

**REGULAR MEETING OF THE
CITY OF ALVARADO ECONOMIC DEVELOPMENT BOARD
104 W. College
January 27, 2025
6:30 PM
AGENDA**

The Economic Development Board of the City of Alvarado will meet in a Regular Called Session on Monday, January 27, 2025 at 6:30 p.m. in the Council Chambers at City Hall for the following agenda items.

CALL TO ORDER

INVOCATION

PLEDGE OF ALLEGIANCE

CITIZEN PARTICIPATION AND PUBLIC INPUT

BOARD COMMENTS

NEW BUSINESS:

- i. Consideration and possible action to approve the November 14, 2024 Alvarado EDC board meeting minutes.
- ii. Consideration and possible action to move the April 28, 2025 Regular Quarterly Board Meeting up to Monday, March 24, 2025.
- iii. Consideration and possible action to approve the Alvarado EDC's Food Truck Incubator Program and Guidelines.
- iv. Presentation and training from City Attorney on Chapter 171 of the Local Government Code, Conflict of Interest. (Bronstein)
- v. Consideration and possible action to authorize the City of Alvarado to proceed with necessary environmental and structural remediation efforts, including asbestos abatement, mold remediation, and demolition, for the Economic Development Corporation's (EDC) property located at 201 E. College Avenue; and to reimburse the City approximately fifty percent (50%) cost of the work, up to a maximum amount of \$30,000, upon successful completion of the project.
- vi. Workshop and Discussion on the First Downtown Alvarado Art Mural Project

EXECUTIVE SESSION:

Pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, the Board may convene in executive session to deliberate regarding the following matters:

§ 551.071. Consultation with Attorney. The AEDC Board of Directors may conduct a private consultation with its attorney when the Board seeks advice from its attorney concerning any item on this agenda, about pending and contemplated litigation, or a settlement offer, or on a matter in which the duty of the attorney to the Board under the Texas Disciplinary Rules of Professional Conduct of the State Board of Texas clearly conflicts with Chapter

REGULAR Economic Development Board Meeting Agenda

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551.

Any item on the agenda.

§ 551.087. Deliberation regarding economic development negotiations. The Board may convene in Executive Session to discuss or deliberate regarding commercial or financial information that the city has received from a business prospect that the city seeks to have locate, stay, or expand in or near the city and with which the city is conducting economic development negotiations; or to deliberate the offer of a financial or other incentive to a business prospect as described above.

Project Meatball
SFG The Vault
Project Cornerstone

§ 551.072: Deliberation regarding real property. The Board may conduct a closed meeting to deliberate the purchase, exchange, lease or value of real property.

Project Yellow-NC-01
Project Blue-NE-01
Project Red-C-02
Reconvene into open session.

ACCESSIBILITY STATEMENT

The Alvarado City Hall and Council Chamber are wheelchair accessible. The exit and parking ramps are located in the front of the building. Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, or large print, are requested to contact the City Secretary's Office at 817-790-3351, FAX: 817-783-7925, e-mail: wallsb@cityofalvarado.org Please call at least two (2) working days prior to the meeting so that appropriate arrangements can be made.

NON-DISCRIMINATION STATEMENT

The City of Alvarado does not discriminate on the basis of race, color, national origin, sex, religion, or disability in the employment or the provision of services.

I, the undersigned authority, do hereby certify that the above Agenda was posted on the bulletin board in the City Hall of the City of Alvarado, Texas, a place convenient and readily accessible to the general public at all times, and said Agenda was posted on January 24, 2025 at 4:30 p.m. and remained so posted continuously for at least 72 hours preceding the scheduled time of said meeting.

Hillary Cromer
Economic Development Director

Meeting Minutes

Alvarado Economic Development Corporation (AEDC)

Date: Monday, November 14, 2024

Location: Council Chambers, 104 W. College, Alvarado, Texas 76009

Time: 6:00 P.M.

1. Call to Order

President Marty Douglas called the meeting to order at 6:00 P.M. The following individuals were present:

Name	Title	Present	Absent
Tom Durlington	Place 1	X	
Martin Douglas	Place 2	X	
Robert Brake	Place 3	X	
Carrie Keeton	Place 4		X
Jerry Pritchard	Place 5		X
Cherry Bryant	Place 6	X	
Larry Pool	Place 7	X	

Staff present:

- **Hillary Cromer**, Economic Development Director
- **Annabelle Ackling**, Attorney

2. Invocation

Marty Douglass led the invocation.

3. Pledge of Allegiance

The Pledge of Allegiance was recited by all present.

4. Citizen Participation and Public Input

No public comments were made.

5. Board Comments

No board comments were made.

Meeting Minutes

Alvarado Economic Development Corporation (AEDC)

Date: Monday, November 14, 2024

Location: Council Chambers, 104 W. College, Alvarado, Texas 76009

Time: 6:00 P.M.

6. Consent Agenda

Items on the Consent Agenda include:

i. Approval of Minutes from the 9/5/24 Special Meeting

ii. Approval of Minutes from the 10/7/24 Special Meeting

The Board President requested a motion to approve the Consent Agenda. Tom Durlington moved to approve, and Cherry Bryant seconded. The motion carried 5-0.

7. New Business

iii. Financial Report for Period Ending 10/31/2024

Hillary Cromer provided a brief presentation. Board discussion included:

- Robert Brake inquired about overages in certain Operating Expenses. Hillary explained the previous budget's shortcomings and highlighted improvements in the new budget.
- Robert Brake requested more detailed information on top Sales Tax generators. Hillary noted that sales tax data is confidential but would consult the City Attorney for appropriate reporting options.

