

**DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
REGULAR MEETING
NOVEMBER 9, 2017**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Thursday, November 9, 2017, at 6:30 PM in the City Council Briefing Room located at City Hall.

Board Members in attendance:

Barry Gordon	President
Dave Galbraith	Board Member
Grady Smithey	Board Member
Dr. Terry Smith	Board Member

Board Members not in attendance:

Steve Dial	Vice President
Dr. Matt Murrah	Board Member
Derwin Broughton	Board Member

City Council Members President: Council Member At-Large Patrick LeBlanc

Staff Present: Economic Development Director Jessica James, and Economic Development Coordinator Cynthia D. Williams

The meeting was called to order by President Gordon at 6:37 PM.

Council Member At-Large Patrick LeBlanc offered the Invocation.

**Mr. Gordon noted that there were some very significant items on the Agenda for the Board to receive and consider. Since the full Board was not present for this meeting, he stated that he would prefer that the Board wait until the full Board was in attendance. In view of that, and not having a full Board tonight, he asked that the Board remove Items #2, #11, and #12 from the Agenda. The Board agreed to consent to dispense discussion of these Agenda Items until the full Board was in attendance.*

ITEM NO. 1 CITIZEN'S PUBLIC FORUM.

No citizen's spoke during Citizen's Public Forum.

ITEM NO. 2 HOLD ELECTIONS FOR THE PRESIDENT AND VICE PRESIDENT DCEDC OFFICERS.

*See Note above.

ITEM NO. 3 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE REGULAR MEETING HELD ON OCTOBER 12, 2017.

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

ITEM NO. 4 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE SPECIAL CALLED MEETING HELD ON OCTOBER 12, 2017.

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

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

Ms. James reported that the server location storing all of Options Property Management software information crashed. Their IT vendor completed the task of rebuilding a new server and could retrieve and export much of their data. However, up to now, they have only been able to retrieve information through September 13, 2017. They are hopeful they can ultimately access the information from September 13, 2017 through November 1, 2017. Staff attached the preliminary reports that Options printed internally which, they use to review and reconcile. These reports have not been reconciled and do not include a rent roll. The reports accurately reflect the debits and credits for the month and are also supported by the bank statements, which Staff included with the Board's Agenda Background information.

ITEM NO. 6 RECEIVE AND DISCUSS CITY SALES AND USE TAX COMPARISON SUMMARY.

Ms. James reported comparing month-to-month for this period compared to the same time last year, Duncanville is still up 6.11%. Overall, year-to-date, Duncanville is still up 7.01%. Staff continues to see the trend that the building industry is still having a major contribution to the increase.

ITEM NO. 7 RECEIVE AND CONSIDER APPROVAL OF THE DCEDC MONTHLY BUDGET REPORT.

Ms. James reported that the DCEDC current monthly budget which, the Board will approve, is accurate. The numbers are correct; however, she reminded the Board that in the next month to two months the Board can see some changes in those close out numbers for last fiscal year. That is simply Finance closing out the year, and those numbers are subject to change.

The current fiscal year, in terms of sales tax collections, the DCEDC did collect \$197,694. For the DCEDC Activity, and this is primarily salaries and other office type expenditures, that came to \$12,537. Transfer to the General Fund is the DCEDC standard. Beautification, which goes to everything from the plantings on the corners and throughout the parks, as well as the works on Hwy. 67 and I-20 in terms of mowing. The DCEDC total expenditures for the month came out to be \$26,482.

The DCEDC has the Dallas Heart and Vascular which, is the \$28,500 noted in the blue column on line 33 on the DCED Monthly Budget Report. In 2013, the Board approved a wall grant. Dallas Heart and Vascular received the first half of the wall grant when the wall went up and the first building was built. They are now completed with the second building, as well as with the shell. The building is located by the Best Western on East Highway 67. As soon as they receive the green tag for the shell, the DCEDC will pay that remaining balance of \$28,500.

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

ITEM NO. 8 RECEIVE AND DISCUSS THE DUNCANVILLE FIELDHOUSE BUDGET STATUS REPORT.

