

**MINUTES
CUERO DEVELOPMENT CORPORATION
REGULAR MEETING
MONDAY, SEPTEMBER 26, 2022, 5:00 P.M.**

The Cuero Development Corporation Board of Directors met Monday, September 26, 2022, at 212 E. Main Street, Cuero, Texas.

PRESENT: Board Members: Tyler McClellan, Lynn Falcone, Greg Freeman, Brian Gomez, Mayor Sara Post Meyer, and David Scott

ABSENT: Ben Zimmerman

CDC STAFF: CDC Executive Director Maggie Cromeens and CDC Administrative Assistant Samantha Bayfus

GUESTS: Suzy Adams, Angie Cuellar, Emily Weatherly, and Sarah Blain, Cuero Chamber of Commerce; Wayne Berger, City of Cuero; Roberta Blank, Ryan's on Main; Robert Oliver, Sharon Weber, Bill Blackwell, Joe Adams, Patricia Miller, Kathy Frels, and Polly Laging, Chisholm Trail Heritage Museum; Jennifer Klimowicz

I. CALL TO ORDER

President Tyler McClellan 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, 2022. Mr. Scott stated that the financials were in good standing and he would recommend approval.

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

IV. BUSINESS

CONSIDER AND ACT UPON AN APPLICATION FOR BUSINESS RETENTION AND EXPANSION PROGRAM FOR RYAN'S ON MAIN, 112 E. MAIN STREET

Mrs. Cromeens reported that Mrs. Blank's air compressor went out on her refrigeration unit that helps cool the flowers for her flower shop.

Mr. Gomez questioned if the application was supposed to state that the compressor was for the refrigeration units, instead of the air conditioning unit located outside. Mrs. Blank stated that the compressor was for the refrigeration units.

A complete application was submitted for the air compressor and Mrs. Cromeens noted that the letter from the UHV-SBDC has not been renewed because the Blank's have previously worked with SBDC and the letters are good for one year.

MOTION MADE BY BRIAN GOMEZ, SECONDED BY LYNN FALCONE, TO APPROVE THE BUSINESS RETENTION AND EXPANSION PROGRAM FOR RYAN'S ON MAIN IN THE AMOUNT OF UP TO \$1,709.69 FOR THE PURCHASE OF AN AIR COMPRESSOR FOR THE STAND-UP REFRIGERATION UNITS FOR HER FLOWER SHOP. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

CONSIDER AND ACT UPON AN APPLICATION FOR MAJOR PROJECT'S FOR THE CHISHOLM TRAIL HERITAGE MUSEUM

Mr. Oliver thanked the Board for their time and consideration of their "Peebles Park" and "Steen Roundabout" project. Mr. Oliver mentioned that the Chisholm Trail Heritage Museum (CTHM) has sold both of their naming opportunities for the parks, as part of their fundraising campaign. The proposed project will consist of sound, historical lighting; a doggy station; free Wi-Fi to the community; a charging station; and will provide a pedestrian friendly area to the downtown district. Mr. Oliver expressed his concerns of the CTHM not being able to fully fund the project and was seeking assistance from the CDC Board in the amount of \$150,000.00.

Mr. Scott explained that at a previous Sales Tax Training the CDC Board was informed that they were unable to fund projects that did not provide new or expanded business enterprise to the community. Mr. Scott stated that it was in the best interest of the CDC Board to seek guidance from Russell Gallahan, Team Lead-Local Government & Economic Development Data Analysis & Transparency Division of the Texas Comptroller of Public Accounts. The Board was in agreement that they would further review this application, upon meeting with Mr. Gallahan.

MOTION MADE BY GREG FREEMAN, SECONDED BY DAVID SCOTT, TO TABLE THIS ITEM, PENDING LEGAL ADVICE FROM RUSSELL GALLAHAN OF THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

HEAR REPORT AND TAKE POSSIBLE ACTION FROM THE CUERO CHAMBER OF COMMERCE REGARDING FUNDING

Mrs. Cuellar stated that the Cuero Chamber of Commerce purchased the "Fair Building" on West Main Street. The Cuero Chamber of Commerce is applying for a U.S. Economic Development Administration (EDA) Grant, which is due for submission on September 30, 2022. The building renovations will include preservation of the building's history, office space for the Cuero Chamber of Commerce, lease space for additional offices, and a Board room, these renovations are anticipated to cost over \$1 million. Emily Weatherly, Board Member, will send out solicitation letters by the end of the week to help alleviate some of these expenses.

