

**DUNCANVILLE COMMUNITY AND ECONOMIC
DEVELOPMENT CORPORATION (DCEDC) BOARD
REGULAR MEETING
APRIL 13, 2017**

A regular meeting of the Duncanville Community and Economic Development Corporation (DCEDC) Board of Directors was held on Thursday, April 13, 2017, at 6:30 PM in the City Council Briefing Room located at City Hall.

Board Members in attendance:

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| Barry Gordon | President |
| Steve Dial | Vice President |
| Dave Galbraith | Board Member |
| Derwin Broughton | Board Member |
| Grady Smithey | Board Member |

Board Members not in attendance:

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|-----------------|--------------|
| Dr. Matt Murrah | Board Member |
| Dr. Terry Smith | Board Member |

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

The meeting was called to order by President Gordon at 6:34 PM.

Mr. Galbraith offered the Invocation.

ITEM NO. 1 CITIZENS PUBLIC FORUM.

The Citizens Public Forum opened at 6:36 PM. No citizen spoke during Citizens Public Forum. Mr. Smithey made a motion to close the Citizens Public Forum, seconded by Mr. Dial, the vote passed unanimously. The Citizens Public Forum closed at 6:37 PM.

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

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

ITEM NO. 3 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, attended the Board Meeting. He reported that there was not anything new to report tonight. He asked the Board if there were any questions regarding the February 2017 Main Station Monthly Financials.

The Board held further discussions including: The former owner/tenant of Bubbleheads, participation from the Duncanville Community Theatre, the prognosis of Main Station over the next five years, any upcoming preferred maintenance, the total number of units at Main Station, a waiting list for the apartment units, and any plans to include more apartments.

ITEM NO. 4 HOLD A PUBLIC HEARING REGARDING A PROPOSED INCENTIVE FROM THE DCEDC TO TEN HAGEN EXCAVATING, INC. IN AN AMOUNT NOT TO EXCEED \$56,853 TO ASSIST WITH LANDSCAPING AND A SCREENING WALL FOR THE PROPERTY LOCATED AT 1214 S. ALEXANDER AVE., DUNCANVILLE, TX 75137.

Mr. Broughton made a motion to open the Public Hearing, seconded by Mr. Galbraith. The Public Hearing opened at 6:39 PM. There was no public present and no one spoke during the Public Hearing. Mr. Smithey made a motion to close the Public Hearing, seconded by Mr. Dial. The Public Hearing closed at 6:41 PM.

ITEM NO. 5 RECEIVE AND CONSIDER APPROVAL OF AN INCENTIVE REQUEST BY TEN HAGEN EXCAVATING, INC. IN THE AMOUNT OF \$56,853 FOR A SCREENING WALL AND LANDSCAPING AROUND THEIR NEW CORPORATE HEADQUARTERS LOCATED AT 1214 S. ALEXANDER AVE., DUNCANVILLE, TX 75137.

Ms. James introduced Mr. Scott Ten Hagen who is the President, and Sheri Ten Hagen who is the Chief Financial Officer of Ten Hagen Excavating, Inc. as well as their contractor. Ten Hagen Excavating, Inc. is a family owned and operated business, and has been serving the excavation needs of contractors in the DFW area for over 40 years. Ten Hagen's plan is to add a screening wall and landscaping around their new corporate headquarters located in Duncanville, TX. Ten Hagen provided the Board with an overview of their business.

The Board held further discussions including: Storage space for supplies, location of the screening fence, items located on the rest of the property, other fence options, the wall footage on the property, the linear feet for the requested wall, the possibility of the proposed wall not matching the existing wall, the height of the fence, the future of the existing building, landscaping and irrigation, the zoning of the property, using landscaping companies in Duncanville for the new screening wall, the number of years Ten Hagen Excavating, Inc. has been in Duncanville, and Ten Hagen Excavating, Inc.'s intention to remain in Duncanville as their base location.

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

Ms. James reported that the City continues to show progress. The City was up 10.59% YTD in Total Payments this period compared to this time last year, and 4.44% in Total Net Payments this period compared to this time last year. She noted that a lot of this stems from the housing market. The City continues to increase in several businesses as well.

There was further discussion on sales taxes by the Board.

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

Ms. James reported that for the current month, the main expenditure was \$30,524. This includes a new computer for Cynthia, which will allow her to be more mobile. She also reported that the City will go to a new agenda system, and this computer will allow Cynthia to perform those functions as well. Ms. James reported that the DCEDC paid for its Xceligent license. Xceligent provides research and technology that deliver critical information, analytics, and marketing services for the commercial real estate industry. She reported that the Budget Status Report submitted to the Board does not include the encumbrance for the \$45,000 for the building fees grant. The Net Profit (Loss) was \$542,607.

