

MINUTES
CUERO DEVELOPMENT CORPORATION
REGULAR MEETING
Monday, September 15, 2014 5:30 P.M.

The Cuero Development Corporation Board of Directors met Monday, September 15, 2014, at 212 E. Main Street, Cuero, Texas.

PRESENT: Board Members: Charles Papacek, Mayor Sara Post Meyer, Richard Weber, Will Carbonara, Dennis Jemelka, Executive Director, Patrick J. Kennedy, Administrative Assistant, Lurah Alvarez

ABSENT: Charles Tounley

GUESTS: Jeremy Zaborowski

I. CALL TO ORDER

President Charles Papacek called the meeting to order at 5:30 pm

II. CITIZENS INPUT

CITIZENS WHO HAVE NOT FILED AN AGENDA APPLICATION

None

III. MONTHLY FINANCIAL REPORT

APPROVAL OF AUGUST FINANCIAL REPORT

The financial report was included in the directors' agenda packets for their review. The board agreed to approve financial report as presented.

MOTION MADE BY RICHARD WEBER, SECONDED BY DENNIS JEMELKA, TO ACCEPT THE AUGUST FINANCIAL REPORT AS PRESENTED. AYES: 5 NAYES: 0 MOTION CARRIED

IV. BUSINESS

REPORT FROM JEREMY ZABOROWSKI OF LOWER COLORADO RIVER AUTHORITY (LCRA) ON STATUS OF CDC STRATEGIC PLAN 2015-2017

Jeremy Zaborowski updated the Board on the progress of the Strategic Plan. Mr. Zaborowski started the interview process today of a diverse group consisting of 27 participants. Mr. Zaborowski stated he interviewed five participants today with five more scheduled for tomorrow with the rest of the participants to be interviewed over the few weeks. Each participant was provided with a questionnaire to review and think about the answers prior to interview. The Board will be able to see all positive and critical comments in the report but participants will not be

identified. Mr. Zaborowski stated that information collected could potentially be misinformation or conflict, this is also good information for the Board to know. The participants will be listed at the beginning of the report and at the end of the process the participants will be invited back to assist in finalizing the direction process. A revised schedule was handed out to the board members reflecting only a change in the timeline of completion. The date was pushed out a month with a draft ready in January 2015 and final approval in February 2015.

REPORT FROM NOMINATING COMMITTEE ON FILLING VACANCY ON CDC BOARD

Charles Papacek reported that the Nominating Committee which consisted of Mayor Sara Post Meyer and Dennis Jemelka has identified and vetted eight individuals. Mr. Kennedy spoke with each individual that was identified, of the eight candidates identified five declined for various reasons and three accepted.

The Board's consensus was to submit the list of vetted names to the City Council along with the recommendation of appointing Mike Weaver to finish the term vacated by Shay Iacononelli to the CDC Board. Mayor Sara Post Meyer Abstained.

REVIEW AND APPROVE ALL APPLICATIONS TO BE USED FOR PROJECT FUNDING IN FISCAL YEAR 2015 (REMOVE FROM TABLE)

Charles Papacek stated Reviewing and approving all applications for project funding in FY 2015 is being removed from the table from the last meeting. Mr. Kennedy presented a brief overview of the following six proposed programs to the board. Every application will have the Undocumented Workers form and a Performance Agreement.

Main Street Façade Program – The grant is the same as last year with a few minor changes. The CDC Executive Director will coordinate with the Main Street Manger. Completed applications should be returned to the CDC office by the 1st of each month for review. The applicant will not be able to be entitled to receive a grant approval on the same property if requested within two (2) years from the date of the previous grant awarded by the board. There will also have a better quality of control of documentation.

Downtown Bat Program – The purpose of this program is for encouraging the relocation of bats away from downtown Cuero commercial buildings which will lead to business retention. The program is limited to repairs/improvements in connection with the relocation of bats from downtown Cuero. Grants are available with CDC matching each dollar spent (50/50) by the Grant recipient for bat prevention up to \$1,000 per grant. There is a total of \$10,000 available for this program in FY 2015.