Mrs. Cuellar was seeking a line of credit from the CDC Board in the amount of \$250,000.00 to \$500,000.00 as the Chamber has recently found that the EDA grant is a reimbursement grant. She noted that the reimbursement process from the EDA can take between four (4) and forty-five (45) business days.

Mrs. Cuellar reiterated that the revitalization to the Chamber building will not only attract people to stop, but this would be the beginning of the growth onto the West Main District of Cuero's Historical District.

Mr. Scott questioned how large the building is and if the Cuero Chamber is a 501-C3. Mrs. Cuellar mentioned that the building is over 5,000 square feet and the Cuero Chamber is a 501-C6.

Mrs. Cuellar was commended by the CDC Board for her efforts in revitalizing The Fair Building and for her work in the community.

The board was in agreement to further review this application, upon meeting with Mr. Gallahan.

MOTION MADE BY MAYOR SARA POST MEYER, SECONDED BY GREG FREEMAN, TO TABLE THIS ITEM, PENDING LEGAL ADVICE FROM RUSSELL GALLAHAN OF THE TEXAS COMPTROLLER OF PUBLIC ACCOUNTS. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

HEAR REPORT ON THE CITY OF CUERO'S COMMUNITY SERVICES PROGRAM GRANT ON BEHALF OF THE GREEN GOBBLER BAR & GRILL

Mr. Wayne Berger, Director of Utilities for the City of Cuero presented this item on behalf of the Green Gobbler Bar & Grill. City Manager, Raymie Zella, met with Kip Miller, owner of the Green Gobbler Bar & Grill and Mr. Miller expressed his concerns on the overhead amount of expenditures to extend both the water and waste water lines. The City of Cuero offered to provide "in kind" services for the installation of the water and waste water lines and were seeking assistance from the CDC Board to help cover the supply costs.

Mr. Scott questioned why the City of Cuero submitted a Community Services Program. Mrs. Cromeens explained that because the City is a governmental entity and they do not collect sales taxes, they are required to submit a Community Services Program. The Board requested that Mr. Kip Miller attend the next meeting so that they can better determine the needs of the project.

HEAR UPDATE ON THE CDC'S MARKETING CAMPAIGN WITH HEARST MEDIA

Mrs. Cromeens reported that she met with Beau Marshall of Hearst Media in regards to the CDC's Marketing Campaign. Items discussed included continuing the CDC's exposure on all social media outlets and a marketing/recruitment plan that would be done on the Pioneer building on behalf of the CDC. Mrs. Cromeens reported that she has been satisfied with the work being done by Hearst Media. The CDC will seek new Requests for Proposals (RFP) in November.

AUTHORIZE THE TRANSFER OF NAMES FOR THE CDC CREDIT CARD THROUGH CARD SERVICE CENTER

Mrs. Cromeens was appointed at the CDC Executive Director, effective September 6, 2022. It was suggested that all bank accounts and Certificate of Deposit accounts that currently list Mr. Bobby Seiferman as their authorized user be transferred to the name of Mrs. Cromeens.

MOTION MADE BY MAYOR SARA POST MEYER, SECONDED BY BRIAN GOMEZ, TO TRANSFER THE AUTHORIZED USER FROM BOBBY SEIFERMAN TO MAGGIE CROMEENS FOR THE TRUSTTEXAS CREDIT CARD ACCOUNT ENDING IN 0695. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

AUTHORIZE CDC EXECUTIVE DIRECTOR, MAGGIE CROMEENS AS A USER TO THE TDECU CERTIFICATE OF DEPOSIT

MOTION MADE BY MAYOR SARA POST MEYER, SECONDED BY LYNN FALCONE, TO TRANSFER THE AUTHORIZED USER FROM BOBBY SEIFERMAN TO MAGGIE CROMEENS FOR THE TDECU ACCOUNTS ENDING IN #4261, #4287, AND #7437. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

AUTHORIZE CDC EXECUTIVE DIRECTOR, MAGGIE CROMEENS AS A USER TO THE TEXPOOL ACCOUNTS

MOTION MADE BY MAYOR SARA POST MEYER, SECONDED BY GREG FREEMAN, TO TRANSFER THE AUTHORIZED USER FROM BOBBY SEIFERMAN TO MAGGIE CROMEENS FOR THE TEXPOOL ACCOUNT ENDING IN #0001. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

