

**DAYTON COMMUNITY DEVELOPMENT CORPORATION**  
DAYTON COMMUNITY CENTER 801 S. CLEVELAND, DAYTON, TX 77535  
**REGULAR BOARD MEETING AGENDA**  
Monday, June 11<sup>th</sup>, 2018 6:00 p.m.

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**Present**

**Absent**

Wendell Null - Voting  
Frosty Pruitt - Voting  
Glen Hajovsky - Voting  
Nan Headrick - Voting  
Alvin Burress - Voting  
Tonya Smikal - Voting  
Shane Burleigh - Voting  
Jeff Lambright - Advisory  
Chris Brown - Advisory  
C.D. Williams - Advisory  
Tammy Pratka - Advisory  
Mike Fielder - Council  
Theo Melancon - City Manager  
Courtland Holman - Executive Director  
Sheila Martin - Administrator  
Kimberly Judge - City

**I. Call to Order - 6:00 pm**

Wendell Null called the meeting to order.

**II. Invocation and Pledge**

Mike Fielder led the invocation. Shane Burleigh led the Pledge.

**III. Citizen Forum**

Citizens will be allotted a 3 minute time frame.  
None present.

**IV. Discuss & Possible Action on BIG Grant Application for JGI Car Wash**

Gretchen and Jason Inman presented their request for obtaining a BIG Grant for repainting the carwash to improve the curb appeal. Sheila Martin went over the application, noting that this is a matching funds grant and that all requirements have been met. Shane Burleigh made a motion to approve the BIG Grant application for JGI Car Wash for \$5,000. Alvin Burress seconded the motion. None opposed. Motion carried.

**V. ICSC Team to give a recap of conference**

The attendees of last month's ICSC conference all reported to the Board on their appointment meetings with developers and retailers and their successes. Courtland Holman, Theo Melancon, Jeff Lambright, Sheila Martin and Kimberly Judge all shared from their experiences at the conference.

**VI. Budget Adjustment to account for New City Cell Phones & Construction Cost for additional office space**

Sheila Martin and Courtland Holman presented the need for a budget adjustment to the Board to cover the costs of new cell phones for the DCDC staff, construction of conversion of ½ of a storage room into an office for the new analyst being hired and equipment for that office.

**VII. Discussion on Updated DCDC's Policies, Procedures and Bylaws**

Sheila Martin went over suggestions for updates and questions over the DCDC Bylaws, Policies and Procedures that were brought out by the sub-committee. The Board, Council, and City Manager all discussed the suggestions and questions at length, point by point.

**VIII. Discussion on proposed Board Process Oversight Committee**

**IX. Consent Items**

*The purpose of the consent agenda is to streamline an open meeting by approving multiple items with one vote. If Board desires to discuss an item on the consent agenda, they may do so within the Consent Items.*

- a. Review and take action on regular board meeting minutes from May 14<sup>th</sup>, 2018
- b. Review and take action on April 2018 Financial Statement

Nan Headrick made a motion to accept the Board meeting minutes from May 14<sup>th</sup>, 2018 and the April 2018 Financial Statement. Alvin Burress seconded the motion. None opposed. Motion carried.

**X. Discussion & Action Items**

- a. Discuss and possible action on acquiring sites for possible development

Nan Headrick made a motion to allow Courtland Holman to discuss possible sites for acquisition with the City Manager and a 3<sup>rd</sup> party broker.

- b. Discuss & Possible Action on Board Process Oversight Committee

No action taken.

c. Discuss & Possible Action on Updated DCDC's policies, procedures and bylaws.

No action taken.

d. Discuss & Possible Action on Budget Adjustment for Cell Phones and additional office space

Tonya Smikal made a motion to approve the increase in the budget of \$2,280 for the phones, bringing the total budget line item to \$5,780. Alvin Burrese seconded the motion. None opposed. Motion carried.

Alvin Burrese made a motion to approve a budget adjustment of up to, but not to exceed \$12,000 to cover the cost of construction and equipment for the new office. Shane Burleigh seconded the motion. None opposed. Motion carried.

