



**CITY OF HUTCHINS
ECONOMIC DEVELOPMENT CORPORATION MEETING
AGENDA**

**Thursday, December 07, 2023 at 6:30 PM
Hutchins Economic Development Corporation Office, 103 W. Palestine Street**

Board Members

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

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 December 7, 2023 at 6:30 p.m. to conduct a Regular Meeting at the HEDC Office located at 103 West Palestine St, Hutchins, Texas, 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 Hutchins Economic Development Meeting held on August 10, 2023.

D. PUBLIC HEARINGS

E. REGULAR AGENDA

- [2.](#) Consideration and action regarding recommendation of Economic Development Grant to City Council for property located at 101 South Interstate 45, Suite 9.
- [3.](#) Report on HEDC Activities.

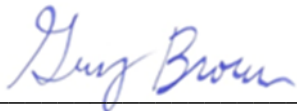
F. EXECUTIVE SESSION

None

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

H. ADJOURNMENT

Certification: I certify that a copy of the December 7, 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, December 1, 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.



Hutchins EDC
Guy Brown
gbrown@cityofhutchins.org
Phone: 972/225-4449
Fax: 972/225-5559

MINUTES
HUTCHINS ECONOMIC DEVELOPMENT CORPORATION (HEDC)
REGULAR BOARD OF DIRECTORS MEETING
THURSDAY, AUGUST 10, 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 August 10, 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.*

1. Consideration and action regarding the Minutes of the Hutchins Economic Development Corporation Meeting held on June 13, 2023.

Mr. Nichols made a motion to approve the minutes of June 13, 2023. The motion was seconded by Mr. Johnson and passed unanimously.

**D. PUBLIC HEARINGS
NONE.**

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.

The Executive Director presented the Board of Directors with a resolution approving a Hutchins Economic Development Corporation Economic Development Capital Improvements Program.

After discussion, Mr. Nichols made a motion to approve Resolution 23-08-10-1. The motion was seconded by Mr. Johnson and passed unanimously.

2. 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. RECONVENE INTO REGULAR SESSION and take any action necessary as a result of 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.

i. Executive Director

At 7:04, the HEDC Board of Directors entered into Executive Session.

At 7:19, the HEDC Board of Directors returned to Open Session with no action taken in Executive Session.

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.

i. Executive Director

Ms. Madrigal made a motion to Authorize the HEDC President to negotiate and sign an updated contract with the Executive Director with a 4-year initial term with the following considerations:

The president may negotiate terms of contract including hours of remote work, conditions of work, successive renewal terms with notice not to renew, but is not authorized to adjust base compensation.

Mr. Johnson seconded the motion and it passed unanimously.

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 7:22 p.m.

Approved:

Raymond Elmore, President



HEDC AGENDA STAFF REPORT

MEETING DATE: December
SUBMITTED BY: Guy Brown, Ex. Dir HEDC
AGENDA ITEM: E. 2.
AGENDA CAPTION: Consideration and action regarding recommendation of Economic Development Grant to City Council for property located at 101 South Interstate 45.

Background Information

The HEDC received a request for assistance with a retail project at 101 South Interstate 45. The owner plans on placing a coffee shop and café at the location.

Budget Implications

The cost of the assistance would be derived from the HEDC budget.

Operational Impact

If approved by the HEDC Board of Directors, the item would go to the City Council for final approval.

Legal Review

The City Attorney will draft a Economic Development Agreement related to the project.

Staff Recommendation

The Executive Director is recommending assistance with the project.

Supporting Documentation and Attachments

Exhibit A: Application for EDC Grant from La Mancha Coffee and Tea LLC.

GROUP USA

Section E, Item2.

Monarch Construction

Thanks for your business!