AUTHORIZE CDC EXECUTIVE DIRECTOR, MAGGIE CROMEENS AS A USER TO THE TRUSTTEXAS BANK ACCOUNTS

MOTION MADE BY MAYOR SARA POST MEYER, SECONDED BY GREG FREEMAN, TO TRANSFER THE AUTHORIZED USER FROM BOBBY SEIFERMAN TO MAGGIE CROMEENS FOR THE TRUSTTEXAS BANK ACCOUNTS ENDING IN #6399, #0739, AND #9722. 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 29, 2022, December Events Committee Regular Meeting Minutes, Wednesday, August 24, 2022, and the December Events August Financial Report.

MOTION MADE BY MAYOR SARA POST MEYER, SECONDED BY LYNN FALCONE, TO ACCEPT THE CONSENT AGENDA AS PRESENTED. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

VI. 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 has increased by 18.23% for the calendar year and has increased by 17.45% for the fiscal year.

Mr. Scott noted that the sales tax remittance for the year is over budget from the anticipated FY 21-22 budget amount.

- 2) Community Leaders' Meeting – Mrs. Cromeens reported that Kip Miller will be the October 14th speaker which will be held at the City of Cuero Council Chambers. There will not be a November Community Leaders' Meeting, as City offices will be closed in observance of Veteran's Day.
- 3) Discuss upcoming conferences/meetings – Mrs. Cromeens will attend the virtual Business Retention and Expansion training by the IEDC on Thursday September 29th and Friday, September 30th, CDC staff will attend the TEDC's Annual Conference which will be held in San Antonio from October 19th – 21st. Mr. Scott and Mrs. Cromeens will be in attendance of the first annual Texas Municipal League Economic Development Conference which will be held in Bastrop on November 17th.
- 4) December Events Committee – Mrs. Cromeens reported that staff assisted in a clean up day at the Christmas in the Park warehouse along with Board Members. The December Events Committee will meet on October 5th at the City of Cuero Council Chambers.
- 5) Strategic Plan Update – Mrs. Cromeens reported that she was given a copy of the CDC's Strategic Plan that was compiled by Texas State University. Mrs. Cromeens was seeking guidance on what the Board's direction was in moving forward with a new plan. It was suggested that Mrs. Cromeens partner with the City of Cuero.
- 6) Current Projects – A copy of the current projects was included in the agenda packet. A separate attachment included the new Business Start-Up Program.

Mrs. Cromeens mentioned that the Hedrick Property has been in contact with the CDC and their project is delayed due to the lack of building materials.

Mrs. Cromeens noted that Spiritual Roots has been closed and the CDC will not continue to submit rental checks on their behalf.

VII. EXECUTIVE SESSION

Pursuant to Title 5 of the Texas Government Code, Chapter 551, Section 551.074, Deliberation Regarding Personnel Matters

- Deliberate the appointment, employment, evaluation, and duties of an employee: CDC Administrative Assistant

Cuero Development Corporation began an Executive Session on September 26, 2022 at 6:42 P.M.

VIII. RECONVENE TO OPEN MEETING

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 on September 26, 2022 at 7:18 P.M.

Actions resulting from Executive Session:

Pursuant to Title 5 of the Texas Government Code, Chapter 551, Section 551.074, Deliberation Regarding Personnel Matters

- Deliberate the appointment, employment, evaluation, and duties of an employee: CDC Administrative Assistant

Mrs. Falcone mentioned that the Board agreed to alter the CDC Administrative Assistant's job duties to reflect her job description. Mr. McClellan will meet with the City of Cuero Human Resource's Director, Lorie Lucas, to ensure that the proposed duties follow the City of Cuero's policy. The Board will consult with Ben Zimmerman about the possibility of changing this position to an exempt status.

MOTION MADE BY LYNN FALCONE, SECONDED BY GREG FREEMAN, THAT THE CDC BOARD ADD ONE DOLLAR TO THE SALARY OF THE CDC ADMINISTRATIVE ASSISTANT, EFFECTIVE OCTOBER 1, 2022. AYES: 6 NAYES: 0 MOTION CARRIED UNANIMOUSLY

IX. ADJOURN

PRESIDENT TYLER MCCLELLAN ADJOURNED THE MEETING AT 7:39 P.M.



TYLER MCCLELLAN
PRESIDENT

ATTEST:



DAVID SCOTT
SECRETARY/TREASURER