

**MINUTES OF THE RIVER OAKS
ECONOMIC DEVELOPMENT CORPORATION
SPECIAL CALLED MEETING
JANUARY 17, 2011**

MEMBERS PRESENT:

PRESIDENT JOANN GORDON
VICE-PRESIDENT JOE CREWS
JOANN BUTLER
STEVE HOLLAND (PRESENT AT 7:12 PM)
LEIGH ANN TURNER
GREG HENDRICKSON

STAFF PRESENT:

CITY SECRETARY MARVIN GREGORY
OFFICE MANAGER PAULA BAGWELL

MEMBERS ABSENT:

BRENDA MILLER-EXCUSED

1. CALL TO ORDER

With a quorum present, President Gordon called the Special Called Meeting of the Economic Development Corporation to order at 7:00 p.m. on Monday, January 17, 2011 at River Oaks City Hall, 4900 River Oaks Blvd., River Oaks, Texas 76114.

2. MEMBER ROLL CALL

President Gordon stated that all members are in attendance with the exception of an unexcused absence for Member Brenda Miller and Member Steve Holland. Member Holland arrived at 7:12 pm.

3. CONSIDER APPROVAL OF MINUTES FROM THE OCTOBER 12, 2010 SPECIAL CALLED MEETING.

Member Hendrickson moved, seconded by Member Butler to approve the minutes of the Special Called Meeting on September 7, 2010 with the correction on item # 4, remove FC Crews' name. All voted "Aye".

4. PUBLIC HEARING: HEARING TO CONSIDER AMENDING THE CONTRACT FOR THE BUSINESS IMPROVEMENT GRANT OF DIEGO F. PEDROZA AT 5157 RIVER OAKS BLVD. (TRI-OAKS SHOPPING CENTER)

At 7:02 pm, President Gordon opened the Public Hearing.

EDC Coordinator Crews, whom is not present, met with Mr. Pedroza. His grant will expire on January 26, 2011. Mr. Pedroza, whom is present, is requesting an extension. Mr. Pedroza stated he originally was going to take the awning down on the end of the building. The current tenant would like to keep the awning. The tenant did paint the

awning to match the rest of the building. But all the dents are noticeable and does not look good. Mr. Pedroza would like to replace the awning and paint it the same color (brown) as the rest of the building. The panels will match the panels that are on the rest of the building. The sign and filler are not done yet. Because of cost, he would like to put the sign on one side, and put a banner on the other. Nancy Crews suggested using aluminum and have vinyl lettering instead of a banner.

Member Butler recommends taking the awning down, because you can not see much of the business with it up. Mr. Pedroza said the tenant (which will be a restaurant) wants to keep the awning and put table and chairs outside under it. VP Crews wants to see a more detailed list of what was originally agreed to do. President Gordon went over the list of what has been done and what is not done. The contract states that if any changes needed to be made, they need to be submitted in writing within the 120 days from the date of the contract. And it is up to the board to accept or deny the changes. If the contract is not fulfilled, the grant is "null". The grant included removing the awning. CS Gregory recommended giving a 30 day notice (which can begin at any time). During the 30 days, Mr. Pedroza can request the changes and the board will meet to either accept or to deny these changes. Citizen John Claridge asked about the code regarding the awning. VP Crews will find out what the code is regarding awnings and wants a list of what has been complete so far. Citizen James Myrick made the comment that having a patio area with tables and chairs can lead to a vehicle running into them. If they want a patio area, need to look at security pipes. President Gordon noticed the awning coming really close to the TXDOT Right of Way. CS Gregory will have to measure and can register the canopy as non-conforming.

President Gordon closed the public hearing at 7:34 pm.

5. ACTION FROM PUBLIC HEARING: RECOMMENDATION OF APPROVAL OF AMENDING THE BUSINESS IMPROVEMENT GRANT OF DIEGO F. PEDROZA AT 5157 RIVER OAKS BLVD. (TRI-OAKS SHOPPING CENTER)

Member Hendrickson moved, seconded by VP Crews, to issue a 30 day notice to Mr. Pedroza. During that time, he will write what he is going to do and will have to come into compliance within that 30 day period in accordance to Resolution #647-09 & #666-09. All voted "aye".