Print Download

\$9,000.00

Invoice

Monarch Construction
Dallas, TX 75219
Mobile Phone: 2146750715
monarchconceptsllc@gmail.com

Invoice Number: I231109145
Invoice Date: 11/09/2023
Payment Terms: Due On Receipt
Invoice Due Date: 11/09/2023 (Past Due)
Invoice Amount: 9,000.00
Created By: Monarch Construction

Bill To
La Mancha Coffee Tea
101 S 45
Suite 9
Hutchins, TX 75141

Ship To
La Mancha Coffee Tea

Item #	Description	Quantity	Unit Price	Total	Tax
1128	6 Ft Venthoo Installation Install new 6 ft venthood Install New Exhaust Fan Install New Return Air Install stainless steel on wall <i>3- Panels IM.</i> Install duct work, roof curbs and Fire wrap Install Ansul suppression system	1.00	9,000.00	9,000.00	
1129	Warranty AND Payment History All work will have a one year warranty on labor and material. Fans will have warranty thru manufacturer Payment of 2500 is due before any work is started or scheduled. Remaining balance after 30 days of installation and inspection No cash payments Check or Zelle payments	1.00	0.00	0.00	

Subtotal: \$ 9,000.00
Invoice Amount \$ 9,000.00

Mht
Company Signature 11/09/2023

Chase.

Check # 1753

Mht
11-10-2023

Hutchins Economic Development Corporation
PO BOX 361
Hutchins TX 75141
Tax Abatement and Incentive Application

The City of Hutchins and the Hutchins Economic Development Corporation are committed to the promotion and retention of high quality development within the City of Hutchins and to better the quality of life for its citizens. These objectives can often be attained by the enhancement and expansion of the local economy. To meet these objectives, the City of Hutchins and the Hutchins Economic Development Corporation will, on a case-by-case basis, consider providing tax abatements or other economic development incentives to aid in the stimulation of economic development in Hutchins. The City of Hutchins and the Hutchins Economic Development Corporation will give such consideration in accordance with the City of Hutchins Guidelines and Criteria for Tax Abatement and Economic Development Incentives Program.

Nothing herein shall imply or suggest that the City of Hutchins or the Hutchins Economic Development Corporation is under any obligation to provide tax abatements or incentives to any applicant. All applicants and projects shall be considered on a case-by-case basis.

Completion of this application will allow the Hutchins Economic Development Corporation Board of Directors and the City Council for the City of Hutchins to predetermine a satisfactory level of return on investment. The application of a fiscal impact examination is a decision tool, and it is recognized that the guidelines are not all-inclusive.

Any consideration of the use of public resources for a business, regardless of whether they are direct financial investments, abatements, deferred taxes or regulatory considerations, requires that the fiscal impacts be considered as one of the measurement tools used to determine the incentives offered.

In order for the Hutchins Economic Development Corporation to determine the value of a project, it is necessary to obtain certain information. Incomplete applications will not be considered by the Hutchins Economic Development Corporation Board of Directors. Please provide us with the following:

I. Real Property

- 1. Acquisition cost of vacant property (if applicable)\$ _____
- 2. Acquisition price of an existing land and facility or current taxable value..... \$ _____
- 3. Total construction budget for new facility.....\$ _____
 - a. Percent allocated to materials..... _____
 - b. Percent allocated to soft costs..... _____
(Soft costs are permitting fees, architectural engineering, testing, inspections, environmental studies, developer management fees, legal and audit fees, etc.)
 - c. Percent allocated to labor..... _____
 - e. Percent of construction materials purchased in Hutchins..... _____
 - f. Percent of soft costs purchased in Hutchins..... _____
 - g. Percent of construction workforce residing in Hutchins..... _____

- 4. Appraised Land Value\$ _____
- 5. Projected appraised value if a new facility..... \$ _____

II. Business Personal Property

- 1. Value of newly purchased furniture and fixtures\$ 10,000
- 2. Value of furniture and fixtures relocated to Hutchins\$ _____
- 3. Value of newly purchased machinery and equipment\$ 34,000
- 4. Percent of new machinery and equipment purchased in Hutchins.. _____
- 5. Value of machinery and equipment relocated to Hutchins \$ _____
- 6. Value of inventory as of January 1 each year\$ 7000
- 7. Value of any freeport property\$ _____

III. Sales Tax

- 1. Annual Amount of Total Sales\$ _____
- 2. Annual Amount of sales and use taxes collected and paid to the state..... \$ _____
- 3. Percentage of Sales that are taxable in the City (amount of sales of taxable items that are consummated in the city).....\$ _____
- 4. Annual Amount of anticipated local sales tax\$ _____

