

Notice of Regular Meeting and Special Work Session Wilmer Community Development Corporation, Type B

Wilmer City Hall, Conference Room A
128 N. Dallas Avenue, Wilmer, Texas 75172

Tuesday, March 17, 2020 at 6:00 pm



6:00 P.M. Regular Meeting:

CALL TO ORDER

PLEDGE OF ALLEGIANCE: Sheila Petta, President

CITIZENS' COMMENTS:

At this time citizens who have pre-registered before the call to order will be allowed to speak on any matter other than personnel matters or matters under litigation, for a length of time not to exceed three (3) minutes. No Council action or discussion may take place on a matter until such matter has been placed on an agenda and posted in accordance with law.

CONSENT AGENDA:

Items listed under the consent agenda are considered routine and are generally enacted in one motion. The exception to this rule is that a Board Member may request one or more items to be removed from the consent agenda for separate discussion and action.

1. Consider approval authorizing signatories to execute payable checks at Commercial State Bank by adding Rona Stringfellow, City Administrator and removing John Hubbard, Interim City Administrator.

ACTION:

2. Discuss and consider sponsoring Wilmer Job Fair.

ADJOURN REGULAR MEETING

6:05 P.M. SPECIAL WORK SESSION:

1. Discuss, consider, and receive the Executive Director's Report.
2. Discuss and receive a presentation on the adopted Rules for Public Comment relative to public comment at open session meetings of the Boards and Commissions.

ADJOURNMENT

EXECUTIVE SESSION: The Boards and Commissions reserve the right to convene into executive session on any posted agenda item pursuant to Section 551.071(2) of the Texas Government Code to seek legal advice concerning such subject.

ACCESSIBILITY STATEMENT: Meetings of the Boards and Commissions are held in municipal facilities are wheelchair accessible. For sign interpretive services, call the City Secretary's office, 972-441-6373, or TDD 1-800-735-2989, at least 72 hours prior to the meeting. Reasonable accommodation will be made to assist your needs.

PURSUANT TO SECTION 30.06 PENAL CODE (TRESPASS BY HOLDER WITH A CONCEALED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A CONCEALED HANDGUN.

CONFORME A LA SECCION 30.06 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO 411, CODIGO DEL GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO OCULTADA.

PURSUANT TO SECTION 30.07 PENAL CODE (TRESPASS BY HOLDER WITH AN OPENLY CARRIED HANDGUN), A PERSON LICENSED UNDER SUBCHAPTER H, CHAPTER 411, GOVERNMENT CODE (HANDGUN LICENSING LAW), MAY NOT ENTER THIS PROPERTY WITH A HANDGUN THAT IS CARRIED OPENLY.

CONFORME A LA SECCION 30.07 DEL CODIGO PENAL (TRASPASAR PORTANDO ARMAS DE FUEGO AL AIRE LIBRE CON LICENCIA) PERSONAS CON LICENCIA BAJO DEL SUB-CAPITULO H, CAPITULO 411, CODIGO DE GOBIERNO (LEY DE PORTAR ARMAS), NO DEBEN ENTRAR A ESTA PROPIEDAD PORTANDO UN ARMA DE FUEGO AL AIRE LIBRE.

CERTIFICATE

I hereby certify the above Notice of Meeting was posted at the Wilmer City Hall on March 14, 2020 at 4:30 p.m. and copies thereof were provided to the Community Development Corporation, Type B board members.



Mayra A. Ortiz, City Secretary

Confirmation of Agenda Removal on _____, 2020.

CITY OF WILMER

Community Development Corporation

1.

Meeting Date: 03/17/2020

Policy Statement:

Submitted by: Missie Schwab, Finance Director

Agenda Caption:

Consider approval authorizing signatories to execute payable checks at Commercial State Bank by adding Rona Stringfellow, City Administrator and removing John Hubbard, Interim City Administrator.

Background:

The amendment is an administrative procedure due to the change in personnel.

Operational Considerations:

There are no operational considerations associated.

Public Information Considerations:

This item is being considered at a meeting of the CDC noticed in accordance with the Texas Open Meetings Act.

Fiscal Impact:

There is no financial impact to the City amending the authorized signatories.

