

**NOTICE AND AGENDA  
REGULAR MEETING  
CUERO DEVELOPMENT CORPORATION  
TUESDAY, MAY 15, 2018 5:30 P.M.**

The Cuero Development Corporation (CDC) will hold their regular monthly meeting at 5:30 p.m. on Tuesday, May 15, 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 April Financial Report

**IV. BUSINESS**

- Annual Audit Report from Steve Van Manen, Harrison Waldrop & Uherek
- Consider and act upon presentation from Cindy Hamilton regarding the Business Retention and Expansion Program reimbursement
- Consider and act upon an application for Business Retention and Expansion Program for Exhibix, Inc.
- Discuss recommendations for FY 18-19 CDC Programs
- Review and discuss first draft of the proposed 18-19 budget

**V. CONSENT AGENDA**

- Regular Meeting Minutes, Monday, April 16, 2018
- December Events Committee April Financial Report

**VI. EXECUTIVE DIRECTOR'S REPORT**

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

**VII. EXECUTIVE SESSION**

Pursuant to Title 5 of the Texas Government Code, Chapter 551.074 regarding Personnel Matters. To conduct the annual evaluation of the Executive Director (V.T.C.A., Government Code, Section 551.074)

**VIII. RECONVENE TO OPEN MEETING**

1. Actions resulting from Executive Session

**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, May 11, 2018

**MINUTES**  
**CUERO DEVELOPMENT CORPORATION**  
**REGULAR MEETING**  
**Tuesday, May 15, 2018 5:30 P.M.**

The Cuero Development Corporation Board of Directors met Tuesday, May 15, 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:** Frank Burns, Cindy Hamilton, Connie Hawes, ShaNon Henson, Donald Jirkovsky, Steve Van Manen, Sandra Osman, and Raymie Zella

**I. CALL TO ORDER**

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

**II. CITIZENS INPUT**

Mr. Frank Burns, President of the Cuero Main Street Board addressed the Cuero Development Corporation on his concerns with the proposed changes of the FY 2018-2019 CDC grant applications. Mr. Burns commented that the proposed changes would deter those owners that wish to enhance their buildings in the future.

Mr. Kennedy assured Mr. Burns that these changes were only up for discussion and no changes have been made to the FY 18-19 grant applications.

Ms. Sandra Osman reiterated the need for the grant applications to be available due to the upcoming Vacant Building Ordinance that is being formulated to help with the enhancement of Cuero's Main Street District. Ms. Osman hopes to continue the partnership amongst the Cuero Main Street and Cuero Development Corporation for the bettering of the community.

**III. MONTHLY FINANCIAL REPORTS**

**APPROVAL OF APRIL FINANCIAL REPORT**

Mr. David Scott gave the financial report for the period ending April 30, 2018. Mr. Scott noted that there was a misclassification of monies in the financials for the line item of donated scenes by the community, but all monies are accounted for and this issue should be resolved. Mr. Kennedy mentioned that he is working with the City's Fiscal Department to correct this error.

**MOTION MADE BY DAVID SCOTT, SECONDED BY RICHARD WEBER, TO ACCEPT THE APRIL FINANCIAL REPORTS AS PRESENTED. AYES: 7 NAYES: 0 MOTION CARRIED.**

**IV. BUSINESS**

**ANNUAL AUDIT REPORT FROM STEVE VAN MANEN, HARRISON WALDROP & UHEREK**

Mr. Steve Van Manen mentioned that the financial excerpts pertaining to the Cuero Development Corporation were present in the Board's agenda packet. Mr. Van Manen noted that as a result of the audit, Harrison Waldrop & Uherek have given the CDC a "clean opinion", or statement determining that each financial document had no misrepresentations. Page 13 of the audit report included a statement of the CDC's net position as of September 30, 2017. Included in this was 2.9 million in cash, \$85,000 from the uncollected sales tax remittance, and the 11.89 acreage. Mr. Van Manen commended the CDC Board on their exceptional handling of their budget that includes a fund balance of six times their annual expenditures. Mr. Van Manen ended by recognizing the large amount of grants that have been funded by the CDC Board.