Ms. James reported that the yellow column again, is subject to change while Finance closes out the year, the blue column is what the new budget is in terms of adoption, and the green column is current month and year-to-date. Also, the Board can see on the Report what the prior fiscal year of 2016 – 2017, when added together includes.

The General Manager continues to work on getting in new sponsorships and new events to the Facility. They have rebuilt their website this year and that has really helped with their after-school and summer program recruitment. At this point, Staff does not anticipate any increase in terms of what our debt contribution to the facility is. Ms. James mentioned at the last meeting, that Staff is looking at some façade enhancements, and are getting the final costs on those. The architect did come to a City Council Meeting and provided an overview of some of the elevations and suggestions he has, and now Staff is really trying to do some value engineering in terms of being able to put that into budget. That costs will not come out of the EDC Budget. Those funds are being paid for through the HOT Funds.

The Board held further questions/discussions.

ITEM NO. 9 RECEIVE UPDATE ON TEN HAGEN EXCAVATING, INC. WALL PROJECT.

Mr. Gordon reported that he and Ms. James were invited out to visit the Ten Hagen site. At the April 13, 2017, DCEDC meeting, the Board approved a \$48,000 grant for a masonry wall. Ten Hagen graciously believed that instead of just putting up a chain-link fence along the parameter, they would put up a masonry wall instead which, the Board approved because of its aesthetics. Mr. Ten Hagen told Mr. Gordon and Ms. James that his wife, who did the negotiating for the contract, really got a fantastic price for doing that wall. When the contract was let, they felt pretty good about it. The Board reviewed that document and felt good about it as well. Now that the product has been delivered and installed, it is defective. Mr. Ten Hagen looked at the panels and pointed out the discoloration which, he says, is due to age.

The Board has a letter that has been prepared and vetted through the City. It is going to carry Mr. Gordon's signature, then it will go to Mr. Ten Hagen. He will use this letter to go to the contractor in Florida, saying that the DCEDC is not happy with the work performed, and therefore, the contractor must replace the entire wall.

Ms. James read the letter to the Board and reported that this request is per the Ten Hagen's request. DCEDC is not doing this on their own. Sheri Ten Hagen contacted Ms. James even prior to the meeting to come out and look at the wall because the colors were horrible. The contractor asked the Ten Hagen's to work with him even though the Ten Hagen's were not happy. The Ten Hagen's are simply asking the City and the DCEDC to support them. The contractor is asking for the letter of support for the Ten Hagen's.

The Board held further questions/discussions.

ITEM NO. 10 CONSIDER APPROVAL AUTHORIZING THE DCEDC BOARD PRESIDENT TO SIGN A TEN HAGEN EXCAVATING, INC. WALL REPLACEMENT REQUEST LETTER.

Mr. Smithey made a motion authorizing Mr. Gordon to sign this letter on behalf of the DCEDC, seconded by Dr. Smith, the motion passed unanimously.

ITEM NO. 11 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).

*See Note above.

ITEM NO. 12 CONSIDER APPROVING A RESOLUTION OF SUPPORT FOR A PASSENGER RAIL SYSTEM IN DUNCANVILLE.

*See Note above.

ITEM NO. 13 EXECUTIVE SESSION.

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.

The Board began Executive Session at 7:13 PM.

ITEM NO. 14 RECONVENE INTO OPEN SESSION.

The Board reconvened into Open Session at 7:35 PM.

ITEM NO. 15 TAKE ANY NECESSARY OR APPROPRIATE ACTION BECAUSE OF CLOSED EXECUTIVE SESSION.

The Board took no action.

ITEM NO. 16 RECEIVE STAFF AND BOARD REPORTS:

- ***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:***
- ***BOARD BUS TOURS, SPECIFICALLY, DUNCANVILLE HIGH SCHOOL.***

Mr. Gordon reported that he has spoken with Mr. Nix's assistant. He is waiting for dates and times. An email will be sent out to the Board and Staff with that date and time.

- **DCEDC BOARD PHOTOS**
 - **DECEMBER 14, 2017 – 6:00 PM**

The DCEDC Board Photos were postponed; Date TBD.

ADJOURNMENT

The meeting adjourned at 7:52 PM.

APPROVED:



BARRY GORDON
PRESIDENT

ATTEST:



CYNTHIA D WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR