

**MINUTES**  
**CUERO DEVELOPMENT CORPORATION**  
**REGULAR MEETING**  
**MONDAY, APRIL 18, 2022 4:00 P.M.**

The Cuero Development Corporation Board of Directors met Monday, April 18, 2022, at 212 E. Main Street, Cuero, Texas.

PRESENT: Board Members: Tyler McClellan, Mayor Sara Post Meyer, Greg Freeman, Randy Jochim, and Ben Zimmerman

ABSENT: Brian Gomez & David Scott

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

GUESTS: Suzy Adams & Sara Gossett, A Special Stitch; Jennifer Papacek-Klimowicz; Alton Meyer, December Events Committee; and Sandra Osman, Cuero Main Street

**I. CALL TO ORDER**

President Tyler McClellan called the meeting to order at 4:00 P.M.

**II. CITIZENS INPUT**

None

**III. MONTHLY FINANCIALS**

Mr. Seiferman said that the March financial report was not complete for this meeting. Financials will be presented on Monday, April 25<sup>th</sup> at the Special called meeting.

**IV. BUSINESS**

**CONSIDER AND ACT UPON AN APPLICATION FOR BUSINESS RETENTION AND EXPANSION PROGRAM FOR A SPECIAL STITCH, INC., 106 E. MAIN STREET**

Mr. Seiferman stated that A Special Stitch, Inc., was seeking assistance in purchasing an additional Barudan embroidery machine due to an increase in business. Mr. Seiferman noted that A Special Stitch has been in business for twenty-one (21) years therefore meets the requirements of the current Business Retention and Expansion grant program.

MOTION MADE BY MAYOR SARA POST MEYER, SECONDED BY RANDY JOCHIM, TO APPROVE THE BUSINESS RETENTION AND EXPANSION PROGRAM FOR A SPECIAL STITCH, INC. IN THE AMOUNT OF UP TO \$9,740.64 TO BE UTILIZED TOWARDS THE PURCHASE OF A NEW BARUDAN SINGLE HEAD EMBROIDERY MACHINE. AYES: 4 NAYES: 0 GREG FREEMAN ABSTAINED  
MOTION CARRIED UNANIMOUSLY

**CONSIDER AND ACT UPON AN APPLICATION FOR MAIN STREET HISTORICAL DISTRICT FAÇADE PROGRAM FOR ROBERT OLIVER, 127 E. MAIN STREET**

Mr. Seiferman presented this item to the Board, noting that Mr. Oliver was unable to attend the meeting. Although Mr. Oliver did not seek approval of his application, prior to paying for the project at 127 E. Main Street, it was noted that the Board was in agreement of Mr. Oliver's hard work and dedication to rehabilitating multiple properties in Cuero's Historical District. The total cost of replacing six (6) windows to the backside of 127 E. Main Street was \$44,277.06.

Mr. McClellan questioned what the building was going to be utilized for. Mr. Seiferman noted that this renovation project is anticipated to take two (2) years to complete and Mr. Oliver will determine use at a later time. Mr. Oliver would like to divide the building into four (4) spaces.

MOTION MADE BY GREG FREEMAN, SECONDED BY RANDY JOCHIM, TO APPROVE THE MAIN STREET HISTORICAL DISTRICT FAÇADE PROGRAM FOR ROBERT OLIVER, 127 E. MAIN STREET IN THE AMOUNT OF \$10,000.00 TO BE UTILIZED TOWARDS THE REPLACEMENT OF WINDOWS TO THE BACK OF HIS BUILDING AS SPECIFIED IN THE APPLICATION. AYES: 5 NAYES: 0 MOTION CARRIED UNANIMOUSLY

CONSIDER AND ACT UPON AN APPLICATION FOR BUSINESS RETENTION AND EXPANSION PROGRAM FOR 5BLANK'S LLC, 108, 110, AND 112 E. MAIN STREET

Mr. Seiferman presented this item to the Board, noting that Mr. David Blank was unable to join the meeting. Mr. Seiferman explained that there is one (1) roof that covers three (3) businesses, 108 E. Main Street, Vintage on Main; 110 E. Main Street, which was previously The Hardwood; and 112 E. Main Street, Ryan's on Main. Mr. Seiferman noted that these businesses have been open for many years. This roof repair is necessary to keep their doors open.

