCO is, for the purposes of the Texas Tort Claims Act (Subchapter A, Chapter 101, Texas Civil Practices and Remedies Code), a governmental unit and all of its actions are government functions. To the fullest extent allowed by the Texas Tort Claims Act and applicable law, TEDCO shall indemnify all Directors and employees of TEDCO against expenses (including attorney's fees) and amounts paid in settlement actually and reasonably incurred by a Director or employee in connection with the defense of any civil, criminal or administrative action, suit or proceeding in which the Director or employee is made a party or with which the Director or employee is threatened, by reason of being or because of any act as District Director or employee within the course and scope of their duties and/or employment if the Director or employee acted in good faith and in a manner in which the Director or employee reasonably believed to be in or not opposed to the best interest of TEDCO, and with respect to any criminal action or proceeding, had no reasonable cause to believe their conduct was unlawful.

b) Notwithstanding the foregoing, a Director or employee shall not be entitled to indemnification regarding

i) Any matter in which they shall be adjudged by a court of competent jurisdiction to be liable for intentional acts of misconduct or gross negligence in the performance of their duties,

ii) Any matter in which they fail to notify TEDCO of a claim within a reasonable time or fails to cooperate in the defense of such claim, but only to the extent that the defense of such claim is prejudiced by their failure to give notice or to cooperate.

## **8.02 Insurance**

TEDCO may purchase and maintain insurance, at its expense, to protect itself and any person who is or was serving as a Director or employee of TEDCO against any expense, liability or loss.

## **8.03 Ethics**

It is the policy of TEDCO that Directors and officers conduct themselves in a manner consistent with sound business and ethical practices; that public interest always be considered in conducting District business; and the appearance of impropriety be avoided to ensure and maintain public confidence in TEDCO.

## **8.04 Amendments**

These Bylaws may be amended or repealed and new Bylaws may be adopted by an affirmative vote of a quorum of the authorized Directors serving on the Board, at a meeting of the Directors held for such specific purpose, and the notice requirements stated hereinabove regarding Board meetings shall apply. Notwithstanding the foregoing, no amendment shall become effective unless the Governing Body approves the amendment. The Governing Body has the authority to propose and require amendments to the Bylaws.

<b>4.02 President</b> .....	4
<b>4.03 Vice President</b> .....	5
<b>4.04 Secretary</b> .....	5
<b>Amendments</b> .....	9
<b>Annual Budget</b> .....	6
<b><u>Appointment, Number and Qualifications and Terms</u></b> .....	2
<b>Attendance</b> .....	3
<b>Audit Procedures</b> .....	8
<b><u>Board of Directors</u></b> .....	2
<b>Board's Relationship with City's Governing Body</b> .....	4
<b>Board's Relationship with Departments of the City</b> .....	4
<b>Bonds and Other Obligations</b> .....	7
<b>Books and Records</b> .....	8
<b>Checks and Drafts</b> .....	7
<b>Compensation</b> .....	2
<b><u>Conflict of Interest</u></b> .....	3
<b>Contracts</b> .....	6
<b><u>Corporation Non-Profit: Net Earnings</u></b> .....	1
<b>Deposits</b> .....	7
<b><u>Executive Director; Employees of TEDCO</u></b> .....	2
<b>Ex-Officio Members</b> .....	6
<b><u>Finance and Accounting</u></b> .....	6
<b>Fiscal Year</b> .....	6
<b><u>General Duties of the Board</u></b> .....	3
<b>Gifts</b> .....	7
<b><u>Governing Law</u></b> .....	1
<b>Implied Duties of the Board</b> .....	4
<b>INDEMNIFICATION OF DIRECTORS AND OFFICERS</b> .....	8
<b>Insurance</b> .....	9
<b>Investments</b> .....	7
<b>Meetings of the Board</b> .....	3
<b><u>Principal Office</u></b> .....	1
<b>Purchasing</b> .....	7
<b><u>Purposes</u></b> .....	1
<b>Quorum: Majority Vote</b> .....	3
<b><u>Registered Office and Registered Agent</u></b> .....	1
<b>Selection of Officers</b> .....	4
<b>Uncommitted Funds</b> .....	7
<b><u>Vacancies, Resignation and Removal</u></b> .....	2

**BYLAWS**  
**OF TYE INDUSTRIAL DEVELOPMENT CORPORATION, INC.**  
**(TIDCO)**

**AS AMENDED AND RESTATED**

Effective     July 20                     , 2020

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In accordance with Section 501.053 of the Act, the Corporation shall be a non-profit corporation, and no part of its earnings remaining after payment of its expenses shall inure to the benefit of any individual, firm, or corporation, except that in the event the Board of Directors shall determine that sufficient provision has been made for the full payment of the expenses, bonds, and other obligations of the Corporation, then any net earnings of the Corporation thereafter accruing shall be paid to the City of Tye.

