

**NOTICE AND AGENDA
REGULAR MEETING
CUERO DEVELOPMENT CORPORATION
MONDAY, APRIL 16, 2018 5:30 P.M.**

The Cuero Development Corporation (CDC) will hold their regular monthly meeting at 5:30 p.m. on Monday, April 16, 2018 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

- Consider and act upon presentation from Kerry Mosier Rhotenberry regarding the Business Retention and Expansion Program reimbursement
- Review of the Gap Analysis
- Discuss May meeting date
- Discuss Strategic Plan updates
- Discuss recommendations for FY 18-19 CDC Programs

V. CONSENT AGENDA

- Regular Meeting Minutes, Monday, March 19, 2018
- December Events Committee Regular Meeting Minutes, Wednesday, March 21, 2018
- December Events Committee March Financial Report

VI. EXECUTIVE DIRECTOR'S REPORT

- Sales Tax Comparisons
- Discuss upcoming Community Leader's Meeting
- Discuss upcoming conferences/meetings
- December Events Committee
- Current Projects

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, Thursday, April 12, 2018

MINUTES
CUERO DEVELOPMENT CORPORATION
REGULAR MEETING
Monday, April 16, 2018 5:30 P.M.

The Cuero Development Corporation Board of Directors met Monday, April 16, 2018, at 212 E. Main Street, Cuero, Texas.

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

GUESTS: Donald Jirkovsky and Kerry Rhotenberry

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 MARCH FINANCIAL REPORT

Mr. David Scott gave the financial report for the period ending March 31, 2018. Mr. Scott noted that the insurance line item was over, but in coordinating with staff, it was determined that the CDC is responsible for covering each Christmas in the Park volunteer on Worker's Comp. Mr. Scott made a suggestion of possibly amending the budget is the forthcoming months to show the actual numbers on the Christmas in the Park gate collections.

Mr. Charles Papacek questioned if on page 3 of the financials under maintenance and repairs if that was the CDC's portion for the mowing of the acreage at Pebble Ridge. Mr. Kennedy replied that it was for the acreage.

Mr. Patrick J. Kennedy mentioned that the CD's interest is not shown on the financial statement because the CDC is only receiving interest statements from TDECU at the time. The remainder of the interest statements will be received once the CD's have reached their maturity dates. Mr. Kennedy also mentioned that the CDC is doing its best to keep TrustTexas Bank as close to the FDIC requirements as possible.

MOTION MADE BY RICHARD WEBER, SECONDED BY RANDY JOCHIM, TO ACCEPT THE MARCH FINANCIAL REPORTS AS PRESENTED. AYES: 5 NAYES: 0 MOTION CARRIED. MAYOR SARA POST MEYER AND DAVID SCOTT LEFT THE MEETING FOR A BRIEF PERIOD.

IV. BUSINESS

CONSIDER AND ACT UPON PRESENTATION FROM KERRY MOSIER RHOTENBERRY REGARDING THE BUSINESS RETENTION AND EXPANSION PROGRAM REIMBURSEMENT

Mr. Patrick J. Kennedy presented this item to the Board noting that Mrs. Rhotenberry has asked the Board to consider reimbursing her for the unforeseen expenses that were incurred during the building improvements at 136 E. Main.

Mrs. Rhotenberry thanked the Board for their time and consideration and also congratulated them for their efforts in becoming a Certified Retirement Community. In the original grant application Mrs. Rhotenberry submitted a project total of \$10,655.28 and a request for reimbursement in the amount of \$5,327.64 from the CDC for the removal of a tree, the replacing of the roof, and interior repairs at 136 E. Main. In talking, she mentioned that the contingency

listed in the original grant application in the amount of \$4,500.00 was not necessary, as the tree removal did not damage the air conditioning (ac) unit. Mrs. Rhotenberry did mention that although the ac unit was not damaged, she did receive unforeseen expenses in the amount of \$1,205.24 for the building of a parapet wall and overage in interior supplies. The complete project total was \$8,565.76, of that cost Mrs. Rhotenberry was reimbursed \$3,077.64.

Mr. Chris Crain noted that part of the work that was recently complete was listed as work to be done in the original application, therefore this would suffice as work being done per the contract agreement.

Mr. Dennis Jemelka questioned if funding the remainder of this project would set precedence on those who have previously applied for a CDC grant and overspent on their budget, but weren't reimbursed.

Mr. Patrick Kennedy noted that Mrs. Hamilton asked for reimbursement of the parapet wall, but was denied because her application failed to list this expense and he was not notified of a change order. Half of what was listed in the grant application was paid out to Mrs. Hamilton's project.

Mr. Chris Crain requested that the CDC go into Executive Session for legal counsel.

Pursuant to Title 5 of the Texas Government Code, Chapter 551, Section 551.071, in regards to a Consultation with Attorney.

Cuero Development Corporation began an Executive Session of April 16, 2018 at 5:51 P.M.

RECONVENE PUBLIC MEETING TO TAKE NECESSARY ACTION, IF ANY, ON MATTERS DISCUSSED IN EXECUTIVE SESSION.

ANNOUNCEMENT BY PRESIDING OFFICER: Cuero Development Corporation has completed its Executive Session of April 16, 2018 at 6:08 P.M.