Ms. James reported that the Duncanville Fieldhouse Staff planned to revamp the budget to include new staff positions. However, this has been put on hold. Therefore, the Duncanville Fieldhouse budget will stand as previously approved. She also reported that the DCEDC Staff is working with the Fieldhouse Staff on several projects. Mr. Ron Hobbs with Ron Hobbs Architects came out to speak with Staff regarding upgrades to the Fieldhouse, and plans to return with a few innovations for the facility.

There was further discussion.

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

ITEM NO. 8 DISCUSS THE DCEDC FY 2017 – 2018 BUDGET.

Ms. James reported that Item No. 7 and 8 go together, and that Staff is still waiting on other numbers from other departments. There are some slight changes; however, Staff did not see a big increase. There is a proposed increase from KDB to add an additional part-time seasonal position. This seasonal person will assist with trash pickup along I20. The addition will add \$15,000 to the KDB budget. Ms. James also reported that this year, Staff will start using ArcGIS Online. This will add another \$1,500 to the DCEDC budget. The DCEDC and Staff will discuss the budget further at the next meeting including our Impact DataSource Reports.

There was further discussion.

ITEM NO. 9 RECEIVE AND DISCUSS AMENDING THE BYLAWS OF THE DUNCANVILLE COMMUNITY AND ECONOMIC DEVELOPMENT CORPORATION; ARTICLE IV (FUNCTIONAL CORPORATE DUTIES AND REQUIREMENTS); SECTION 7 (ANNUAL CORPORATE BUDGET).

Previously approved Bylaws:

“At least ninety (90) days prior to October 1st, the Board shall prepare and adopt a proposed budget of expected revenues and proposed expenditures for the next ensuing fiscal year.”

The following language will amend and replace the above quoted Section:

“The Board shall prepare and adopt a proposed budget of expected revenues and proposed expenditures for the next fiscal year prior to the City filing the budget with the County.”

Ms. James reported that in the past, Staff brought the budget to the Board in May of each year. Staff had to come back a couple of times last year because the numbers changed. The current bylaws are not functional. Staff recommends changing the wording whereby if Staff must come back, it would be one time. Ms. James reported that Staff has already spoken with the City’s Finance Director as well as the City Attorney.

After further discussion, Mr. Dial made a motion to approve the new language to read “*The Board shall prepare and adopt a proposed budget of expected revenues and proposed expenditures for the next fiscal year on or before July 31st of each year*”, seconded by Mr. Smithey, the vote passed unanimously.

ITEM NO. 10 EXECUTIVE SESSION.

In accordance with the Texas Government Code Section 661-087 (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 Board began Executive Session at 8:22 PM.

ITEM NO. 11 RECONVENE INTO OPEN SESSION.

The Board reconvened into Open Session at 9:37 PM.

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

Mr. Dial made a motion that the DCEDC approves 100% of the cost of the west property wall approximately 420 linear feet not to exceed \$48,000 with the following conditions:

- i. provided that the building and fence are built and Ten Hagen Excavating, Inc. has received their Certificate of Occupancy for the building within 16 months from the time City Council has approved the grant,
- ii. the fence must be constructed of a neutral color precast concrete wall with a decorative stamp masonry pattern that is approved by the City of Duncanville,
- iii. a Concrete Masonry Unit or CMU screening wall is not acceptable, and
- iv. approves the DCEDC Board President to execute the necessary documents.

Mr. Broughton also requested that three quotes for the wall must be submitted. Mr. Smithey seconded, the vote passed unanimously.

ITEM NO. 13 RECEIVE STAFF AND BOARD REPORTS.

- ***Receive Update on Comprehensive Plan Steering Committee.***

Ms. James reported that President Gordon and Mr. Broughton met with the City Manager and Ms. James on Monday, April 10, 2017, to express their concerns regarding the Comprehensive Plan.

- ***Receive Update on the TIF.***

Ms. James reported that the TIF Board held their first meeting on Tuesday, March 28, 2017. Ms. James is the guiding force for the Board. The next meeting is scheduled for Tuesday, April 25, 2017. Mr. Michael Grace was elected President of the TIF Board.

- ***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.

- *Discuss and Consider Scheduled DCEDC Planning Session.*

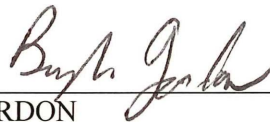
The DCEDC Planning Session will take place on Tuesday, May 9, 2017 at 6:00 PM.

- *Important Dates:*
 - *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 9:50 PM.

APPROVED:



BARRY GORDON
PRESIDENT

ATTEST:



CYNTHIA D. WILLIAMS
ECONOMIC DEVELOPMENT COORDINATOR