**SECTION III**  
**BOARD OF DIRECTORS**

**3.01 Board of Directors**

The business and affairs of the Corporation and all corporate powers shall be exercised by or under authority of the Board of Directors (the “Board”). The Board shall exercise all of the powers of TIDCO

**3.02 Appointment, Number and Qualifications and Terms**

The Board shall consist of seven (7) directors (Directors”), each of whom shall be appointed by the Governing Body of the City, and may be removed by the Governing Body at any time without cause:

- (a) shall possess experience in management or in an executive capacity of a company; or
- (b) shall have experience in the evaluation of financial and business records and projections; or
- (c) serve, or have served, in a professional capacity; or
- (d) serve, or have served, in a leadership position in the Tye Industrial Development Corporation, Tye Economic Development Corporation, or other similar civic or community service organization; or
- (e) have experience equivalent to any of the above qualifications.

In addition, each Director must be: (i) a resident of the City of Tye; or (ii) a resident of Taylor County; or (iii) reside within 10 miles of the City of Tye’s boundaries and in a county bordering Taylor County. At least three (3) Directors must be persons who are not employees, officers, or members of the City Council of the City of Tye. The City Council shall consider an individual’s experience, accomplishments, and educational background in appointing members to the Board to ensure that the interests and concerns of all segments of the community are considered.

In initially establishing the Board, three (3) of the Directors shall be for a one (1) year term, and the initial terms of four (4) of the Directors shall be for a two (2) year term. Terms will be two (2) years after the first initial term.

**3.03 Vacancies, Resignation and Removal**

A vacancy in any position of Director which occurs by reason of death, resignation, disqualification, removal or otherwise shall be filled in the same manner as the appointment of Directors initially. A Director may resign at any time. Such resignation shall be made in writing, addressed to the Mayor, with a copy to the Board and the Board Member shall serve until successor is appointed.

**3.04 Compensation**

Directors shall not receive any salary or compensation for their services as Directors; provided that nothing contained herein shall be construed to preclude any Director from receiving reimbursement for their actual expenses incurred in the performance of their duties as a Director.

**3.05 Executive Director; Employees of TIDCO**



a) The TIDCO Board may recommend to the City Council an Executive Director (“Executive Director”) to be hired to serve as TIDCO’s /TEDCO’s chief operating officer. The Executive Director shall be an employee of the City. The Executive Director will be charged with the responsibility of carrying out TIDCO’s and TEDCO’s programs as adopted and planned by the Board and shall be responsible for the day-to-day affairs of TIDCO. TIDCO/TEDCO may recommend a salary and benefits for the Executive Director.

b) The Executive Director, with the approval of the Board and City Council, may employ such personnel as may be necessary to discharge TIDCO’s & TEDCO’s assigned duties, which shall be hired by the same procedure and policies of the Executive Director. The City will collaborate with the Board to determine compensation for all such city employees assigned to carry out the programs of the corporation.

### **3.06 Meetings of the Board**

a) Regular meetings of the Board shall be held in the City at such times as shall be designated, from time to time, by the Board

b) Special meetings of the Board shall be held whenever called by the President of the Board or at the request of two other Directors who are serving duly appointed terms of office at the time the meeting is called.

c) TIDCO, the Board, and any committee of the Board exercising the powers of the Board are subject to Chapter 552 of the Texas Government Code (the “Public Information Act”).

### **3.07 Attendance**

Regular attendance of the Board meetings is required of all Members. The following number of absences may constitute the need for replacement of a Board member: three (3) consecutive absences, or attendance reflecting absences constituting 50% of the meetings over a 12-month period. In the event replacement is indicated, the President shall submit in writing to the Mayor the need to replace the Board member in question.

### **3.08 Quorum: Majority Vote**

A majority of the Board shall constitute a quorum for the consideration of matters pertaining to the purposes of TIDCO. The act of a majority of the Directors present at a meeting at which a quorum is in attendance shall constitute the act of the Board, unless the act of a greater number is required by law or by Bylaws. If a quorum is not present at a meeting of the Board of Directors, the meeting will be cancelled.

### **3.09 Conflict of Interest:**

If a Director has substantial interest, as that term is defined in said Chapter, in a business entity or real property which is the subject of deliberation by the Board, the Director shall file an affidavit with the Secretary of TIDCO stating the nature or extent of the interest. Such affidavit shall be filed prior to any vote or decision upon the matter of the Board, and if required by said Chapter, the interested Director shall abstain from any vote or decision upon the matter.

### **3.10 General Duties of the Board**

The Board is hereby required to perform the following duties:

- a) The Board shall review and update its overall economic development plan once each year to ensure that said plan reflects the current economic climate and is capable of meeting Tye's current economic development needs. The plan shall be complimentary to the goals and objectives of the City's Governing Body.
- b) The Board shall develop an annual work plan outlining the activities, tasks, projects and programs to be undertaken by the Board during the upcoming fiscal year. The annual work plan shall be submitted with the annual budget.

### **3.11 Board's Relationship with City's Governing Body**

The Governing Body shall approve all policies, programs, expenditures and the bylaws of the corporation.

### **3.12 Board's Relationship with Departments of the City**

The Board or its designee shall make any request for services made to the departments of the City to the Mayor/City Secretary. The Mayor/City Secretary may approve such request for assistance from the Board when such requested services are available within the departments of the City and the Board has agreed to reimburse the department's budget for the costs of such services so provided pursuant to an annual Interlocal Agreement for Services.

Any request for legal assistance shall be made by the Board or its designee to the City Attorney. The City Attorney may provide such assistance when such services are available and the Board has agreed to reimburse the City for the costs to provide the legal services. The Board may also directly contract with the City Attorney and pay the City Attorney his or her fees to provide the legal services. When such services are unavailable from the City Attorney, the Board may obtain other legal counsel.

### **3.13 Implied Duties of the Board**

TIDCO is authorized to do that which the Board deems desirable to accomplish any of the purposes or duties set out or alluded to in these Bylaws and in accordance with the Act and any other applicable law.

## **SECTION IV**

### **OFFICERS**

#### **4.01 Selection of Officers**

The President, Vice President and Secretary shall be elected by the Board and shall serve a term of one (1) year. The term of office of the President, Vice President and Secretary shall always be for a period of one year; provided, however, the officers shall continue to serve until the election of their successors. The election of officers shall be held at the regular meeting of the Board in the month of October. There shall be no limitation on the number of consecutive years that a person may serve in the same office.

#### **4.02 President**

The President shall be a member of the Board and shall preside at all meetings of the Board. The President shall be the principal executive officer of TIDCO and, subject to the Board, shall be in general charge of the properties

and affairs of TIDCO. The President shall have such other duties as assigned by the Board. The President may call special and emergency meetings of the Board.

The President shall be the presiding officer of the Board with the following authority:

- a) Shall preside over all meetings of the Board
- b) Shall have the right to vote on all matters coming before the Board
- c) Shall have the authority, upon notice to the members of the Board, to call a special meeting of the Board when in his/her judgment such meeting is required.
- d) Shall have the authority to appoint standing committees to aid and assist the Board in its business undertakings or other matters incidental to the operation and functions of the Board
- e) Shall have the authority to appoint ad hoc committees that may address issues of a temporary nature of concern or which have a temporary effect on the business of the Board.

In addition to the above mentioned duties, the President shall sign any deed, mortgage, bonds, contracts, or other instruments which the Board has approved unless the execution of said document has been expressly delegated to some other officer or agent of TIDCO by appropriate Board resolution, by a specific provision of these Bylaws, or by statute. In general, the President shall perform duties incident to the office, and other duties as may be prescribed from time to time by the Board.

#### **4.03 Vice President**

The Vice President shall be a member of the Board. The Vice President shall perform the duties and exercise the powers of the President upon the President's death, absence, disability, or upon the President's inability to perform the duties of the office. Any action taken by the Vice President in the performance of the duties of the President shall be conclusive evidence of the absence or inability to act of the President at the time such action was taken. A Vice President shall have such other powers and duties as may be assigned by the Board or the President.

