

**DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
REGULAR MEETING
JUNE 8, 2017**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Thursday, June 8, 2017, at 6:43 PM in the City Council Briefing Room located at City Hall.

Board Members in attendance:

Barry Gordon	President
Steve Dial	Vice President
Dave Galbraith	Board Member
Derwin Broughton	Board Member
Grady Smithey	Board Member
Dr. Matt Murrah	Board Member

Board Members not in attendance:

Dr. Terry Smith	Board Member
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Staff Present: Economic Development Director Jessica James

The meeting was called to order by President Barry Gordon at 6:44 PM.

Mr. Broughton offered the Invocation.

ITEM NO. 1 CITIZEN'S PUBLIC FORUM.

No one spoke during Citizen's Public Forum.

ITEM NO. 2 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE MEETING HELD ON MAY 9, 2017.

Dr. Murrah made a motion to approve the minutes as presented, seconded by Mr. Dial, the motion passed unanimously.

ITEM NO. 3 DISCUSS AND CONSIDER CHANGES TO THE GRANT AWARDED TO TEN HAGEN EXCAVATING, INC. IN THE AMOUNT OF \$48,000.

Ms. James updated the Board on the request presented from Ten Hagen Excavating, Inc. The Ten Hagen's have been able to get a lower bid for the required masonry screening wall for their new headquarters than the original quotes they presented to the DCEDC Board. They are requesting the Board to allow them to use the entire \$48,000, which was awarded to them by the Board on April 13, 2017, towards the cost of the west wall as well as the north wall. As the Board's original approval was for the actual cost of the west masonry wall not to exceed \$48,000.

The total cost to complete the entire 620 linear feet, which includes the west wall and the north wall, will be approximately \$57,000. The Ten Hagen's will pay for any additional costs to complete the north wall and the entire wall will be completed at the same time as the west wall.

Sherrie Ten Hagen presented the new quote for the two screening walls to the Board and discussed the changes in the new quote. She also provided a picture of the wall to the Board and discussed the neutral two-tone colors they are proposing. Mrs. Ten Hagen clarified that the wall will have the same sandstone finish on both sides.

The Board held further discussion regarding the design, quality of fence, how much nicer it would look with both walls completed, property boundaries, if public notices were needed for the neighbors, and overall costs that Ten Hagen Excavating, Inc. would be responsible for covering.

Dr. Matt Murrah made a motion to amend the grant awarded to Ten Hagen Excavating, Inc. to utilize the full \$48,000 to cover the cost of the west wall as well as the north wall; and Ten Hagen Excavating, Inc. will be responsible for the remaining cost to finish the north wall, which must be completed at the same time as the west wall, seconded by Mr. Smithey, motion passed unanimously.

ITEM NO. 4 CONSIDER APPROVAL OF A REVISED FISCAL YEAR 2016 - 2017 DCEDC BUDGET TO INCLUDE THE \$48,000 INCENTIVE GRANT AWARDED TO TEN HAGEN EXCAVATING, INC. AT THE APRIL 13, 2017, DCEDC MEETING.

Ms. James informed the Board that since they approved the \$48,000 expenditure for the wall, the FY 2016 – 2017 DCEDC Budget would need to be amended to account for the expenditure.

Dr. Matt Murrah made a motion to approve the FY 2016 – 2017 DCEDC Budget to include the \$48,000 incentive grant awarded to Ten Hagen Excavating, Inc. during the April 13, 2017, Board meeting and amended that during the June 8, 2017, meeting, seconded by Mr. Smithey, motion passed unanimously.

ITEM NO. 5 RECEIVE AND DISCUSS THE MAIN STATION DUNCANVILLE, LTD'S MONTHLY FINANCIALS, AS WELL AS DUNCANVILLE REAL ESTATE UPDATES.

Monte Anderson, General Partner of Main Station Duncanville, LTD, was not in attendance. Ms. James reported that the previous cleaning charges recorded in last month's financials submitted were correct.

ITEM NO. 6 RECEIVE AND DISCUSS THE 2017 MAIN STATION DUNCANVILLE, LTD BUDGET.

Ms. James reported that Mr. Anderson will attend our next DCEDC meeting to present the 2017 Main Station Duncanville, LTD Budget.

ITEM NO. 7 RECEIVE AND DISCUSS CITY SALES AND USE TAX COMPARISON SUMMARY.

Ms. James reported that the May and June 2017 Sales and Use Tax Reports are included in the information before them. She noted that for the current period, sales tax collections were up 18.28% and 8.5% year-to-date. Ms. James informed the Board that the Finance Department had reviewed the collections and did not see any prepayments from businesses.

