

**DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
REGULAR MEETING
JANUARY 28, 2019**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Monday, January 28, 2019, at 7:00 PM at the D.L. Hopkins, Jr. Senior Center Northside Room located at 206 James Collins Blvd., Duncanville, Texas.

Board Members in Attendance:

Steve Dial	President
Derwin Broughton, AIA	Vice President
Dave Galbraith	Board Member
Michael Grace	Board Member
Kenneth Govan	Board Member
Chan Williams	Board Member

Board Members Not in Attendance:

Dr. Terry Smith	Board Member
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City Council Members Present: Don McBurnett; District 2, and Mark Cooks; District 4

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

Guest Present: Robert Hager, City Attorney; Monte Anderson, President of Options Real Estate Investments, Inc.; Bryan Kaeser, Mudhook Brands; and Rodney Truttling, Developer

CALL TO ORDER

The meeting was called to order by President Dial at 7:33 PM.

INVOCATION

Mr. Broughton offered the Invocation.

ITEM NO. 1 CITIZEN'S PUBLIC FORUM.

President Dial read the item into record. The following spoke during the Citizen's Public Forum Period:

Patricia Ebert, 115 S. Greenstone Ln. – spoke on the activities currently taking place at the D.L. Hopkins, Jr. Senior Center.

ITEM NO. 2 CONSIDER APPROVAL OF THE DCEDC MINUTES FOR THE REGULAR MEETING HELD ON DECEMBER 10, 2018.

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

ITEM NO. 3 RECEIVE AND DISCUSS CITY SALES AND USE TAX COMPARISON SUMMARY.

Ms. James reported that the Sales Tax Summary's numbers for the month-to-month comparison and the year-to-date comparison both show a -0.86%. So, the City's sales tax collections are down just under 1%; however, this is not uncommon with the other cities as well. Staff will continue to monitor.

The Board had further questions/discussion.

ITEM NO. 4 RECEIVE AND CONSIDER APPROVAL OF THE DCEDC MONTHLY BUDGET REPORT.

Ms. James reported that the EDC collected \$203,154 in sales tax revenue. Year-to-date, the EDC has collected \$205,433. In terms of activity, the EDC had expenses of \$15,808, which included salaries, training, and equipment rentals. The Report also shows \$669 in expenses for KDB, which included miscellaneous supplies as well as travel for the Director's annual conference. The \$6,090 Transfer to the General Fund includes supportive service charges. The \$578 expenditures for Beautification efforts includes water and ground maintenance.

Staff received a report today that the Parks Department did plant tulips. The tulips are planted later this year than last year. Mr. Hamilton is very much aware that the DCEDC wants to maintain the sustainability component for plantings in the community.

The Total Expenditures for EDC were \$23,145, and that leaves a net profit of \$180,009 for the month. Year-to-Date, the EDC has a net profit of \$131,593. Staff performed an audit and the EDC Fund Balance is \$1,028,401.

The Board had further questions/discussion.

Mr. Broughton made a motion to approve the DCEDC Monthly Budget Report 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.

Mr. Anderson reported that it is pretty much business as usual at Main Station. Main Station is 100% full.

ITEM NO. 6 RECEIVE A PRESENTATION AND DISCUSS THE POTENTIAL DEVELOPMENT OF THE RAIL ROAD FLATS PROPERTY.

Ms. James introduced Mr. Rodney Truttling. He has shown interest in the Rail Road Flats Property, which the DCEDC owns. Also, she reported that the EDC has legal counsel here tonight, Mr. Hager, if the Board has any questions for him regarding this Agenda Item.

Mr. Truttling provided the Board with a background on himself. He is a long-time resident of Duncanville since 1979, and a home builder. He has built homes in Duncanville, Desoto, and Cedar Hill. He has also done some construction and restoration projects primarily in Desoto and Glenn Heights. Mr.

Truttling stated that there is a piece of property in Duncanville, which the City refers to as Rail Road Flats. He has been looking at this property since 1979; trying to decide what would be feasible, workable, and doable on that piece of property. He provided the address for this property to his architect, and he was of the mindset that the City should stay with a mixed-use plan; something facing Center Street that would have commercial spaces. Not so much sit-down eateries, but a coffee shop, possibly a donut shop, or an ice cream parlor. Another thing the architect felt would be key to it, if the City is going to have 40 - 60 apartment units is convenience, i.e., laundry service, grocery service, etc. With what people are paying for apartments today, that is the types of conveniences people would want. It is a property that is small, but Mr. Truttling and his architect feel that it would yield somewhere between 10 - 14 offices or commercial spaces. Depending on how much parking spaces are required, it could be from 30 - 45 units, but it depends on how much space is allocated for parking.

He wanted an opportunity to submit the sketches to the Board, visit with the Board to see if the Board would be open to his proposal, and get a feel of how much the City is looking at for this piece of property.

The Board had further questions/discussion.

Mr. Hager suggested that if the Board is interested in this proposal, that Mr. Truttling get together with Ms. James and Staff to work out the logistics on the elements that he may need to make this work financially, and then at the next DCEDC meeting discuss what the DCEDC is willing to sale for this piece of property. Staff will follow-up with Mr. Truttling.