## **XI. Director's Report**

### **Directors Notes**

May 16 - Meeting with Randy Merritt regarding housing and properties that he owns. I updated Randy on what is happening in the city and its ETJ. Randy will be building 72 more homes when he obtains his lot plat map next to the community center. He is thinking about senior housing and other retail uses on his other properties on Hwy 321 and FM 1409.

Theo and I met with TxDot and the developers building SR-99. They are under construction at the two far ends of the highway and will start construction through Dayton in 2019. We discussed with them the architectural features at the highway crossings and overpasses which may need city funding.

May 17 through 23 - Additional meetings with Tom Kelchner for other medical uses. Tom is using the back conference room this week and next week while we are at ICSC.

May 19 through 23- ICSC Conference. A more detailed version will be presented by the attendees to DCDC board and City Council during regular board and city council meeting.

Shelia and I had already pre-scheduled meetings with various businesses, developers and consulting firms. There are many businesses that would like to be in Dayton such as fast food, apparel stores (big box), 7 Eleven, and motels (Choice Motel chain). It appears that we will be touring 2 to 4 developers in the next few months of which we will be supplying them the contacts that showed interest to locate their business in Dayton if there was a center for them to locate in. We met with some of the businesses at the Buxton Booth with their assistance to help convince the businesses that Dayton will fit their business model.

May 29 - Attended City Council on the TIRZ that was approved.

- May 30 - Sent out information to various brokers that have shown interest in the property or have clients regarding TIRZ approval and the following steps.
- May 30- Met with Kevin Coleman (broker) with his two clients that are looking to invest in Dayton for both retail and rental housing. They appear to be interested in acquiring property in the downtown. I have sent Kevin contact names of one of the properties.
- May 31 - Discussing with Todd White regarding AMICO building. He is awaiting pricing from one other vendor on repair of the building before he makes an offer. His son Spenser will be meeting with the broker on Monday to view the roof structure of the building.

Discussion with Wilfred Fretty on his property on Klemp road.

Talked to John Littman of Cushman and Wakefield on my message about the TIRZ. He has another client wanting additional information that I provided this morning. Additionally John stated that Gulf Inland is now clearing the property at the end of Rolke Road for the next phase of development. It appears that there are at least 4 and possibly 5 rail served business that want to be on the property. Oleon, CCI, McCoy's, CDI (?) and one or two others.

- June 1 - Josh Townsend modified his public information request on Shelia and myself reducing the amount of information requested to just Shelia's phone calls for work purposes, Shelia's HR file, and Courtland's HR file. Brandon Davis and Mike Fielder are working together to respond to this updated request.

It has become apparent that since there now has been a request by the public for all work related correspondence on our private phones, which Shelia and I have used for work purposes, we must obtain DCDC cell phones. This will required a budget adjustment. Cost is about \$600 per phone and \$40 per month per phone.

Shelia is in discussion with Sumiden Wire on Grant metrics for next payment.

- June 4 - Conference call with Tom Kelchner, Theo and myself regarding scheduling a grant subcommittee meeting with Wendel, Alvin and CD for EYE care and O2 rehab that would be next to Total Care Center.
- June 5 - Shelia and I met with Dr. Sami a cardiologist that wants to open a practice in Dayton. He will be requesting a multi-year grant as he has about 2800 patient visits per year from Dayton and Liberty. He is one of 7 cardiologist in Baytown and Beaumont and anticipates that the actual number of patients is around 21,000 plus. He has a practice in Baytown currently that he opened about a year ago.

I met with Mike McQuaghey of Choice Hotels and Mr. Hasu Patel of Sawan Investments. Mike and I with the team met at ICSC and a brief phone meeting earlier the week before ICSC as he stopped by. Mr. Hasu would like to build a new Motel or Hotel in Dayton. He has around 24. Will need a property tax abatement for a while and possible grant.

June 6 - B.J Simons, Assoc. Exec. Dir. for Baytown West Chambers County ED Foundation requested information on our 380/381 program and the version that was approved in 2011 for Cleveland. I have sent him the information.

**XII. Adjourn - 8:29 pm**

Nan Headrick made a motion to adjourn. Alvin Burress seconded the motion. None opposed. Motion carried.



President



Secretary