Options/Alternatives:

1. The Community Development Corporation may approve.
2. The Community Development Corporation may deny.

Recommendation:

Staff recommends approval.

CITY OF WILMER

Community Development Corporation

2.

Meeting Date: 03/17/2020

Policy Statement:

Submitted by:

Agenda Caption:

Discuss and consider sponsoring Wilmer Job Fair.

Background:

Operational Considerations:

Staff will provide a presentation.

Recommendation:

Staff is recommending that the CDC consider co-sponsoring (along with the EDC) a Wilmer Job Fair. Staff is requesting \$1,000 (500 each board) to help underwrite expenses associated with the job fair. Funding is available in Promotions. Staff recommends approval.

CITY OF WILMER

Community Development Corporation

1.

Meeting Date: 03/17/2020

Policy Statement:

Submitted by: John Hubbard, PhD, Executive Director, Wilmer Economic Development Corporation

Agenda Caption:

Discuss, consider, and receive the Executive Director's Report.

Background:

Staff will provide a presentation on economic and community development activities.

Recommendation:

Approve the report.

Attachments

Director's Report



DATE: February 28, 2020

TO: Members of the Wilmer EDC (TYPE A) Board
Members of the Wilmer CDC (TYPE B) Board

FROM: John Hubbard, PhD, CEcD, EDFP, PCED, Executive Director

SUBJECT: JANUARY - FEBRUARY 2020 EDC ACTIVITY REPORT

I am pleased to report the following activities for December 2019 and discuss upcoming events and activities that may impact development in Wilmer

Developer Requests for Information

The EDC Staff submitted three requests for information (RFIs) for consideration by manufacturers and developers. Completing these proposals involves (a) identifying the desired sites, (b) working with property owners, (c) communicating with State and Chamber officials, (d) working with utility companies, and (e) assembling the packets and submitting them to the State or Chamber by the requested deadline. Each RFI took 5 – 8 hours to complete.

Project Free Throw. The Office of the Governor has been contacted by a Medical Device manufacturing company looking to establish a second manufacturing facility as part of their growth and disaster recovery strategy. They are a privately held venture backed medical device company dedicated to the development of innovative catheter-based technologies for the treatment of venous thromboembolism. The company is focused on solutions that enable the safe removal of large clot volumes from big vessels without the use of thrombolytic drugs. The company states that there are no environmental concerns with their products.

- Capital Investment (for equipment only):
- \$2,500,000 by the 1st year
- \$12,000,000 by the 5th year

This project is projected to create 355 new jobs within 5 years. Positions include Management, Engineering & Technical, Customer Service & QA, Admin & Accounting, Shipping/Purchasing/Maintenance, Direct Labor, IT. **Due: March 5, 2020**

Project Radio. The prospect company is a finance related company and is looking for office space for an US expansion project.

Real Estate

- Open to BTS or existing buildings
- Company prefers to lease not purchase
- 80,000 square feet of office needed with flexibility for future growth
- Capex is TBD based on either an existing building or a BTS office space
- Needs to be near a major highway
- Needs to be near an airport with direct access to US cities

Headcount

- Anticipated 500 employees
- Average current wage is \$37/Hour

Submitted: February 25, 2020.

Project Steel Curtain. This company has international production operations and currently has no facilities in the United States. This project is also considering several East Coast markets, Houston, and several Florida markets. Permitting is going to drive this project. The company wants long-term permitting, and not year-to-year permitting.

Product and Operations

- This production facility breaks down metals to create metal powders used in products such as automotive airbags
- There are hazardous and flammable materials used in the process
- These metals used in the process can be flammable but do not emit any pollutant, but emits a neutralized acid
- The finished product, metal powders, are dried in small batches in metal crucibles to keep any possible fire contained, if ignited

Submitted: February 21, 2020

EDC Website

Continuing to work on refreshing the EDC website. A new business directory, including the business name, business category, address, city, state, zip, primary contact's name, email and phone number has been created and will be featured in the redesigned website. We expect the revised website to go live in March

ICSC Red River States Conference & Deal Making

I will be attending the ICSC Red River States Conference & Deal Making event with Joe Flores on January 8-10, 2020 at the Fort Worth Convention Center in Fort Worth, Texas. This regional event was sponsored by the International Conference of Shopping Centers (ICSC). Attendees include retailers and developers from across the Southwest and the United States. We met with the following developers:

John E, Rose, District Manager, HEB Grocery Company
Will Tolliver, Managing Director, Leon Capital
Don Silverman, CEO, MQ Development
Casey Kidd, CEO, NaviRetail
Danielle Kaufman, Real Estate Manager, The Kroger Co.

