

**NOTICE AND AGENDA
REGULAR MEETING
CUERO DEVELOPMENT CORPORATION
MONDAY, April 18, 2016**

The Cuero Development Corporation (CDC) will hold their regular monthly meeting at 5:30 p.m. on Monday, April 18, 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 March Financial Report

IV. BUSINESS

- Recognition and presentation to Mike Weaver for his service to CDC.
- Hear report from David Danish on status of FY 2016 Parks Project.
- Consider and act upon an extension of the current Contracts/Performance Agreements for CDM Resource Management and Cuero Little League
- Hear report from the Nominating Committee
- Approve an application to the Texas Economic Development Council for 2015 Economic Excellence Recognition.
- Review 1st Quarter 2016 Action Items of the Strategic Plan 2015-2018 (Page 77)
 1. Status of one-day training session on how to handle prospects
 2. Review and approve Memorandum of Understanding with the University of Houston-Victoria – Small Business Development Center for office space
 3. Discuss criteria for recognizing the Business of the year for the Governor’s Small Business Forum.

V. CONSENT AGENDA

- Regular Meeting Minutes, Monday, March 21, 2016
- December Events Committee Regular Meeting Minutes Wednesday, March 16, 2016
- December Events Committee Financial Report

VI. EXECUTIVE DIRECTOR’S REPORT

- Sales Tax Comparisons
- Discuss upcoming Community Leader’s Meeting
- Discuss status of contract with GEKABI, LTD.
- December Events Committee
- Current Projects



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, April 15, 2016.

MINUTES
CUERO DEVELOPMENT CORPORATION
REGULAR MEETING
Monday, April 18, 2016 5:30 P.M.

The Cuero Development Corporation Board of Directors met Monday, April 18, 2016, at 212 E. Main Street, Cuero, Texas.

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

GUESTS: David Scott, Sandra Osman, and Mike Weaver

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 MARCH FINANCIAL REPORT

Mr. Patrick Kennedy went over the Financial Report for the period ending March 31, 2016.

MOTION MADE BY DENNIS JEMELKA, SECONDED BY RANDY JOCHIM, TO ACCEPT THE MARCH FINANCIAL REPORT AS PRESENTED. AYES: 6 NAYES: 0
MOTION CARRIED.

IV. BUSINESS

RECOGNITION AND PRESENTATION TO MIKE WEAVER FOR HIS SERVICE TO CDC.

The Cuero Development Corporation presented a plaque to Mike Weaver for his outstanding service and dedication to the CDC.

HEAR REPORT FROM DAVID DANISH ON STATUS OF FY 2016 PARK PROJECT.

Mr. Kennedy reported that the initial report from the City of Cuero Park's Superintendent, David Danish was that the park would utilize funds totaling \$125,000 from the CDC for improving the walking trail and using the remainder, if any, towards the fencing at the park. The City has since then reported that the bids have come in over \$125,000 and will utilize the full amount for the trail.

CONSIDER AND ACT UPON AN EXTENSION OF THE CURRENT CONTRACTS/PERFORMANCE AGREEMENTS FOR CDM RESOURCE MANAGEMENT AND CUERO LITTLE LEAGUE

Mr. Kennedy reported that CDM Resource Management and Cuero Little League have not successfully completed their projects by the initial extended deadline. CDM Resource Management still has work going on but, do not have an exact date of when the project will be complete. Cuero Little League just received approval for a grant from Little League International, and after the current baseball season is complete the project will commence. Brief discussion followed.

MOTION MADE BY RICHARD WEBER, SECONDED BY WILL CARBONARA, TO EXTEND THE CONTRACTS/PERFORMANCE AGREEMENTS FOR CDM RESOURCE MANAGEMENT AND CUERO LITTLE LEAGUE THROUGH SEPTEMBER, 2016. AYES:6 NAYES:0 MOTION CARRIED

HEAR REPORT FROM THE NOMINATING COMMITTEE

The Nominating Committee included Randy Jochim and Dennis Jemelka. The committee nominated David Scott for the vacant position on the CDC Board. Upon approval, the CDC would then have to have City of Cuero Council approval. Mr. Scott's term shall end in February, 2018.

MOTION MADE BY RANDY JOCHIM, SECONDED BY RICHARD WEBER, TO NOMINATE DAVID SCOTT FOR THE VACANT POSITION ON THE CDC BOARD WITH A TERM ENDING IN FEBRUARY, 2018. AYES:6 NAYES:0 MOTION CARRIED

APPROVE AN APPLICATION TO THE TEXAS ECONOMIC DEVELOPMENT COUNCIL FOR 2015 ECONOMIC EXCELLENCE RECOGNITION.

Mr. Kennedy presented this item to the Board. The 2015 Economic Excellence Recognition is a self-nominating recognition of which specific requirements that the Board and staff of the CDC must meet.

MOTION MADE BY RICHARD WEBER, SECONDED BY WILL CARBONARA, TO APPROVE THE APPLICATION AND \$100 FEE TO THE TEXAS ECONOMIC DEVELOPMENT COUNCIL FOR 2015 ECONOMIC EXCELLENCE RECOGNITION. AYES: 6 NAYES: 0 MOTION CARRIED.

