

**MINUTES**  
**CUERO DEVELOPMENT CORPORATION**  
**REGULAR MEETING**  
**Monday, June 18, 2018 5:30 P.M.**

The Cuero Development Corporation Board of Directors met Monday, June 18, 2018, at 212 E. Main Street, Cuero, Texas.

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

ABSENT: Dennis Jemelka

GUESTS: Connie Hawes and Raymie Zella

**I. CALL TO ORDER**

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

**II. OPEN PUBLIC HEARING AND HEAR PUBLIC COMMENT ON PROPOSED EXPENDITURES OF TYPE B SALES TAX FUNDS FOR THE CITY OF CUERO REVITALIZATION PROJECT**

President Charles Papacek opened the public hearing at 5:31 P.M.

Mr. Patrick J. Kennedy noted that per previous agreements, the CDC had previously earmarked two payments of \$75,000 to the City of Cuero's Downtown Revitalization Project. Mr. Kennedy noted that in later discussions with the City of Cuero, it was mentioned that the City was in need of a larger commitment, as they didn't have excess funds in their budget to help cover the project cost.

City of Cuero City Manager, Raymie Zella mentioned that the Esplanade parking lot project in the 100 block of the east and west side of Main Street was initially in conjunction with the Hunt Elementary School project, but due to cutbacks the funds were depleted and this project hasn't been feasible during the FY 2017-2018. Mr. Zella referred to drawing #1 and noted the highlights of adding double curbs with three foot centers for landscaping and hot mix asphalt for a nicer presentation on the west side of Main Street. In drawing #2 new sidewalks and driveways, landscaping, and new lighting are shown on the east side of Main Street. These projects, in addition to the Market Pavilion, bring charm to the downtown Main Street District. Mr. Zella mentioned that the City has received an updated bid on this project and the cost will be around \$447,797.00.

Mayor Sara Post Meyer questioned why the estimate did not include pricing for the electrical and landscaping work. Mr. Zella mentioned that the City of Cuero will do the electrical and landscaping work in house.

Mr. Randy Jochim questioned if once the projects move forward, if the business owners would be able to apply for a grant to help renovate the back of their buildings. Mr. Kennedy stated that the CDC grants will be available for anyone that wishes to renovate their building.

Mr. Chris Crain questioned if the City of Cuero has a plan to address the draining problem during the renovation period. Mr. Zella mentioned that two sewage/drainage ditches have been included in the plan for the renovations.

**PUBLIC COMMENT**

None

**III. CLOSE PUBLIC HEARING**

The Cuero Development Corporation closed the public hearing at 5:45 P.M.

President Charles Papacek opened the public meeting at 5:46 P.M.

Based on the public hearing, the CDC will earmark money to go towards assisting the City of Cuero's Downtown Revitalization project.

#### IV. CITIZENS INPUT

None

#### V. MONTHLY FINANCIAL REPORTS

##### APPROVAL OF MAY FINANCIAL REPORT

Mr. David Scott gave the financial report for the period ending May 31, 2018. Mr. Scott mentioned that there were notes available on the financials, but those were just minor issues and the financials were in order.

Mayor Sara Post Meyer questioned why the interest was not posted on the financials. Mr. Kennedy noted that due to timing, the statements had not been received, but this issue was being resolved internally and the interest would be present on the June statements.

Mr. Charles Papacek questioned how much money the CDC has in their accounts. Mr. Kennedy mentioned that the balance sheet had been updated to include all CDC monies and property, there is around \$3.2 million.

MOTION MADE BY DAVID SCOTT, SECONDED BY RANDY JOCHIM, TO ACCEPT THE MAY FINANCIAL REPORTS AS PRESENTED. AYES: 6 NAYES: 0 MOTION CARRIED.

#### VI. BUSINESS

##### HEAR REPORT FROM THE BUDGET/FINANCE COMMITTEE ON RECOMMENDATION OF WORKING WITH SITE LOCATION PARTNERSHIP (SLP) TO PROVIDE ECONOMIC DEVELOPMENT SERVICES

Mr. Patrick J. Kennedy mentioned that the Finance Committee had a conference call with Justin Thompson, CEO of Site Location Partnership (SLP) and noted that Mr. Thompson is eager to work with the CDC in the listing of properties.