IV. Employee Information

- 1. Number of **existing** employees..... 2
- 2. Average annual wage of **existing** employees.....\$ 64000
- 3. Annual wage growth rate (in %) of **existing** employees..... _____
- 4. Percentage of **existing** employees who reside in Hutchins..... 100
- 5. Anticipated number of **new** employees in..... Year #1 Year #2 Year #3

Exempt Employees	<u>1</u>	<u>1</u>	<u>1</u>
Non Exempt Employees.....	_____	_____	_____
- 6. Average annual wage of **new** employees (indicate different levels within each category by labeling them as Class 1 or Class 2)

Exempt Employees -.....	\$ _____
Non Exempt Employees -.....	\$ _____
- 7. Annual wage growth rate (in %) of **new** employees

Exempt Employees
Non Exempt Employees

V. Operations

- 1. Total annual operating budget\$ 150000
2. Value of materials purchased for operations (excluding inventory)..... \$
3. Percentage of these materials bought in Hutchins.....
4. Average annual cost of each utility
a. Electricity\$ 600
b. Telephone\$ 150
c. Cable\$ 100
d. Natural Gas\$ 150
e. Sanitation\$
f. Water & Sewer.....\$ 100
g. Labor\$
5. Cost of onsite infrastructure.....\$
6. Cost of offsite infrastructure.....\$ Type text here

VI. Addition Information

Attach the following information:

- 1. Site plan and drawings.
2. A map of the facility location.
3. Photo's of similar facilities.
4. A time schedule for undertaking and completing the planned improvements.
5. The company's national industrial classification code

VII. Assurances

The undersigned certifies the following:

1. the information provided above is, to the best of my knowledge, complete and accurate.
2. *the undersigned certifies that the business, or a branch, division, or department of the business, does not and will not knowingly employ an undocumented worker.*
3. *the undersigned understands that if, after receiving a public subsidy, the business, or a branch, division, or department of the business, is convicted of a violation under 8 U.S.C. Section 1324a(f), the business shall repay the amount of the public subsidy with interest, at the rate and according to the other terms provided by an agreement under Texas Government Code, Section 2264.053, not later than the 120th day after the date the public agency, state or local taxing jurisdiction, or economic development corporation notifies the business of the violation.*
4. the undersigned has received and read the City of Hutchins Guidelines and Criteria for Tax Abatement and Economic Development Incentives Program.
5. the undersigned understands that failure to comply with the terms and condition of an abatement agreement or incentive agreement may result in the recapture of the full incentive provided by the City of Hutchins and/or the Hutchins Economic Development Corporation related to the proposed project.
6. the undersigned understands that participation in an incentive does not eliminate any obligation to satisfy all the ordinances of the City of Hutchins or any other applicable governmental entity that has jurisdiction regarding this project.
7. the undersigned is authorized in all respects to submit this application behalf of the named company.

Type of Business (corporation, partnership, sole proprietorship): LLC

Name of Company (including d/b/a and assumed or trade names): LA MANCHA COFFEE AND TEA LLC / LA MANCHA COFFEE AND TEA CO

