



ACTION MINUTES
Wilmer Community Development Corporation TYPE B
Regular Meeting Tuesday, September 19, 2017 at 6:00 pm

CALL TO ORDER - At 6:06 pm, Vice President Shelia Petta called the meeting to order on September 19, 2017 in the Wilmer Community Center located at 101 Davidson Plaza in Wilmer, Texas 75172.

Board Members in attendance: **S. Petta, V. Pena, C. Madrigal, and C. Robinette**

Board Members Absent: **President S. Chowdary, E. Pinola, and J. Orr**

Others in Attendance: **Executive Director David Miracle, Staff Liaison Sheana Stokes, and Retail Marketing Consultant Robert Winningham, and Nida Nadir J.D. , Attorney representing Cactus Reclamation Services, LLC**

INVOCATION – led by **Vice President S. Petta**

PLEDGE OF ALLEGIANCE – **The WCDC Type B Board Members led the Pledge of Allegiance.**

COMMUNITY INTEREST – **Vice President Petta outlined the amazing amount of participation and support the Wilmer Ad-Hoc Committee had received in support of Wilmer’s Pioneer Days Event that took place September 15th -17th. Vice President Petta thanked everyone for their support in making this event a true success.**

ACTION ITEMS:

5. CONSIDER AND TAKE POSSIBLE ACTION ON MINUTES FOR THE AUGUST 15, 2017 MEETING

Motion: Board Member V. Pena made the motion to approve the Minutes from the August 15, 2017 meeting.

Second: Board Member C. Robinette

Ayes: 4 Nays: 0 Motion carried unanimously

6. CONSIDER AND ACT REGARDING AUGUST 2017 FINANCIAL STATEMENTS

Motion: Board Member V. Pena made the motion to approve the Financial Statements for August 2017.

Second: Board Member C. Robinette

Ayes: 4 Nays: 0 Motion carried unanimously

7. DISCUSS AND TAKE POSSIBLE ACTION ON UPDATING THE RETAIL MARKETING ANALYSIS BY CATALYST COMMERCIAL – SPLIT COST OF \$225 WITH WEDC.

Motion: Board Member V. Pena made the motion to accept updating the Retail Marketing Analysis by Catalyst Commercial, and split the cost of \$225 with WEDC.

Second: Board Member C. Madrigal

Ayes: 4 Nays: 0 Motion carried unanimously

8. DISCUSS AND CONSIDER POSSIBLE ACTION TO APPROVE SENDING EXEC DIRECTOR, BOARD AND CITY COUNCIL MEMBERS TO THE 2017 TEXAS ECONOMIC DEVELOPMENT COUNCIL'S ECONOMIC DEVELOPMENT SALES TAX WORKSHOP IN MESQUITE 10/27/17

Motion: Board Member C. Robinette made the motion to approve sending the Executive Director, and all interested City Council, and Board Members to the TEDC's 2017 Economic Development Sales Tax Workshop on 10/27/17.

Second: Board Member V. Pena

Ayes: 4 Nays: 0 Motion carried unanimously

9. CONSIDER AND TAKE POSSIBLE ACTION APPOINTING MAYOR, CASEY BURGESS AND CITY SECRETARY, PATSY PATTEN AS ADDITIONAL SIGNATORIES FOR EDC/CDC CHECKS

Motion: Board Member C. Robinette made the motion to approve appointing the Mayor and City Secretary as additional signatories for EDC/CDC Checks.

Second: Board Member V. Pena

Ayes: 4 Nays: 0 Motion carried unanimously

10. DISCUSS AND TAKE POSSIBLE ACTION CONCERNING THE LACK OF A CITY/EDC CREDIT CARD, NECESSARY FOR REGISTERING FOR TRAINING AND MARKETING EVENTS, PAYING FOR EDC/CDC MARKETING MATERIALS AND SUPPLIES, AND FOR PAYING FOR MEMBERSHIPS IN TRADE AND INDUSTRY ORGANIZATIONS.

No action taken on this agenda item

11. DISCUSS AND TAKE POSSIBLE ACTION CONSIDERING APPROVING PURCHASE OF COLLATERAL MARKETING MATERIALS:

- A. FLASH DRIVES
- B. BANNERS
- C. TABLECLOTH
- D. POSTERS W/STANDS
- E. WHERE TO STORE THE MATERIALS SECURELY WITH ACCESS ONLY BY EXECUTIVE DIRECTOR AND STAFF LIAISON

Motion: Board Member V. Pena made the motion to approve the Executive Director up to \$1500 to purchase Collateral Marketing Materials, to be split with the WEDC.

Second: Board Member C. Madrigal

Ayes: 4 Nays: 0 Motion carried unanimously

12. DISCUSS AND CONSIDER APPROVING ATTENDING THE ICSC TEXAS CONFERENCE AND DEAL MAKING EVENT, 11/8 – 11/10/17, DALLAS, KAY BAILEY HUTCHINSON CONVENTION CENTER

- P3 PAVILION KIOSK - \$600, INCLUDES TWO BADGES
- OR, 10'X10' BOOTH - \$595, PLUS EXECUTIVE DIRECTOR REGISTRATION OF \$295

Motion: Board Member V. Pena made the motion to approve the Executive Director to attend the ICSC Texas Conference Event, and to attain a P3 Pavilion Kiosk for \$600, that includes two badges.

Second: Board Member C. Robinette

Ayes: 4 Nays: 0 Motion carried unanimously

13. DISCUSS AND CONSIDER APPROVING A 60-DAY EXTENSION OF WINNING DEVELOPMENT'S RETAIL/COMMERCIAL MARKETING SERVICES AGREEMENTS

Motion: Board Member V. Pena made the motion to approve extending Winning Development's Retail/Commercial Marketing Services Agreements.

Second: Board Member C. Robinette

Ayes: 4 Nays: 0 Motion carried unanimously

14. DISCUSS THE STATUS OF THE NEW WILMER DISD ELEMENTARY SCHOOL, EMLI AND AUTUMN BREEZE MF DEVELOPMENTS – "WILMER SOUTHEAST INFRASTRUCTURE PROJECT"

No action taken on this agenda item

15. EXECUTIVE SESSION:

THE WILMER COMMUNITY DEVELOPMENT CORPORATION TYPE B RESERVES THE RIGHT TO RECESS TO EXECUTIVE SESSION DURING THE COURSE OF THE MEETING TO SEEK LEGAL ADVICE FROM ITS ATTORNEY REGARDING ANY ITEM ON THE POSTED AGENDA AS AUTHORIZED BY SECTION 551.071 OF THE TEXAS GOVERNMENT CODE.

A. ADDITIONALLY, PURSUANT TO THE PROVISIONS OF CHAPTER 551 OF THE TEXAS GOVERNMENT CODE, THE WILMER COMMUNITY DEVELOPMENT CORPORATION TYPE B WILL RECESS INTO EXECUTIVE SESSION, IN ACCORDANCE WITH THE AUTHORITY CONTAINED IN:

SECTION 551.071 GOVERNMENT CODE, CONSULTATION WITH ATTORNEY.

- PROJECT CACTUS RECLAMATION

B. SECTION 551.087 GOVERNMENT CODE, DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS.

- PROJECT CACTUS RECLAMATION

C. SECTION 551.072 GOVERNMENT CODE, DELIBERATION REGARDING REAL PROPERTY.

• PROJECT CACTUS RECLAMATION

The WCDC entered into Executive Session at 7:07 p.m.

The WCDC reconvened into Open Session at 7:18 p.m.

16. CONSIDER AND TAKE POSSIBLE ACTION FROM EXECUTIVE SESSION

Motion: Board Member V. Pena made the motion to approve the Proposed Agreement for Project Cactus Reclamation, the WCDC will pay half of the proposed \$200,000, to be split with the WEDC, in two installments over the course of two (2) years. With the condition that the First Installment be submitted once Cactus Reclamation LLC obtains a Certificate of Occupancy.

Second: Board Member C. Madrigal

Ayes: 4 Nays: 0 Motion carried unanimously

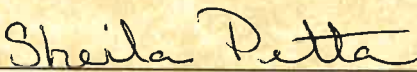
DISCUSSION ITEMS:

17. REVIEW AND POSSIBLE DISCUSSION OF EXECUTIVE DIRECTOR'S REPORT

No action taken on this agenda item

11. ADJOURN- **Vice President S. Petta adjourned the meeting at 7:31 p.m.**

APPROVED:



Sheila Petta, Vice President

ATTEST:



Sheana Stokes, Administrative Assistant