In the absence of the President, or in the event of his or her inability to act, the Vice President shall perform the duties of the President. When so acting, the Vice President shall have all power of and be subject to all the same restrictions as upon the President. The Vice President shall also perform other duties as from time to time may be assigned to him or her by the President.

#### **4.04 Secretary**

The Secretary shall keep or cause to be kept the minutes of all meetings of the Board; shall attend to the giving and serving of all notices; shall have charge of TIDCO's books, records, documents and instruments, except the books of accounting, financial records and securities of which the City Secretary shall have custody and charge, and such other books and papers as the Board may direct, all of which shall at all reasonable times be open to the inspection of any Director upon application at the office of TIDCO Secretary subject to the control of the Board. The City Secretary, or designee, will assist the Secretary with the execution of his/her responsibilities.

The Secretary shall keep, or cause to be kept, at the registered office, a record of the minutes of all meetings of the Board and of any committees of the Board. The Secretary shall also file a copy of said Minutes with the City and the same to be given, in accordance with the provisions of these Bylaws, or as required by the Texas Open Meetings Act or Texas Public Information Act and Texas Records Retention Act. The Secretary shall be

custodian of the corporate records and seal of TIDCO and shall keep a register of the mailing address and street address, if different, of each Director.

## **SECTION V**

### **COMMITTEES AND EX OFFICIO MEMBERS**

#### **5.01 Committees**

The Board, at its discretion, may choose to form various committees to assist with the duties of TIDCO.

#### **5.02 Ex-Officio Members**

The Mayor, City Secretary, Public Works or his/her designee may attend all meetings of the Board or Committees, including closed session, with the consent of the Board and Board Counsel.

## **SECTION VI**

### **FISCAL DUTIES**

#### **6.01 Fiscal Year**

The fiscal year of TIDCO shall begin on October 1 and end on September 30 of the following year.

#### **6.02 Annual Budget**

A budget for the forthcoming fiscal year shall be submitted to and be approved by the Board, and the Governing Body of the City. In submitting the budget to the City, the Board shall submit the budget in accordance with the annual budget preparation schedule as set forth by the City Secretary. The budget shall be submitted to the City Secretary for submission during the annual budget presentation to the Governing Body. The proposed budget shall include the projected operating expenses, and such other budgetary information as shall be useful to or appropriate for the Board and the Governing Body of the City. Any amendments to the budget will be approved by the Board and the Governing Body of the City.

#### **6.03 Finance and Accounting**

The City Secretary or designee shall receive Sales Tax monies each month for TIDCO and shall deposit into TIDCO's account each month.

All purchases and expenditures by TIDCO shall be in accordance with state law. The CEO shall provide a monthly written report to the City Council of the state of the finances.

#### **6.04 Contracts**

As provided in Section IV above, the President of the Board shall execute any contracts or other instruments which the Board has approved and authorized to be executed, provided, however, that the Board may by appropriate resolution, authorize any other officer or officers or any other agent or agents, including the Executive Director, to enter into contracts or execute and deliver any instrument in the name and on behalf of TIDCO. Such authority may be confined to specific instances or defined in general terms. When appropriate,

the Board may grant a specific or general power of attorney to carry out some action on behalf of the Board, provided, however, that no such power of attorney may be granted unless an appropriate resolution of the Board authorizes the same to be done.

#### **6.05 Checks and Drafts**

All checks, drafts, or orders for the payment of money, notes or other evidences of indebtedness issued in the name of TIDCO shall be signed or bear the facsimile of the President or such other person as designated by the Board.

#### **6.06 Deposits**

All Sales Tax funds of TIDCO shall be deposited by the City in accordance with the depository procedures on a regular basis to the credit of TIDCO in a local bank which shall be federally insured and shall be selected following procedures and requirements for selecting a depository as set forth in Chapter 105 of the Local Government Code. All other funds of TIDCO shall be deposited by the CEO shall be deposited by the City in accordance with the depository procedures on a regular basis to the credit of TIDCO in a local bank which shall be federally insured and shall be selected following procedures and requirements for selecting a depository as set forth in Chapter 105 of the Local Government Code.

#### **6.07 Gifts**

The Board or Governing Body of the City may accept on behalf of TIDCO any contribution, gift, bequest or devise for the general purpose or for any special purposes of TIDCO.

#### **6.08 Purchasing**

All purchases made and contracts executed by TIDCO shall be made in accordance with requirements of the Texas Constitution and laws of the State of Texas.

