HEDC Board Members

Raymond Elmore, President
Norma Harlin
Artis Johnson
Aurora Madrigal

Steve Nichols, Vice President
DeMarcus Odom
Mario Vasquez
Guy Brown, Executive Director

AGENDA
HUTCHINS ECONOMIC DEVELOPMENT CORPORATION (HEDC)
REGULAR BOARD OF DIRECTORS MEETING
THURSDAY, AUGUST 10, 2023 – 6:30 P.M.
HUTCHINS ECONOMIC DEVELOPMENT CORPORATION OFFICE
103 WEST PALESTINE, HUTCHINS, TEXAS 75141

NOTICE OF POSSIBLE CITY COUNCIL QUORUM
A QUORUM OF COUNCIL MEMBERS MAY OR MAY NOT BE PRESENT AT THIS MEETING.
HOWEVER, NO OFFICIAL CITY COUNCIL ACTION WILL BE CONSIDERED DURING THIS
MEETING.

Pursuant to Section 551 of the Texas Government Code, notice is hereby given that the Board of
Directors of the City of Hutchins will meet on August 10, 2023 at 6:30 p.m. to conduct a Regular
Meeting at the HEDC Office located at 103 West Palestine St, Hutchins, Texas, 75141 at which
time the following items will be discussed and considered:

As authorized by Section 551.071 of the Texas Government Code, the Board of Directors reserves
the right to convene in Executive Session for the purpose of seeking confidential legal advice from
the city attorney on any agenda item listed herein.

A. CALL MEETING TO ORDER
   1. Roll Call
   2. Invocation

B. CITIZEN COMMENTS The Citizen Comments portion of the Agenda is an opportunity for
   the public to address the Board on any subject. However, in accordance with the Texas
   Open Meetings Act, the Board cannot discuss issues raised or make any decision at this
time. Issues raised may be referred to HEDC Staff for research and possible future
   action.

C. CONSENT AGENDA: All items presented in the Consent Agenda require no deliberation
   by the Board. Each Board member has the opportunity of removing an item from this
   agenda so that it may be considered separately.
   1. Consideration and action regarding the Minutes of the Hutchins Economic
      Development Corporation Meeting held on July 13, 2023.

D. PUBLIC HEARINGS
E. REGULAR AGENDA

1. Consideration and Action regarding Resolution 230810-1, A RESOLUTION OF THE HUTCHINS ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS APPROVING A HUTCHINS ECONOMIC DEVELOPMENT CORPORATION ECONOMIC DEVELOPMENT CAPITAL IMPROVEMENTS PROGRAM.

2. Update on HEDC Activities.

F. EXECUTIVE SESSION

1. Adjourn to Executive Session pursuant to the provisions of Chapter 551, Government Code in accordance with the authority contained in:
   § Section 551.074, Personnel Matters: To deliberate the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.
   a) Executive Director

G. RECONVENE INTO REGULAR SESSION and take any action necessary as a result of Executive Session.

1. Discuss and consider matters discussed in Executive Session including the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee.
   a) Executive Director

H. ADJOURNMENT

Certification: I certify that a copy of the August 10, 2023 agenda of items to be considered by the Hutchins Economic Development Corporation was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City’s website www.cityofhutchins.org, in accordance with Chapter 551 of the Texas Government Code. Posted on Friday, August 4, 2023, before 5:00 p.m.

Guy Brown
Executive Director

ACCESSIBILITY STATEMENT

A request for special services must be received at least 24 hours in advance of scheduled meeting. For assistance please call the HEDC office at 972-225-4449 or email the Executive Director at gbrown@cityofhutchins.org.
MINUTES
HUTCHINS ECONOMIC DEVELOPMENT CORPORATION (HEDC)
REGULAR BOARD OF DIRECTORS MEETING
THURSDAY, JULY 13, 2023 – 6:30 P.M.
HEDC OFFICE – 103 WEST PALESTINE
500 W. HICKMAN ST., HUTCHINS, TEXAS 75141

The Hutchins Economic Development Corporation Board of Directors met on July 13, 2023 at 6:30 p.m. to conduct a Special Meeting at the Hutchins Community Center located at 321 West Palestine St, Hutchins, Texas, 75141 at which time the following items were be discussed and considered:

ATTENDANCE:

BOARD MEMBERS
Raymond Elmore, President
Norma Harlin
Artis Johnson
Aurora Madrigal
Steve Nichols, Vice President
Demarcus Odom
Mario Vasquez
Guy Brown, Executive Director

A. Call Meeting to Order
The meeting was called to order at 6:30 p.m. The meeting was held at the Hutchins Economic Development Corporation office located at 103 Palestine, Hutchins, Texas, 75141.