ITEM NO. 7 CONSIDER APPROVAL OF A \$150,000 INCREASE TO THE MAIN STATION DUNCANVILLE, LTD PARTNERSHIP LOAN FOR THE PROPERTY LOCATED AT 100 S. MAIN ST., DUNCANVILLE, TEXAS.

Mr. Anderson presented his request to the Board to increase the existing Main Station Duncanville, LTD Partnership loan in the amount of \$150,000. This request is to borrow \$150,000 from the bank, not the DCEDC on a second note. The Rice Pot has additional space that is not being used. This increase is to cover the cost of remodeling some of the commercial space from the Rice Pot to include a hamburger spot (Mudhook) and a coffee shop (Black and Bitter). He presented plans to the Board at the meeting.

Mr. Bryan Kaeser with Mudhook Brands provided the Board with a brief description of his experience and background.

Mr. Anderson is ready to sign the leases for Mr. Kaeser and the Rice Pot. His intention is to borrow \$150,000 and add a second note on the property. Payments on that note will be about \$1,115 per month. If the Rice Pot is not downsized, the Rice Pot is likely to not renew because it is too much space.

The Board had further questions/discussion.

Mr. Hager stated that Mr. Anderson as General Partner under Texas Law has the fiduciary duty to the limited partner to make sure that the limited partner is informed of what is going on and the limited partner has the right to look at the financials. Mr. Anderson will provide these to the Board. The construction expenses will be included in the financials.

Mr. Govan made a motion to approve a \$150,000 loan increase to the Main Station Duncanville Limited Partnership for build-out of the three restaurant retail spaces in Main Station and authorize the DCEDC President to sign any necessary documents. The motion was seconded by Mr. Broughton; the motion passed unanimously.

Mr. Hager left the meeting at 8:36 PM.

ITEM NO. 8 RECEIVE AND CONSIDER AMENDING AND ADOPTING THE CITY OF DUNCANVILLE AND DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION (DCEDC) POLICY STATEMENT AND GUIDELINES FOR ECONOMIC DEVELOPMENT GRANTS AND TAX ABATEMENTS TO INCLUDE THE COMMERCIAL DEMOLITION/REBUILD PROGRAM.

Ms. James reported that the proposed updates are in red. Because the DCEDC incentive guidelines include the City and the DCEDC, the only thing the DCEDC will approve tonight is the commercial component. It is modeled after the DCEDC incentive policy and will have to go to City Council for final approval.

The Board had further questions/discussion.

Mr. Grace made a motion to amend and adopt the City of Duncanville and Duncanville Community and Economic Development Corporation (DCEDC) Policy Statement and Guidelines for Economic Development Grants and Tax Abatements to include the Demolition/Rebuild commercial component. The motion was seconded by Mr. Govan, the motion passed unanimously.

ITEM NO. 9 RECEIVE AND CONSIDER THE 2018 DCEDC ANNUAL REPORT.

Ms. James reported that this is something the Board does on an annual basis. There is an annual report that Staff must file with the State of Texas; however, this is completely different. Some of this information is used for that report. This document is more of an internal document for City Council.

While reviewing the Annual Report, Ms. James asked the Board if they would like Mr. Hamilton, Parks Superintendent, to attend a future DCEDC meeting and provide another update on the Beautification efforts. Staff will follow-up with Mr. Hamilton.

The Board had further questions/discussion.

Mr. Broughton made a motion to approve the 2018 DCEDC Annual Report with one correction, seconded by Mr. Govan, the motion passed unanimously.

ITEM NO. 10 DISCUSS CONDUCTING A STRATEGIC PLANNING SESSION FOR THE DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION (DCEDC).

Ms. James reported that every year the DCEDC has some type of planning session. There have been years where a facilitator came in, and then there have been years where the Board has handled this on its own. Last year, the Board did conduct the planning session based on the Comprehensive Plan.

After discussion, the consensus of the Board is to handle the planning session internally. Staff will not hire a facilitator.

The Board had further questions/discussion.

On Monday, March 18, 2019, the Board will conduct a Driving Tour/Planning Session, and possibly, if needed, a Regular Meeting. This will take place at 6:00 PM at City Hall. If the Board Members have anything specific to discuss, please send that information to Ms. James.

ITEM NO. 11 RECEIVE STAFF AND BOARD REPORTS.

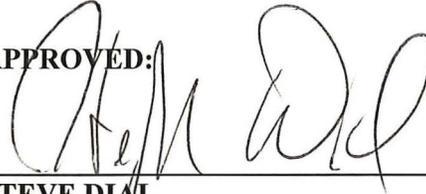
Ms. James discussed the Business and Events Activities for the previous month, which included new businesses, business expansions, and the list of Certificates of Occupancy. The Board had further questions and discussion.

Due to some scheduling conflicts, the next meeting of the DCEDC will take place on Monday, February 18, 2019.

ADJOURNMENT

The meeting adjourned at 9:42 PM.

APPROVED:



**STEVE DIAL
PRESIDENT**

ATTEST:



**CYNTHIA D. WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR**