



**MINEOLA ECONOMIC  
DEVELOPMENT CORPORATION  
INCENTIVE APPLICATION PACKAGE**

**P.O. BOX 179**

**MINEOLA, TEXAS 75773**

**MERCY L. RUSHING, CITY MANAGER & MEDC EXECUTIVE DIRECTOR**

**903-569-6183**

**903 245 8505**

**LYNN KITCHENS, ASSISTANT MEDC DIRECTOR**

**903-569-6183**

**903 638-1288**

**[www.mineola.com](http://www.mineola.com)   or   [www.mineolatxedc.com](http://www.mineolatxedc.com)**



## PROCESS FOR BUSINESS INCENTIVE REQUEST

By: Mercy L. Rushing, City Manager & MEDC Executive Director

- ◇ Contact & Meet with City & Mineola Economic Development Corp.(MEDC) Exec. Director, Mercy Rushing – City Hall (903)-569-6183 (903) 245-8505
- ◇ Prospect must fill out MEDC application form (it's will be on our website [www.mineolatxedc.com](http://www.mineolatxedc.com) or we will email)
- ◇ MEDC staff gathers information on prospect and reviews business plan. All Business requesting Incentives must have a business plan to present to MEDC.
- ◇ MEDC executive director puts together Economic Impact Analysis for MEDC board of directors and City Council's executive session discussion.
- ◇ MEDC executive director takes prospect's information along with Economic Impact Analysis to MEDC Board of Directors Meeting & City Council Meeting for discussion in executive session.
- ◇ Once MEDC executive director is satisfied that the MEDC board and City Council support the project and prospect, then director starts negotiations with the prospect.
- ◇ Negotiations with prospect may take months and years depending on prospect's funding, timeline, and complexity of the business or deal etc.. Timeline depends mostly on the prospect's ability to provide information needed by MEDC.
- ◇ **ABSOLUTELY NO PROMISES ARE MADE TO THE PROSPECT THAT MEDC BOARD AND CITY COUNCIL ARE NOT AWARE OF DURING NEGOTIATIONS.**
- ◇ Once both parties agree on incentive package, MEDC Executive Director or City Manager authorizes City's Legal Counsel to draft contract agreement between MEDC or City of Mineola and prospect.
- ◇ MEDC Executive Director places item on MEDC agenda for executive session for any last changes as well as staff providing any background checks that have been performed prior to approving prospect and project. Before any approval, this is placed on agenda for public hearing, staff presentation of the prospect & project publicly, then consider action and vote by the MEDC Board of Directors.
- ◇ **Last action**, is to take approved prospect & project to Mayor/City Council's meeting for executive session for final discussion with staff. This is also placed on agenda for staff presentation final discussion by Mayor/Council in open session. The Contract Agreement that was prepared by our City Attorney that was voted by MEDC is then considered and final approval is given by vote by the City Council. This completes the process for Business Incentives & Negotiations between MEDC/City and the Prospective Business or Project.

### **4B TYPE -1/2 CENTS SALES TAX LAW:**

- All project & program, approvals & public hearing/presentation must always originate with the City's Economic Development Corporation Board of Directors, which is appointed by the City Council if the ½ cents sales tax funds are to be used for prospect incentives for projects or programs.
- All EDC's Board of Directors meeting agenda must be posted 72 hours prior to board meetings.
- All EDC's Meetings & Board of Directors are subject to the open meeting act & public information act, however business & personal financial documents are not public information. Only MEDC Executive Director, Assistant MEDC Director, Mayor, City Manager or/and Legal Council may view business & personal financial information and other sensitive business & personal information pertaining to the prospect.

\*For more information, you may contact City Manager and MEDC Executive Director Mercy L. Rushing at 903-245-8505 (cell), 903-567-6185 or Assistant MEDC Director, Lynn Kitchens at (903) 569-6183 or Cell at (903) 638-1288 at the Mineola EDC Office at City Hall or email at [mrushing@mineola.com](mailto:mrushing@mineola.com) or [lkitchens@mineola.com](mailto:lkitchens@mineola.com)



## **ASSISTANCE PROGRAM GUIDELINES**

Mineola's Economic Development Corporation (**MEDC**) mission and purpose is to improve the business environment and the overall economic opportunities for Mineola through targeted business attractions, industry, real estate development, community promotions and collaborative partnership along with other appropriate economic development initiatives.

To be eligible for Mineola's Economic Development Corporation Assistance Program, a company must have a business that will create jobs, local property or sales taxes and payroll for Mineola. All assistance agreement contracts include a provision for repayment of assistance funds if the company ceases operation or moves from the City of Mineola without operating at the full target employment level for the required number of years that has been agreed upon.

