



STATE OF TEXAS

COUNTY OF FORT BEND

CITY OF RICHMOND

The Development Corporation of Richmond convened in a regular meeting open to the public and pursuant to notice thereof duly given in accordance with Section 501.072, Local Government Code, Vernon's Texas Codes, in Richmond City Hall Annex within said City on February 11, 2020 at 6:00 p.m. Directors in attendance included the following:

President, Evalyn W. Moore	Vice President, Joe Bonham
Secretary, Verge Greenwood - Absent	Treasurer, Carl Drozd
Robert Haas	William B. Morefield, III
Nancie Rain	Terri Vela – City Manager
City Attorney – Gary Smith	Cameron Goodman, Executive Director
City Secretary – Laura Scarlato	

President Moore opened the meeting at 6:00 p.m. There was a quorum present.

Agenda item A2 was introduced for public comments. There were no individuals signed up to speak, therefore the agenda item was closed.

Agenda item 3 to review and consider taking action on the minutes of the regular meeting held on January 14, 2020. Director Morefield made the motion to approve the minutes for the January 14, 2020 meeting with the suggested changes by Director Nancie Rain. Director Drozd seconded the motion and the vote was unanimous to approve.

President Moore asked for a review of the Financial Reports through January 31, 2020. Director Carl Drozd, Treasurer stated that January 2020 was a great month with sales tax up 20% as compared to the previous year's sales tax. The Development Corporation collected \$121,831 in sales tax in January 2020 which was 13% higher than what had been budgeted. There were no questions, the agenda item was closed.

Agenda item 5, to review and consider taking action on the Community Asset Lighting Project. Executive Director Goodman presented the agenda item with the focus being on lighting the Richmond Water Tower. Two revised options for lighting the water tower were provided due to the Public Works maintenance concerns of the lighting on the poles. The first option was to light the water tower from positions on existing city structures. This option would result in less lighting coverage but would allow for easier maintenance.

The equipment cost for this option is \$12,276. The second option would be to place two lights on the ground pointing upwards at the bowl and then also placing lights on the railing of the walkway in the mid-section of the water tower to illuminate the upper portion. The cost of equipment for this option would be \$15,995. Staff recommended option two for the lighting project. Director Drozd inquired about the possibility of lightning and the effect on the equipment. Director Haas made the motion to approve the Community Asset Lighting Project Option #2 with Director Rain seconding the motion. The vote was unanimous to approve.

Agenda item 6, to review and consider taking action on Downtown Improvement Grant Application for 206 Morton Street. Executive Director Goodman stated the property is the former theater building owned by Nancy Hentschel who is renovating the façade of the building and the interior. Ms. Hentschel is requesting the \$25,000 maximum allowed for a total project that will exceed \$50,000. This façade improvement project will include replacing the material on the front of the building, freshly painting the façade, and installing a marquee sign. This project will involve coordinating with the Historical Commission and Planning Department. City Manager Terri Vela posed the question if a structural sound engineering report had been completed which the answer was yes. Conditions must be met to receive funding for the grant, including approval from the Richmond Historical Commission, permits obtained, contractors paid, inspections performed, and a certificate of occupancy granted. The project must have a certificate of occupancy by one year. Director Rain made the motion to approve the Downtown Improvement Grant Application for 206 Morton Street with the conditions as stated with Director Morefield seconding the motion. The vote was unanimous to approve.

President Moore introduced agenda item 7, to consider and take action on Building Renovation Projects. There are two locations budgeted for renovation. The first being 1116 Myrtle Street which will be fully renovated. The first step is to create a preliminary engineering report for the building that would include a full construction cost estimate. The DCR has received a \$5,000 grant from Center Point Energy that will fund the majority of this report. Plans for the building include office space and other opportunities. The second project is located at 112 Jackson Street which was the former fire station. The building is beginning to experience maintenance issues. The DCR and staff have discussed options to replace or improve the doors and paint the exterior. The roof is also in need of repair. Fixing these issues would help to increase the curb appeal of the building and offset the costs that a future tenant would need to encumber in order to operate in this location. There was no action necessary for this item.

Agenda item 8, Staff update on the Richmond Farmers Market. Executive Director Goodman addressed the Board stating that Rachelle Kanak had been hired as the market manager and has been recruiting fresh produce vendors for the market. The first weekend for the Farmers Market to kick off will be May 9th and will run through the end of July. Then it will resume in the fall and end in mid-December. The market is planned to operate between 8 am – 12 pm on Saturdays and will be located in the St. John's Methodist Church parking lot directly behind Mercy Goods.

President Moore announced agenda item 9, to review and consider taking action on recommendations for future agenda items. Executive Director Goodman suggested adjusting the date of the March meeting due to spring break. The meeting will be held on Wednesday, March 18th at 6:00 p.m.

President Moore announced the board would adjourn to Executive Session at 6:24 p.m., as authorized by Texas Government Code, Sections 551.087 Economic Development Negotiations.

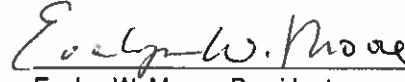
The Board reconvened at 6:40 p.m.

There was no action taken during Executive Session.

Director Drozd made the motion to authorize an economic development grant agreement for Project Up upon purchase of property and employment of 8 full-time equivalent positions at an average annual salary of \$41,600 with reimbursement of \$40,000 from sales taxes produced from the property. Director Rain seconded the motion and the vote was unanimous to approve.

There being no further business to come before the Development Corporation of Richmond, the meeting was adjourned at 6:46 p.m.

APPROVED:


Evalyn W. Moore, President

ATTEST:



Laura Scarlato, City Secretary