Additionally, I made contacts

Business Retention and Expansion

Visits with Procter and Gamble (P&G), Schneider, and Makita were conducted this month. The visits with P&G included two separate visits and a tour of the facility. We were also able to come to an agreement with their tax abatement issue. Expect this item to appear on an upcoming Council agenda. We were also able to resolve Makita's issue with their Certificate of occupancy during my visit with them. We will be assisting Makita with the expansion and relocation of employees from Farmers Branch to Wilmer.

Updates from Joe Flores

1. Goode Rd work has begun. And I have been coordinating the Construction Phasing plan for Goode Rd Improvements including relocation of electrical poles and beginning the concrete road work on the western half of Goode Rd and a potential road closure of Goode Rd. that will require a traffic control plan.
2. City of Wilmer water line segment 1 work has begun, and I have been working with the construction team on construction issues related to installing the water line away from existing fiber lines and procurement of easements.
3. Segment 2 water line coordination. Here a third-party developer is doing the work and I am coordinating all the construction in this area so that they do not work on top of each other.
4. DISD New Elementary school - Attend DISD construction meetings to assist with work integration with other projects. Specifically, here the Fire Marshall requires that Goode Road be always available in case of a fire. Hence here the Goode Road improvements and water lines work may not block the school entrances.
5. Coordinating development with Steven Sanders of Project Brazos; John Napper who has a 40-Million-dollar development; Copart Expansion and South Port building 3.

CITY OF WILMER

Community Development Corporation

2.

Meeting Date: 03/17/2020

Policy Statement:

Goal(s): Effective Municipal Operations

Submitted by: Mayra Ortiz, City Secretary

Agenda Caption:

Discuss and receive a presentation on the adopted Rules for Public Comment relative to public comment at open session meetings of the Boards and Commissions.

Background:

On November 7, 2019, City Council adopted the Rules for Public Comment at open session meetings of the City Council and Boards and Commissions.

Operational Considerations:

The Texas Legislature recently enacted H.B. 2840, effective September 1, 2019, which allows members of the public to address a governmental body regarding an item on an agenda for an open meeting before or during the body's consideration of the item. This includes items being considered for second reading for which a public hearing has already been closed. The new law applies not only to the City Council but City Boards and Commissions. Under the new law, the City Council adopted reasonable rules regarding the public's right to address the body, including rules that limit the total amount of time that a member of the public may address the body on a given item.

Recommendation:

There is no action on this item.

Attachments

Rules and Form



**CITY OF WILMER
PUBLIC COMMENTS POLICY AND PROCEDURES**

Findings. The City Council finds that reasonable rules regarding the public's right to address the City Council and Boards and Commissions at open meetings are necessary to promote an efficient, organized process and to allow all members of the public who intend to speak an opportunity to address the City Council and Boards and Commissions. Accordingly, the City Council adopts the following reasonable rules pursuant to Texas Government Code §551.007, as amended.

A. PUBLIC COMMENT AT OPEN MEETINGS.

1. At a regular meeting of the City Council and Boards and Commissions, members of the public may address the body regarding items on the agenda for which the body will make a decision or take action and shall register with the recording secretary or board designee prior to the beginning of the meeting.
2. The City Council and Boards and Commissions designates a "Citizens' Comments" portion of a regular business meeting during which members of the public may address the body regarding topics that are posted on the agenda as well as matters concerns that are not matters for consideration listed on a posted agenda.
3. Citizens shall not speak about pending legal matters, personnel issues. During the "Citizen Comments" portion of an open meeting, the body is not permitted by law to respond to or address the public's concerns but may ask clarifying questions or direct staff to take appropriate action. Each speaker shall behave, speak and act in a professional, social acceptable manner.
4. In order to preserve the order and decorum of meetings, any person who makes profane, or threatening remarks or who becomes disruptive during the meeting shall be removed from the meeting if the sergeant-at-arms is so directed by the presiding officer, and the person may be barred from attendance for the balance of the meeting.