**All Assistance Program Incentives are under the discretion of the Mineola Economic Development Corporation and Mineola City Council.**

- New job creation / training grant based on first year's projection. This is a one-time incentive, of which **MEDC** will need proof of payroll after the first year of operation. The Company will provide this annually according to contract.
- Mineola Economic Development Corporation will consider new expansion based on capital investment (property owned) and additional new jobs as eligible project under our Program Guidelines.
- Other incentives provided by Mineola Economic Development Corporation (**MEDC**) may be on a building or land (if available) own by **MEDC** with the criteria still to be the number of jobs created, capital investment within the City, or other impact that it would produce in additional monies for the Community.



## ASSISTANCE PROGRAM GUIDELINES

- City Property Tax Abatement and Sales Tax Rebate Assistance Program of Mineola – This program is based on **new capital improvements** and **new full time jobs**. See Tax Abatement Guidelines and Application Form. Limited time period based on contract agreement with MEDC.
- To create **(a minimum of 5 full time jobs or more)** and or retain jobs **(a minimum of 10 full time jobs)** in the City of Mineola, the Economic Development Corporation may loan funds to a business at a fair interest rate if the loan be collateralized by a lien on real estate, buildings, equipment, vehicles, notes, accounts receivable and/or inventory.
  - A. Mineola Economic Development Corporation cannot take an equity ownership position in a company.
  - B. Assistance loan financing would be for fixed assets, workforce training and relocation expenses.
  - C. Assistance loan financing would not be used for working capital requirements of the business.

**Any company wishing to apply for assistance from the Mineola Economic Development Corporation should complete and sign MEDC application and requirement forms. Completed forms will be reviewed by the MEDC Executive Director and will consider assistance offer with the MEDC Board of Directors and City Council in executive sessions. MEDC Executive Director will take propose incentive offer to prospect to negotiate prior to MEDC Board of Directors approval & hold a Public Hearing with the final consent given at the Mineola City Council Meeting. This process may take approx. anywhere from 30-60 days due to legal notifications necessary in providing public funds, as required by State and Local Government Law. Applicants considered for incentive are subject to background checks by the Executive Director and or by the City Manager.**



## ASSISTANCE APPLICATION FORM & REQUIREMENTS

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1. Name of Company: \_\_\_\_\_
2. Company history (attach): \_\_\_\_\_
3. Contact person: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_
4. Copy of Articles of Incorporation: (attach): \_\_\_\_\_
5. **Proof of Good Standing from Secretary of State:** (attach) \_\_\_\_\_  
(Include Tax Id number etc.)
6. List of all owners and management: (attach) \_\_\_\_\_
7. **\*\*\*Business plan including sales and payroll projection:** (attach) \_\_\_\_\_
8. **\*\*\*Financial Report:** (Attach) \_\_\_\_\_
9. Current total employees: \_\_\_\_\_
10. Proposed Project in Mineola: (Attach) \_\_\_\_\_  
\_\_\_\_\_
11. Capital Expenditures (building, land, and or equipment): (Attach) \_\_\_\_\_  
\_\_\_\_\_
12. Requested Assistance from MEDC: (Attach additional information) Please tell us what you are applying for and pertinent information regarding the request.
  - A. Building: \_\_\_\_\_
  - B. Land: \_\_\_\_\_
  - C. Capital: \_\_\_\_\_
  - D. Other: \_\_\_\_\_
13. **\*\*\*Current Information: Annual Payroll:**
  - Salary Employees payroll: \_\_\_\_\_
  - Hourly Employees payroll: \_\_\_\_\_
  - Average Annual Commissions paid: \_\_\_\_\_

# ASSISTANCE APPLICATION FORM & REQUIREMENTS

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## Future Plans:

**Full-Time = 30 hours per week for 52 weeks (Use Salary/Hourly Wage or both)**

Number of Full-Time Employees to be relocated to Mineola: \_\_\_\_\_/When: \_\_\_\_\_

Relocated from: \_\_\_\_\_

Number of Full-Time Positions to be created in Mineola: \_\_\_\_\_/When: \_\_\_\_\_

Average Hourly Wage of Employees: \$ \_\_\_\_\_

Estimated Annual Gross Payroll: \$ \_\_\_\_\_

Employee Health Care Benefits available? Yes \_\_\_\_\_ No \_\_\_\_\_

Any other Employee Benefits available? \_\_\_\_\_

**14. \*\*\*Current Taxable Value (before improvements) of Real Property**

(Of all operations in Mineola) \$ \_\_\_\_\_

Approx. Value of **Real Property Improvements to be made** in Mineola: \$ \_\_\_\_\_

Description of Real Property Improvements: (building, remodeling, etc.) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**\*If more than one operation is located in Mineola, please list others:** \_\_\_\_\_

**15. \*\*\*Current Taxable Value of Personal Property (of all operations in the City of Mineola): \$ \_\_\_\_\_**

Approx. Value of **Personal Property Improvements:** \$ \_\_\_\_\_

(machinery, equipment, etc.)

