

MINUTES
CUERO DEVELOPMENT CORPORATION
REGULAR MEETING
Tuesday, January 19, 2016 5:30 P.M.

The Cuero Development Corporation Board of Directors met Tuesday, January 19, 2016, at 212 E. Main Street, Cuero, Texas.

PRESENT: Board Members: Charles Papacek, Mayor Sara Post Meyer, Richard Weber, Dennis Jemelka, Executive Director, Patrick J. Kennedy, and CDC Administrative Assistant, Samantha Solis

ABSENT: Will Carbonara, Randy Jochim, and Mike Weaver

GUESTS: Connie Hawes – Finance Director-City of Cuero, Robert Oliver, Diana Thibodeaux, Kay Lewis, Jay Lewis, and David Scott

I. CALL TO ORDER

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

II. CITIZENS INPUT

NONE

III. MONTHLY FINANCIAL REPORTS

APPROVAL OF DECEMBER FINANCIAL REPORT

Mrs. Connie Hawes, Finance Director for the City of Cuero gave her quarterly budget report to the Board. Mrs. Hawes also went over the Financial Report for the period ending December 31, 2015. Mrs. Hawes noted that the CDC money market account has a healthy balance, the December Events Committee (DEC) exceeded their budgeted amount of \$59,000 for gate collections and are at 11% on their expenses. Mrs. Hawes reported that in a worst case scenario the city would be at a substantial shortfall, but they will continue to monitor the sales tax charts.

MOTION MADE BY RICHARD WEBER, SECONDED BY DENNIS JEMELKA, TO ACCEPT THE DECEMBER FINANCIAL REPORT AS PRESENTED. AYES: 4 NAYES: 0
MOTION CARRIED.

IV. BUSINESS

RECEIVE ANNUAL REPORT FROM DECEMBER EVENTS COMMITTEE (CHRISTMAS IN THE PARK)

December Events Committee Chair, Kay Lewis gave an annual report for the December Events Committee. Mrs. Lewis reported that the gate donations were up \$3,000 from the previous year and thanked the numerous organizations and individuals who joined together to make Christmas in the Park possible. In the upcoming year, the December Events Committee plans to invest in a car counter to enable them to report an accurate count of the park visitors.

CONSIDER AND ACT UPON APPLICATION FOR COMMUNITY SERVICES PROGRAM FOR CHISHOLM TRAIL HERITAGE MUSEUM

Mr. Robert Oliver presented a packet to each Board Member that included the project outline, a brief background of the English-German School House, and pictures of what the school house will potentially look like. Mr. Oliver said the goal is to include raised beds to teach children gardening and a kitchen to teach various cooking classes as they did in the Pioneer days. The school house will be used during the year for various children's camps.

MOTION MADE BY DENNIS JEMELKA, SECONDED BY MAYOR SARA POST MEYER, TO APPROVE THE COMMUNITY SERVICES PROGRAM GRANT FOR THE CHISHOLM TRAIL HERITAGE MUSEUM IN THE AMOUNT OF \$10,000. AYES: 4 NAYES: 0 MOTION CARRIED

CONSIDER AND ACT UPON APPLICATION FOR BUSINESS RETENTION AND EXPANSION PROGRAM FROM SCOTT FINANCIAL SERVICES, INC.

Mr. David Scott briefed the Board on this proposed project. He reported that his existing roof at 118 E. Main Street had not been replaced in some time and is currently leaking. The bids he received were for a full and partial roof repair and Mr. Scott decided to go with a full repair.

MOTION MADE BY RICHARD WEBER, SECONDED BY DENNIS JEMELKA, TO APPROVE THE BUSINESS RETENTION AND EXPANSION PROGRAM GRANT FOR SCOTT FINANCIAL SERVICES, INC. IN THE AMOUNT OF \$5,347.00.

PRESENTATION OF 2ND QUARTER REVIEW OF THE STRATEGIC PLAN 2015-2018 (PAGE 76)

Mr. Patrick Kennedy presented this item to the Board. Mr. Kennedy updated the following action items per the Strategic Plan 2015-2048:

4.1.1 CDC staff will schedule meetings between SBDC staff and at least four local businesses quarterly – Mr. Kennedy mentioned that this item is currently “in progress”. There have been multiple appointments between the SBDC and clients in the CDC office. Mr. Kennedy decided to send out updates in his weekly status report to keep all Board Members up to date on what's going on in the office.

2.2.4 Meet with 10 different small businesses quarterly to stay aware of their needs and inform them of the CDC's role – Mayor Sara Post Meyer informed Mr. Kennedy that she was unaware of this item taking place. The CDC needs to have better communication in relaying these items to the Board.

3.2.3 Support city as appropriate and as projects arise, such as downtown wifi, new infrastructure to support new or expanding businesses or community events – Mr. Papacek presented this item because he has been receiving inquiries about the status of the project. This item is currently “in progress” and the beginning phase will start in February.

AUTHORIZE NAMES ON SIGNATURE CARDS TO TRUST TEXAS BANK

Mr. Kennedy asked for authorization for the Fiscal Department (Connie Hawes & Lisa Waterbury) to have visual access to the CDC and DEC bank accounts. Once the bank sees approval from the minutes, they will then grant access to Connie Hawes and Lisa Waterbury of the City of Cuero Finance Department.

