

MINUTES
CUERO DEVELOPMENT CORPORATION
REGULAR MEETING
Monday, July 16, 2018 12:00 P.M.

The Cuero Development Corporation Board of Directors met Monday, July 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, CDC Executive Director Patrick J. Kennedy, and CDC Administrative Assistant Samantha Solis

ABSENT: Chris Crain

GUESTS: Fielding Hickey

I. CALL TO ORDER

President Charles Papacek called the meeting to order at 12:00 P.M.

II. CITIZENS INPUT

None

III. MONTHLY FINANCIAL REPORTS

APPROVAL OF JUNE FINANCIAL REPORT

Mr. David Scott gave the financial report for the period ending June 30, 2018. Mr. Scott noted that as previously discussed, 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 in the near future. Mr. Kennedy mentioned that he is working with the City's Fiscal Department to correct this situation.

MOTION MADE BY RICHARD WEBER, SECONDED BY DENNIS JEMELKA, TO ACCEPT THE JUNE FINANCIAL REPORTS AS PRESENTED. AYES: 6 NAYES: 0 MOTION CARRIED.

IV. BUSINESS

CONSIDER AND ACT UPON AN APPLICATION FOR BUSINESS RETENTION AND EXPANSION PROGRAM FOR ENCOMPASS TECHNOLOGIES, LLC

Mr. Kennedy mentioned that per the coordination of the CDC with the Cuero Chamber of Commerce and University of Houston-Victoria – Small Business Development Center, they were able to establish the Entrepreneur training, in which Mr. Hickey was present. After initially being interested in the Entrepreneur Program, Mr. Hickey realized that the Business Retention and Expansion program was most suitable for his needs. Mr. Kennedy added that the SBDC was most impressed with the time and effort of the submitted Business Plan by Encompass Technologies, LLC.

Fielding Hickey mentioned that Encompass Technologies has been in existence for the past two months, being centrally located at Weaver & Jacobs, but as they are expanding there has been a demand for an additional employee and the required equipment with programming. Mr. Hickey explained that the programming is used for the upkeep of projects from the startup through the completion process. It is the goal of Encompass Technologies, LLC. to be able to continue expanding and eventually bringing more sales tax to the community. Mr. Hickey noted that their product is a premium products, but because they're a startup company, they have lowered their pricing tremendously compared to other competitors.

Mr. Dennis Jemelka questioned if the business is located in Cuero. Mr. Hickey mentioned that their headquarter's address is 301 Cooperative Way in Cuero and all sales tax collected will be for DeWitt County.

Mr. Randy Jochim questioned if Encompass Technologies sells and services the computer software. Mr. Hickey mentioned that there isn't much servicing because everything is done online.

Mr. David Scott questioned if the employee will be located at the Cuero office. Mr. Hickey mentioned that their employee is working out of Boerne.

MOTION MADE BY RICHARD WEBER, SECONDED BY RANDY JOCHIM, TO ACCEPT THE BUSINESS RETENTION AND EXPANSION PROGRAM FOR ENCOMPASS TECHNOLOGIES, LLC. IN THE AMOUNT OF \$10,000.00 FOR THE PURCHASING OF USED ITEMS, NEW HIRE EQUIPMENT, AND A SERVER UPGRADE. AYES: 6 NAYES: 0 MOTION CARRIED

CONSIDER AND ACT UPON APPROVAL OF FY 18-19 CDC PROGRAMS

Mr. Kennedy noted that pursuant to previous discussions, 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

Mayor Sara Post Meyer suggested that line item #4 include the wording social media. The revised requirement will be: A picture of the check presentation in the local newspaper and social media is a requirement for participation.

MOTION MADE BY DAVID SCOTT, SECONDED BY RANDY JOCHIM, TO APPROVE THE CUERO DEVELOPMENT CORPORATION'S FY 18-19 GRANT PROGRAM APPLICATIONS WITH THE MODIFICATION AS PRESENTED. AYES: 6 NAYES: 0 MOTION CARRIED

REVIEW THE ACTION ITEMS OF THE STRATEGIC PLAN 2015-2018

A copy of the complete Action Items Matrix was included in the Board Packet for review. Mr. Kennedy noted that 15 or 24% of the items were Complete, 24 or 39% were In Progress, 15 or 24% were Delayed, 5 or 8% were Complete/In Progress, and 3 or 5% were In Progress/Delayed. It is still the goal of the CDC to compile the needs of the community for the upcoming Strategic Plan.

CONTINUE DISCUSSION ABOUT FURTHER DEVELOPMENT OF STRATEGIC PLAN UPDATE

Mr. Kennedy mentioned that in April the CDC brought two proposals for the Strategic Plan those were from De-Go-La Resource Conservation, whom would charge a reasonable amount to facilitate the development of a plan while working with staff and the Board and the other submittal was from Opportunity Strategies whom would charge \$3,800 to coordinate interviews with persons of the community for about 5 days at \$2,500 per day. The total cost would be around \$16,000 for the plan. Mr. Kennedy urged the Board to submit any request of prospective contacts to help in the development of the plan. The Board suggested that the CDC receive input from the community on their needs.

Mayor Meyer suggested that the CDC request the help of Kendig Keast, as they are familiar with Cuero.

Mr. Kennedy mentioned that although the Board was enthusiastic of what De-Go-La has to offer, their plan will not meet the needs of the CDC, as their plan doesn't offer community input. Mr. Kennedy will continue searching for possible companies to assist the CDC in their endeavors.

DISCUSS DEVELOPMENT OF AN ECONOMIC DEVELOPMENT BROCHURE (TRIFOLD)

Mr. Charles Papacek mentioned that pursuant to the CDC attending the Austin Live Tradeshow in August, it was suggested that the CDC prepare a trifold with Cuero's highlighted information to hand out to those businesses whom may be interested in Cuero. The CDC will reach out to local printing companies for help in completing the product.

The CDC Board authorized the Executive Director to use his discretion of the brochure, but to cap the limit at \$500.00.

REVIEW STATUS REPORT OF COMPREHENSIVE PLAN CUERO UPDATE 2018 & DOWNTOWN CUERO PLAN 2018 UPDATE

Mayor Sara Post Meyer mentioned that there were two plans created for the City of Cuero by Kendig Keast after many conferences and input from the community on their needs. In the Downtown Plan it was noted that goals for each year were set, the asterisks on page 52 indicate in which year the project was complete. Mayor Meyer commended the CDC for their joint partnership in the completion of the projects listed in the Downtown Cuero Plan.

Mayor Meyer mentioned that when observing the Comprehensive Plan there is a repeat of the City's needs. The highlights of the plan are a new sewage plant, the City of Cuero Municipal Park upgrades, Cuero Little League field improvements, and the walking trail throughout the City Park. Mayor Meyer reiterated that none of the improvements would have been possible without the coordination with the CDC and other local entities.

V. CONSENT AGENDA

Included in the director's agenda packets for review were: Regular Meeting Minutes, Monday, June 18, 2018 and the December Events Committee June Financial Report.

Mayor Sara Post Meyer suggested that a change be made under the public hearing's second paragraph. The new line should read "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".

MOTION MADE BY MAYOR SARA POST MEYER, SECONDED BY RICHARD WEBER, TO ACCEPT THE CONSENT AGENDA WITH THE CORRECTIONS AS PRESENTED. AYES: 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 for the Fiscal Year and for the Calendar Year.
- 2) Discuss upcoming conferences/meetings – Mr. Patrick J. Kennedy will be attending the Texas Rural Challenge on July 16th in New Braunfels and the Austin Live Conference in late August.
- 3) December Events Committee – It was reported that per discussions with the Warden at the TDCJ-Stevenson Unit, the Community Squad will go back to their original schedule of volunteering in Cuero's Christmas in the Park starting in September. The DEC will hold their monthly meeting on Wednesday, July 18, 2018 and will discuss the solicitation of businesses with the opportunity to serve.
- 4) Current Projects – A copy of the current projects was included in the Board package. Mr. Kennedy mentioned that the Cuero ISD did not submit a request for the full \$10,000 reimbursement, so the Community Services Program will have around \$4,600 available on a first come first serve basis.

Mayor Sara Post Meyer questioned if the CDC has had contact with any interested nonprofit organizations. Mr. Kennedy mentioned that he has had interest from at least three organizations and will make them aware of the newly available funds.

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 July 16, 2018 at 12:55 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 July 16, 2018 at 1:25 P.M.

VIII. RECONVENE TO OPEN MEETING

1. Actions resulting from Executive Session

Based upon a successful annual evaluation, the Board of Directors gave the authorization of a 3% salary increase for Patrick J. Kennedy, Executive Director of the Cuero Development Corporation.

MOTION MADE RICHARD WEBER, SECONDED BY DAVID SCOTT, TO AUTHORIZE A 3% SALARY INCREASE FOR PATRICK J. KENNEDY, EXECUTIVE DIRECTOR OF THE CUERO DEVELOPMENT CORPORATION.

IX. ADJOURN

MOTION MADE BY DAVID SCOTT, SECONDED BY RANDY JOCHIM, TO ADJOURN THE MEETING AT 1:27 P.M. AYES: 6 NAYES: 0 MOTION CARRIED



CHARLES PAPACEK
PRESIDENT

ATTEST:



DAVID SCOTT
SECRETARY/TREASURER