Mailing Address: 1423 DOWDY FERRY RD

City, State & Zip Code: HUTCHINS, TX 75141

Phone #: 214 607-2271 Fax #: _____

E-Mail Address: smancha3225@yahoo.com

Name (Please Print): Martin Mancha

Title: Owner

Martin Mancha
Signature

11/15/23
Date



Hutchins EDC
UPDATE

December 7, 2023

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

Wintergreen Road Improvement



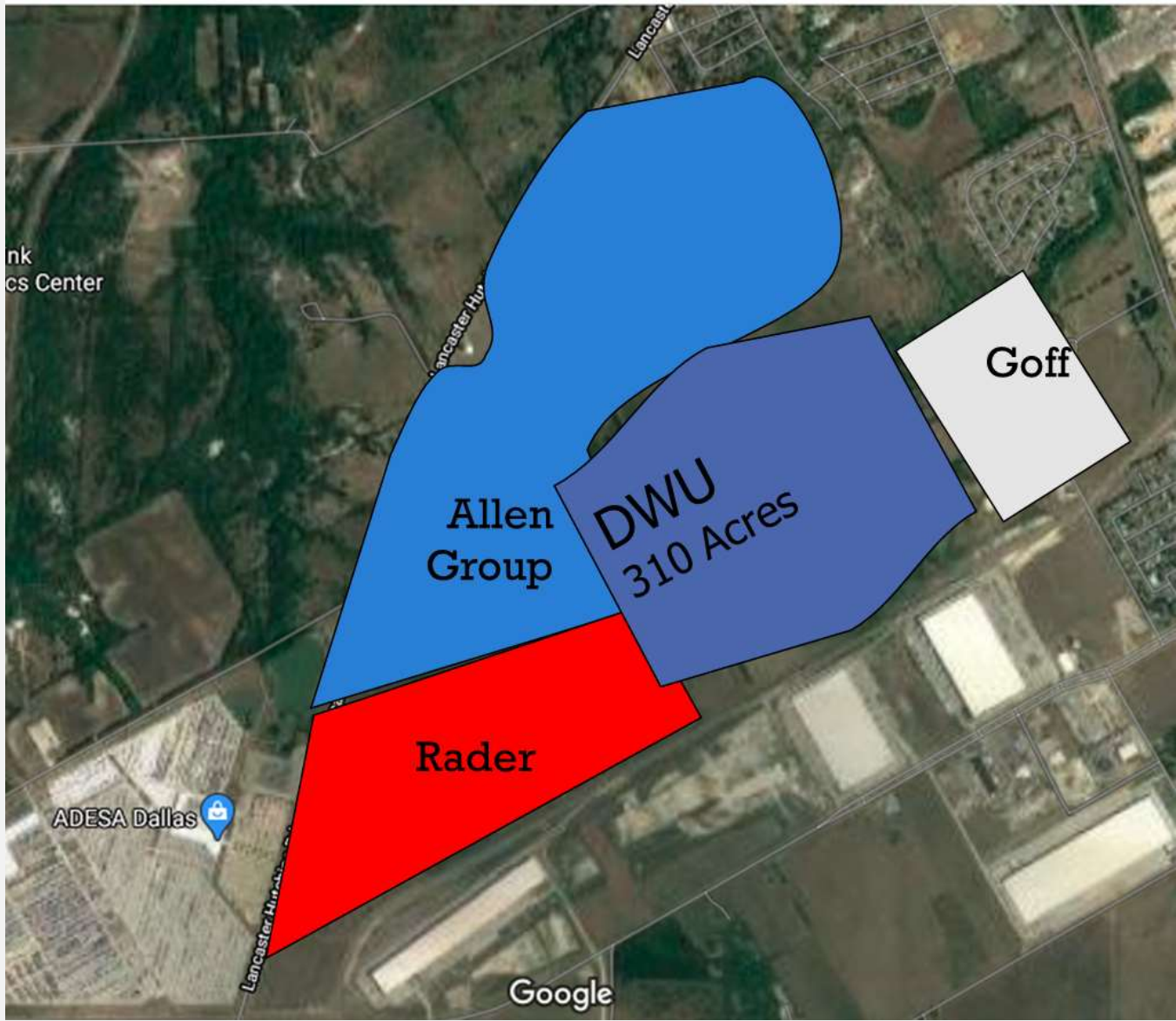


Wintergreen Road Improvement

- 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

- Shippers Warehouse (Duke) 600,000 Sq. Ft.
- Shippers 2 (Duke) 600,000 Sq. Ft.
- American Standard (Duke) 600,000 Sq. Ft.
- Adessa (Allen) 400,000 Sq. Ft.
- Georgia Pacific (Hillwood) 1,500,000 Sq. Ft.
- Core 5 700,000 Sq. Ft.
- Biagi (Scannell) 400,000 Sq. Ft.
- *Chick Fil A (CFA)* 400,000 Sq. Ft.
- *2 Spec Buildings (Majestic)* 1,500,000 Sq. Ft.
- *KTN* 2,500,000 Sq Ft
- *Charger Logistics* 400,000 Sq. Ft.
- *USAA/Seefried* 2,800,000 Sq. Ft.'
 - *Georgia Pacific* 1,000,000
 - *Arhaus* 1,000,000 ‘
 - *Goya Foods* 400,000 ‘
 - *Cummins Air Filter* 200,000 ‘
 - *Nina Shoes* 200,000 ‘
- *Myers Crow* 500,000 Sq Ft. ‘
- *Landry* 250,000 Sq Ft ‘
- *SE Lancaster Hutchins Refridrated* 400,000 Sq Ft ‘