MOTION MADE BY CHRIS CRAIN, SECONDED BY RICHARD WEBER, TO APPROVE THE BUSINESS RETENTION AND EXPANSION PROGRAM FOR KERRY MOSIER RHOTENBERRY FOR THE ADDITIONAL EXPENSES INCURRED IN THE AMOUNT OF \$1,205.24 FOR THE BUILDING IMPROVEMENTS AT 136 E. MAIN. AYES: 3 – CHRIS CRAIN, RANDY JOCHIM, AND RICHARD WEBER NAYES: 2 – DENNIS JEMELKA AND DAVID SCOTT MOTION CARRIED

Mrs. Rhotenberry thanked the Board for the approval of additional funds towards her project at 136 E. Main. Upon completion of the minor repairs, the project at 136 E. Main will be considered complete.

REVIEW OF THE GAP ANALYSIS

A copy of the Gap Analysis submitted by The Retail Coach was presented to the Board. Upon evaluating the Gap Analysis, it was questioned if the market area was that of Cuero due to the high market values that were listed in multiple sections. Mr. Kennedy suggested that the Board pinpoint five to ten categories that each member would like to see the CDC concentrate their efforts on and submit them at their earliest convenience for review. Although, the gap analysis was beneficial, the Board would like to see a greater focus of the City's needs from a personal standpoint.

Mr. David Scott mentioned that if Cuero is in fact underserved, the CDC should use the opportunity of the Gap Analysis towards the Entrepreneur and Enterprise Programs.

DISCUSS MAY MEETING DATE

Mr. Kennedy mentioned that staff would not be in the office on Monday, May 21st, Memorial Day will fall on Monday, May 28th, and City Council will meet on Monday, May 14th. It was suggested that the Regular Monthly Meeting of the Cuero Development Corporation be held on Tuesday, May 15th.

Mr. Charles Papacek noted that this will also be the annual evaluation of the Executive Director, which will be conducted by Vice-President Dennis Jemelka and assisted by President Charles Papacek and Mayor Sara Post Meyer.

DISCUSS STRATEGIC PLAN UPDATES

As the CDC's Strategic Economic Development Plan 2015-2018 is nearing its end Mr. Kennedy mentioned that the CDC Board should consider key points to be incorporated in the upcoming plan. It was also mentioned that Mr. Kennedy received a Strategic Plan proposal from Jerry Pearce, Executive Director – Texas Association of RC&D Areas. Mr. Pearce will serve as the facilitator and the plan will consist of ideas from the CDC Board, the total cost of the proposal is \$1,200.00 for 20 hours of work. Alysia Cook of Opportunity Strategies has also submitted a proposal to the CDC. The proposal includes a 1 ½ day workshop for \$3,737.00 and a second session of interviews for up to five days is a cost of \$2,500.00 per day.

Mr. Papacek and Mayor Sara Post Meyer suggested that the CDC conduct interviews so that the plan will include community input.

DISCUSS RECOMMENDATIONS FOR FY 18-19 CDC PROGRAMS

As the upcoming fiscal year is quickly approaching, it was suggested that the CDC review their grant application programs. The Board discussed the possibility of adding stipulations such as how many times in one year an applicant can apply, possibly expanding their Enterprise Program to include more money, adding that no City/CDC employee and family member may apply to any grant application, and the timing of when the application shall be received in the CDC office. Mr. Kennedy asked that the Board review the programs, as they will be acted upon in the forthcoming months.

V. CONSENT AGENDA

Included in the director's agenda packets for review were: Regular Meeting Minutes, Monday, March 19, 2018, December Events Committee Regular Meeting Minutes, March 21, 2018 and the December Events Committee March Financial Report.

MOTION MADE BY MAYOR SARA POST MEYER, SECONDED BY RICHARD WEBER, 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. It was reported that the sales tax remittance increased by ½ % for the Fiscal Year and decreased by 5% for the Calendar Year.
- 2) Discuss upcoming Community Leaders' Meeting – The May 4th guest speaker will be Larry McManus of the Texas Department of Agriculture and the June 1st guest speaker will be Kristi Stevenson, President/CEO of Associated Builders & Contractors, Inc. – Texas Mid Coast Chapter.
- 3) Discuss upcoming conferences/meetings – Mr. Patrick J. Kennedy will be attending the 2018 ARCIT Regional Conference on April 19th and the TEDC conference in June.
- 4) December Events Committee – It was reported that LCRA assisted the DEC in the changing of incandescent light bulbs to LED bulbs on April 6th, during their time in Cuero LCRA was able to change 5,500 bulbs.
- 5) Current Projects – A copy of the current projects was included in the Board package. Mr. Kennedy mentioned that he has received the request for the funding of the Kleinecke Building Project by Anthony and Shelly Rath, which will be paid in the upcoming weeks.

Mr. Kennedy mentioned that he was approached by Anthony Netardus, DeWitt County Extension Agent to participate with surrounding communities in the funding of the meals for the Texas Rural Leadership Program that will be held at the Cuero Municipal Clubhouse on April 19th and 20th. Mr. Kennedy noted that the CDC's portion will be around \$150.00, but this would be charged as marketing/advertising, as the CDC's logo will be placed on the handouts for the program.

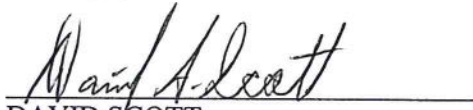
VII. ADJOURN

MOTION MADE BY RICHARD WEBER, SECONDED BY DENNIS JEMELKA, TO ADJOURN THE MEETING AT 7:07 P.M. AYES: 7 NAYES: 0 MOTION CARRIED



CHARLES PAPACEK
PRESIDENT

ATTEST:



DAVID SCOTT
SECRETARY/TREASURER