

**MINUTES
CUERO DEVELOPMENT CORPORATION
REGULAR MEETING
TUESDAY, JULY 16, 2024 5:00 P.M.**

The Cuero Development Corporation Board of Directors met Tuesday, July 16, 2024 at the City of Cuero Council Chambers, 212 E. Main Street, Cuero, Texas.

PRESENT: Board Members: Tyler McClellan, Constance Donels, Lynn Falcone, Emil Garza, and Ben Zimmerman (via phone conference)

ABSENT: Brad Kocurek and David Scott

CDC STAFF: CDC Executive Director Maggie Cromeens and CDC Coordinator Samantha Bayfus

I. CALL TO ORDER

President Tyler McClellan called the meeting to order at 5:02 P.M.

II. CITIZENS INPUT

None.

III. MONTHLY FINANCIAL REPORTS

Mrs. Cromeens mentioned that staff reviewed the financials and there were multiple mistakes identified in both the Cuero Development Corporation's (CDC) and the December Events Committee's (DEC) Financial Reports. Staff, the Board President, and the Board Treasurer have met with the City of Cuero Finance Department on multiple occasions and the financials have still been presented incomplete.

A discussion was held amongst the Board and it was decided that it would be in their best interest to seek a request for proposal (RFP) from an outside source to prepare the future financials of the CDC and the DEC.

MOTION MADE BY LYNN FALCONE, SECONDED BY CONSTANCE DONELS, TO TABLE THE JUNE FINANCIAL REPORTS AND TO AUTHORIZE THE CDC EXECUTIVE DIRECTOR TO SEEK AN RFP FROM AN OUTSIDE SOURCE TO PREPARE THE FUTURE FINANCIALS OF THE CDC AND THE DEC. AYES: 5 NAYES: 0 MOTION CARRIED UNANIMOUSLY

IV. BUSINESS

CONSIDER AND ACT UPON AN APPLICATION FOR BUSINESS START-UP PROGRAM + FOR SOUTHERN CHARM, 140 E. MAIN STREET

Mrs. Cromeens stated that Heather Simpson, owner of Southern Charm, has had a home-based e-commerce business for the last three years. Ms. Simpson will be opening a storefront and occupying 140 E. Main. Inventory will include tumblers, earrings, decals, and she will provide laser engraving.

Mrs. Cromeens noted that she has verified with the Secretary of State and Ms. Simpson is collecting sales tax for the City of Cuero.

MOTION MADE BY CONSTANCE DONELS, SECONDED BY LYNN FALCONE, TO APPROVE THE BUSINESS START-UP PROGRAM + FOR SOUTHERN CHARM IN THE AMOUNT OF \$500.00 FOR THE NEXT SIX MONTHS, BEGINNING AUGUST 1, 2024 AND ENDING JANUARY 1, 2025. AYES: 5 NAYES: 0 MOTION CARRIED UNANIMOUSLY

CONSIDER AND ACT UPON BUDGET AMENDMENT #1 OF THE FY 23-24

Mrs. Cromeens noted that due to the financials being incomplete, she would request that Budget Amendment #1 of the FY 23-24 be deferred until each line item in the budget has been thoroughly reviewed. A new salary was included in the budget for the proposed Administrative Assistant position.

Mrs. Cromeens also mentioned that she has emailed all of the outstanding grant recipients regarding their projects and they were given a deadline to respond by August 5th. This will give staff a better estimate on amending the budget.

RECEIVE PROPOSED FY 2024-2025 BUDGET

Mrs. Cromeens noted that she, President McClellan, and Treasurer Scott met regarding the proposed budget. The Budget Committee reviewed the budget and eliminated extra funds that aren't relevant to the expenditures.

Mr. Garza questioned which expenses come out of the uniform and apparel line item and the office supplies line item. Mrs. Cromeens stated that work related apparel for the CDC staff and Board would come out of the uniforms and apparel account and supplies such as paper, pens, folders, etc. would come out of the office supplies account.

Mrs. Cromeens noted that upon completion of the Public Hearing on August 5th, the budget will be submitted to the Cuero City Council for approval by two readings in August and September, 2024.

V. CONSENT AGENDA

Included in the director's agenda packets for review were: Regular Meeting Minutes, Tuesday, June 18, 2024, Special Meeting Minutes, Tuesday, July 2, 2024, and the December Events Committee's June Financial Report.

MOTION MADE BY CONSTANCE DONELS, SECONDED BY LYNN FALCONE, TO APPROVE THE REGULAR AND SPECIAL MEETING MINUTES AS PRESENTED. AYES: 5 NAYES: 0 MOTION CARRIED UNANIMOUSLY

MOTION MADE BY LYNN FALCONE, SECONDED BY CONSTANCE DONELS, TO TABLE THE DECEMBER EVENTS COMMITTEE'S JUNE FINANCIAL REPORT, PENDING THE CORRECTIONS THAT WERE IDENTIFIED IN THE REPORTS. AYES: 5 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 decreased by 24.86% for the calendar year and has decreased by 18.97% the fiscal year.
- 2) Discuss upcoming conferences/meetings – Mrs. Cromeens reported that she will attend the Southern Economic Development Council's Annual Conference in Savannah, Georgia from July 28th – 30th.
- 3) December Events Committee – Mrs. Cromeens reported that ten (10) displays have been purchased for this upcoming season of Cuero's Christmas in the Park.

Mrs. Cromeens mentioned that after careful consideration, the DEC would be disbanded and its responsibilities would be managed solely under the CDC. This transition will streamline the daily operations and allow the DEC to better serve the community.

- 4) 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. Falcone noted that the information for the Stir Soda Shoppe Enterprise Program grant was not listed on the current projects in the amount of \$98,000.00.

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 July 16, 2024 at 6:01 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 July 16, 2024 at 6:19 P.M.

1. Actions resulting from Executive Session

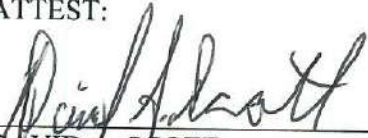
MOTION MADE BY CONSTANCE DONELS, SECONDED BY EMIL GARZA, TO APPROVE THE PROMOTION OF SAMANTHA BAYFUS TO BUSINESS DEVELOPMENT SPECIALIST AT A RATE OF \$28.00 PER HOUR WITH A STARTING DATE OF OCTOBER 1, 2024. AYES: 5 NAYES: 0 MOTION CARRIED UNANIMOUSLY

MOTION MADE BY LYNN FALCONE, SECONDED BY CONSTANCE DONELS, TO AUTHORIZE THE CDC EXECUTIVE DIRECTOR TO HIRE A PART-TIME ADMINISTRATIVE ASSISTANT AT A RATE OF \$18.00 PER HOUR TO BE SHARED WITH THE DECEMBER EVENTS COMMITTEE WITH A STARTING DATE OF OCTOBER 1, 2024. AYES: 5 NAYES: 0 MOTION CARRIED UNANIMOUSLY

IX. ADJOURN

PRESIDENT TYLER MCCLELLAN ADJOURNED THE MEETING AT 6:21 P.M.

ATTEST:



DAVID A. SCOTT
SECRETARY/TREASURER



TYLER MCCLELLAN
PRESIDENT