REVIEW 1ST QUARTER 2016 ACTION ITEMS OF THE STRATEGIC PLAN 2015-2018 (PAGE 77)

Mr. Kennedy gave a review of the 1st Quarter 2016 Action Items of the Strategic Plan 2015-2018. The report card indicated that the CDC is not where they expected to be, but the majority of the items were either Complete or In Progress. Also, the CDC is refining the feedback they have received to get a more specific need of the community.

1. STATUS OF ONE-DAY TRAINING SESSION ON HOW TO HANDLE PROSPECTS

Mr. Kennedy presented this item to the Board. The one-day training on how to handle prospects has been scheduled for Wednesday, April 20th from 1-4 pm at the Cuero Library. Those who will be in attendance will be the CDC staff and Board members, the Planning and Development Department, the Cuero Main Street Department, and the Chamber of Commerce.

2. REVIEW AND APPROVE MEMORANDUM OF UNDERSTANDING WITH THE UNIVERSITY OF HOUSTON-VICTORIA – SMALL BUSINESS DEVELOPMENT CENTER FOR OFFICE SPACE

This item was included in the Strategic Plan 2015-2018 (4.1.3 – Consider offering SBDC office space at CDC). Mr. Kennedy mentioned that the CDC has an office available next to the conference room. In speaking with the City Manager, it was recommended that the CDC offers the office to the UHV-SBDC. The CDC has developed a Memorandum of Understanding for the use of the office by the UHV-SBDC. It was suggested that the CDC add the line “Waive all claims against the CDC & City of Cuero and its personnel that may arise in connection with this assistance.” to the Counseling Program Agreement.

MOTION MADE BY RICHARD WEBER, SECONDED BY RANDY JOHCIM, TO ADD THE “WAIVE ALL CLAIMS AGAINST THE CDC & CITY OF CUERO AND ITS PERSONNEL THAT MAY ARISE IN CONNECTION WITH THIS ASSISTANCE.” LINE TO THE UHV SIDE OF THE COUNSELING PROGRAM AGREEMENT AND PROCEED WITH THE SIGNING OF THE AGREEMENT. AYES:6 NAYES:0

3. DISCUSS CRITERIA FOR RECOGNIZING THE BUSSINES OF THE YEAR FOR THE GOVERNOR’S SMALL BUSINESS FORUM.

Mr. Kennedy mentioned that the forum has been held in the spring, but will now be moved to September or October, 2016. The Board discussed the possible criteria that would need to be met by the CDC’s potential nominee.

V. CONSENT AGENDA

Included in the director’s agenda packets for review were: Regular Meeting Minutes, Monday, March 21, 2016, December Events Committee Regular Meeting Minutes Wednesday, March 16, 2016, and the December Events Financial Report for March. Brief discussion followed.

MOTION MADE BY MAYOR SARA POST MEYER, SECONDED BY DENNIS JEMELKA, TO ACCEPT THE CONSENT AGENDA AS PRESENTED. AYES: 6 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 sales tax revenue is down by 1/3.
- 2) Discuss upcoming Community Leader’s Meeting – The May 6th guest speaker will be Senator Lois Kolkhorst and will be held at the City of Cuero Council Chambers. Following the Community Leaders’ Meeting, Senator Kolkhorst will present a proclamation to the City of Cuero on becoming a “Save the Monarch Butterfly City”. The June 3rd meeting will be held at

the Cuero Community Hospital with a topic of their interest and the Texas Workforce Commission will lead the July 1st meeting.

- 3) Discuss status of contract with GEKABI, LTD. – Mr. Kennedy reported that he has received no response from Meg Molleston from the letter sent on March 4, 2016. The GEKABI, LTD. contract shall terminate on or before May 20, 2016. Thus far, no receipts have been received. Mr. Kennedy along with Mayor Sara Post Meyer and President Charles Papacek will make an attempt for a phone conference with Mrs. Molleston to provide any clarification.
- 4) December Events Committee – Mr. Kennedy suggested that the December Events Committee be recognized for their work and dedication.

The following ideas were presented:

- Recognition wall at the CDC office
 - Certificates to each individual
 - Copies of the certificates to be included in the minutes for the month in which they were presented
- 5) Current Projects – There was a spreadsheet included in the Board packet that included all of the CDC grant recipients. Mr. Pelletier of the Tex-Inn is working with the City of Cuero in moving forward with his hotel. The application process has been complete and staff is still working on a Performance Agreement. Mr. Kennedy also reported the status of Mount Vernon Mills, which announced their closure in June.

VII. ADJOURN

MOTION MADE BY DENNIS JEMELKA, SECONDED BY RICHARD WEBER, TO
ADJOURN THE MEETING AT 6:40 P.M. AYES: 6 NAYES: 0 MOTION CARRIED



CHARLES PAPACEK
PRESIDENT

ATTEST:



WILL CARBONARA
TREASURER