

**NOTICE AND AGENDA
REGULAR MEETING
CUERO DEVELOPMENT CORPORATION
MONDAY, SEPTEMBER 20, 2021 5:00 P.M.**

The Cuero Development Corporation (CDC) will hold their regular monthly meeting at 5:00 p.m. on Monday, September 20, 2021 at The City of Cuero Council Chambers, 212 E. Main, Cuero, Texas. This notice is posted pursuant to the Texas Open Meetings Act.

I. CALL TO ORDER

II. CITIZENS INPUT

- Citizens who have not filed an agenda application

III. MONTHLY FINANCIAL REPORTS

- Approval of August Financial Report

IV. BUSINESS

- Consider and act upon an application for Community Services Program for Cuero Area Ministerial Alliance (CAMAL) House
- Consider and act upon an application for Major Projects for the City of Cuero (Wayfinding Signs)
- Consider and act upon compensation for CDC Administrative Assistant Samantha Bayfus
- Consider and act upon FY 2021-2022 CDC grant applications
- Consider and act upon revision to Budget Amendment #6 of the FY 20-21

V. CONSENT AGENDA

- Regular Meeting Minutes, Monday, August 16, 2021
- December Events Committee Regular Meeting Minutes, Wednesday, August 18, 2021
- December Events Committee Special Meeting Minutes, Wednesday, August 25, 2021
- December Events Committee August Financial Report

VI. EXECUTIVE DIRECTOR'S REPORT

- Sales Tax Comparisons
- 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, Wednesday, September 15, 2021

**MINUTES
CUERO DEVELOPMENT CORPORATION
REGULAR MEETING
MONDAY, SEPTEMBER 20, 2021 5:00 P.M.**

The Cuero Development Corporation Board of Directors met Monday, September 20, 2021, at 212 E. Main Street, Cuero, Texas.

PRESENT: Board Members: Richard Weber, Mayor Sara Post Meyer, Randy Jochim, David Scott, Tyler McClellan, and Greg Freeman

ABSENT: Brian Gomez

CDC STAFF: CDC Executive Director Bobby Seiferman and CDC Administrative Assistant Samantha Bayfus

GUESTS: Connie Hawes, City of Cuero; Jennifer Papacek-Klimowicz; and Freda Nelsson, Cuero Area Ministerial Alliance

I. CALL TO ORDER

President Richard Weber called the meeting to order at 5:00 P.M.

II. CITIZENS INPUT

None

III. MONTHLY FINANCIALS

Mr. Scott gave the financial report for the period ending August 31, 2021. Mr. Scott stated that a few minor changes were made to the financials and he would recommend approval.

MOTION MADE BY GREG FREEMAN, SECONDED BY RANDY JOCHIM, TO ACCEPT THE AUGUST FINANCIAL REPORTS AS PRESENTED. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

IV. BUSINESS

CONSIDER AND ACT UPON AN APPLICATION FOR COMMUNITY SERVICES PROGRAM FOR CUERO AREA MINISTERIAL ALLIANCE (CAMAL) HOUSE

Mr. Seiferman noted that the Cuero Area Ministerial Alliance (CAMAL) House is seeking assistance to get a platform built beside their freezer to relocate the condenser from the top of the walk in freezer to the side to prevent leaking.

Mrs. Nelsson thanked the Board for their time and consideration. Mrs. Nelsson reiterated the need for the platform and relocation of the condenser. She informed the Board that in recent years CAMAL House had a walk in freezer built and the condenser was placed on the top. The condenser has since started leaking, causing water to ruin the boxes of protein.

Mr. Scott questioned the amount of families that CAMAL House provides food to. Mrs. Nelsson stated that CAMAL House is currently feeding 250 families or around 800-850 people. It was also mentioned that food is distributed to at least 40/50 "shut-in" families, which are those families that receive in-home deliveries.

MOTION MADE BY DAVID SCOTT, SECONDED BY TYLER MCCLELLAN, TO APPROVE THE COMMUNITY SERVICES PROGRAM GRANT FOR CUERO AREA MINISTERIAL ALLIANCE (CAMAL) HOUSE IN THE AMOUNT OF UP TO \$4,530.00 TO BUILD A PLATFORM AND FOR THE RELOCATION OF THE CONDENSER. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

CONSIDER AND ACT UPON AN APPLICATION FOR MAJOR PROJECTS FOR THE CITY OF CUERO (WAYFINDING SIGNS)

Mr. Seiferman explained that the original Wayfinding grant request approved at the Public Hearing was in the amount of \$45,000.00. The Cuero Development Corporation Board recently approved an application submitted by Cuero Main Street in the amount of \$32,556.00 for the fabrication and installation of sixteen (16) highway signs. Mr. Seiferman noted that Cuero Main Street is seeking additional reimbursement in the amount of \$12,444.00 for fees associated with the initial design of the signs and map locations.

Mr. Freeman questioned if phase one of the project is complete. Mrs. Hawes stated that phase one is complete, but additional locations will be added.

Mr. Scott questioned if there was a map of the sign locations. Mrs. Hawes noted that she would supply the Board with a sign listing.