#### **6.09 Investments**

Temporary and idle funds that are not needed for immediate obligations of TIDCO may be invested in any legal manner provided in Chapter 2256 of the Government Code (the "Public Funds Investment Act"). See investment policy of TIDCO.

#### **6.10 Bonds and Other Obligations**

Subject to the approval of the Governing Body, TIDCO may issue bonds, including revenue bonds and refunding bonds, or other obligations to pay the costs of a Development Project. The bonds or other obligations and the proceedings authorizing the bonds or other obligations shall be submitted to the Attorney General for review and approval as required by Chapter 1202 Government Code. The bonds or other obligations must be payable from and secured by the revenues of TIDCO. The bonds or other obligations may mature serially or otherwise not more than 30 years from their date of issuance. The bonds or other obligations are not a debt of and do not create a claim for payment against the revenue or property of TIDCO other than a Development Project for which the bonds are issued.

#### **6.11 Uncommitted Funds**

Any uncommitted funds of TIDCO at the end of the fiscal year shall be considered a part of the Fund Balance. The Fund Balance may be committed for any legal purpose provided TIDCO's Board and the Governing Body

both approve such commitment. This may include the establishment of a Permanent Reserve Fund that shall be accumulated for the purpose of using the interest earnings of such fund to finance the operation of TIDCO.

#### **6.12 Audit Procedures**

The Board shall provide for an annual financial audit to be performed by a competent independent audit firm. Such audit shall be performed by the auditing firm retained by the City.

### **SECTION VII**

#### **BOOKS AND RECORDS**

##### **7.01 Books and Records**

TIDCO shall keep correct and complete books and records of all action of TIDCO, including books and records of account and the minutes of meetings of the Board and of any committee having authority of the Board. The Directors may inspect all books and records of TIDCO at any reasonable time; and any information which may be designated as public information by law shall be open to public inspection at any reasonable time. The Texas Public Information Act shall apply to disclosure of public information.

### **SECTION VIII**

#### **MISCELLANEOUS PROVISIONS**

##### **8.01 INDEMNIFICATION OF DIRECTORS AND OFFICERS**

a) TIDCO is, for the purposes of the Texas Tort Claims Act (Subchapter A, Chapter 101, Texas Civil Practices and Remedies Code), a governmental unit and all of its actions are government functions. To the fullest extent allowed by the Texas Tort Claims Act and applicable law, TIDCO shall indemnify all Directors and employees of TIDCO against expenses (including attorney's fees) and amounts paid in settlement actually and reasonably incurred by a Director or employee in connection with the defense of any civil, criminal or administrative action, suit or proceeding in which the Director or employee is made a party or with which the Director or employee is threatened, by reason of being or because of any act as District Director or employee within the course and scope of their duties and/or employment if the Director or employee acted in good faith and in a manner in which the Director or employee reasonably believed to be in or not opposed to the best interest of TIDCO, and with respect to any criminal action or proceeding, had no reasonable cause to believe their conduct was unlawful.

b) Notwithstanding the foregoing, a Director or employee shall not be entitled to indemnification regarding

i) Any matter in which they shall be adjudged by a court of competent jurisdiction to be liable for intentional acts of misconduct or gross negligence in the performance of their duties,

ii) Any matter in which they fail to notify TIDCO of a claim within a reasonable time or fails to cooperate in the defense of such claim, but only to the extent that the defense of such claim is prejudiced by their failure to give notice or to cooperate.

## **8.02 Insurance**

TIDCO may purchase and maintain insurance, at its expense, to protect itself and any person who is or was serving as a Director or employee of TIDCO against any expense, liability or loss.

## **8.03 Ethics**

It is the policy of TIDCO that Directors and officers conduct themselves in a manner consistent with sound business and ethical practices; that public interest always be considered in conducting District business; and the appearance of impropriety be avoided to ensure and maintain public confidence in TIDCO.

## **8.04 Amendments**

These Bylaws may be amended or repealed and new Bylaws may be adopted by an affirmative vote of a quorum of the authorized Directors serving on the Board, at a meeting of the Directors held for such specific purpose, and the notice requirements stated hereinabove regarding Board meetings shall apply. Notwithstanding the foregoing, no amendment shall become effective unless the Governing Body approves the amendment. The Governing Body has the authority to propose and require amendments to the Bylaws.