Business Retention and Expansion Program – Minor changes made to this program application. Took out point structure and added documentation of a completed Business Plan from the University of Houston Victoria-Small Business Development Center (SBDC) to be included with the application. Total Cost of project not to exceed \$10,000.

Community Services Program - Will be a maximum up to \$10,000 or 50% of project, they will be required to give credit by stating partial funding was provided by a grant from the Cuero Development Corporation. Applicant must have approval from the Board prior to the start of the project.

Enterprise Program - This program will fund major projects that will take the applicant 2-3 months to complete. There will be a complete review of their financial reports; the business owner will be involved with the Small Business Development Center. Only minor changes made to this program application.

Entrepreneur Program - New program for business start-ups will have to work with the UHV's Small Business Development Center will be required to develop a business plan, have completed sessions of business finance prior to completing an application with a maximum of \$10,000. If the business fails within a designated period of time there will be a mechanism for reimbursement of grant. Changes made to the application were presented by Mr. Kennedy including a second page for signature and project cost information.

MOTION MADE BY WILL CARBONARA, SECONDED BY DENNIS JEMELKA, TO APPROVE AS PRESENTED. AYES: 5 NAYES: 0 MOTION CARRIED

ESTABLISH CARRY-IN POLICY FOR FY '14 ECONOMIC DEVELOPEMNT PROJECTS

For a variety of reasons there were three projects that may not be completed during FY'14. One project was the Freund Funeral Home with a budget of approximately \$10,000. The two remaining projects totaled approximately \$20,000. The Board acknowledged the three incomplete projects from FY'14 and indicated that a total of up to \$30,000 would be paid from the FY'15 budget toward these three projects.

MOTION MADE BY RICHARD WEBER, SECONDED BY SARA POST MEYER, TO APPROVE UTILIZING UP TO \$30,000 OF FY'15 GRANT MONIES FOR THE THREE PROJECTS NOT COMPLETED IN FY'14. AYES: 5 NAYES: 0 MOTION CARRIED

CONSIDER AND ACT ON AUTHORIZE SIGNATURE FOR ADMINISTRATIVE SERVICES AGREEMENT WITH CITY OF CUERO

A negotiated agreement has been presented to the Cuero Development Corporation (CDC) for Administration Services with the City of Cuero. It was noted that the City of Cuero cannot provide free services.

MOTION MADE BY RICHARD WEBER, SECONDED BY WILL CARBONARA, TO AUTHORIZE THE PRESIDENT TO SIGN THE AGREEMENT WITH THE CITY OF CUERO TO PROVIDE ADMINISTRATION SERVICES FOR THE CDC. AYES: 5 NAYES: 0 MOTION CARRIED.

CONSIDER AND AUTHORIZE SIGNATURE FOR MEMORANDUM OF UNDERSTANDING WITH UNIVERSITY OF HOUSTON-VICTORIA SMALL BUSINESS DEVELOPMENT CENTER (UHV SBDC)

Staff has worked with the Small Business Development Center to finalize the Memorandum of Understanding with the CDC. Discussion followed.

MOTION MADE BY DENNIS JEMELKA, SECONDED BY RICHARD WEBER, TO AUTHORIZE THE PRESIDENT TO SIGN THE MEMORANDUM OF UNDERSTANDING WITH THE UNIVERSITY OF HOUSTON-VICTORIA SMALL BUSINESS DEVELOPMENT CENTER. AYES: 5 NAYES: 0 MOTION CARRIED.

V. CONSIDER AND ACT ON CONSENT AGENDA

Included in the director's agenda packets for their review were the Regular Meeting Minutes, August 18, 2014, Special Meeting Minutes, Friday, August 29, 2014, December Events Financial Report, and September BCL Small Business Report as part of the consent agenda.