1. Roll Call
A quorum of the Board of Directors was established. At Roll Call, all members of the Board of Directors were present.

Invocation
Invocation was given by Mr. Johnson.

B. Citizen Comments.
There were no comments from citizens.

C. CONSENT AGENDA: All items presented in the Consent Agenda require no deliberation by the Board. Each Board member has the opportunity of removing an item from this agenda so that it may be considered separately.

Mr. Nichols made a motion to approve the minutes of May 25, 2023. The motion was seconded by Mr. Odom and passed unanimously.
D. **PUBLIC HEARINGS**
NONE.

**E. REGULAR AGENDA**

1. **Discuss And Consider Hutchins Economic Development Corporation Resolution 23-07-13-01, A RESOLUTION AUTHORIZING THE TERMS AND CONDITIONS OF AN AGREEMENT FOR PROFESSIONAL SERVICES BETWEEN THE CITY OF HUTCHINS AND FREESE AND NICHOLS, INC. (FFNI) FOR ENGINEERING SERVICES AND CONCEPTUAL PLANNING OF A GRADE-SEPARATED CROSSING FOR PALESTINE STREET AT THE UNION PACIFIC RAILROAD AND AGREEING TO PAY 50% OF THE COST OF SAID AGREEMENT.**

The Executive Director presented the Board of Directors with resolution authorizing the terms and conditions of an agreement for professional services between the City of Hutchins and Freese and Nichols, Inc. (FFNI) for engineering services and conceptual planning of a grade-separated crossing for Palestine Street at the Union Pacific Railroad and agreeing to pay 50% of the cost.

After discussion, Mr. Nichols made a motion to approve Resolution 23-07-13. The motion was seconded by Mr. Odom and passed unanimously.

2. **Consideration and action regarding acceptance of the Hutchins Economic Development Corporation Annual Audit for Period Ending September 30, 2022 performed by BrooksWatson & Company.**

The Board of Directors reviewed and discussed the Annual Audit for Period Ending September 30, 2022. Mr. Nichols made a motion to accept the Hutchins Economic Development Corporation Annual Audit for Period Ending September 30, 2022 performed by BrooksWatson & Company. The motion was seconded by Mr. Johnson and passed unanimously.

3. **Update on HEDC Activities.**

The Executive Director presented the board with an update on current HEDC activities and city projects. The Board asked questions and discussed the status of the projects. No action was taken on this item.

**F. EXECUTIVE SESSION**
NONE

**G. RECONVENE INTO REGULAR SESSION and take any action necessary as a result of Executive Session.**
NONE.

**H. Adjournment.**

No further business was conducted Mr. Nichols made a motion to adjourn the meeting. Mr. Vasquez seconded the motion. The Board by unanimous vote adjourned the meeting at 7:11 p.m.

Approved:

__________________________________________
Raymond Elmore, President
Hutchins Economic Development Corporation
August 10, 2023 – Item # E. 1.

AGENDA TYPE

☐ Regular ☐ Special ☐ Consent
☐ Workshop ☐ Executive Session
☐ Public Hearing

Reviewed by Finance ☐ Yes ☐ Not Applicable
Reviewed by Legal ☐ Yes ☐ Not Applicable

ACTION REQUESTED:

☒ RESOLUTION 230810-1 ☐ Ordinance # ______ ☒ APPROVAL ☐ OTHER ______

AGENDA CAPTION

Consideration and Action regarding Resolution 230810-1, A RESOLUTION OF THE HUTCHINS ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS APPROVING A HUTCHINS ECONOMIC DEVELOPMENT CORPORATION ECONOMIC DEVELOPMENT CAPITAL IMPROVEMENTS PROGRAM.

