

**DUNCANVILLE COMMUNITY AND ECONOMIC  
DEVELOPMENT CORPORATION (DCEDC) BOARD  
REGULAR MEETING  
OCTOBER 12, 2017**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Thursday, October 12, 2017, at 6:00 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
Grady Smithey	Board Member
Derwin Broughton	Board Member
Dr. Terry Smith	Board Member

Board Members not in attendance:

Dr. Matt Murrah	Board Member
-----------------	--------------

City Council Members and Guest Present: District 3 City Council Member Leslie Thomas, and City Attorney Bob Hager

Staff Members Present: Assistant City Manager Paul Frederickson, Economic Development Director Jessica James, and Economic Development Coordinator Cynthia Williams

The meeting was called to order by President Barry Gordon at 6:31 PM

Mr. Galbraith offered the Invocation.

***ITEM NO. 1 CITIZEN'S PUBLIC FORUM.***

President Gordon read the item into record. Council Member; District Three Leslie Thomas, 559 Power Drive, gave several reasons that the DCEDC should not allow non-board City Council Members in the DCEDC Executive Sessions. These reasons included: Maintaining a nonpolitical environment for the DCEDC, ensuring equal knowledge and influence of all council members, and guarding against undue influence by a minority of the Council. She recommended the Board amend the DCEDC Bylaws to exclude Council Members from the DCEDC meeting executive sessions.

***ITEM NO. 2 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE REGULAR MEETING HELD ON SEPTEMBER 14, 2017.***

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

**ITEM NO. 3 RECEIVE AND DISCUSS THE MAIN STATION DUNCANVILLE, LTD'S MONTHLY FINANCIALS, AS WELL AS DUNCANVILLE REAL ESTATE UPDATES.**

*In order for the Board to have adequate time for the Planning Session, Mr. Gordon asked that the Board consent to dispense certain items unless Board Members had specific questions.*

Mr. Gordon asked the Board to consent to dispense with this item unless Board Members had any questions. There were no questions. The Board consented to dispense with discussion, but the Item was received.

**ITEM NO. 4 RECEIVE AND DISCUSS CITY SALES AND USE TAX COMPARISON SUMMARY.**

Mr. Gordon asked the Board to consent to dispense with this item unless Board Members had any questions. There were no questions. The Board consented to dispense with discussion, but the Item was received.

**ITEM NO. 5 RECEIVE AND CONSIDER APPROVAL OF THE DCEDC MONTHLY BUDGET REPORT.**

Mr. Gordon provided a quick recap of the DCEDC Monthly Budget Report. For the current month, the DCEDC has \$195,029 in sales tax, and \$195,322 in total revenues. The DCEDC had a contribution to Debt Service of \$535,050. The DCEDC's total expenditures for the month is \$580,843, and the net profit for the month is \$385,521.

Mr. Dial made a motion to approve the DCEDC Monthly Budget Report as presented, seconded by Mr. Smithey, the motion passed unanimously.

**ITEM NO. 6 RECEIVE AND DISCUSS THE DUNCANVILLE FIELDHOUSE BUDGET STATUS REPORT.**

Mr. Gordon asked the Board to consent to dispense with this item unless Board Members had any questions. There were no questions. The Board consented to dispense with discussion, but the Item was received.

**ITEM NO. 7 PUBLIC HEARING TO RECEIVE COMMENTS ON A PROPOSED PAINT INCENTIVE GRANT REQUEST FOR LEON MILLER COMMERCIAL PROPERTIES FOR THE OFFICE BUILDING LOCATED AT 550 NORTH MAIN STREET, DUNCANVILLE, TEXAS IN THE AMOUNT OF \$5,000.00.**

The Public Hearing opened at 6:13 PM with President Gordon reading the item. State law requires that a public hearing be held for Type B projects and that a public hearing is advertised for the project listed above. There was no public present and no one spoke during the Public Hearing. The Public Hearing closed at 6:14 PM

**ITEM NO. 8 RECEIVE AND CONSIDER APPROVAL OF A PROPOSED PAINT INCENTIVE GRANT REQUEST FOR LEON MILLER COMMERCIAL PROPERTIES FOR THE OFFICE BUILDING LOCATED AT 550 NORTH MAIN STREET, DUNCANVILLE, TEXAS IN THE AMOUNT OF \$5,000.00.**

Ms. James introduced Mr. Leon Miller who is the Owner of Leon Miller Commercial Properties. Leon Miller Commercial Properties has been providing commercial retail and office facilities to tenants looking

for a prominent location in Duncanville, Texas for over 40 years. Mr. Miller's plan is to repair stucco and paint all existing stucco areas of the building located at 550 North Main Street, Duncanville, Texas.

