MEETING AGENDA
ANNA COMMUNITY DEVELOPMENT CORPORATION
AND
ANNA ECONOMIC DEVELOPMENT CORPORATION

Thursday, February 10, 2022 @ 6:00 PM

The EDC/CDC of the City of Anna will meet at 6:00 PM, on February 10, 2022, at the Anna City Hall, Located at 111 North Powell Parkway (Hwy 5), to consider the following items below.

1. **Call to Order, Roll Call, and Establishment of Quorum.**
2. **Invocation and Pledge of Allegiance.**
3. **Neighbor Comments.**
   Persons may address the Board of Directors on items not on the agenda; please observe the time limit of three (3) minutes. Members of the Board cannot comment on or deliberate statements of the public except as authorized by Section 551.042 of the Texas Government Code.
4. **Consent Items.**
   a. Approve minutes from the January 6, 2022, Joint Community Development Corporation and Economic Development Corporation Meeting. (CDC)
   b. Approve minutes from the January 6, 2022, Joint Community Development Corporation and Economic Development Corporation Meeting. (EDC)
5. **Individual Consideration**
   a. Conduct a Public Hearing regarding financial incentives and Consider/Discuss/Action on a resolution approving an Incentive Agreement with Zablink Hospitality, LLC for a hotel project. (CDC)
   b. Hold a work session to discuss Downtown and a prospective incentive policy.
   c. Consider/Discuss/Action on a resolution approving a Professional Services Agreement with Teague, Nall, and Perkins, Inc. (TNP) for a Downtown Drainage

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IMPORTANT LEGAL NOTICE: The Corporation may vote and/or act upon each of the items listed in this agenda. The Corporation reserves the right to retire into executive session concerning any of the items listed on this agenda, whenever it is considered necessary and legally justified under the Open Meetings Act. Disabled persons who want to attend this meeting and who may need assistance should contact the City Secretary at 972-924-3325 two working days prior to the meeting so that appropriate arrangements can be made.

Study. (CDC)

d. Consider/Discuss/Action on a resolution approving an Agreement with Red Productions, LLC for the creation of a promotional video. (CDC)

e. Consider/Discuss/Action on a resolution amending the 2021-2022 Fiscal Year Budget by carrying forward unexpended promotional funds in the amount of $28,355.45. (EDC)

f. Consider/Discuss/Action on a resolution authorizing all actions necessary for closing on sale of real property (business park) to PC5 Properties, LLC or assigns. (CDC)

g. Consider/Discuss/Action on a resolution authorizing all actions necessary for closing on sale of real property (business park) to PC5 Properties, LLC or assigns. (EDC)

h. Consider/Discuss/Action on accepting the resignation of Matthew Seago from the Board of Directors. (CDC & EDC)

6. **Director's Report.**

a. Chamber of Commerce Annual Banquet

b. ICSC ReCON and Red River Show

c. Strategic Plan Update

d. Financial Report/Sales Tax Update

7. **Closed Session.**

a. Deliberate regarding the purchase, exchange, lease or value of real property. (Tex. Gov't Code §551.072) possible property acquisition; possible land sale/purchase; Anna Business Park.

b. Consult with legal counsel on matters in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with Chapter 551 of the Government Code (Tex. Gov't Code §551.071); Grant program; Lease agreement and professional services contract.

c. Discuss or deliberate Economic Development Negotiations: (1) To discuss or deliberate regarding commercial or financial information that the Board of Directors has received from a business prospect that the Board of Directors seeks to have locate, stay, or expand in or near the territory of the City of Anna and with which the Board is conducting economic development negotiations; or, (2) To deliberate the offer of a financial or other incentive to a business prospect described by subdivision (1). (Tex. Gov't Code §551.087) Anna Business Park Property; potential retail and medical projects.

8. **Reconvene into open session and take any action on closed session items.**

9. **Receive reports from staff or Board Members about items of community interest.**

10. **Adjourn.**

This is to certify that I, Joey Grisham, Director, posted this agenda at a place readily accessible to the public at the Anna City Hall and on the City Hall bulletin board at or before 5:00 p.m. on February 7, 2022.

Joey Grisham, Director of Economic Development

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Item No. 4.a.