Mr. Freeman questioned if the CDC anticipated that the client would come in for an additional application for each of the other roof replacements since the bid specifies 112 E. Main Street only. Mr. Seiferman reiterated that this would only be one roof project for the three (3) addresses.

Mr. McClellan questioned why the UHV-SBDC letter stated that the project was to cover an ac unit and a roof repair. Mrs. Bayfus clarified that although the letter from the UHV-SBDC stated that the 5Blanks were receiving a new ac unit and roof, it was further explained that they had previously been working with the SBDC and the roofing project took precedence.

MOTION MADE BY RANDY JOCHIM, SECONDED BY MAYOR SARA POST MEYER, TO APPROVE THE BUSINESS RETENTION AND EXPANSION PROGRAM GRANT FOR 5BLANK'S LLC, 108, 110, AND 112 E. MAIN STREET IN THE AMOUNT OF UP TO \$10,000.00 FOR THE REMOVAL AND REPLACEMENT OF THE CURRENT ROOF AND WATER-DAMAGED STRUCTURE AND NEW GUTTER SYSTEM. AYES: 5 NAYES: 0 MOTION CARRIED UNANIMOUSLY

DISCUSS AND CONSIDER THE CUERO DEVELOPMENT CORPORATION EXECUTIVE DIRECTOR JOB POSTING

From discussion at the March Board Meeting, Mr. Seiferman reviewed the CDC Executive Director's job description and recommended the changes in blue. Those changes include: The Executive Director must have an emphasis on digital marketing and an application deadline will be August 31, 2022 with an anticipated start date on or about November 21, 2022.

Mr. McClellan expressed his concerns over the start date being November 21<sup>st</sup>. He stated that this may be a hassle, as this is the opening day for Cuero's Christmas in the Park.

The Board was in agreement that the job should be posted as soon as possible with an application deadline of June 30<sup>th</sup>.

Mayor Meyer suggested adding "reports to the City Manager" under the "other" section of Organizational. She also suggested a start date of the end of September/beginning of October.

Mr. Zimmerman suggested that the Board consider adding an application deadline, rather than an anticipated start date of the job.

The Board advised the Executive Director to make these changes for approval.

APPOINT BUDGET COMMITTEE

Mr. Seiferman said that the CDC is in the preliminary stages of the budget preparation and recommends a Budget Committee to assist in developing the FY 22-23 budget. Tyler McClellan and David Scott were appointed to the Budget Committee by the President.

## AUTHORIZE NAMES ON SIGNATURE CARDS FOR TRUSTTEXAS BANK

Mr. Seiferman noted that upon completion of the April 18<sup>th</sup> meeting, Mr. Jochim will no longer be a signer on the accounts for the Cuero Development Corporation (CDC). New Board Members, Lynn Falcone and Ben Zimmerman will be recommended to be additional signers on all of the CDC's accounts.

MOTION MADE BY MAYOR SARA POST MEYER, SECONDED BY GREG FREEMAN, TO TRANSFER THE AUTHORIZED USERS ON THE TRUSTTEXAS BANK ACCOUNTS FROM CHRIS CRAIN, GREG FREEMAN, RANDY JOCHIM, AND RICHARD WEBER TO GREG FREEMAN, LYNN FALCONE, AND BEN ZIMMERMAN FOR THE ACCOUNTS ENDING IN 0739, 9722, AND 6399. AYES: 5 NAYES: 0 MOTION CARRIED UNANIMOUSLY

## CONSIDER AND ACT UPON GUIDELINES FOR THE CDC'S BUSINESS RETENTION AND EXPANSION PROGRAM

Mr. Seiferman stated that in a meeting with the Cuero Main Street Director, it was suggested that the line stating "All applicants seeking assistance must have a business that has been open for twelve (12) consecutive months" be taken out of the application addition. It was mentioned that the line could potentially be a deterrent for new business owners that are seeking financial assistance for their buildings.

Mr. Seiferman suggested that the Board consider revising the application to its' previous wording "All applicants seeking assistance for equipment and furnishings must be open twelve (12) consecutive months before applying for this BR&E program."

