

MINUTES
CUERO DEVELOPMENT CORPORATION
REGULAR MEETING
Monday, January 23, 2017 5:30 P.M.

The Cuero Development Corporation Board of Directors met Monday, January 23, 2017, at 212 E. Main Street, Cuero, Texas.

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

GUESTS: Jay Lewis, Kay Lewis, and Kevin Ryan

I. CALL TO ORDER

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

II. CITIZENS INPUT

None

III. MONTHLY FINANCIAL REPORTS

APPROVAL OF DECEMBER FINANCIAL REPORT

Mr. Patrick J. Kennedy gave the financial report for the period ending December 31, 2016. There was \$3,000 for Electricity and \$3,000 for Security that was placed in the December Events Committee budget for the consumption of electricity in the park and use of Cuero Police Department on the nights that need extra security. This money will be dispersed once the City submits a bill to the CDC.

Mr. Will Carbonara asked if the real property line item would be reduced in the budget. Mr. Kennedy said yes, at a later date.

MOTION MADE BY DENNIS JEMELKA, SECONDED BY WILL CARBONARA, TO ACCEPT THE DECEMBER FINANCIAL REPORT AS PRESENTED. AYES: 7 NAYES: 0 MOTION CARRIED.

IV. BUSINESS

HEAR REPORT ON DECEMBER EVENTS COMMITTEE BY KAY LEWIS (CHAIR)

Mrs. Lewis thanked the CDC Board for their continued support of Christmas in the Park (CIP). She noted that there were a total of 18,901 cars that were counted on the CIP traffic counter, there were a total of around 3,200 cups of hot chocolate served, and that on a Saturday night in December there were \$3,685 in donations. Mr. Kennedy reported that the previous Hot Chocolate sponsors all opted to return for the 2017 year.

RECEIVE STATUS REPORT AND ACT UPON AN EXTENSION FOR R&R MARKETPLACE

Mr. Kevin Ryan briefed the Board on his ongoing project at R&R Marketplace. Mr. Ryan noted that the budget is still the same, but the electrical came out under budget along with the furniture and the AC work was over budget bringing his totals to where they were for the prior submitted paperwork. The ceiling had to be replaced, the plumbing was updated, and there have been new meter boxes installed at the location. Mr. Ryan mentioned that he is still working with the City of Cuero for a finalized food vendor ordinance, but has received his LLC. Mr. Ryan finished by saying that he is working with the railroad on a lease for the land, but has had no success with a response, he will continue his efforts of contact.

Mayor Sara Post Meyer added that the City has received the ordinance proposal and it has been sent to Planning and Zoning and will then be sent back to the City for two public hearings and the expected turn around date is around 75 days.

MOTION MADE BY RICHARD WEBER, SECONDED BY RANDY JOCHIM, TO EXTEND THE CONTRACT FOR R&R MARKETPLACE TO JUNE 30, 2017. AYES: 7 NAYES:0 MOTION CARRIED

CONSIDER AND ACT UPON SIGNATURE CARDS FOR TRUSTTEXAS BANK

Mr. Patrick J. Kennedy presented this item to the Board. Since Mr. Will Carbonara is coming off the CDC Board, we need to remove him from the TrustTexas Bank signature card.

MOTION MADE BY RICHARD WEBER, SECONDED BY WILL CARBONARA, TO REMOVE WILL CARBONARA, DENNIS JEMELKA, RANDY JOCHIM, CHARLES PAPACEK, AND RICHARD WEBER FROM THE CHECKING ACCOUNT ENDING IN 0739, AND TO REPLACE THE NAMES WITH DENNIS JEMELKA, RANDY JOCHIM, CHARLES PAPACEK, AND RICHARD WEBER. AYES: 7 NAYES: 0 MOTION CARRIED

HEAR REPORT FROM THE NOMINATING COMMITTEE

Mr. Richard Weber mentioned that Mayor Sara Post Meyer, David Scott, himself met after the December Board of Director's meeting and would like to nominate the following names for appointment to the CDC Board. Christopher Crain will replace Will Carbonara.

Christopher Crain
Dennis Jemelka
Randy Jochim
Charles Papacek

MOTION MADE BY RICHARD WEBER, SECONDED BY DAVID SCOTT, TO RECOMMEND TO THE CITY COUNCIL TO APPOINT CHRISTOPHER CRAIN, DENNIS JEMELKA, RANDY JOCHIM, AND CHARLES PAPACEK TO THE CUERO DEVELOPMENT CORPORATION BOARD OF DIRECTORS.

DISCUSS STATUS OF FISCAL YEAR 2016-2017 BUDGET AND APPLICATION FORMAT AND TAKE APPROPRIATE ACTION

Mr. Patrick J. Kennedy presented this item to the Board. Mr. Kennedy mentioned the CDC was in the black due to \$20,000 unspent on their programs. Mr. Kennedy suggested that a budget amendment be done because the December Events Committee made an amendment to theirs, but it can't be finalized until the CDC does the official amendment, the Fiscal Department has been notified of the changes for their documentation. Mr. Kennedy noted that instead of taking money from Reserves, the CDC just move their money around in the grant line items. The Business Retention and Expansion Program is one program away from being tapped out, but the Main Street Façade Program has had no interest. It was suggested that money be moved from this program to the Business Retention and Expansion Program because of the high interest in the program. The CDC budget was tabled.