EDC/CDC Agenda
Staff Report

Meeting Date: 2/3/2022
Staff Contact:

AGENDA ITEM:
Approve minutes from the January 6, 2022, Joint Community Development Corporation and Economic Development Corporation Meeting. (CDC)

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:
1. January 6, 2022 CDC EDC Joint Meeting Minutes

Item No. 4.b.

EDC/CDC Agenda
Staff Report

Meeting Date: 2/3/2022
Staff Contact:

AGENDA ITEM:
Approve minutes from the January 6, 2022, Joint Community Development Corporation and Economic Development Corporation Meeting. (EDC)

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:
1. January 6, 2022 CDC EDC Joint Meeting Minutes

Item No. 5.a.

EDC/CDC Agenda
Staff Report

Meeting Date: 2/3/2022
Staff Contact:

AGENDA ITEM:

Conduct a Public Hearing regarding financial incentives and Consider/Discuss/Action on a resolution approving an Incentive Agreement with Zablink Hospitality, LLC for a hotel project. (CDC)

SUMMARY:

As the Board is aware, Zablink Hospitality was approved to construct a 93-room Holiday Inn Express behind Walmart in 2019. COVID along with material shortages and costs have caused delays in the project. Zablink is working with a new lender and has requested incentives to help make the project happen. It is important to get a hotel in Anna that brings in hotel occupancy taxes and other revenue for the city. After discussing in detail, the Anna City Council requested that the CDC take the lead on incentives. Based on the Type B law, a 60-day notice and Public Hearing is required to initiate the process--the item was published in the Anna-Melissa Tribune on January 27. If approved, the item will go to the Anna City Council for their approval.

The incentive is for $208,990.06 which represents impact fees and other fees for the project--this does not include the latest building permit and plan review fees. Half would be paid after construction commences and half upon issuance of the Certificate of Occupancy should Zablink meet the requirements in the Agreement.

STAFF RECOMMENDATION:

Motion on behalf of the CDC approving a resolution approving an Incentive Agreement with Zablink Hospitality, LLC subject to approval as to legal form.

ATTACHMENTS:

1. Zablink Hotel Project Res C08009D20220131CR1
2. Zablink Hospitality C08009D20220128CR1

Item No. 5.b.

EDC/CDC Agenda
Staff Report

Meeting Date: 2/3/2022
Staff Contact:

AGENDA ITEM:
Hold a work session to discuss Downtown and a prospective incentive policy.

SUMMARY:
As the Board is aware, staff is working on Downtown Anna and developing an incentive policy specifically for the Downtown area. The immediate focus is infrastructure (the city is using COVID funds to upgrade infrastructure and the CDC is proposing to have a drainage study completed). At the same time, staff is working with city staff on a plan for the Downtown core that includes parking, streetscape, lighting, and other items. We plan to discuss more details with the Board again in the near future. Tonight, we are seeking feedback on what incentives the Board would like to see in the policy.

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 5.c.

EDC/CDC Agenda
Staff Report

Meeting Date: 2/3/2022
Staff Contact:

AGENDA ITEM:
Consider/Discuss/Action on a resolution approving a Professional Services Agreement with Teague, Nall, and Perkins, Inc. (TNP) for a Downtown Drainage Study. (CDC)

SUMMARY:
One key item for Downtown Anna moving forward is drainage and staff recommends moving forward with a drainage study for the Downtown area. Staff is working with Public Works and TNP was identified to develop the study. Several prospective businesses have contacted us regarding sites in Downtown Anna and drainage was identified as a potential issue for some as their sites are not large enough for detention ponds. The study will likely take around 90-120 days to complete.

STAFF RECOMMENDATION:
Motion on behalf of the CDC to approve a resolution approving a Professinal Services Agreement with Teague, Nall, & Perkins (TNP) for a Downtown Drainage Study not to exceed $55,000 and authorizing the Board President to execute the Agreement subject to approval as to legal form.

ATTACHMENTS:
1. Anna DTDW Proposal (1.28.22) Revised (1.31.21)
2. Engineering Resolution C08009D20220131CR1 redline

Item No. 5.d.

EDC/CDC Agenda
Staff Report

Meeting Date: 2/3/2022
Staff Contact:

AGENDA ITEM:
Consider/Discuss/Action on a resolution approving an Agreement with Red Productions, LLC for the creation of a promotional video. (CDC)

SUMMARY:
As a part of the FY 2022 Budget, staff recommended using some of the marketing funds for an updated promotional video. Cooksey Communications identified several prospective firms and after a thorough process, Red Productions, LLC was selected based on their qualifications and experience.