FINANCIAL SUMMARY

☐ N/A ☐ REVENUE ☒ BUDGETED ☐ NON-BUDGETED/WILL REQUIRE BUDGET AMENDMENT

The HEDC is proposing that the HEDC contribute $3,957,000 to two Capital Projects and continue responsibility for an existing 380 agreement.

BACKGROUND/SUMMARY OF ITEM

The City of Hutchins approved Bylaws for the HEDC by Resolution 960916 on September 16, 1996. The Bylaws state that the HEDC shall submit to the City Council for its approval an EDCIP or Economic Development Corporation Capital improvement Plan which shall identify the projects to be undertaken the Corporation. The following is a report intended to satisfy that requirement set out by the City.

STAFF OPTIONS & RECOMMENDATION

The HEDC Board of Directors recommends that the City Council Approve the attached EDCIP.

SUPPORTING DOCUMENTS/EXHIBITS ATTACHED:

Resolution approving the Economic Development Capital Improvement Program
Economic Development Capital Improvement Program
A RESOLUTION OF THE HUTCHINS ECONOMIC DEVELOPMENT BOARD OF DIRECTORS APPROVING AN ECONOMIC DEVELOPMENT CAPITAL IMPROVEMENTS PROGRAM.

WHEREAS, The City of Hutchins approved Bylaws for the Hutchins Economic Development Corporation by Resolution 960916 on September 16, 1996 and;

WHEREAS, The Bylaws state that the Hutchins Economic Development Corporation shall submit to the Hutchins Economic Development Board of Directors for its approval an Economic Development Corporation Capital Improvement Program which shall identify the projects to be undertaken the Corporation and;

WHEREAS, the Hutchins Economic Development Corporation Board of Directors have prepared Hutchins Economic Development Corporation Economic Development Capital Improvements Program (Exhibit A) for the fiscal year beginning October 1, 2023 and ending September 30, 2024:

NOW, THEREFORE, BE IT RESOLVED BY THE ECONOMIC DEVELOPMENT BOARD OF DIRECTORS OF THE CITY OF HUTCHINS TEXAS:

That the Hutchins Economic Development Board of Directors hereby approves the 2023 – 2024 Economic Development Capital Improvements Program.

DULY PASSED AND APPROVED by the Hutchins Economic Development Board of Directors on this the 10th day of August 2023.

Raymond Elmore, President
Hutchins Economic Development Corporation

ATTEST:

Guy Brown, Executive Director
Hutchins Economic Development Corporation
Hutchins Economic Development Corporation (HEDC)  
Capital Improvements Plan for 2023 - 2024  
Prepared by the  
HEDC Board of Directors  
August 10, 2023

Section 1:

HISTORY AND OBJECTIVE OF THE ECONOMIC DEVELOPMENT CAPITAL IMPROVEMENT PLAN

The City of Hutchins approved Bylaws for the HEDC by Resolution 960916 on September 16, 1996. The Bylaws state that the HEDC shall submit to the City Council for its approval an EDCIP or Economic Development Corporation Capital improvement Plan which shall identify the projects to be undertaken the Corporation and include the proposed methods and the expected costs of implementation and the cost of operation and maintenance of the projects. The following is a report intended to satisfy that requirement set out by the City.

SECTION 2:

PROJECT UNDERTAKEN BY THE HEDC IN THE PAST FOUR YEARS.