The Board held further discussion as to how positive the overall sales tax collections have been throughout the year and how the housing market continues to drive the tax collections.

ITEM NO. 8 RECEIVE AND CONSIDER APPROVAL OF THE DCEDC MONTHLY BUDGET REPORT.

Ms. James reported that the total revenue was \$264,086 for the current month. She further highlighted the expenditures for the month including DCEDC's monthly transfer to the general fund, Keep Duncanville Beautiful (KDB), and Economic Development. She explained the KDB expenditures were mainly for beautification and the Economic Development expenditures were for salaries and memberships.

Dr. Matt Murrah moved to approve the DCEDC monthly budget report, second by Mr. Smithey, motion passed unanimously.

ITEM NO. 9 RECEIVE AND CONSIDER APPROVAL OF THE PROPOSED FISCAL YEAR 2017 - 2018 DCEDC BUDGET.

Ms. James reviewed the proposed budget with the Board. She noted that there will be some formatting changes to the look of the budget in the future. She also noted that the salaries line item has actually decreased from last year as a percentage of Staff's salaries will now be allocated to the CVB Budget since Staff manages that program as well.

The Board held discussion on beautification efforts by KDB and requested another line item be added to the budget in the amount of \$10,000 to be labeled and used for Sustainable Plantings only. Five thousand dollars of the funds will come from Line Item #30 KDB's Beautification fund reducing it to \$139,221 and the other \$5,000 will come from the DCEDC fund balance. The Board wants KDB to use these funds only for more drought resistant and sustainable plantings in the community.

President Gordon as well as Ms. James updated the Board on the TIF Budget and the need for seed money for the TIF Fund. Ms. James recommended the Board consider loaning the TIF Board \$150,000 interest free for 10 years.

After further discussion, Dr. Matt Murrah made the motion to approve the DCEDC Fiscal Year 2017 - 2018 Budget as presented with the three modifications:

1. Line Item #30 KDB's Beautification – decrease by \$5,000 to \$139,221
2. Add a Line Item #31 – Sustainable Plantings in the amount of \$10,000; the funds will come from the \$5,000 reduction in KDB's Beautification fund and \$5,000 from the DCEDC's fund balance.
3. Add a Line Item #33 in the amount of \$150,000 for a 10-year interest free loan to the TIF Board

It was seconded by Mr. Broughton, and motion passed unanimously.

ITEM NO. 10 EXECUTIVE SESSION.

In accordance with the Texas Government Code Section 551-087 (2) Declarations Regarding Economic Development Negotiations, to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

- DISCUSS TEN HAGEN EXCAVATING, INC. GRANT REQUEST.

The DCEDC shall convene into closed executive session pursuant to Section 551.072 of the Texas Government Code to deliberate the sale, purchase or exchange of real property.

- DISCUSS, CONSIDER, AND RECEIVE LEGAL ADVICE ON MAIN STATION PROPERTY.

The Board began Executive Session at 8:19 PM.

ITEM NO. 11 RECONVENE INTO OPEN SESSION.

The Board reconvened into Open Session at 8:49 PM.

ITEM NO. 12 TAKE ANY NECESSARY OR APPROPRIATE ACTION BECAUSE OF CLOSED EXECUTIVE SESSION.

The Board took no action.

ITEM NO. 13 RECEIVE STAFF AND BOARD REPORTS:

- *Receive Update on Comprehensive Plan Steering Committee.*

Mr. Gordon reported on the last Comprehensive Plan Steering Committee meeting held. Ms. James informed the Board that there is a Town Hall Comprehensive Plan meeting scheduled for June 21, 2017, at the Senior Center starting at 7:00 P.M. She encouraged Board Members to attend.

- *Receive Update on the TIF.*

Ms. James reported that the TIF Board did not meet in May.

- *Receive Business and Events Activity Updates.*

Ms. James discussed the Business and Events Activities for the previous month, which included new businesses, business expansions, and the list of Certificates of Occupancy. The Board had further questions and discussion.

- ***Important Dates:***
 - *DCEDC Annual Meeting and Board Meeting*
 - *June 8, 2017 – City Council Briefing Room*
 - *TEDC Mid-Year Conference*
 - *June 7 – 9, 2017 – Marriot at Legacy Town Center, Plano, TX*
 - *TEDC Economic Development Sales Tax Workshop*
 - *October 27, 2017 – Hampton Inn, Mesquite, TX*

ADJOURNMENT

The meeting was adjourned at 9:19 PM.

APPROVED:



BARRY GORDON
PRESIDENT

ATTEST:



JESSICA JAMES
DIRECTOR OF ECONOMIC DEVELOPMENT