**AGENDA**
**BENBROOK ECONOMIC DEVELOPMENT CORPORATION**
**REGULAR MEETING**
**Tuesday, February 16, 2016**
**911 WINSCOTT ROAD, BENBROOK, TEXAS**

**A quorum of the Benbrook City Council may be in attendance at this meeting**

**WORK SESSION 7:00 P.M.**

**CENTRAL CONFERENCE ROOM**

1. Review/Discuss Regular Meeting Agenda

2. BEDC Staff Updates (time permitting)

a. Benbrook Boulevard/U.S. 377 - construction, business retention, consumer loyalty

b. NW Winscott Property - site preparation, utility improvements, marketing/interest in property

c. 8501 Benbrook Boulevard - construction, development, marketing

d. Benbrook Business Activity - openings and closings, available properties, development report

e. Benbrook City Council – action items of interest to BEDC Board of Directors

f. EDC initiatives/contracts – grocery study

g. BEDC marketing activities

h. BEDC staffing and/or department items

**REGULAR MEETING 7:30 P.M.**
**COUNCIL CHAMBERS**

**ALL AGENDA ITEMS ARE SUBJECT TO FINAL ACTION**

I. CALL TO ORDER

II. MINUTES

1. Approve Minutes Of January 25, 2016 Special Meeting

Documents: JANUARY 25, 2016 SPECIAL MEETING MINUTES.PDF

III. DIRECTOR'S REPORT

1. Financial Report/Sales Tax Report

IV. INFORMAL CITIZEN COMMENTS

State Law Prohibits Any Deliberation Of Or Formal Action Regarding Items Presented In Informal Citizen Comments. The BEDC Board Of Directors May Only Make A Statement Of Specific Factual Information Given In Response To The Inquiry, Recite An Existing Policy, Or Request Staff Place The Item On An Agenda For Subsequent Meeting

V. EXECUTIVE SESSION Pursuant To Texas Open Meetings Act::

A. Section 551.071 - Consultation With City Attorney

B. Section 551.072 - Deliberation Regarding Real Property

VI. RECONVENE INTO OPEN SESSION - Take Any Action Necessary Following Executive Session

VII. ADJOURNMENT

## WORKSESSION

1. Continuation of items in pre-meeting Worksession (if necessary)
2. Idea Exchange/Strategic Plan Worksession

**MEETING MINUTES**
**BENBROOK ECONOMIC DEVELOPMENT CORPORATION**
**Board of Directors**
**SPECIAL MEETING**
**January 25, 2016**
**Benbrook City Hall**

## I. CALL TO ORDER

The Special Meeting of the Benbrook Economic Development Corporation Board of Directors was called to order at 7:30 p.m. Monday, January 25, 2016, 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:

Kent Williams, President
David Hafer, Vice President
Michelle Cole, Secretary
Ron Heine, Place 3
John Adelman, Place 4
Gary Crowell, Place 6
Patricia Hall, Place 7 (seated after oath of office)

Staff Present: Dave Gattis, Deputy City Manager
Cathy Morris, EDC Director
Sue Clark, Recording Secretary

Also Present: Jim Wilson, Benbrook City Council

## II. MINUTES

1. **Approve Minutes of Regular Meeting of December 21, 2015 -** Mr. Hafer made a motion to approve the Benbrook Economic Development Corporation Regular Meeting Minutes of December 21, 2015 as submitted. Mr. Adelman seconded the motion. President Kent Williams called the vote and the motion carried 5-0, with Ms. Cole abstaining.

## III. ACTION ITEMS

1. **Oath of Office – Places 1,3,5, and 7 Board of Directors** – Sue Clark, Recording Secretary, executed the Oath of Office for Places 1,3,5 and 7.

2. **Election of 2016 Officers – (President, Vice-President, Secretary)**
Mr. Crowell made a motion to elect Kent Williams as president of the Benbrook Economic Development Corporation Board of Directors. Ms. Cole seconded the motion. There were no other nominations. President Kent Williams called for the vote and the motion carried 6-0, with Mr. Williams abstaining.

Mr. Adelman made a motion to elect David Hafer as Vice-President. Mr. Heine seconded the motion. There were no other nominations. Motion carried 7-0.

Mr. Crowell made a motion to elect Michelle Cole as Secretary. Mr. Hafer seconded the motion. There were no other nominations. Motion carried 7-0.

3. **Approve FY 2016 Budget Adjustment** – Cathy Morris gave a brief report recommending an FY 2016 budget adjustment to include the $26,000 contribution to Steve Hawkins toward redesigning and moving the EDC-owned sign at 8501 Benbrook Boulevard, which the board had approved in May 2015; and to approve including $12,000 to the budget for the grocery store analysis, which the board had approved in December 2015.
Ms. Cole made a motion to approve the budget adjustment. Mr. Heine seconded the motion. Motion passed 7-0.

## IV. DIRECTOR'S REPORT

**A. Status of EDC-owned NW Winscott 12.5 acres** – Ms. Morris gave a brief update to the Board of Directors on the status of completed and proposed preparation work taking place on the 12.5 acres owned by the EDC. No action necessary.

**B. Financial Report/Sales Tax Report –** Ms. Morris gave a financial report regarding unencumbered funds held by the BEDC as of December 31, 2015, including monies spent to-date on various projects, and funds available. Staff also presented a three-year comparison of sales tax revenues. No action necessary.

**C. Public Reminder: Change of Date –** Ms. Morris announced that the February EDC Board meeting will be held on Tuesday, February 19, 2016 because of the holiday on Monday of that week.

## V. PRESENTATIONS BY BOARD OF DIRECTORS – None

## VI. INFORMAL CITIZEN COMMENTS – None

## VII. ADJOURNMENT

There being no further business, the meeting adjourned at approximately 7:47 p.m.

_____
Presiding Officer

ATTEST:

_____
Attesting Officer

**At 7:50 p.m. a Work Session followed the Special Meeting to continue discussing pre-meeting agenda items.**

**The Work Session adjourned at approximately 8:07p.m.**