Approximately 15 Million Square Feet



Lancaster
Hutchins
Commercial
3 – 8 years

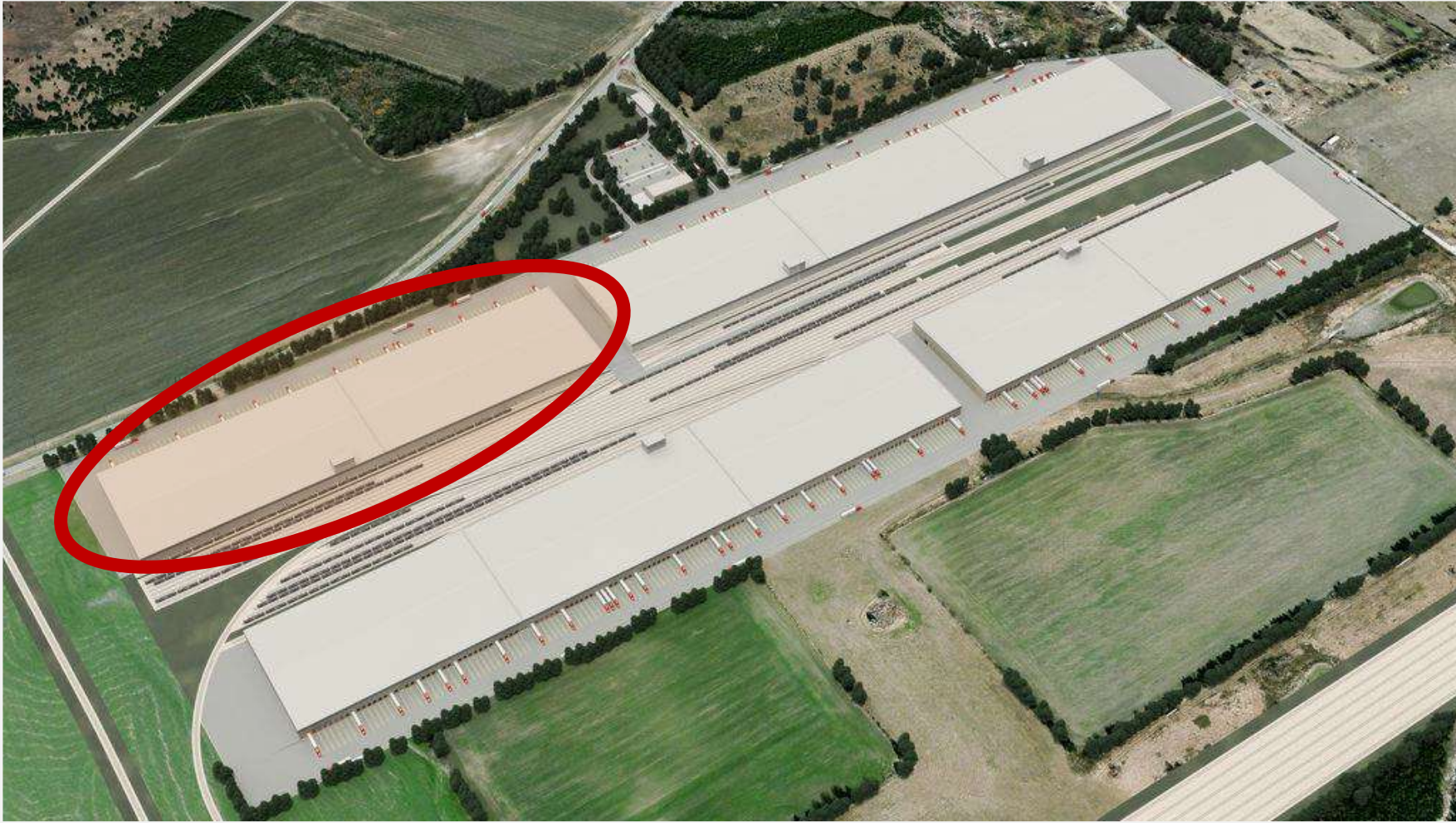
18 Acre Town Center

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

Upcoming Items

- Entry Feature at Dowdy Ferry
- Recreation Center Planning
- City Hall Design
- Lancaster Hutchins Property
- South Haven Development (town center)
- Pinto Road
- Northeast Wintergreen and Lancaster Hutchins
- Southeast Wintergreen and Lancaster Hutchins
- KTN Expansion