CONSIDER AND ACT UPON PRESENTATION FROM CINDY HAMILTON REGARDING THE BUSINESS RETENTION AND EXPANSION PROGRAM REIMBURSEMENT

Mr. Kennedy mentioned that he received a letter from Mrs. Hamilton earlier in the grant process that stated changes to the roof renovation, which included the addition of the parapet wall. Mr. Kennedy noted that Mrs. Hamilton's Performance Agreement states that she may receive up to \$10,000, so she is requesting an additional \$1,000 for the reimbursing of the monies spent on adding the wall.

Mr. Chris Crain mentioned that the Performance Agreement states all work done to the roof in conjunction with this project is covered for reimbursement purposes, therefore the wall is covered under said agreement.

MOTION MADE BY DAVID SCOTT, SECONDED BY CHRIS CRAIN, TO APPROVE THE BUSINESS RETENTION AND EXPANSION PROGRAM FOR CINDY HAMILTON FOR THE ADDITIONAL EXPENSES INCURRED IN THE AMOUNT OF \$1,000.00 FOR THE BUILDING IMPROVEMENTS AT 132, 134, AND 140 E. MAIN. AYES: 7 NAYES: 0 MOTION CARRIED

CONSIDER AND ACT UPON AN APPLICATION FOR BUSINESS RETENTION AND EXPANSION PROGRAM FOR EXIBIX, INC.

Mr. Kennedy mentioned that Exibix, Inc. is seeking assistance in the purchasing of a new Ri6000 printer. This printer would allow the business to better compete with the local printing market and will potentially create an additional job. Mr. Kennedy noted that all documentation was in order and they have complete all of the required work with the University of Houston-Victoria – Small Business Development Center.

Mr. Dennis Jemelka questioned if the funds would be used for the purchasing of a computer in addition to the printer and Mr. Henson stated this cost was strictly for the printer.

MOTION MADE BY RICHARD WEBER, SECONDED BY RANDY JOCHIM, TO APPROVE THE BUSINESS RETENTION AND EXPANSION PROGRAM FOR EXIBIX, INC. FOR THE PURCHASING OF AN Ri6000 PRINTER AND THE REQUIRED ACCESSORIES IN THE AMOUNT OF \$9, 737.50 AYES: 7 NAYES: 0 MOTION CARRIED

DISCUSS RECOMMENDATIONS FOR FY 18-19 CDC PROGRAMS

Mr. Kennedy noted that pursuant to previous discussions, a half sheet with the suggested grant revisions was prepared. These items were presented for discussion purposes only.

Mayor Meyer suggested that the word "monthly" be added to the first item. The new line should read "before the Board of Director's monthly meeting".

Mayor Meyer suggested that the word "picture" be added to the fourth item. The new line should read "A picture of the check presentation in the local newspaper is a requirement for participation".

1. Applications have to be complete and signed off by CDC staff 5 days before the Board of Director's meeting
2. One grant application per year will be accepted per individual/organization
3. No contingencies – Each activity described in the application will be listed the same way in the Performance Agreement
4. A check presentation in the local newspaper is a requirement for participation

## REVIEW AND DISCUSS FIRST DRAFT OF THE PROPOSED 18-19 BUDGET

A copy of the proposed FY 18-19 budget was included in the Board of Director's packet. Mr. Kennedy reported that because the CDC's budget requires approval by the City Council, the CDC needs to get an early start to prevent conflicting meeting dates. My Kennedy mentioned that the word "Parks" should be taken out, as this line item is now the Downtown Renovation. In the past, the CDC has partnered with the Park's Department in improvement projects. For the FY 17-18 the City of Cuero has asked for the CDC's assistance with the improvement project on the south side of Main Street. The City has requested \$75,000 for the FY 17-18 and an additional \$75,000 for the FY 18-19 to help in accomplishing the project. It was mentioned that the CDC is working diligently to reacquire the property that was previously sold to Mr. George Bishop. The Enterprise program has been increased to \$90,000, the Downtown Renovation program has been set at \$75,000, the Community Services Program has remained at \$60,000, the Business Retention and Expansion program has been increased to \$110,000, the Main Street Façade program has been lowered to \$35,000, and the Entrepreneur program has remained at \$18,750. Due to the GVEC grant, the DEC is not expecting any large grants for the upcoming fiscal year, therefore lowering their new budget. The DEC has allocated money for the purchasing of new displays for Cuero's Christmas in the park. Mr. Kennedy advised that any suggestions be brought forward for incorporation in the budget preparation.