<b>President</b> .....	5
<b>Vice President</b> .....	5
<b>Secretary</b> .....	6
<b>Amendments</b> .....	9
<b>Annual Budget</b> .....	7
<b>Appointment, Number and Qualifications and Terms</b> .....	2
<b>Attendance</b> .....	3
<b>Audit Procedures</b> .....	8
<b>Board of Directors</b> .....	2
<b>Board’s Relationship with City’s Governing Body</b> .....	4
<b>Board’s Relationship with Departments of the City</b> .....	4
<b>Bonds and Other Obligations</b> .....	8
<b>Books and Records</b> .....	8
<b>Checks and Drafts</b> .....	7
<b>Compensation</b> .....	3
<b>Conflict of Interest</b> .....	4
<b>Contracts</b> .....	7
<b>Corporation Non-Profit: Net Earnings</b> .....	1
<b>Deposits</b> .....	7
<b>Executive Director; Employees of TIDCO</b> .....	3
<b>Ex-Officio Members</b> .....	6
<b>Finance and Accounting</b> .....	7
<b>Fiscal Year</b> .....	6
<b>General Duties of the Board</b> .....	4
<b>Gifts</b> .....	7
<b>Governing Law</b> .....	1
<b>Implied Duties of the Board</b> .....	5
<b>INDEMNIFICATION OF DIRECTORS AND OFFICERS</b> .....	9
<b>Insurance</b> .....	9
<b>Investments</b> .....	8
<b>Meetings of the Board</b> .....	3
<b>Principal Office</b> .....	1
<b>Purchasing</b> .....	7
<b>Purposes</b> .....	1
<b>Quorum: Majority Vote</b> .....	3
<b>Registered Office and Registered Agent</b> .....	1
<b>Selection of Officers</b> .....	5
<b>Uncommitted Funds</b> .....	8
<b>Vacancies, Resignation and Removal</b> .....	2



## BOARD AGENDA ITEM BRIEFING SHEET

Board Date: July 27 2020	Department: Staff/Board	Presented By: Danette Dunlap	Agenda Item No. Add new Signatures to bank account
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**RECOMMENDED MOTION:** Resolution authorizing the signatures for the First Financial Bank Accounts

**BACK GROUND:**

Will need to update signatures on the two bank accounts at First Financial Bank. Will need to remove Jennifer from the account.

One for TIDCO and one for TEDCO

Deactivate Debit cards

**Attachments:**

Resolution

**RESOLUTION R- 20-**

**A RESOLUTION OF TYE ECONOMIC DEVELOPMENT CORPORATION INC. (TECO) AND TYE INDUSTRIAL DEVELOPMENT CORPORATION INC, (TIDCO) TYE, TEXAS AUTHORIZING THE FOLLOWING SIGNATURES REQUIRED FOR THE DEPOSITORY CONTRACT WITH FIRST FINANCIAL BANK OF ABILENE.**

**WHEREAS**, TEDCO & TIDCO entered into a contract with the First Financial Bank of Abilene; and

**WHEREAS**, a completed Signatures Form is required for authorization on behalf of the boards; and

**NOW, THEREFORE, BE IT RESOLVED BY TYE ECONOMIC DEVELOPMENT CORPORATION INC. (TECO) AND TYE INDUSTRIAL DEVELOPMENT CORPORATION INC, (TIDCO) TYE, TEXAS:**

1. The following individuals are designated signatures for the stated accounts for the Depository Contract with First Financial Bank of Abilene, replacing all previous designated signatures:

Account XXXX

**PASSED AND APPROVED** this 27 day of July, 2020

\_\_\_\_\_  
President

ATTEST: \_\_\_\_\_  
Secretary

## TEDCO/TIDCO ITEM BRIEFING SHEET

Board Date: July 2020	Department: Staff/Board	Presented By: Board Member	Agenda Item No. Executive Director Assistant and Contract Labor
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**RECOMMENDED MOTION:** Discussion regarding making recommendations to the City Council for hiring a Executive Director, Assistant Director and any issues with Contract Labor

### **BACK GROUND:**

The Executive Director will be a direct hire of the City Council. The Board of Directors will make a recommendation after receiving applications and holding interviews.