MOTION MADE BY RICHARD WEBER, SECONDED BY DENNIS JEMELKA, TO AUTHORIZE THE NAMES OF CAROLINE (CONNIE) HAWES AND LISA WATERBURY OF THE CITY OF CUERO FINANCE DEPARTMENT, SO THEY'RE ABLE TO VISUALIZE THE CDC AND DEC BANK ACCOUNTS. AYES: 4 NAYES: 0 MOTION CARRIED

CONSIDER AND ACT ON REPORT FROM NOMINATING COMMITTEE

Mr. Charles Papacek mentioned that there were four re-appointments on the CDC Board of Directors. They are Mayor Sara Post Meyer, Will Carbonara, Richard Weber, and Mike Weaver. Dennis Jemelka and Randy Jochim of the nominating committee decided to present Mayor Sara Post Meyer, Will Carbonara, and Richard Weber to the City Council for re-appointment.

MOTION MADE BY DENNIS JEMELKA, SECONDED BY CHARLES PAPACEK, TO RECOMMEND MAYOR SARA POST MEYER, WILL CARBONARA, AND RICHARD WEBER TO THE CITY COUNCIL FOR RE-ELECTION OF THEIR CURRENT POSITIONS ON THE CDC BOARD. AYES: 4 NAYES: 0 MOTION CARRIED

V. CONSENT AGENDA

Included in the director's agenda packets for review were: Regular Meeting Minutes, Tuesday, December 15, 2015 and the December Events Financial Report for December. Brief discussion followed.

MOTION MADE BY RICHARD WEBER, SECONDED BY MAYOR SARA POST MEYER, TO ACCEPT THE CONSENT AGENDA AS PRESENTED. AYES: 4 NAYES: 0 MOTION CARRIED.

VI. EXECUTIVE DIRECTOR REPORT

- 1) Sales Tax Comparison – A copy of the sales tax revenue report was included in the Board package. The report indicates that the city is 17% below as compared to last year.
- 2) Receive Annual Report from CDC to City of Cuero – Mr. Kennedy presented the Board with the Annual Report that was presented to the City of Cuero. Each packet contained the grants awarded spreadsheet, the unaudited financials, and a letter from President Charles Papacek.
- 3) Discuss upcoming Community Leader's Meeting – The February 5th guest speaker will be Comptroller Glenn Hegar.
- 4) Current Projects – Mr. Kennedy reported that there is still activity at CDM Resources, The Cuero Little League is awaiting a grant in February and will then submit their information for payment from the CDC, and the Friends of Cuero Softball, Inc. is reaching completion of their bleachers. Mr. Pelletier of the TexInn has brought financials to the CDC and is currently working on his application for the Enterprise Program.

- 5) Discuss upcoming conferences/meetings – Mr. Kennedy mentioned that the CDC office will be closed on Monday, February 15, 2016 due to President's Day, so he asked that the CDC meeting be moved to Tuesday, February 16th at 5:30 p.m.

MOTION MADE BY MAYOR SARA POST MEYER, SECONDED BY RICHARD WEBER, TO SET THE FEBRUARY MEETING FOR TUESDAY, FEBRUARY 16, 2016 DUE TO PRESIDENT'S DAY. AYES: 4 NAYES: 0 MOTION CARRIED

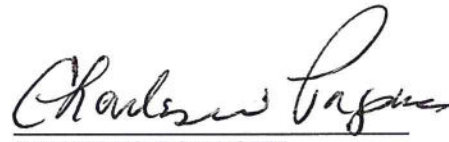
VII. ADJOURN

MOTION MADE BY RICHARD WEBER, SECONDED BY MAYOR SARA POST MEYER, TO ADJOURN THE MEETING AT 6:59 P.M. AYES: 4 NAYES: 0 MOTION CARRIED

ATTEST:



WILL CARBONARA
TREASURER



CHARLES PAPACEK
PRESIDENT

**NOTICE AND AGENDA
REGULAR MEETING
CUERO DEVELOPMENT CORPORATION
TUESDAY, JANUARY 19, 2016**

The Cuero Development Corporation (CDC) will hold their regular monthly meeting at 5:30 p.m. on Tuesday, January 19, 2016, at 212 E. Main, Cuero, Texas. This notice is posted pursuant to the Texas Open Meetings Act.

I. CALL TO ORDER

II. CITIZENS INPUT (2 minutes each)

- Citizens who have not filed an agenda application

III. MONTHLY FINANCIAL REPORTS

- Approval of December Financial Report given by Connie Hawes, Finance Director

IV. BUSINESS

- Receive Annual Report from December Events Committee (Christmas in the Park).
- Consider and act upon application for Community Services Program for Chisholm Trail Heritage Museum
- Consider and act upon application for Business Retention and Expansion Program from Scott Financial Services, Inc.
- Presentation of 2nd Quarter Review of the Strategic Plan 2015-2018 (Page 76)
- Authorize names on signature cards to Trust Texas Bank
- Consider and act on report from Nominating Committee.

V. CONSENT AGENDA

- Regular Meeting Minutes, Tuesday, December 15, 2015
- December Events Committee Financial Report

VI. EXECUTIVE DIRECTOR'S REPORT

- Sales Tax Comparisons
- Receive Annual Report from CDC to City of Cuero
- Discuss upcoming Community Leader's Meeting
- December Events Committee
- Current Projects
- Discuss upcoming conferences/meetings

IX. 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, January 15, 2016.