KTN



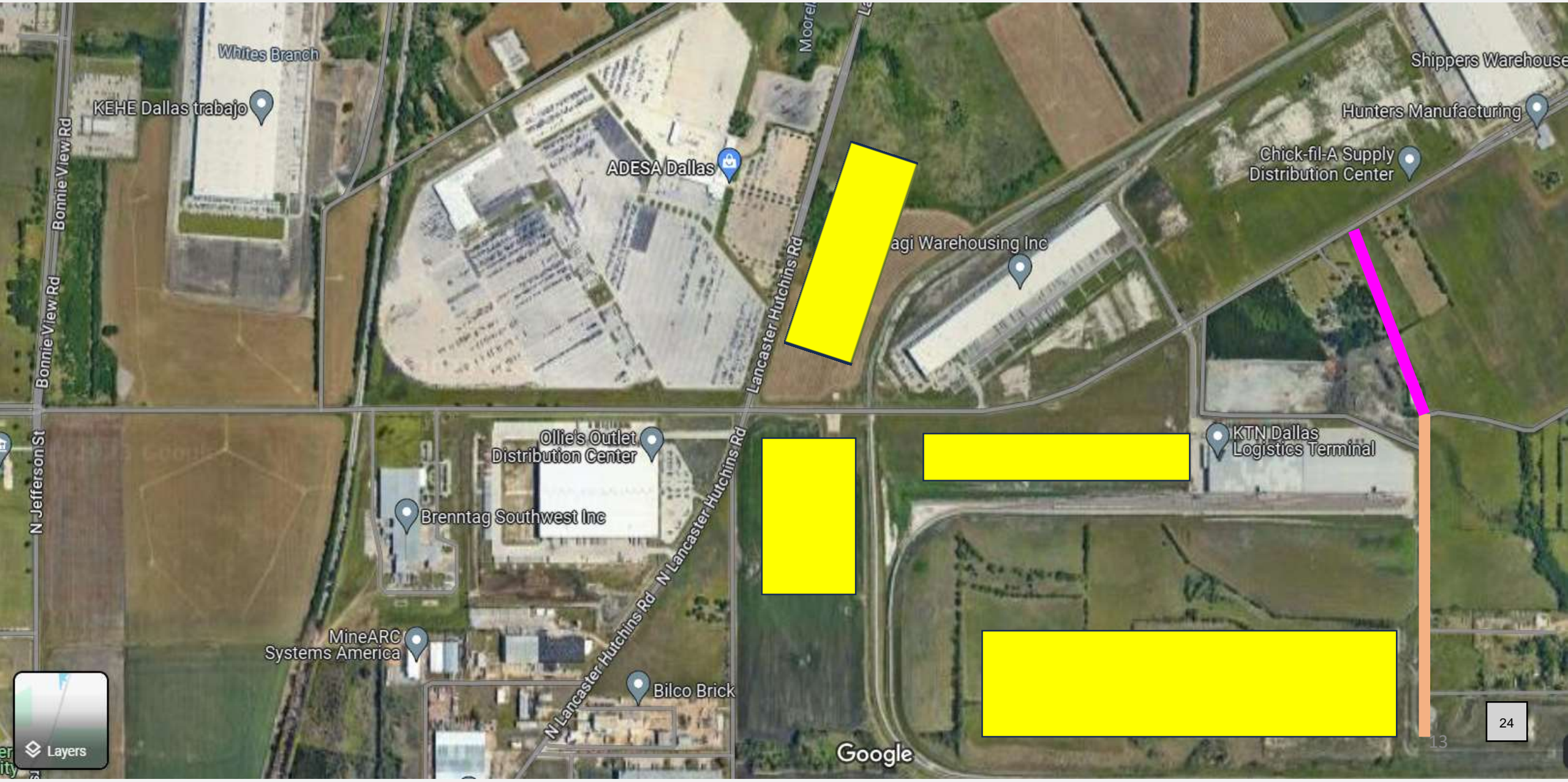
Southeast Corner of Lancaster Hutchins

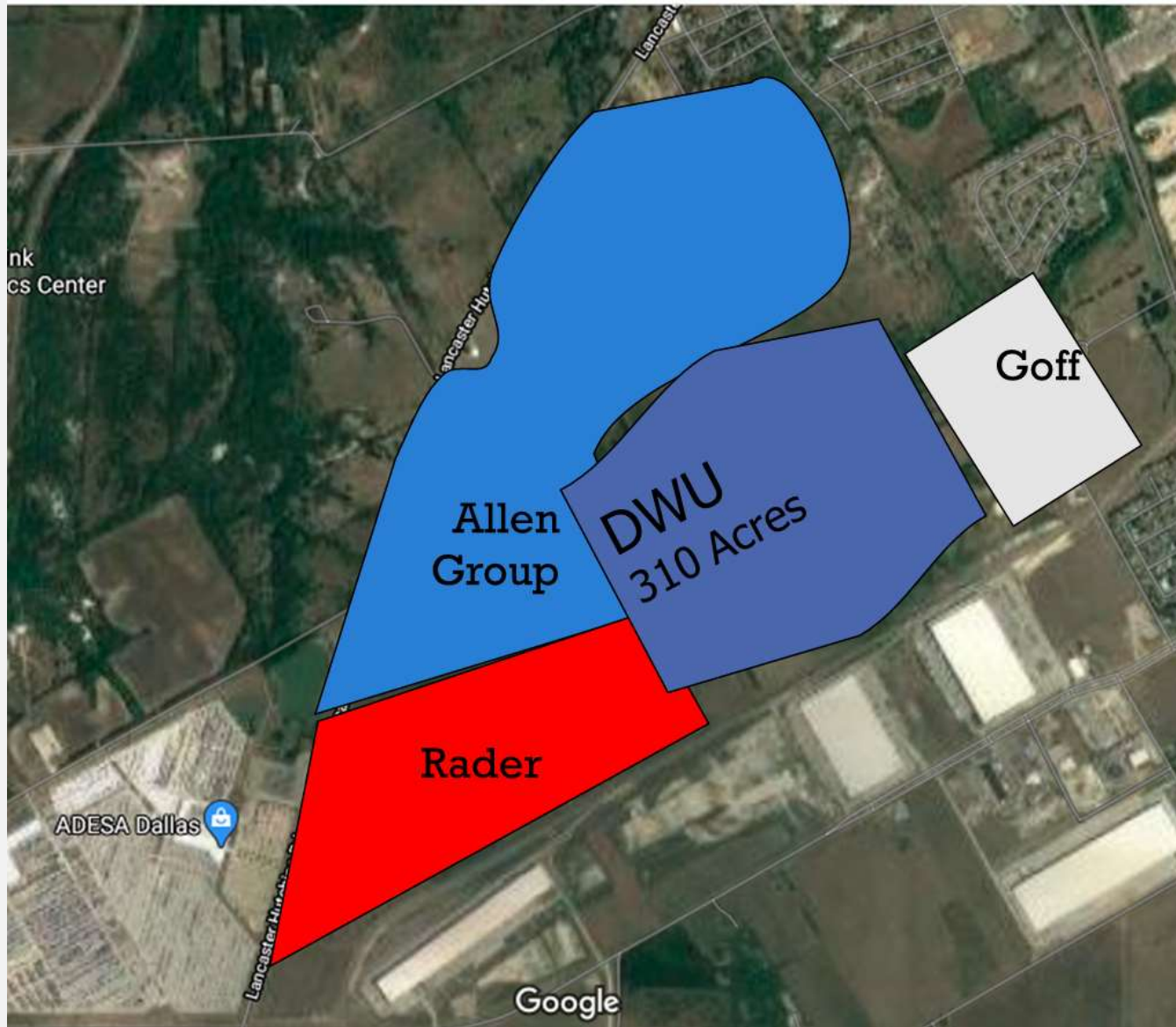


Northeast Corner of Lancaster Hutchins



Pinto Road





Lancaster
Hutchins
Commercial
3 – 8 years