Mr. Kennedy mentioned that he received a phone call from a real estate broker in Victoria, whom has a client that is potentially interested in the purchasing of the Mount Vernon Mills (MVM) property for the purpose of warehousing. Mr. Kennedy noted that because Collier is the point of contact for the Mount Vernon Mills listing, they have been contacted. Mr. Kennedy reiterated that once the contract with SLP is signed, payment will be due. Due to the timing of a potential buyer, it was questioned if the CDC should wait another month to review the outcome of the possible sale, so that the CDC is not out of the money paid upfront to SLP, as the contract currently states that SLP will only help with the selling of the MVM property.

Mr. Richard Weber questioned if Mr. George Bishop would sale his property for a potential "big fish". Mr. Kennedy mentioned that the property is currently listed for sale by Lillian Smith Properties and SLP is willing to help with the process of selling.

Mayor Sara Post Meyer mentioned that Mr. Thompson seemed interested in the promoting of Cuero in general, not just the Mount Vernon Mills property. Mr. Chris Crain stated that the language in the contract agreement isn't specific enough to market more than MVM and he would like to see this more affirmatively stated in a revised contract. Mr. Crain also mentioned that where the fees are listed, the contract states there shall be a retainer and a fee. Mr. Crain mentioned that the CDC should not have to pay both of these fees, as a retainer is subject to be refunded.

Mr. Charles Papacek questioned if Mr. Crain would rewrite the contract between SLP and the CDC to specify the needs of the CDC. Mr. Crain mentioned that he would be in contact with Mr. Kennedy to finalize the contract for approval by Justin Thompson of SLP.

MOTION MADE BY DAVID SCOTT, SECONDED BY RICHARD WEBER, TO APPROVE THE HIRING OF SITE LOCATION PARTNERSHIP (SLP) FOR \$12,450, SUBJECT TO MOTIFICATIONS BETWEEN LEGAL COUNCIL

AND SLP AND CLARIFYING THAT THIS AGREEMENT IS FOR OTHER PROPERTIES INCLUDING, BUT NOT LIMITED TO MOUNT VERNON MILLS, GEORGE BISHOP PROPERTIES, AND ANY AVAILABLE LAND. AYES: 6 NAYES:0 MOTION CARRIED

CONSIDER AND ACT UPON BUDGET AMENDMENT #3 OF THE FY 17-18 BUDGET

Mr. Kennedy mentioned that there were very few changes made to the budget. Money was allocated for the hiring of SLP, \$3,000 was added to Community Donations for the DEC's revenue, as their display sales to the public were significantly higher than anticipated, and \$8,000 was deducted from the DEC's gate collections, as their donations weren't as high as anticipated.

MOTION MADE BY RICHARD WEBER, SECONDED BY RANDY JOCHIM, TO APPROVE BUDGET AMENDMENT #3 AS PRESENTED. AYES: 6 NAYES: 0 MOTION CARRIED

HEAR REPORT FOR THE FY 2018-2019 BUDGET AND RECOMMEND APPROVAL OF BUDGET AND WORK PROGRAM FOR SUBMISSION TO THE CITY COUNCIL

Mr. Kennedy mentioned that based on the May Board of Director's Meeting discussion, a composite breakdown of the budget has been included in the agenda packet. Mr. Kennedy noted that the only provision that was made to the budget was modifying the City's allocation from \$75,000 to \$250,000. Mr. Kennedy noted that a total of \$325,000 will be dispersed to the City between the FY17-18 and the FY 18-19 budgets.

A proposed Work Program was presented at the Board Meeting and a breakdown of the proposed activities and grants were listed for the upcoming fiscal year. New items mentioned in the Work Program were to complete "Team Ready" exercises, to coordinate with Associated Builders & Contractor's, Inc., Texas Mid Coast Chapter, and to compose a new strategic plan.

Mr. David Scott asked if money can be added to any of the programs for the FY 18-19. Mr. Kennedy mentioned that any of the programs may be amended, if need be in the future with perhaps the Community Services Program remaining at the budgeted amount.