MOTION MADE BY GREG FREEMAN, SECONDED BY BEN ZIMMERMAN, TO REVISE THE WORDING ON THE BUSINESS RETENTION AND EXPANSION GRANT APPLICATION. NEW WORDING WILL INDICATE "ALL APPLICANTS SEEKING ASSISTANCE FOR EQUIPMENT AND FURNISHINGS MUST HAVE A BUSINESS OPEN FOR TWELVE (12) CONSECUTIVE MONTHS BEFORE APPLYING FOR THIS BR&E PROGRAM." AYES: 5 NAYES: 0 MOTION CARRIED UNANIMOUSLY

## **V. CONSENT AGENDA**

Included in the director's agenda packets for review were: Regular Meeting Minutes, Monday, March 21, 2022, December Events Committee Regular Meeting Minutes, Wednesday, March 23, 2022, and the December Events Committee March Financial Report.

The March Financial Statement for the December Events Committee will be presented at the April 25<sup>th</sup> Special called meeting.

MOTION MADE BY MAYOR SARA POST MEYER, SECONDED BY RANDY JOCHIM, TO ACCEPT THE CONSENT AGENDA AS PRESENTED. AYES: 5 NAYES: 0 MOTION CARRIED UNANIMOUSLY

## **VI. EXECUTIVE DIRECTOR REPORT**

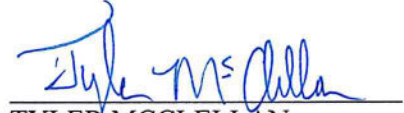
- 1) Sales Tax Comparisons – A copy of the sales tax revenue report was included in the Board package. It was reported that the sales tax remittance has increased by 14.49% for the calendar year and has increased by 14.74% for the fiscal year.
- 2) Community Leaders' Meeting – Mr. Seiferman reported that Ricardo Navarro of Domo Construction will be the guest speaker for the May 13<sup>th</sup> Community Leaders' Meeting to be held at the City of Cuero Council Chambers. There will not be a presentation during the summer months of June, July, and August.
- 3) Discuss upcoming conferences/meetings – Mr. Seiferman said that he will attend the TEDC Mid-Year Conference from June 21<sup>st</sup> – 24<sup>th</sup> in Corpus Christi. He also said that Mrs. Bayfus will attend the TEDC Women's Conference from May 17<sup>th</sup> – 18<sup>th</sup> in Austin.
- 4) December Events Committee – The DEC will hold their regular monthly meeting on Wednesday, April 20, 2022. Mr. Meyer reported that he will present a budget amendment to their Board on Wednesday and will later present it to the CDC Board for the final approval.

- 5) Current Projects – A copy of the current projects was included in the agenda packet. A separate attachment included the Business Start-Up Program.

Mayor Meyer questioned if there has been an update from NestFresh. Mr. Seiferman noted that per the last discussion with Randy Boone, it was determined that the CDC will assist in hosting a ribbon cutting event in November, 2022.

**VII. ADJOURN**

MOTION MADE BY GREG FREEMAN, SECONDED BY RANDY JOCHIM, TO ADJOURN THE MEETING AT 4:35 P.M. AYES: 5 NAYES: 0 MOTION CARRIED UNANIMOUSLY

  
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TYLER MCCLELLAN  
PRESIDENT

ATTEST:

  
\_\_\_\_\_  
DAVID SCOTT  
SECRETARY/TREASURER

  
\_\_\_\_\_  
GREG FREEMAN  
VICE-PRESIDENT

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**NOTICE AND AGENDA  
REGULAR MEETING  
CUERO DEVELOPMENT CORPORATION  
MONDAY, APRIL 18, 2022 4:00 P.M.**

The Cuero Development Corporation (CDC) will hold their regular monthly meeting at 4:00 P.M. on Monday, April 18, 2022, at 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 March Financial Report

**IV. BUSINESS**

- Consider and act upon an application for Business Retention and Expansion Program for A Special Stitch, 106 E. Main Street
- Consider and act upon an application for Main Street Historical District Façade Program for Robert Oliver, 127 E. Main Street
- Consider and act upon an application for Business Retention and Expansion Program for 5 Blank's LLC, 108, 110, & 112 E. Main Street
- Discuss and consider the Cuero Development Corporation Executive Director job posting
- Appoint Budget Committee
- Authorize names on signature cards for TrustTexas Bank
- Consider and act upon guidelines for the CDC's Business Retention and Expansion Program

**V. CONSENT AGENDA**

- Regular Meeting Minutes, Monday, March 21, 2022
- December Events Committee Regular Meeting Minutes, Wednesday, March 23, 2022
- December Events Committee March Financial Report

**VI. EXECUTIVE DIRECTOR'S REPORT**

- Sales Tax Comparisons
- Community Leaders' 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 14, 2022