6. CONSIDER APPROVAL OF E.D.C. FINANCIAL REPORT THRU DECEMBER 31, 2010

CS Gregory reported that the beginning balance was **\$4,961.04** in the bank and **\$284,391.80** in Texpool. For the 1st quarter, EDC received **\$98,137.12** in revenues and expended **\$21,528.59** for an ending balance of **\$81,569.57** in the bank. EDC received **\$121.85** in interest for the Texpool account, and had a withdrawal to the bank account for the total ending balance in Texpool of **\$224,513.65**. The ending total bank and Texpool balance is **\$306,083.22**.

VP Crews moved, seconded by Member Butler to approve the 1st quarter report as presented by CS Gregory. All voted "Aye".

7. DISCUSSION AND/OR ACTION ON THE EDC COMMERCIAL PROPERTY REPORT

President Gordon asked EDC Coordinator Crews to provide a list of the vacant commercial properties for sale and to provide a report on the activities on the grant program. **Properties:** Member Hendrickson suggested putting this report on our website. All Board Members would like this report to look different so it is easier to read. **Grant Activities:** President Gordon stated there were nine grants completed and approved. \$182,481.25 of improvements has been made. \$59,865.88 was city funds expended. \$122,615.37 improvements were made beyond grant amount. Member Holland would like the dates on this report. VP Crews stated there has not been much interest expressed. Member Holland suggested we need to promote the BIG Grant again. Need to reach the building owners as well as the tenants. VP Crews said in the past, there has been no response from the building owners. CS Gregory said we can create a news letter like the storm water newsletter. Would have to manually get the owner information from the Tarrant Appraisal District website. President Gordon would like the newsletter to be approved by the EDC board before mailing out.

8. STAFF REPORT: UPDATE ON THE BUSINESS IMPROVEMENT GRANT AT 5500 MEANDERING

CS Gregory said the grant for 5500 Meandering is complete and the city has paid out its portion. At this point, we do not know if Mr. Houk is going to continue using Austin Stone on the other two buildings. All Board Members, except for President Gordon, remembered the Austin Stone only going to be on the main building. President Gordon said this is in compliance with the grant if only the main building was to have Austin Stone.

9. WORKSHOP: (i) CONSIDER REVISIONS TO THE BIG IMPROVEMENT GRANT PROGRAM AS ORIGINALLY ADOPTED UNDER RESOLUTION 647-09 AND AMENDED BY RESOLUTION 666-09. (ii) UPCOMING GOALS AND OBJECTIVES FOR THE EDC BOARD

(i) President Gordon would like to see more clarification, adjusting, strengthening in areas and adding new areas in these resolutions since it has been over a year since we created these resolutions. Areas of Resolution #647-09 discussed were paint colors, parking lots, changes to the work, detail plans, and use of natural stones.

The Board Agreed to the following changes:

- Page 3- Add: (Specific Improvements) Color to be approved by the EDC Board.
(color samples will need to be brought before the board)
Add: (Non Eligible Improvements) Parking lots
- Page 5- Add: (Purpose of Eligible Improvement) Applicant must appear before the EDC Board before the application is approved.

Add: (Eligibility of Improvement) Itemization required=detail plan of action and supporting documents of bids for the project.

Page 6- Add: (Development Agreement) #7-any changes to the scope of work has to be approved by the EDC Board prior to the expiration date.

President Gordon would like to set up a joint workshop with all of the Board Members, Council Members, and invite representatives from the businesses to give input.

Citizen Nancy Crews suggested having before and after pictures of what has been done in our city and show to the new applicants what we would like the other buildings to look like.

(ii) President Gordon stated that the Mayor has asked all department heads to establish goals and objectives. As a board, we need to have them also. The first step is what we have done to tonight by altering the resolution. In regards to projects, unfinished projects are the Park and the Boulevard. New projects are a fence at the Community Center. Member Holland questioned if the Board can spend money on the Community Center even though the Community Center is not a park. CS Gregory said as long as we have something in the center that will attract people (ex: Chamber of Commerce Meetings). President Gordon said sewer is the top priority. Also, need to create jobs and bring businesses in. VP Crews would like a monthly status report on all active grants to be given to the Board and Council. And will need something in their contract stating that staff will be reporting on the status of work. There needs to be structured documents in front of us when we need them. President Gordon stated EDC only gets money from sales tax collected. The goal is to bring in more businesses to the community regardless if they pay sales tax. Most of the sales tax collected is from people living outside our city.

10. ACTION FROM WORKSHOP

NONE

11. ADJOURN

At 9:06 pm, Member Holland moved, seconded by VP Crews to adjourn the meeting. All voted "Aye".

APPROVED:



JoAnn Gordon, President

ATTEST:



Marvin Gregory, City Secretary