Since 2015, the HEDC has undertaken the following projects:

<table>
<thead>
<tr>
<th>Project</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CARPENTER ROAD</td>
<td>$33,650</td>
</tr>
<tr>
<td>FAMILY DOLLAR WATER PROJECT</td>
<td>$42,249</td>
</tr>
<tr>
<td>WINTERGREEN MEDIAN PROJECT</td>
<td>$38,000</td>
</tr>
<tr>
<td>CLEVELAND ROAD RECONSTRUCT</td>
<td>$300,000</td>
</tr>
<tr>
<td>WINTERGREEN RETAIL PROJECT</td>
<td>$100,000</td>
</tr>
<tr>
<td>WINTERGREEN ROAD RTC PROJECT</td>
<td>$1,000,000</td>
</tr>
<tr>
<td>PUBLIC SAFETY CENTER/RECREATION CENTER</td>
<td>$1,120,942</td>
</tr>
<tr>
<td>TXDoT DOWDY FERRY SIGNAGE</td>
<td>$300,000</td>
</tr>
<tr>
<td>CAMPBELL PARK IMPROVEMENTS</td>
<td>$250,000</td>
</tr>
<tr>
<td>WINTERGREEN ROAD RECONSTRUCTION</td>
<td>$810,000*</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$3,994,841</td>
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</tbody>
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*annual cost of approximately $138,000

Fiscal Year 2022-2023 Financial Condition of the HEDC

The Hutchins Economic Development Corporation (HEDC) anticipates conventional sales tax proceeds of $963,225 and interest income of $1,550 for the next fiscal year. The HEDC forecasts the HEDC will have approximately $2,900,000 in its accounts on October 1, 2023. Therefore, the Hutchins Economic Development Corporation anticipates $3,864,775, in available funds for fiscal year 2023-2024.

Contained in this packet is a line item budget of general and capital expenditures for the Hutchins Economic Development Corporation. In the next fiscal year, the proposed budget will spend $1,341,391. If all budgeted monies are expended, the Hutchins Economic Development Corporation will hold $2,523,384 in available funds at the end of the 2023-2024 fiscal year.
PROJECTS PROPOSED BY THE HEDC IN 2023- 2024.

The HEDC is proposing that the HEDC contribute $3,957,000 million to two Capital Projects and continue responsibility for an existing 380 agreement:

1. **The Wintergreen Roadway Debt** is an ongoing annual cost of approximately $137,600.
2. **The Duke 380 Agreement** is an annual cost of 160,000 that the HEDC pays annually to service the American Standard project.
3. **Lancaster Hutchins Roadway Project** will be a reconstruction of Lancaster/Hutchins Roadway. The HEDC is setting aside $660,000 to assist with this project.
4. **Hutchins Recreation Center (FY 2025)** The City of Hutchins may send a bond proposal to the Hutchins Citizens in November 2024 for a Recreation Center. The HEDC Board of Directors have pledged $3,000,000 for that purpose. The funds would likely come out of the 2024-2025 HEDC Budget.

HEDC will bring forth a 2023 – 2024 Budget for approval to the Council in September.
Overview of recent HEDC Projects
7.1 Million since 2015

- Carpenter Road $33,650
- Family Dollar Project $42,249
- Wintergreen Median Project $38,000
- Wintergreen RTC Project $1,000,000
- Cleveland Road Reconstruct $300,000
- Wintergreen Retail Project $100,000
- Fire/Police Station $1,120,942
- East WINTERGREEN ROAD $558,000*
- Campbell Park $250,000
- Dowdy Ferry U-turn $300,000*
- Lancaster Hutchins Road $660,000*
- Recreation Center $3,000,000

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<tbody>
<tr>
<td>Jan</td>
<td>275,721</td>
<td>277,718</td>
<td>277,373</td>
<td>278,205</td>
<td>178,205</td>
<td>278,205</td>
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* Figures include estimated revenues.
### Sales Tax Collections by the City of Hutchins Summary

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Ave. Monthly Collection</th>
<th>Annual Collection</th>
<th>% Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep-18</td>
<td>$103,571</td>
<td>$2,202,850</td>
<td></td>
</tr>
<tr>
<td>Sep-16</td>
<td>$193,626</td>
<td>$2,325,906</td>
<td>0%</td>
</tr>
<tr>
<td>Sep-17</td>
<td>$206,268</td>
<td>$2,474,987</td>
<td>0%</td>
</tr>
<tr>
<td>Sep-18</td>
<td>$216,565</td>
<td>$2,886,657</td>
<td>0%</td>
</tr>
<tr>
<td>Sep-19</td>
<td>$230,738</td>
<td>$2,804,855</td>
<td>0%</td>
</tr>
<tr>
<td>Sep-20</td>
<td>$241,409</td>
<td>$2,899,111</td>
<td>3%</td>
</tr>
<tr>
<td>Sep-21</td>
<td>$335,692</td>
<td>$4,370,795</td>
<td>47%</td>
</tr>
<tr>
<td>Sep-22</td>
<td>$430,428</td>
<td>$5,165,140</td>
<td>21%</td>
</tr>
<tr>
<td>July-23</td>
<td>$489,964</td>
<td>$5,835,652*</td>
<td></td>
</tr>
</tbody>
</table>