Mr. Papacek asked if the Main Street Façade Program could be used in conjunction with helping the Back Door Beautification Program, but the application is understood to be used for the front of the buildings in the Main Street district.

Business Retention and Expansion Program – This program is not available for CDC staff and Board member's family. It was suggested that an addendum would be added to encourage applicants to utilize the Back Door Beautification Project and add a requirement of a lease agreement and verification of clear taxes with all applications.

Main Street Façade Program – This program is to be utilized for the front of buildings in the Main Street district and though there were questions, no changes were suggested.

Community Service Program – This program is doing well with the new requirements of the W-9 and Conflict of Interest forms, no changes were suggested.

Enterprise Program – This program is the longest program because there is a required Public Hearing, City Council hearings, a financial review, and there is money for jobs that are required, no changes were suggested.

Entrepreneur Program – This program has a requirement to work with the UHV-Small Business Development. There has been an instance where the applicant has opted to back out of the project due to their findings when working with the UHV-SBDC. This program allows the applicant to come up with \$2,500 and they could potentially receive a grant from the CDC for up to \$10,000. It was suggested that the Board come back to this program to review and adjust the guidelines.

MOTION MADE BY RICHARD WEBER, SECONDED BY WILL CARBONARA, TO INCLUDE A LEASE AGREEMENT AND VERIFICATION OF CLEAR TAXES TO BE SUBMITTED WITH ALL BUSINESS RETENTION AND EXPANSION PROGRAM APPLICATIONS.

REVIEW THE 4TH QUARTER 2016 ACTION ITEMS OF THE STRATEGIC PLAN 2015-2018 (PAGE 80)

Mr. Charles Papacek presented this item to the Board. An overview was given of each Action Item and the progress that has been met. Brief discussion followed.

V. CONSENT AGENDA

Included in the director's agenda packets for review were: Regular Meeting Minutes, Monday, December 12 and the December Events Committee December Financial Report.

MOTION MADE BY RICHARD WEBER, SECONDED BY DAVID SCOTT, TO ACCEPT THE CONSENT AGENDA AS PRESENTED. AYES: 7 NAYES: 0 MOTION CARRIED

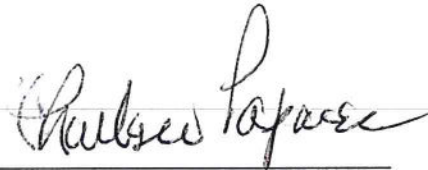
VI. EXECUTIVE DIRECTOR REPORT

- 1) Sales Tax Comparisons – A copy of the sales tax revenue report was included in the Board package. The sales tax was down 10% for the period and 20% for the fiscal year.
- 2) Discuss upcoming conferences/meetings – Mr. Patrick J. Kennedy will be attending the TEDC Legislative Conference in February, 2017, this will include the Legislative Briefing Luncheon with Senator Kolkhorst.
- 3) Discuss upcoming Community Leaders' Meeting – February 3rd has scheduled guest speaker Dr. David Summers, Associate Professor of Management – University of Houston-Victoria at the City of Cuero Council Chambers, March 3rd has scheduled guest speaker Ronnie McDonald, Administration – Texas A&M AgriLife Extension Service and April 7th has scheduled guest speaker Darren Schauer, General Manager/Chief Executive Officer – Guadalupe Valley Electric Cooperative
- 4) December Events Committee – Mr. Kennedy mentioned that the December Events Committee (DEC) Board voted to add a name plaque and two additional names to their Tree of Honor. The additional names will be added to garland.
- 5) Current Projects – On January 31st the CDC will work in connection with Cuero Main Street, the City of Cuero, and Texas Historical Commission to give building and property owners the opportunity to hear about grant opportunities and the Cuero Back Door Beautification Project. Renderings of the proposed Back Door Beautification Project were given to the Board Members. Mayor Meyer added that the City of Cuero is helping with the upgrades of the areas by the railroad and parking lot. There is a Wayfinding project in place, this project will help with landmarks by placement of street signs on HWY 183 North & South, HWY 87, and HWY 72 in Phase 1 and the placement of signs in the Historic District in Phase 2. A copy of the Retail Gap Analysis was given to the Board, the CDC and various groups are working with Aaron Farmer of The Retail Coach to redevelop the surplus/leakage analysis for the retail segment, which was developed in 2012. There will be an upcoming Webinar on February 7th and Mr. Papacek invited the Board to join.

Mr. Kennedy reported that there are two outstanding Business Retention and Expansion Program, Mike Frers has been paid, Kerry Rhotenberry and Pet Adoptions of Cuero will be paid within the next week, and he is working with Brian Dlugosch for a check presentation to Dlugosch III dba The Texan, LLC. upon completion of their project.

VII. ADJOURN

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



CHARLES PAPACEK
PRESIDENT

ATTEST:



DENNIS JEMELKA
VICE-PRESIDENT