The following information was provided by Jennifer:

### **Employees:**

- **CEO** – The Chief Executive officer is paid an agreed upon salary, split evenly between both Boards. The CEO is the only salary position and is classified as Salary/Exempt, meaning the CEO is not paid for any overtime. The CEO is the only employee offered benefits of retirement through TMRS and health insurance through TML. The current TMRS deposit rate is – employee 7%, and employer 7.42%. The Boards evenly split the cost of the employer portion. Additionally, the boards evenly split the full cost of the employee health insurance through TML which currently sits at a rate of \$358.95 per board. Any coverage beyond what the employer offers is the responsibility of the employee and is paid for through payroll deductions.
- **Administrative Assistant** – This salary is capped at \$15 per hour which is split evenly between both boards. This is done by dividing her hours worked by two and each board paying for their half. The Administrative Assistant serves as the receptionist for the entire building and receives faxes, packages, mail, and phone messages on behalf of all tenants and the CEO. Additionally, most financial records and check stubs are kept in the filing cabinet of the assistant’s office.
- **Maintenance Worker** – This position is paid for exclusively by Tedco, however Tidco does reimburse for some expenses including cleaning of the building (\$60 per month) and mowing of the property (\$55 per month). This employee cleans the property twice per week, cleans the Community Center twice per week, mows the property once per week, and maintains the cleanliness and of Rister Park, Tye Town park, and Laney Homestead Park. When time allows, the worker may also clean at the park on Apache Drive, but this is not required. Additionally, the maintenance worker weed eats around all equipment at Rister Park, cleans the concession stand at Rister Park, trims and weed eats under all the trees at Rister Park, and reports and water leaks or damaged equipment to the CEO who then reports it to the City officials.

**Contract Labor: Tedco Only**

Tedco currently contract with the following individuals for services on Board maintained properties – (this is subject to change every budget cycle depending on the needs of the organization)

- Leona Davis – Leona and her husband Leon open and close the Community Center for every rental and for the Senior Citizens musical every month. Leona also cleans the facilities after every Senior lunch, after the musical, and makes sure they are cleaned after every rental. Leona is paid by Tedco and receives a flat rate of \$450 per month on the 25<sup>th</sup> of each month.
- Matthew Elliott – Matthew is the owner of M&C Lawncare and Tractor work. He is paid \$450 per month by Tedco to mow at Tye Town and Laney Homestead parks; he is also paid \$100 per month to mow at the Methodist Church property, and \$110 to mow at the Incubator. He is paid on the 25<sup>th</sup> of each month. This contract renews every June and is currently up for renewal.
- Kristina Angely – Kristina and her fiancé Clayton (owner of All In One Services) are paid \$400 per month by Tedco, on the 25<sup>th</sup> of the month, to maintain all of the bushes, shrubbery, flowers, plants, etc. at the Community Center, the Incubator, and the parks. Their work is impeccable to and well worth the money.

**Attachments:**

Need a Job Description for all positions if we do not have them.

## TEDCO/TIDCO ITEM BRIEFING SHEET

Board Date: July 2020	Department: Staff/Board	Presented By: Board Member	Agenda Item No. Community Center
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**DISCUSSION ONLY:** Rental of the Community Center during COVID-19

### **BACK GROUND:**

The Community Center has been closed since the start of COVID-19. RTCA is still cooking in the kitchen the meals for the seniors but the seniors are not coming back into the building currently.

Just thought we all needed to know what is happening with the building.

### **Attachments:**

## TEDCO/TIDCO ITEM BRIEFING SHEET

Board Date: July 2020	Department: Staff/Board	Presented By: Board Member	Agenda Item No. Rister Park
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**DISCUSSION ONLY:** Update on Playground equipment for Rister Park – Equipment will arrive on Monday July 27<sup>th</sup> and they will begin installation

### **BACK GROUND:**

- **Rister Park Playground** – Tidco is replacing the damaged equipment with one large playground structure; the purchase was made in June. We are waiting on installation scheduling from the company. The new playground will include ages 2-12 and will have an ADA ramp with seat level play.
- **Splash Pad** – Tidco has set aside funds for a new splash pad to be put at Rister Park. Jacob & Martin Engineers will be handling the engineering and bidding process for the project and will assist Tidco throughout the project to ensure it fits what the community needs and will fall within the budgeted amount. Tidco will most likely seek to have this project financed through First Financial Bank to ensure enough funds are available to complete the project.
- **Rister Park Signage** – Tedco has \$15,000 set aside for a new stone sign at Rister Park. Staff is working on a design for the sign and will need to get quotes from stone companies.
- **Rister Park Maintenance** – Tedco is responsible for making sure all park equipment is in safe working order, weed eating and watering the trees on the south end of the park, maintaining and stocking the concession stand and restrooms, and weed eating around the baseball park. Tedco maintenance staff takes care of this maintenance and picks up any trash on a weekly basis.
- **Park Maintenance** – Tedco oversees making sure that Laney Park and Tye Town Parks are maintained, and all equipment is in working order. Tedco contracts with M&C Lawn Care for all landscaping at the parks, and the Tedco Maintenance worker picks up trash and ensures that there is no graffiti or damaged equipment at the parks.
- 
- **Rister Park** – While each board is working separately on the projects they have planned for the park, it is crucial that they meet jointly to discuss their projects so that they are not planning the same projects and so that infrastructure is in place prior to either beginning a project.
-