**Two Months Remaining in Fiscal Year**

On Pace to Collect $5,835,652 or 16.5% Increase
Wintergreen Road Improvement

- 4 Lane Divided Roadway
- From Carpenter Road to Bonnie View Jefferson
- In Design Spring 2024
- Let Project in Spring of 2025
- Begin Construction in Fall of 2025
- Completion in 2026
- Met this week with Engineers

Business Locations 2014 - Present

- Shippers Warehouse (Duke) 650,000 Sq. Ft.
- Shippers 2 (Duke) 600,000 Sq. Ft.
- American Standard (Duke) 600,000 Sq. Ft.
- Adidas (Alpharetta) 400,000 Sq. Ft.
- Georgia Pacific (Alpharetta) 1,500,000 Sq. Ft.
- Core 5 790,000 Sq. Ft.
- Enel (Scannel) 450,000 Sq. Ft.
- Chick-Fil-A (DWF) 451,000 Sq. Ft.
- 2 Spec Buildings (Alpharetta) 1,000,000 Sq. Ft.
- KTN 2,000,000 Sq. Ft.
- ChargePoint Logistics 400,000 Sq. Ft.
- USA/Goebel 3,000,000 Sq. Ft.
- Muns Courier 100,000 Sq. Ft.
- Lawry 200,000 Sq. Ft.

Approximately 15 Million Square Feet
Lancaster Hutchins Commercial
3 - 8 years

18 Acre Town Center

- Develop a town center on 18 Acres in the LGI/Warren Development
- Over 750 Residential Units Planned
- Corner of JJ Lemon, Lancaster Hutchins and West Cleveland
Industrial Buildout Summary

- Two Industrial Phases
  - 2 - 4 year
    - Cleveland Road
      - Majestic Site
    - Seefried Sites
  - Wintergreen
    - Site E (Yohem/Cowen)
    - Site F (Lines Development)
    - Site G (Biag, Reux and Company or other)
- 4 - 8 year
  - Lancaster Hublines
  - Allen Group
  - Dallas Water Utilities
Retail/Commercial Buildout Summary

- 1 – 3 years
  - Hutchins Plaza
  - Commercial Bank
  - Property North of Loves

- 3 – 8 years
  - Hotels Near Quik Trip
  - 15 Acres North of McDonalds
  - Town Center Zoned Property on JJ Lemon and Lancaster Hutchins.

EDC Board Directives

- Transition HEDC Mission as Hutchins Reaches Industrial Buildout over the Next 48 Months
- Be more discerning with incentives
- Work on Retail Development with New Residential Development
- Greater Emphasis on Retail and Hotel Marketing
- Evaluate EDC for Community Improvement Projects:
  - Parks ($250,000)
  - Rec Center ($3,000,000)
  - Streetscapes

Upcoming Items

- Budget 2023 – 2024
  - Council has begun budget process
- Entry Feature at Dowdy Ferry
- Recreation Center Planning
- City Hall Design
- Lancaster Hutchins Property
- South Haven Development (town center)
- KTN Expansion
In accordance with Chapter 551, Government Code, Vernon’s Texas Code Annotated (V.T.C.A) (Open Meetings Law), “The City Council may meet in a Closed Executive Meeting pursuant to provisions of the Open Meetings Law, Chapter 551, Government Code, V.T.C.A. in accordance with the authority contained in the following sections”;

Section 551.074. To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee.
- Executive Director.

After discussion of matters in executive session, any final action or vote taken will be in public by the Board of Directors.

The Executive Director recommends holding Executive Session.

Certified Agenda