MOTION MADE BY GREG FREEMAN, SECONDED BY RANDY JOCHIM, TO APPROVE THE MAJOR PROJECTS PROGRAM FOR THE CITY OF CUERO'S WAYFINDING PROJECT IN THE AMOUNT OF UP TO \$12,444.00. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

CONSIDER AND ACT UPON COMPENSATION FOR CDC ADMINISTRATIVE ASSISTANT SAMANTHA BAYFUS

President Weber stated that as a result of the CDC office being run by CDC Administrative Assistant Samantha Bayfus throughout the duration of the CDC Executive Director's absence, it was recommended that the Board consider offering her a one-time bonus. It was also noted that taxes and benefits would be deducted from the bonus compensation.

Mayor Meyer questioned if the Board would consider a \$1,500.00 bonus, so that it may cover the taxes and benefits that would be deducted from the bonus.

MOTION MADE BY DAVID SCOTT, SECONDED BY GREG FREEMAN, TO APPROVE A ONE-TIME BONUS FOR CDC ADMINISTRATIVE ASSISTANT SAMANTHA BAYFUS IN THE AMOUNT OF \$1,500.00 PRE TAX TO BE PAID ON SEPTEMBER 23, 2021. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

CONSIDER AND ACT UPON FY 2021-2022 CDC GRANT APPLICATIONS

Mr. Seiferman reported that the Business Start-Up Program will be available effective October 1, 2021. This program was designed to offer rental assistance to new start-up businesses for a period of up to six months and in an amount of up to 50% of the rent up to \$500.00 per month. It was mentioned that the "Major Projects" grant application will be available to those businesses whom may apply for funds in excess of \$10,000.00. This application is not a guarantee of funds and requires a Public Hearing and two City Council readings upon approval. The Business Retention and Expansion Program and the Community Services Program applications have been updated to reflect the dates of the upcoming fiscal year. The Enterprise Program and the Main Street Historical District Façade Program have remained the same. Mr. Seiferman noted that the new grant applications will be available in English and in Spanish on the CDC's website effective October 1, 2021.

Mr. McClellan questioned the definition of a "new business", as defined in the Business Start-Up Program. Mr. Seiferman mentioned that this would be any new business relocating to Cuero.

President Weber questioned if an existing business relocation would qualify for the funding. Mr. Seiferman stated that if an existing business were to relocate within the City of Cuero, this program would not be available.

There was a brief discussion on whether the Business Retention and Expansion Program application should include a clawback indicating that repayment is required if the business does not remain at the location specified in the application for at least one year. The Board unanimously voted to table this application for further review.

MOTION MADE BY TYLER MCCLELLAN, SECONDED BY DAVID SCOTT, TO APPROVE THE BUSINESS START-UP PROGRAM, MAJOR PROJECTS PROGRAM, COMMUNITY SERVICES PROGRAM, ENTERPRISE PROGRAM, AND THE MAIN STREET HISTORICAL DISTRICT FAÇADE PROGRAM GRANT APPLICATIONS FOR THE FY 21-22. THE BOARD FURTHER VOTED TO TABLE THE BUSINESS RETENTION AND EXPANSION PROGRAM GRANT APPLICATION. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

CONSIDER AND ACT UPON REVISION TO BUDGET AMENDMENT #6 OF THE FY 20-21

Mr. Seiferman noted that the proposed revision to budget amendment #6 included moving funds from the CDC's rental assistance line item to the newly created line item, municipal park improvements. The City of Cuero's Fiscal Department suggested this option so that the CDC may expedite the payment to them on behalf of the December Events Committee's Martin Luther King, Jr. Drive pedestal project, prior to the end of the fiscal year (September 30, 2021).

MOTION MADE BY DAVID SCOTT, SECONDED BY RANDY JOCHIM, TO APPROVE THE REVISION TO BUDGET AMENDMENT #6 OF THE FY 20-21 AS PRESENTED. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

V. CONSENT AGENDA

Included in the director's agenda packets for review were: Regular Meeting Minutes, Monday, August 16, 2021, December Events Committee Regular Meeting Minutes, Wednesday, August 18, 2021, December Events Committee Special Meeting Minutes, Wednesday, August 25, 2021, and the December Events Committee August Financial Report.

MOTION MADE BY GREG FREEMAN, SECONDED BY TYLER MCCLELLAN, TO ACCEPT THE CONSENT AGENDA AS PRESENTED. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

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 has decreased by 2.06% for the calendar year and has decreased by 3.72% for the fiscal year.
- 2) Community Leaders' Meeting – Mr. Seiferman reported that the CDC will continue to assess the Community Leaders' Meetings on a month to month basis due to COVID.
- 3) Discuss upcoming conferences/meetings – CDC staff will attend the Texas Economic Development Council's Annual Conference virtually from October 13th – 15th.
- 4) December Events Committee – The DEC will hold their monthly meeting on Wednesday, September 22, 2021.
- 5) Project Status – A copy of the current projects was included in the agenda packet. Mr. Seiferman noted that all of the COVID assistance grants have been paid out for the year.

The Finance Committee (Tyler McClellan & David Scott) will meet with CDC staff on October 5th at noon. President Weber was also invited to attend the meeting.

VII. ADJOURN

MOTION MADE BY TYLER MCCLELLAN, SECONDED BY GREG FREEMAN, TO ADJOURN THE MEETING AT 5:38 P.M. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY



RICHARD WEBER
PRESIDENT

ATTEST:



DAVID SCOTT
SECRETARY/TREASURER