Mayor Sara Post Meyer questioned what the CDC's goal is for helping with tuition for Cuero students that apply to the Associated Builders & Contractors Inc., Texas Mid Coast Chapter's Academy as listed in the FY 18-19 Work Program. Mr. Kennedy noted that the CDC hopes to be a leader in helping with promotion of the Academy throughout EDC's in the area. It was also mentioned that there have been discussions with ABC in applying for a Community Services Grant, but this money could be used towards tuition.

MOTION MADE BY DAVID SCOTT, SECONDED BY RICHARD WEBER, TO APPROVE THE FY 2018-2019 BUDGET AND WORK PROGRAM FOR SUBMISSION TO THE CITY COUNCIL. AYES: 6 NAYES: 0 MOTION CARRIED

DISCUSS RECOMMENDATIONS FOR FY 18-19 CDC PROGRAMS

Mr. Kennedy noted that pursuant to previous discussions, the item stating that one grant application per year will be accepted has been taken out. The new regulations are as follows:

1. Applications have to be complete and signed off by CDC staff 5 days before the Board of Director's monthly meeting
2. An ACH will be accepted as a proof of payment
3. No contingencies – Each activity described in the application will be listed the same way in the Performance Agreement
4. A picture of the check presentation in the local newspaper is a requirement for participation

REVIEW THE 2<sup>ND</sup> QUARTER 2018 ACTION ITEMS OF THE STRATEGIC PLAN 2015-2018 (PAGE 86)

Mr. Kennedy mentioned that June will be the end of the Strategic Economic Development Plan 2015-2018, so a review will be assessed on the full three year plan. The Board will start with direction in July on creating a new plan.

RECEIVE THE 2017 CERTIFICATE OF ACHIEVEMENT FOR ECONOMIC EXCELLENCE FROM THE TEXAS ECONOMIC DEVELOPMENT COUNCIL

The Cuero Development Corporation Board of Directors and staff were presented with the 2017 Certificate of Achievement for Economic Excellence from the Texas Economic Development Council. This award is for recognizing a commitment to professional economic development by city administration, elected and appointed officials, and exemplary professional standards demonstrated by the economic development staff.

**VII. CONSENT AGENDA**

Included in the director's agenda packets for review were: Regular Meeting Minutes, Tuesday, May 15, 2018, December Events Committee Regular Meeting Minutes, Wednesday, May 16, 2018, and the December Events Committee May Financial Report.

MOTION MADE BY RICHARD WEBER, SECONDED BY DAVID SCOTT, TO ACCEPT THE CONSENT AGENDA AS PRESENTED. AYES: 6 NAYES: 0 MOTION CARRIED

**VIII. EXECUTIVE DIRECTOR'S 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 2 ½ % for the Fiscal Year and decreased by 1/2 % for the Calendar Year.
- 2) Discuss upcoming Community Leaders' Meeting – There will be a summer break during the months of July and August. The CDC is working to make contact with State Representative Geanie Morrison or Senator Lois Kolkhorst for the September Community Leaders' Meeting.
- 3) Discuss upcoming conferences/meetings – Mr. Patrick J. Kennedy will be attending the Texas Rural Challenge in July to be held in New Braunfels and encouraged Board Members to attend the TEDC webinar on June 27<sup>th</sup>. In conjunction with the University of Houston-Victoria – Small Business Development Center and the Cuero Chamber of Commerce, there will be an Entrepreneur Workshop to be held at the Cuero Chamber of Commerce on June 26<sup>th</sup>.

It was suggested that the regular monthly Board Meeting of the Cuero Development Corporation be moved to July 16<sup>th</sup> at 12:00 pm.

- 4) December Events Committee – It was reported that the budget of the December Events Committee has been approved and they are working diligently to complete the LED bulb conversion.
- 5) Current Projects – A copy of the current projects was included in the Board package. Mr. Kennedy mentioned that there are three active projects. The Cuero ISD is working to complete their paperwork for funding, there was also an article with the CNA graduates in the Cuero Record that mentioned the CDC for their efforts in helping with the project.

**IX. ADJOURN**

MOTION MADE BY RICHARD WEBER, SECONDED BY RANDY JOCHIM, TO ADJOURN THE MEETING AT 6:41 P.M. AYES: 6 NAYES: 0 MOTION CARRIED

  
CHARLES PAPACEK  
PRESIDENT

ATTEST:

  
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DAVID SCOTT  
SECRETARY/TREASURER