

**MINUTES OF THE RIVER OAKS
ECONOMIC DEVELOPMENT CORPORATION
SPECIAL CALLED MEETING
FEBRUARY 12, 2018**

MEMBERS PRESENT:

PRESIDENT DAN CHISHOLM
VP JOE ASHTON (6:37 pm)
DARREN HOUK
BUCK BYBEE
GREG HENDRICKSON
LINDA MORGAN
STEVE HOLLAND

STAFF PRESENT:

CITY SECRETARY MARVIN GREGORY
ASST CITY SECRETARY PAULA LUCK
EDC COORDINATOR PATRICIA WARD

MEMBERS ABSENT:

NONE

1. CALL TO ORDER

With a quorum present, President Chisholm called the Regular Called Meeting of the Economic Development Corporation to order at 6:30 p.m. on Monday, February 12, 2018 at River Oaks City Hall, 4900 River Oaks Blvd, River Oaks, Texas 76114.

2. MEMBER ROLL CALL

All members were present except for VP Joe Ashton which arrived at 6:37 pm.

3. CONSIDER APPROVAL OF MINUTES FROM THE JANUARY 15, 2018 SPECIAL CALLED MEETING.

Member Houk, seconded by Member Bybee to approve the Minutes from the January 15, 2018 Special Called Meeting. All voted "Aye".

4. CONSIDER APPROVAL OF THE REVISED BIG IMPROVEMENT GRANT APPLICATION AND RECOMMENDATION TO CITY COUNCIL TO APPROVE RESOLUTION #907-2017 REVISING THE BUSINESS IMPROVEMENT GRANT PROGRAM OF THE RIVER OAKS ECONOMIC DEVELOPMENT CORPORATION.

CS Gregory went over the changes that were done at a previous meeting. The board also agreed to the following changes in the Resolution:

- Page 2 (the last whereas)-remove: approve expenditures of more than \$10,000 and add: approve expenditures of \$10,000 or more.
- Section 2 Agreement definition and Parties definition: remove Public Improvement Agreement and add: Business Improvement Grant Agreement.
- Specific Improvements-remove: 20% of project budget and add: 20% of the grant. Add: Curbing
- Section 4d Permit Fees-add: The amount of permit fees is not included in the maximum grant funds.

- Section 5a Purpose of Eligible Improvement-remove: recommended by President Dan Chisholm at the November 6, 2017.
- Section 6 Procedural Requirements-change: A Application Process to B Application Process; change: B Itemization Required to C Itemization Required; change: C Review and Approval of Applications to D Review and Approval of Applications AND change: Public Improvement Agreement to Building Improvement Grant Agreement; change: D Prior Approval Required to E Prior Approval Required AND change: Public Improvement Grant Agreement to Building Improvement Grant Agreement; change: E Development Agreement to F Development Agreement; change: F Re-application to G Re-application; change: G Disbursement to H Disbursement. Add: A) Applicant Criteria (verified with submittal of application). 1) If the applicant is a tenant, applicant must submit written documentation stating the property owner consents to any and all improvements. Proposed improvements must be detailed on document. 2) Applications for two or more businesses within the same structure (strip center) must be submitted with approval by the owner. Successful multi-business applicants may receive funding up to \$10,000. 3) All taxes must be current on the property. 4) All proposed improvements must meet zoning requirements and any other applicable local regulations.
- Add in Resolution: All proposed improvements must meet zoning requirements and any other applicable local regulations.

The board agreed to the following changes in the Application:

- Grant Funding Guidelines-replace: 100% match commitment by the business entity (remove the example); with: 50% match commitment of eligible project costs by the business entity. Remove: Grants awarded may be between \$5,000 and \$10,000.
- Application Criteria- reword to say: Applications for two or more businesses within the same structure (strip center) must be submitted with approval by the owner. Successful multi-business applicants may receive funding up to \$10,000. Remove: No outstanding code violations on the property.
- Eligible Activities-need to match what is in the resolution. Also add: Permanent landscaping not to exceed 20% of the grant as a separate line from Curbing.
- Approval of Application and Work Completion- Remove: All improvements contained in successful applications must begin construction within 60 days with all applicable permits. Remove: A letter of credit for the entire amount of EDC Board approved improvements must be submitted as part of the application process. Replace: six (6) months with: 120 days. Add: The review and approval by the City Secretary of all Eligible Cost receipts paid and applicable lien waivers by subcontractors submitted by the Property Owner or the Business Operator prior to reimbursement.
- Page 4-replace: Three (3) copies of the Application must be mailed to the following address; with: Three (3) copies of the Application must be submitted to the following address. Add: mgregory@riveroakstx.com.
- Page 5-remove: Letter of credit
- Page 6-remove: Letter of credit

Member Holland moved, seconded by Member Hendrickson to approve Resolution #907-2017 with the noted corrections. All voted "Aye".

5. CONSIDER APPROVAL OF MISSION STATEMENT.

The board looked at three different mission statements.

VP Ashton moved, seconded by Member Houk to approve "The River Oaks Economic Development Corporation mission is to improve quality-of-life for the citizens of River Oaks by attracting new businesses, expanding or retaining existing businesses, and strategically investing in projects that support business development in River Oaks" as the mission statement. All voted "Aye".

6. DISCUSSION AND/OR ACTION OF THE RIVER OAKS EDC WEBSITE DESIGN INCLUDING:

- CONSIDER APPROVAL TO EXPEND FUNDS FOR WEBSITE MAPPING

President Chisholm would like a map of the city to be put on the website (specifically 183) with the business logo's marked at where their locations are. Found out that this is done thru google earth. Found someone who will do this but will cost about \$300.00. It is possible that President Chisholm's knows someone who might be able to do this at no cost.

VP Ashton moved, seconded by Member Hendrickson to approve the expenditure of the website mapping up to \$300.00. All voted "Aye".

- CONSIDER APPROVAL TO EXPEND FUNDS TO HIRE A PROFESSIONAL PHOTOGRAPHER FOR WEBSITE PICTURES

Jarod with Fly Rock Media has built the website where the pictures on the main page will rotate. President Chisholm feels we can take the pictures ourselves or use pictures that we already have instead of hiring a professional photographer which would cost about \$200.00.

VP Ashton moved, seconded by Member Bybee to approve the expenditures to hire a professional photographer if needed up to \$200.00. All voted "Aye".

7. DISCUSSION AND/OR ACTION ON TXDOT APPROVAL REGARDING CONSTRUCTION OF THE WEST ENTRANCE SIGN ON RIVER OAKS BLVD.

Two drawings were shown of what the entrance sign will look like along with detailed plans of a third drawing. Board likes the rock that the sign at QT has and also the 3-D lettering on the sign at QT. This item will be brought back on March 6th, 2018.

8. STAFF REPORT FROM THE EDC CONSULTANT, WARD & ASSOCIATES.

Patricia Ward briefly went over some information in the packet. During the last 30 days, three properties have sold on River Oaks Blvd. Need to set up a workshop on March 6th, 2018 to discuss what kind of business the board would like to see in River Oaks.

Greg Fox is the new President of the Tri-City Area Chamber of Commerce and is looking at changing the name and restructuring the board.

9. EXECUTIVE SESSION: CONVENE IN EXECUTIVE SESSION PURSUANT TO CHAPTER 551, TEXAS GOVERNMENT CODE: THE BOARD RESERVES THE RIGHT TO CONVENE IN EXECUTIVE SESSION(S) FROM TIME TO TIME ON ANY POSTED AGENDA ITEM TO RECEIVE ADVICE FROM ITS ATTORNEY AS PERMITTED BY LAW DURING THIS MEETING. THE BOARD MAY CONVENE IN EXECUTIVE SESSION TO DISCUSS THE FOLLOWING:

- a. Section 551.071- To seek advice from attorney;
- b. Section 551.072- Discussion regarding possible sale, lease or acquisition of real estate; and
- c. Section 551.087- Discussion or deliberation regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations or to deliberate the offer of a financial or other incentive to a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body.

NONE

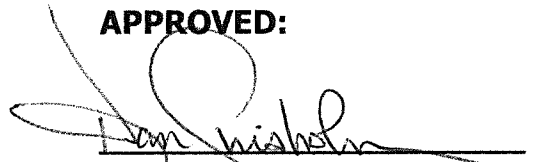
10. ACTION FROM EXECUTIVE SESSION.

NONE

11. ADJOURN

At 8:39 p.m. VP Ashton moved, seconded by Member Holland to adjourn the meeting. All voted "aye".

APPROVED:


Dan Chisholm, President

ATTEST:


Marvin Gregory, City Secretary