### **V. CONSENT AGENDA**

Included in the director's agenda packets for review were: Regular Meeting Minutes, Monday, April 16 2018 and the December Events Committee April Financial Report.

MOTION MADE BY MAYOR SARA POST MEYER, SECONDED BY RANDY JOCHIM, 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 4% for the Calendar Year.
- 2) Discuss Retail Consultants Matrix – Mr. Kennedy mentioned that in speaking with one of the lead persons at Hibbett, they are not interested in locating to Cuero. The CDC has not reached out to the three retail consultants since the last Board of Director's meeting, but have been contacted by a fourth firm, Site Location Partners (SLP), this firm likes to tailor-make their plans to each community they work with and is interested in helping with the sale of Mount Vernon Mills and the George Bishop property. The CDC has been in contact with Collier who is the agent of record for the sale of the Mount Vernon Mills property. SLP would like to contract with the CDC for a fee to help sale Mount Vernon Mills, the contracts presented by SLP range from \$7,500-\$12,500.

Mr. Crain questioned what SLP does differently that Collier. Mr. Kennedy mentioned that they only market to companies that are looking for large manufacturing buildings. Mr. Charles Papacek also added that Collier is a regional marketer.

Mr. Dennis Jemelka questioned if the CDC does contract with SLP would the CDC be required to supply them with land vacancies. Mr. Kennedy mentioned that they would only market the Mount Vernon Mills property and the Bishop land/properties.

Mr. Weber mentioned that contracting with SLP would be a marketing and advertising expense, as they would be promoting the available properties in town.

Mayor Meyer questioned if the amount of money spent with SLP would differ on the amount of time SLP would spend on marketing the available property. Mr. Kennedy mentioned that if the CDC were to increase their contract amount, SLP would be more aggressive at selling the properties.

- 3) Discuss upcoming Community Leaders' Meeting – The June 1<sup>st</sup> guest speaker will be Kristi Stevenson, President/CEO of Associated Builders & Contractors, Inc. – Texas Mid Coast Chapter and there will be a summer break during the months of July and August. Mayor Meyer suggested that the CDC make contact with State

Representative Geanie Morrison or Senator Lois Kolkhorst for the September Community Leaders' Meeting to give an update on the legal issues regarding cities and how they operate.

- 4) Discuss upcoming conferences/meetings – Mr. Patrick J. Kennedy will be attending the TEDC conference in June and the Texas Rural Challenge in July. On Thursday, May 17<sup>th</sup> Mr. Kennedy will attend the Healthy Aging Conference in Victoria with Sherry Esse of the Cuero Chamber of Commerce.
- 5) December Events Committee – It was reported that there was a recent article published in the Victoria Advocate about the occurring changes for the DEC. The DEC will meet on Wednesday, May 16<sup>th</sup> at the CDC conference room.
- 6) Current Projects – A copy of the current projects was included in the Board package. Mr. Kennedy mentioned that checks have been processed for Cuero Yoakum Propane Gas Co. and the Pharmacy and Medical Museum of Texas. There are a few projects that still remain outstanding, but staff is working to help close these projects out.

## **VII. EXECUTIVE SESSION**

Pursuant to Title 5 of the Texas Government Code, Chapter 551, Section 551.074 regarding Personnel Matters. To conduct the annual evaluation of the Executive Director (V.T.C.A., Government Code, Section 551.074)

Cuero Development Corporation began an Executive Session of May 15, 2018 at 7:06 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 May 15, 2018 at 8:28 P.M.

## **VIII. RECONVENE TO OPEN MEETING**

1. Actions resulting from Executive Session

The Board of Directors completed the annual evaluation of the Executive Director and will reevaluate compensation in July, 2018.

## **IX. ADJOURN**

MOTION MADE BY RANDY JOCHIM, SECONDED BY CHRIS CRAIN, TO ADJOURN THE MEETING AT 8:40 P.M. AYES: 7 NAYES: 0 MOTION CARRIED

  
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CHARLES PAPACEK  
PRESIDENT

ATTEST:

  
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DAVID SCOTT  
SECRETARY/TREASURER