

MEETING MINUTES

NOTICE OF A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WHITEWRIGHT COMMUNITY DEVELOPMENT CORPORATION WAS HELD AT THE WDCD/CHAMBER OFFICE – 113 W. GRAND, ON MONDAY, JANUARY 9, 2023 COMMENCING AT 7:00 P.M.

1. **Attendance/Notice of Meeting:**

- 1.1. Board Members: Karri Donoho, Chris Donoho, Kelly Selman, Ginger Miller, Eric Prindle, John Simon, and Olivia Hutchison
- 1.2. Absent Board Members: Eric Prindle left meeting at 8:04 PM.
- 1.3. Guests: Brandon Latimer, Whitewright Public Works; Trent Lewis, Pond Medics; and Jeff Biggs with Pond Medics.
- 1.4. Notice of Meeting: To be accepted and received as posted and distributed.
- 1.5. Called to Order: At 7:00 PM Karri Donoho, President called this meeting to order.

2. **Visitor's/Citizens Forum:**

At this time, any person with business not scheduled on this Agenda may speak to the Board. No formal action can be taken on these items at this meeting. None.

3. **Action Items:**

- 3.1. Approve Minutes from December 12, 2022 Regular Meeting. Motion to Approve: John Simon. Seconded: Kelly Selman. Motion carried 7-0.
- 3.2. Review December 2022 Bank Statement. We don't have regular financial reports until February 2023. Note that bank statement reflects to sales tax deposits. Motion to Approve Review: John Simon. Seconded: Kelly Selman. Motion carried 7-0.

4. **Action Items - BUSINESS OF MEETING:**

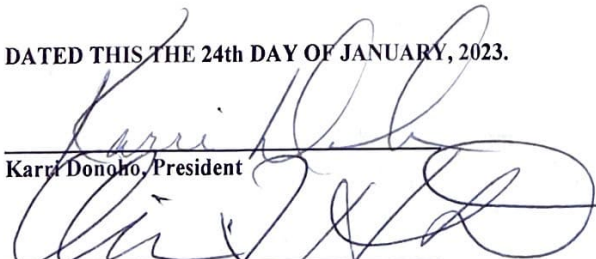
- 4.1. Discuss and approve Master Service Agreement provided by Pond Medics in regards to engineering, designing, and planning of pond renovation. A Master Service Agreement (MSA) was presented by Pond Medics (Civil Engineers) that included a Task Phase and Discovery Phase. The Board provided Pond Medics with the items that need to be done to the pond along with a wish list, Pond Medics will create an amended MSA that includes a Fee Schedule. Updated information will be distributed to the Board for review prior to the next meeting in February at which time it will be discussed. Motion to Postpone: John Simon. Second: Kelly Selman. Motion carried 7-0.
- 4.2. Discuss and approve Christmas candy expenditure from Fire Department. Receipt was submitted by Fire Department in the amount of \$404.62 for the purchase of candy that was distributed by the Fire Department from the fire trucks going throughout the community. Motion to Approve expense: John Simon. Seconded: Chris Donoho. Motion carried 7-0.
- 4.3. Discuss and approve a donation to the Senior Center for expenses. A letter was received from the Senior Center asking for help with expenses. We need to invite someone from the SNAP Center to come and talk to us about what their needs are. Motion to Table: Kelly Selman. Seconded: Eric Prindle. Motion carried 7-0.
- 4.4. Discuss and approve the "Safe Route to School" grant. This will provide sidewalks from the library to the schools. A application and design were submitted last year for this grant. It may be that we can reuse the application and design to reapply for the grant this year. We will have an update on this within a week, Brandon Latimer will update John Simon on the application. The match for the grant will be 20% for the grant. The Board will move forward with applying for the grant. Motion to Approve: Chris Donoho. Seconded: John Simon. Motion carried 7-0.
- 4.5. Discuss and approve purchase of Easter eggs for distribution downtown. Five hundred candy and five hundred toy filled Easter eggs will be purchased for \$144 to be distributed the week prior to Easter Sunday. Motion to approve: John Simon. Seconded: Ginger Miller. Motion carried 6-0.
- 4.6. Discuss and approve a Meet & Greet for new Police Chief with donuts and coffee. Budget \$100 for coffee and donuts. Motion to Approve: John Simon. Seconded: Kelly Selman. Motion carried 6-0.
- 4.7. Discuss and review Projects for 2023. Add progress boxes to each item and add fence at the Kid's Park to list of projects for 2023.

5. **Informational Reports:** (These reports are for information only. No discussion is appropriate unless there is a specific item listed below or there is a request that the item be placed on a subsequent agenda as a discussion and action item. Sec. 551.0415 of Open Meetings Act):

- 5.1. Board Members Concerns: Thank You card was received from Good Fellows for \$500 donation. Karri Donoho will vote on all items going forward.

6. **Adjourn:** Meeting was adjourned by Karri Donoho, President at 8:18 PM. Motion to Adjourn: John Simon. Seconded: Kelly Selman. Motion carried 7-0.

DATED THIS THE 24th DAY OF JANUARY, 2023.


Karri Donoho, President


Olivia F. Hutchison, Secretary