Mr. Miller reported that recently he has gone through some dramatic improvements, and his adjuster came up with a little more than expected. He needs to paint the stucco to make it look like a new building. He spoke with City Staff, received information on a grant, and decided to make a presentation and request. He is present tonight to make that presentation, and to answer any questions from the Board.

Ms. James reported that Mr. Miller submitted three itemized bids as required by the DCEDC Incentive Program, which includes a required bid from a Duncanville business. Mr. Miller also included pictures that demonstrate where he will use the paint and make the repair. Grants may be approved for up to 70% of the lowest of the three bids, up to \$5,000. Reimbursement will be made to the applicant up to 70% of the actual cost not to exceed the original amount approved. The lowest bid Mr. Miller submitted at 70%, is \$5,000. It meets all requirements for the consideration of the Board for the possible maximum amount, which is what Mr. Miller is requesting.

The Board held further discussion/questions including: The age of the building; Mr. Miller was told that the building was built around 1972 or 1973, the current occupancy of the building; Mr. Miller reported that the building is not fully rented; however, he may have it all filled by the end of the month, the maximum amount he may receive at this time; \$5,000 is the maximum, how he selected the three businesses for estimates; he has had experience dealing with all three companies, and the specifications given to all three companies; all three companies were given the same information.

Mr. Smithey made a motion to approve the \$5,000 to Leon Miller Commercial Properties with the conditions that all stucco must be repaired and painted and by approving this grant the Board of Directors is approving the DCEDC Budget be amended accordingly, seconded by Mr. Dial, the motion passed unanimously.

***Mr. Gordon reported that at this point in the meeting, the Board has an option. This same Agenda Item is shown as an item for Executive Session tonight. If the Board is comfortable with dispensing with Executive Session with everything the Board has already heard, the Board can go ahead and take the motion for approval as stated and dispense with this item in Executive Session. The motion was unanimously approved.***

***ITEM NO. 9 DISCUSS AND RECEIVE PRESENTATION ON PROPOSED VACANT BUILDING ORDINANCE.***

Assistant City Manager Paul Frederickson reported that Ms. James briefed the Board at the last meeting to inform the Board that there was an item on the City Council Agenda to talk about vacant buildings and issues regarding the care and maintenance of those structures. Staff has been in the process of working on drafting a new ordinance to amend the current vacant building ordinance that the City has on the books right now, and had a meeting with the City Council at their September 5, 2017, Work Session. Staff wanted to brief the DCEDC on the points of what Staff is putting together for the ordinance, and will also brief the City Council next week during their Work Session. If everything goes well, this could be approved by City Council on November 7, 2017.

The Board had further discussion/questions on certain issues.

***ITEM NO. 10 DISCUSS AND CONSIDER APPROVAL OF A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION (DCEDC), APPROVING AN AMENDMENT TO THE BYLAWS BY AMENDING ARTICLE IV (FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS), SECTION 4 (PARTICIPATION IN BOARD MEETINGS).***

Mr. Gordon reported that this has become an item for City Council. City Council has directed the DCEDC to examine the DCEDC Bylaws to consider revising them or leave the DCEDC Bylaws in their

current state. The Board has options. This is also an item that can be made in executive session. Mr. Gordon asked the Board for their opinions on whether the Board should discuss this in open session or executive session with Counsel present. The Board discussed it and decided that this is an item that should be discussed in executive session.

***ITEM NO. 11 EXECUTIVE SESSION.***

In accordance with the Texas Government Code, the DCEDC shall convene into closed executive session pursuant to Section 551.087 (2) - Deliberation Regarding Economic Development Negotiations, to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1).