STAFF RECOMMENDATION:
Motion on behalf of the CDC to approve a resolution approving an Agreement with Red Productions, LLC for the creation of promotional video not to exceed $22,000 subject to approval as to legal form and authorizing the Board President to execute the Agreement.

ATTACHMENTS:
1. Red Prod Res C08009D20220131CR1 redline
2. MSA - Anna CDC_RP C08009D20220128CR1 redline

Item No. 5.e.

EDC/CDC Agenda
Staff Report

Meeting Date: 2/3/2022
Staff Contact:

AGENDA ITEM:
Consider/Discuss/Action on a resolution amending the 2021-2022 Fiscal Year Budget by carrying forward unexpended promotional funds in the amount of $28,355.45. (EDC)

SUMMARY:
Staff did not utilize most of the EDC marketing funds last year and recommends carrying them forward.

STAFF RECOMMENDATION:
Motion on behalf of the EDC to approve a resolution approving an amendment to the FY 22 EDC Budget by carrying forward unexpended promotional funds in the amount of $28,355.45.

ATTACHMENTS:
1. EDC Budget Amendment
2. Exhibit A

Item No. 5.f.

EDC/CDC Agenda
Staff Report

Meeting Date: 2/3/2022
Staff Contact:

AGENDA ITEM:
Consider/Discuss/Action on a resolution authorizing all actions necessary for closing on sale of real property (business park) to PC5 Properties, LLC or assigns. (CDC)

SUMMARY:
This item authorizes the Board President to execute all documents and actions related to the sale of the Business Park.

STAFF RECOMMENDATION:
Motion on behalf of the CDC approving a resolution authorizing the Board President to execute all actions related to the sale of the Business Park.

ATTACHMENTS:
1. Res Sale Business Park C08009D20220125CR1

Item No. 5.g.

EDC/CDC Agenda
Staff Report

Meeting Date: 2/3/2022
Staff Contact:

AGENDA ITEM:
Consider/Discuss/Action on a resolution authorizing all actions necessary for closing on sale of real property (business park) to PC5 Properties, LLC or assigns. (EDC)

SUMMARY:
This item authorizes the Board President to execute all documents and actions related to the sale of the Business Park.

STAFF RECOMMENDATION:
Motion on behalf of the EDC approving a resolution authorizing the Board President to execute all actions related to the sale of the Business Park.

ATTACHMENTS:
1. Res Sale Business Park C08010D20220125CR1

Item No. 5.h.

EDC/CDC Agenda
Staff Report

Meeting Date: 2/3/2022
Staff Contact:

AGENDA ITEM:
Consider/Discuss/Action on accepting the resignation of Matthew Seago from the Board of Directors. (CDC & EDC)

SUMMARY:
Matthew Seago tendered his resignation from the EDC and CDC Board effective immediately. The City Council has opted to allow the position to remain open until upcoming Board appointments in May/June.

STAFF RECOMMENDATION:
Motion on behalf of the EDC and CDC to accept the resignation of Matthew Seago from the Board of Directors.

ATTACHMENTS:
1. Resignation

Item No. 6.d.

EDC/CDC Agenda
Staff Report

Meeting Date: 2/3/2022
Staff Contact:

AGENDA ITEM:
Chamber of Commerce Annual Banquet

SUMMARY:
The Greater Anna Annual Chamber of Commerce Banquet has been moved to April 2, 2022--let staff know if you can attend.

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 6.a.

EDC/CDC Agenda
Staff Report

Meeting Date: 2/3/2022
Staff Contact:

AGENDA ITEM:
ICSC ReCON and Red River Show

SUMMARY:
ICSC Red River Show is now March 30-April 1 and ISCS ReCON is May 22-24.

STAFF RECOMMENDATION:

ATTACHMENTS:

Item No. 6.b.

EDC/CDC Agenda
Staff Report

Meeting Date: 2/3/2022
Staff Contact:

AGENDA ITEM:
Strategic Plan Update

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:
1. January 2022 Strategic Plan Update

Item No. 6.c.

EDC/CDC Agenda
Staff Report

Meeting Date: 2/3/2022
Staff Contact:

AGENDA ITEM:
Financial Report/Sales Tax Update

SUMMARY:

STAFF RECOMMENDATION:

ATTACHMENTS:

1. Book2