Description of Personal Property Improvements: \_\_\_\_\_

\_\_\_\_\_

# ASSISTANCE APPLICATION FORM & REQUIREMENTS

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**16. Estimate of taxable sales and purchases:**

Approx. amount of annual purchases made by company that are subject to sales tax:

\$ \_\_\_\_\_

Estimate % of those purchases made in Mineola, Texas: \_\_\_\_\_%

Approx. amount of annual **sales of goods and/or services** made by the company from this location that are subject to sales and use taxes: \$ \_\_\_\_\_

**17. Customer target:** Retail \_\_\_\_\_ Service \_\_\_\_\_ Manufacturing \_\_\_\_\_ Wholesale \_\_\_\_\_

Other (explain) \_\_\_\_\_

**18. Projects Time Frame:** (Start Date and Completion Date) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Company Owner or Representative

\_\_\_\_\_  
Date

By signing this application Mineola Economic Development Corporation Executive Director will have the right to run background checks on all principal officers and owners.

Please make sure we have a copy of your Certificate of Account Status with TX. Comptroller of Public Accounts.

**\*\*\*All financial information will be kept confidential and not subject to Open Record\*\*\***

# ASSISTANCE APPLICATION FORM & REQUIREMENTS

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## A. Normal Provisions of Mineola Economic Development Performance Agreements:

- A. The company will agree to locate or relocate and create jobs over a period of year(s) agreed upon by MEDC (Mineola Economic Development Corporation) Board of Directors & City of Mineola.
- B. The company will further agree to the construction or improvements of real property as agreed upon by MEDC Board of Directors & City of Mineola
- C. MEDC will require that the company provide proof of all real and personal property improvements that will be agreed to in the Economic Development Agreement Contract.
- D. MEDC will require that the company provide proof of jobs created and/or maintained in the City of Mineola for each year of the Economic Development Agreement. Provide Employee Payroll document.
- E. MEDC requires at the anniversary of the Agreement Contract the following documentation for jobs created or maintained be sent to MEDC Office as agreed in the MEDC's Agreement Contract.
  1. Texas Employment Commission's Employer's Quarterly Reports after the first year of operations.
  2. A roster of its local employees (with total hours worked, position held, and hourly wage)
  3. Copies of paid property tax, sales tax, and or hotel/motel tax receipts if rebate is part of incentive.**On-location audits can be arranged in special circumstances by MEDC Executive Director or Assistant MEDC Director.**

## B. Assistance funds from MEDC should follow guidelines below:

1. First consideration will be given to projects within the Mineola City Limits or within the ½ mile Extra Territorial Jurisdiction (ETJ).
2. If property is within **ETJ**, the client must agree to be annexed into the Mineola City Limits at once unless for some reason it cannot, then it must annex as soon as it is reasonably possible, as part of the contract agreement.
3. Property/Project outside the City Limits and ETJ will be given **consideration if it will create substantial** (as interpreted by MEDC Board of Directors & City Council) amount of jobs and impacts the quality of life of the citizens of Mineola.



## **ASSISTANCE APPLICATION FORM & REQUIREMENTS**

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**All assistance applications are subject to the approval of the Mineola Economic Development Corporation Board of Directors and final approval with the City of Mineola. If project is approved for any funding a performance contract will be signed by both parties. All of the above information can be presented in notebook binder to MEDC.**

**Mailing Info:      Mineola Economic Dev. Corporation (MEDC)  
                                 Mercy L. Rushing, Executive Director or  
                                 Lynn Kitchens, Assistant Director  
                                 P.O. Box 178 (300 Greenville Hwy.)  
                                 Mineola, TX. 75773**

Phone: 903-569-6185

Cell: 903-245-8505

Email: [mrushing@mineola.com](mailto:mrushing@mineola.com) or [lkitchens@mineola.com](mailto:lkitchens@mineola.com)

Web-Site: [www.mineolatxedc.com](http://www.mineolatxedc.com) & [www.mineola.com](http://www.mineola.com)

Date Application Received by MEDC \_\_\_\_\_

Date Application Returned to Prospect: \_\_\_\_\_

# ASSISTANCE APPLICATION FORM & REQUIREMENTS

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Initials of Company Official: \_\_\_\_\_

## Texas Government Code Section 2264.01 Certification

Company certifies that Company, or a branch, division, or department of Company, does not and will not knowingly employ an undocumented worker. If, after receiving a public subsidy, Company or a branch, division, or department of company is convicted of a violation under 8 U.S. C. Section 1324a(f), Company shall repay the amount of the public subsidy paid by MEDC to Company with interest at the rate of 5% per annum, not later than the 120 days after the date that Company receives a notification of such a violation.

**The company's representative that is authorized to enter into a binding agreement with MEDC/City of Mineola is:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Contact person for documentation will be:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Mail reminders to:**

Address: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Company Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title**