MOTION MADE BY SARA POST MEYER, SECONDED RICHARD WEBER, TO ACCEPT THE CONSENT AGENDA AS PRESENTED. AYES: 5 NAYES: 0 MOTION CARRIED

VI. EXECUTIVE DIRECTOR REPORT

CONSIDER AND ACT ON ACTIVITY REPORT FROM PATRICK KENNEDY

BCL has a new application along with a one page flyer. A press release will be issued to provide the community with additional information about this program. BCL will come into the community to do Rotary meetings, community meetings, etc.

Press Release will be issued on all projects including the amount of funds spent, creation of jobs, etc. for FY'14.

MOTION MADE BY RICHARD WEBER, SECONDED WILL CARBONARA, TO APPROVE THE EXECUTIVE DIRECTOR'S REPORT AS PRESENTED. AYES: 5 NAYES: 0 MOTION CARRIED

VII. ADJOURN

MOTION MADE BY RICHARD WEBER, SECONDED BY WILL CARBONARA, TO ADJOURN THE MEETING AT 7:05 P.M. AYES: 5 NAYES: 0 MOTION CARRIED


CHARLES PAPACEK
PRESIDENT

ATTEST:



WILL CARBONARA
TREASURER

**NOTICE AND AGENDA
REGULAR MEETING
CUERO DEVELOPMENT CORPORATION
MONDAY, SEPTEMBER 15, 2014 5:30 P.M.**

The Cuero Development Corporation (CDC) will hold their regular monthly meeting at 5:30 p.m. on Monday, September 15, 2014, at 212 E. Main, Cuero, Texas. This notice is posted pursuant to the Texas Open Meetings Act.

I. CALL TO ORDER

II. MONTHLY FINANCIAL REPORTS

1. APPROVAL OF AUGUST FINANCIAL REPORT

III. CITIZENS INPUT (2 minutes each)

2. CITIZENS WHO HAVE NOT FILED AN AGENDA APPLICATION

IV. BUSINESS

3. HEAR REPORT FROM JEREMY ZABOROWSKI OF LOWER COLORADO RIVER AUTHORITY (LCRA) ON STATUS OF CDC STRATEGIC PLAN 2015-2017
4. HEAR REPORT FROM NOMINATING COMMITTEE ON FILLING VACANCY ON CDC BOARD
5. REVIEW AND APPROVE ALL APPLICATIONS TO BE USED FOR PROJECT FUNDING IN FISCAL YEAR 2015 (REMOVE FROM TABLE)
6. ESTABLISH CARRY-IN POLICY FOR FY '14 ECONOMIC DEVELOPMENT PROJECTS
7. CONSIDER AND AUTHORIZE SIGNATURE FOR ADMINISTRATIVE SERVICES AGREEMENT WITH CITY OF CUERO
8. CONSIDER AND AUTHORIZE SIGNATURE FOR MEMORANDUM OF UNDERSTANDING WITH UNIVERSITY OF HOUSTON-VICTORIA SMALL BUSINESS DEVELOPMENT CENTER (UHV SBDC)

V. CONSENT AGENDA

- REGULAR MEETING MINUTES, MONDAY, AUGUST 18, 2014
- SPECIAL MEETING MINUTES, FRIDAY, AUGUST 29, 2014
- DECEMBER EVENTS FINANCIAL REPORT
- SEPTEMBER BCL SMALL BUSINESS LOAN REPORT

VI. EXECUTIVE DIRECTOR REPORT

9. CONSIDER AND ACT ON ACTIVITY REPORT FROM PATRICK KENNEDY

VII. ADJOURN

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the Cuero Development Corporation office at (361) 275-8178 or FAX (361) 275-6274 for further information.

The Cuero Development Corporation reserves the right to retire into executive session concerning any of the items listed on this agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.

CERTIFIED AS POSTED AT:

City Hall, 212 E. Main Street; Cuero Development Corporation, 214 E. Main Street; and on the CDC website, Friday, September 12, 2014.