No action required.

iv. Authorization for EDC Director to Negotiate and Execute a \$5,000 Grant for "How Sweet It Is Cakes"

After a presentation by Hillary Cromer, the board discussed adding restrictive requirements, including an enhanced building sign. The remaining grant funds could be used for marketing following the sign's upgrade.

Robert Brake moved to authorize the EDC Director to negotiate and execute the \$5,000 Promotional Partnership Grant based on these terms. Tom Durlington seconded. The motion carried 5-0.

v. Workshop and Discussion on the Food Truck Incubator Program

Hillary Cromer presented the draft program. Key feedback included:

- No residential requirement for applicants.
- Entrepreneurs may use the truck for up to 180 days, with a 90-day trial period.
- Insurance coverage is required.
- Entrepreneurs must pay \$500 per month.
- Top applicants must present a business plan to the EDC Board during the selection process.
- The City Attorney will review program documents and draft an agreement between the EDC and selected entrepreneur(s).

Meeting Minutes

Alvarado Economic Development Corporation (AEDC)

Date: Monday, November 14, 2024

Location: Council Chambers, 104 W. College, Alvarado, Texas 76009

Time: 6:00 P.M.

No action required.

8. Executive Session

The board entered executive session at 7:04 P.M. to discuss:

- **§ 551.071. Consultation with Attorney**
 - Any item on the agenda
- **§ 551.087. Deliberation regarding economic development negotiations**
 - Project Featherbound
- **§ 551.072. Deliberation regarding real property**
 - Project Red-C-01
 - Project Yellow-NC-01
 - Project Blue-NE-01
 - Project Red-C-02
 - Project Red-NC-03

The board reconvened in open session at 7:55 P.M.

9. Post-Executive Session Action

No action was taken. The meeting adjourned at 7:56 P.M.

Martin Douglas, Board President

Respectfully Submitted,

Hillary Cromer, Economic Development Director

AEDC 2025 Regular Board Meeting Schedule

2025

- **Q1 Meeting:** Monday, January 27, 2025
- **Q2 Meeting: Monday, March 23, 2025** (*Adjusted from Monday, April 28, 2025*)
- **Q3 Meeting:** Monday, July 28, 2025
- **Q4 Meeting:** Monday, October 27, 2025

Note: None of these dates fall on or near major holidays in 2024 or 2025. The Q2 meeting adjustment accommodates the Economic Development Director's required attendance at the Economic Development Institute, a critical (and required) component for her CEcD certification and graduation.



EDC Meeting Management Report

Meeting Date: January 27, 2025

Contact: Hillary Cromer

AGENDA ITEM

Consideration and possible action to approve the Alvarado EDC's Food Truck Program and Guidelines.

BACKGROUND & FINDINGS

The Economic Development Director is reintroducing the revised **Alvarado Food Truck Program** for board approval. This initiative, designed to foster entrepreneurial growth and innovation in Alvarado's food scene, has been updated based on feedback from the EDC Board. Key changes include:

1. **Eligibility:**
 - Removed the residential requirement, broadening access to the program.
2. **Program Details:**
 - Entrepreneurs can now utilize the food truck for up to 180 days, with an initial 90-day trial period.
 - Monthly participation fee set at \$500.
 - Participants must secure liability insurance with coverage of \$1 million.
3. **Selection Process:**
 - Top applicants will present their business plans to the EDC Board, ensuring alignment with program objectives.
4. **Legal Compliance:**
 - The City Attorney will review all program documents and draft a formal agreement between the EDC and the selected entrepreneurs.

These adjustments enhance the program's structure and ensure a comprehensive support system for participants, including access to a fully equipped food truck, marketing assistance, and business mentorship.

The updated program is designed to provide entrepreneurs with a practical, hands-on opportunity to refine their business concepts while contributing to Alvarado's local economy. The EDC Board's final approval is sought to launch this improved initiative.

FINANCIAL IMPACT

The EDC Board has allocated \$65,000 in the FY2025 budget for the purchase of the food truck, while the remaining costs are expected to be covered within the Economic Development Promotion and Professional Services budget line items.

ATTACHMENTS

Food Truck Program Guidelines and Application



EDC Meeting Management Report

Meeting Date: January 27, 2025

Contact: Hillary Cromer

AGENDA ITEM

Consideration and possible action to authorize the City of Alvarado to proceed with necessary environmental and structural remediation efforts, including asbestos abatement, mold remediation, and demolition, for the Economic Development Corporation's (EDC) property located at 201 E. College Avenue; and to reimburse the City approximately fifty percent (50%) cost of the work, up to a maximum amount of \$30,000, upon successful completion of the project.

BACKGROUND & FINDINGS

The property located at 201 E. College Avenue, owned by the Alvarado Economic Development Corporation (EDC), is in a state of significant disrepair due to years of deferred maintenance. Structural and environmental issues, including water damage, asbestos, and mold, have rendered the building unsafe for occupancy. An engineering and environmental assessment has confirmed that the cost of renovation far exceeds the building's value.

The City of Alvarado has proposed taking responsibility for managing the asbestos abatement, mold remediation, and demolition of the building project. The cost will be split between the EDC fund and general fund. The total cost is estimated to be \$59,265. The EDC has budgeted \$50,000 in the current fiscal year for demolition purposes. Council approved contracts with Southside (for asbestos abatement) and Midwest Wrecking (for demolition) at their November 6th meeting.

FINANCIAL IMPACT

The project will cost a total of \$59,265.00.

ATTACHMENTS

Release and Agreement for Demolition

Proposals from:

- Midwest Wrecking Company
- Southside Environmental Services, LLC
- Intercon Environmental, Inc.