- **DISCUSS LEON MILLER COMMERCIAL PROPERTIES GRANT REQUEST.**

In accordance with the Texas Government Code, the DCEDC shall convene into closed executive session pursuant to Section 551.072 – Deliberations about Real Property, to deliberate the purchase, exchange, lease, or value of real property.

- **DISCUSS REAL PROPERTY GENERALLY LOCATED WEST OF SH 67, SOUTH OF I-20, EAST OF CEDAR RIDGE ROAD, AND NORTH OF WHEATLAND RD.**

In accordance with the Texas Government Code, the DCEDC shall convene into closed executive session pursuant to Section 551.071 (2) – Consultations with Attorney, to seek or receive its attorney’s advice on legal matters that are not related to litigation or the settlement of litigation.

- **RECEIVE CONSULTATION FROM CITY ATTORNEY ON DCEDC BYLAWS.**

The Board began Executive Session at 7:18 PM

***ITEM NO. 12 RECONVENE INTO OPEN SESSION.***

The Board reconvened into Open Session at 7:57 PM

***ITEM NO. 13 TAKE ANY NECESSARY OR APPROPRIATE ACTION BECAUSE OF CLOSED EXECUTIVE SESSION.***

- **RECEIVE CONSULTATION FROM CITY ATTORNEY ON DCEDC BYLAWS.**

As a result of the Executive Session, the Board discussed with the City Attorney that the Board would like an opinion of legal counsel considering the Texas Open Meetings Act and how it applies to the Board with conducting of its Executive Sessions. The City Attorney will get that opinion to the Board within the next ten (10) Calendar days, and no action will result at this time.

- **DISCUSS REAL PROPERTY GENERALLY LOCATED WEST OF SH 67, SOUTH OF I-20, EAST OF CEDAR RIDGE ROAD, AND NORTH OF WHEATLAND RD.**

The Board took no action.

**ITEM NO. 14 RECEIVE STAFF AND BOARD REPORTS:**

Ms. James reported that if the Board had any questions regarding the bullet points, Staff will be happy to consider them. Otherwise, there is only one item that Mr. Gordon would like to cover in terms of updates, and events. There were no questions.

- *Receive Update on Comprehensive Plan Steering Committee.*
- *Receive Business and Events Activity Updates.*
- *Important Dates:*
  - *Board Bus Tours, Specifically, Duncanville High School*

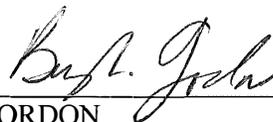
Mr. Gordon reported that he had the occasion to speak briefly with Dr. Marc Smith, Superintendent of Duncanville ISD. Mr. Gordon told him that other than the "Flavor of Duncanville", he has never toured the High School. Dr. Smith said he would arrange a tour for him. Mr. Gordon spoke with Ms. James, and thought that maybe some of the Board Members are in the same position. Dr. Smith put him in touch with Samuel D. Mix, Chief of Schools. After meeting with Mr. Nix, it was decided that the tour will be limited to a group of ten people. Board Members: Mr. Dial, Mr. Broughton, Dr. Smith, and Mr. Gordon as well as Ms. Williams, and Ms. James are interested in participating in the tour. Mr. Gordon will take that number back to Mr. Nix and together they will come up with a few dates and times for the tour.

- *DCEDC Board Photos*
  - *November 9, 2017 – 6:00 PM - TBD*
- *TEDC Economic Development Sales Tax Workshop*
  - *October 27, 2017 – Hampton Inn, Mesquite, TX*

**ADJOURNMENT**

*The meeting was adjourned at 7:59 PM*

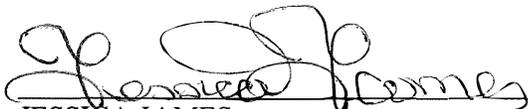
APPROVED:




---

BARRY GORDON  
PRESIDENT

ATTEST:




---

JESSICA JAMES  
DIRECTOR OF ECONOMIC DEVELOPMENT