## TEDCO/TIDCO ITEM BRIEFING SHEET

Board Date: July 2020	Department: Staff/Board	Presented By: Board Member	Agenda Item No. Methodist Church
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**DISCUSSION ONLY:** Methodist Church Property – Plans etc for the property – bring all up to date.

### **BACK GROUND:**

Tedco purchased the Methodist Church property in March of 2020 with the intent of using it to recruit retail such as fast food or a dollar type store. Unfortunately, Covid has slowed the recruiting process to an almost halt. Companies are hesitant to open new locations with the current economy. Staff has been cleaning the property and getting rid of trash, etc. to make the property ready for either viewing or demo, whichever the new business desire to do with the building. Some historical items have been removed to be displayed in the SBI.

### **Attachments:**

## TEDCO/TIDCO ITEM BRIEFING SHEET

Board Date:  July 2020	Department:  Staff/Board	Presented By:  Board Member	Agenda Item No.  Small Business Incubator and Facilities Maintenance
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**DISCUSSION ONLY:** Maintenance of Facilities (Small Business Incubator (SBI), Community Center, and Parks (Rister, Tye Towne, Laney Homestead) – Mowing around the Methodist Church property, SBI, Shrub etc

### **BACK GROUND:**

- **Maintenance** - This employee cleans the property twice per week, cleans the Community Center twice per week, mows the property once per week, and maintains the cleanliness and of Rister Park, Tye Town park, and Laney Homestead Park. When time allows, the worker may also clean at the park on Apache Drive, but this is not required. Additionally, the maintenance worker weed eats around all equipment at Rister Park, cleans the concession stand at Rister Park, trims and weed eats under all the trees at Rister Park, and reports and water leaks or damaged equipment to the CEO who then reports it to the City officials.
  
- . **Tenants** – Currently the SBI has three tenants:
  1. Tye Family Care – The clinic has been in the incubator for about 10 years; their rent is \$700 per month which they pay in two installments. They also pay for their Internet fees as they have a dedicated router. Work with them and give them rent relief when they need it. They are great tenants, but most importantly the community needs them here in Tye. We have worked with them during slow seasons in the past to keep them in Tye.
  2. Langer IT Solutions – Joshua and his wife run their IT business in the smaller office up front. They are not in the office much but are always on time with rent. They pay \$200 per month for rent and \$25 per month for internet fees.
  3. ATX Auctions – Mary and her sisters own and operate this business in our east warehouse. They pay \$700 per month in rent, the electric bill for their side of the warehouse (usually about \$200), and \$25 per month for internet fees. They are great tenants, always pay on time or ahead of time, and incredibly dependable.
  4. Vacant Spaces – Currently the retail space is vacant and cannot be rented until the roof is repaired (more on that later); it rents for \$750 per month plus \$25 for internet use. Additionally, the front office (3 room office) is vacant; it rents for \$650 per month plus \$25 for internet use.



## TEDCO/TIDCO ITEM BRIEFING SHEET

Board Date: July 2020	Department: Staff/Board	Presented By: Board Member	Agenda Item No. Small Business Incubator Door for Fire Department
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**DISCUSSION ONLY:** Walk in door for the fire department for the Bay

### **BACK GROUND:**

Door needs to be installed. Need a general contractor

**TEDCO/TIDCO ITEM BRIEFING SHEET**

Board Date: July 2020	Department: Staff/Board	Presented By: Board Member	Agenda Item No. Small Business Incubator Roof
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**DISCUSSION ONLY:** Roof issues and the request to receive quotes from vendors

**BACK GROUND:**

Information only – Jennifer has not been able to get anyone out to give us a bid for services.