



**MEETING MINUTES
BENBROOK ECONOMIC DEVELOPMENT CORPORATION
Board of Directors
REGULAR MEETING
January 21, 2020
Benbrook City Hall**

PRE-MEETING WORK SESSION – The BEDC board of directors met in the central conference room for a pre-meeting work session to discuss agenda items.

I. CALL TO ORDER

The regular meeting of the Benbrook Economic Development Corporation board of directors was called to order at 7:30 p.m. on Tuesday, January 21, 2020, in the Benbrook City Council Chambers, located at 911 Winscott Road, Benbrook, Texas. The presiding officer was President Kent Williams. A quorum was present, including:

Keith Tiner, Place 1
Leslie Singleton, Place 2
Michelle Thomas, Secretary, Place 3
Kent Williams, President, Place 5
Gary Crowell, Place 6
Kristina Denapolis West, Place 7

Absent:

Julia Nova, Vice President, Place 4

Staff Present:

Cathy Morris, Director, EDC
Hillary Cromer, Assistant Director, EDC (recording secretary)
Jim Hinderaker, Assistant City Manager

II. CITIZEN COMMENTS ON ANY ITEM

President Williams opened the floor for citizen comments. There were no citizen comments.

III. ACTION ITEMS

1. **Approve Minutes of December 16, 2019 Regular Meeting** – Gary Crowell made a motion to approve the minutes of the December 16, 2019 regular meeting, as presented. Ms. Thomas seconded the motion. President Williams called the vote and the motion carried 4-0.

2. **Oath of Office for Newly Appointed Board of Directors** – The following individuals took the Oath of Office: a) Keith Tiner, Place 1, appointed to a two-year term from 12-31-2019 to 12-30-2021; b) Michelle Thomas, Place 3, appointed to a two-year term from 12-31-2019 to 12-30-2021; c) Kent Williams, Place 5, appointed to a two-year term from 12-31-2019 to 12-30-2021, and d) Kristina West, Place 7, appointed to a two-year term from 12-31-2019 to 12-30-2021.

3. **Election of 2019 Officers (President, Vice President, and Secretary)**

President Williams requested nominations for 2020 BEDC board president. Mr. Crowell nominated Mr. Williams to serve as the 2020 BEDC board president. Ms. West seconded the motion. Mr. Williams called the vote and the motion carried 4-0, with Mr. Williams abstaining.

President Williams requested nominations for 2020 BEDC board Vice President. Ms. Thomas nominated Mr. Crowell to serve as the 2020 BEDC board Vice President. Ms. West seconded the motion and motion carried 4-0, with Mr. Crowell abstaining.

President Kent Williams requested nominations for 2020 BEDC board Secretary. Ms. West nominated Michelle Thomas to serve as the 2020 BEDC board Secretary. Mr. Crowell seconded the motion. President Kent Williams called the vote and motion carried 4-0, with Ms. Thomas abstaining.

IV. DIRECTOR'S REPORT

1. **Finance Report for Period Ending December 31, 2019** – As part of the financial report, Ms. Cromer presented a three-year comparison of sales tax revenue for the months of October, November, and December 2019; total sales tax revenue for December 2019 was \$121,716.75.

Ms. Cromer also reported total revenue for the month of December 2019 including sales tax revenue (\$121,716.75), interest earned (\$21,912.42), oil and gas royalties (\$1,053.30), and a miscellaneous payment from Foot Works Performing Arts Center for its December 2019 rent payment (\$3,500); total revenue for December 2019 was \$148,182.47.

Lastly, Ms. Cromer reported that liquid assets held by BEDC as of December 31, 2019 were \$4,554,299.39 and funds available were \$3,130,474.09. No action necessary.

2. **2019 Recap of BEDC's Business Retention and Expansion (BRE) Program** – In support of BEDC's mission, Ms. Cromer presented a 2019 recap of BEDC's BRE program including, but not limited to, the following information:

a. As part of BEDC's BRE program, throughout 2019, staff greeted new businesses with site visits and mailed postcards to welcome them to the community. Additionally, BEDC acted as an information clearinghouse to the

Benbrook business community by providing information related to community demographics, available properties, development plans, utilities, etc. BEDC also offered business-specific free advertising to Benbrook Businesses in local publications.

- b. In 2019, a total of 11 storefront grants were approved by BEDC, and 7 of those projects were completed. The other 4 grant projects are pending completion. In total, \$73,987.42 was reimbursed to Benbrook businesses for façade improvements, in 2019. Currently, \$110,700 are pending reimbursement, awaiting project completion.
- c. In 2019, BEDC, in partnership with the City of Benbrook and the Benbrook Area Chamber of Commerce, recognized three Benbrook organizations with a Hometown Pride recognition ceremony: 1) Century Johnson Partners was recognized at the 2019 Benbrook Business Expo; 2) 4Paws Animal Adoption was recognized at Benbrook's 2019 Trash Bash event; and 3) the Citizens on Patrol organization was recognized at the 2019 Benbrook Heritage Fest 'Cowboy Roundup.' The next Hometown Pride Recognition will be held at the 2020 Benbrook Business and Community Showcase in March.
- d. At the 2019 Benbrook Business Expo, 56 businesses participated and approximately 400 to 500 community members attended the event. Ms. Cromer also noted that the next Business Expo, recently renamed the Benbrook Business and Community Showcase (BCS for short), is scheduled for Thursday, March 5 from 3 to 7 p.m. at HighRidge Church (10100 Rolling Hills Drive).

Furthermore, Ms. Cromer mentioned that, in addition to the programs already mentioned, BEDC works to expand business enterprise by fostering relationships with business owners and developers, annually attending ICSC's Red River Conference, offering tours of Benbrook, and continuing to share the "Benbrook Story" of growth, opportunity, and quality of life.

Lastly, Ms. Morris noted that, new this year, BEDC is sponsoring the Shop 'n Drop Benbrook program. Shop 'n Drop Benbrook is a program incentivizing consumers to support Benbrook businesses by shopping in Benbrook February 3 to March 4, 2020. Participants may write their name and phone number on receipts for purchases over \$10, and drop the paper receipts at Benbrook City Hall Visitor's Center, 911 Winscott Road, Benbrook, from 8 am to 5 pm, Monday through Friday. Entries will be eligible for prize drawings taking place on March 5 at the 2020 Benbrook Business & Community Showcase. No action necessary.

- 3. President Williams made a public announcement that Benbrook City Hall would be closed on Monday, February 17, 2020 in recognition of Presidents' Day, and therefore, the regular BEDC board meeting date would be changed to Tuesday, February 18, 2020.

V. INFORMAL CITIZEN COMMENTS

President Williams opened the floor for citizen comments. There were no citizen comments.

VI. EXECUTIVE SESSION – Pursuant to Texas Open Meetings Act.

The BEDC Board of Directors convened into Executive Session at 7:53 p.m.

1. **Section 551.072** – Deliberation Regarding Real Property
2. **Section 551.087** – Deliberation Regarding Economic Development Negotiations

VII. RECONVENE INTO OPEN SESSION – Time: 8:32 p.m. No action taken from executive session.

VIII. ADJOURNMENT – The meeting adjourned at approximately 8:32 p.m.

Presiding Officer

ATTEST:

Attesting Officer