B. SPEAKER REGISTRATION. Persons who intend to speak shall register with the recording secretary or board designee prior to the beginning of the meeting by completing the attached registration form containing:

1. the person's name and address;
2. whom the person is representing, if any; and
3. the subject or agenda item on which the person is speaking or the topic.

C. SPEAKING PROCEDURES AND TIME LIMITS.

1. When a speaker's name is called, the speaker shall come to the microphone



at the podium and state their name and address for the record. Speakers shall address their comments to the body.

2. The order in which speakers will be called will be determined by the presiding officer.
3. The presiding chair of each meeting reserves the privilege to extend the time.
4. Except as provided below in Subsection (C)(3) regarding public hearings matters, persons may speak and provide public testimony for up to three (3) minutes.
5. A person who intends to speak on a matter that is set for a public hearing is allowed to speak at the time that the public hearing is called. At the public hearing, the applicant is allowed to speak first and has five minutes to make a presentation. All other speakers at the public hearing have three (3) minutes each to make their statements.
6. Notwithstanding the speaker time limits in Subsections (C)(2) and (3) above, when a large number of speakers are present for a meeting and it is consistent with the City Council's findings above, the presiding officer may impose reasonable time limits that are more restrictive. If multiple speakers plan to provide the same or similar public testimony, those speakers may, if they so desire, designate one or more individuals to provide public testimony on behalf of the group.
7. A person addressing the City Council or Boards and Commissions through a translator has twice the amount of speaking time provided by these rules to accommodate the translation services if simultaneous translation equipment is not being used in a manner that allows the body to hear the translated public testimony simultaneously.
8. A bell/sound will signal the end of each speaker's time. In consideration of other persons who are registered to speak, speakers shall conclude their comments promptly upon the bell sounding.
9. If a speaker asks a question during the time designated for citizen's comment under this policy, the presiding officer may give recitation of existing policy to the speaker. Any comment or discussion by any member about the subject of the inquiry shall only be made at the time the subject is scheduled for consideration on the agenda. (Government Code 551.042) The presiding officer may also refer the issue to staff for additional follow up at a later date.
10. This policy is not intended to apply to "Work Session" or "Executive Session" items.



REQUEST TO APPEAR BEFORE THE CITY COUNCIL AND BOARDS AND COMMISSIONS FORM

Submission Information

Email To:
mortiz@cityofwilmer.net

Deliver To:
City of Wilmer
City Secretary's Office – City Hall
128 N. Dallas Avenue
Wilmer, Texas 75172

PLEASE PRINT

NAME _____ DATE _____

Address _____ PHONE _____

E-MAIL _____

I wish to speak: _____ On an item not on the agenda
 _____ On an agenda item
 _____ During a Public Hearing

**DO YOU RESIDE IN THE CITY LIMITS
OF WILMER?**

_____ YES _____ NO

I wish to submit written comments: **yes / no** (circle one)

If you are speaking on an item not on the agenda, please indicate the topic below:

Indicate Topic

If you are speaking on one or more agenda items or public hearings, please indicate:

Agenda Item Number _____ Description: _____

Agenda Item Number _____ Description: _____

Agenda Item Number _____ Description: _____

Please indicate if you are a spokesperson for an organization or a group: **yes / no** (circle one)

Name of group or organization (*Group or Organization will need to appear and sign up at meeting.*)

WRITTEN COMMENTS:

Signature of Speaker

Date

OFFICE USE ONLY

(# in which received)

Speaker Protocol: An individual who wishes to address the City Council or Boards and Commissions regarding any item on the Agenda, other than Executive Session, shall register with the City Secretary prior to the meeting being called to order. Registration forms are available in the Office of the City Secretary. Upon stepping to the podium the speaker **must** state their name and city of residence, including the state of residence if the city is located out of state. Each speaker's remarks are limited to three (3) minutes.