

**Burkburnett Development Corporation
Special Called Meeting Minutes
August 6, 2019**

The Board of Directors of the Burkburnett Development Corporation (BDC) met in Special Called Session, Tuesday, August 6, 2019, at 8:00 a.m., 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice given in compliance with the Open Meetings Act.

ITEM 1. Robert Jones, the President, called the meeting to order at 8:00 a.m.

ITEM 2. President Jones gave the invocation.

ITEM 3. The following were present:

Directors: Mickey Cornelius, Jonathan Ellzey, Stacy Hopkins, Casey McCleskey, and Robert Jones

BDC Executive Director: Richard Gordon

Ex-Officio Members: Bradley Adcock, Tylor Chaplin, Nathaniel Dickerson, Ryan Hardy, Kathy Koch, and Joe Lemond

Absent: Teresa Brantley, Danny Cremeens, Lee Harvey, and Matt Patterson.

Guests: Lawrence Cutrone, City Manager; and Margie Poole, City Clerk.

ITEM 4. Stacy Hopkins made a motion, seconded by Mickey Cornelius, to approve the minutes from the July 9, 2019, Regular Meeting. Motion carried unanimously.

ITEM 5. Jonathan Ellzey made a motion, seconded by Mickey Cornelius, to approve the July 2019 financials as published. Motion carried unanimously.

ITEM 6. Discuss and take any action necessary on appointments to the BDC Board of Directors.

Richard Gordon, Executive Director, stated that the bylaws of the BDC contain provisions for term limits that apply to both voting board members and non-voting board members (ex-officio members). The current bylaws of the BDC limit board members to three consecutive terms. Three individuals on the BDC Board are hitting their term limits - this month is their last month on the BDC Board. The two voting members are Danny Cremeens and Teresa Brantley, with the ex-officio member being Matt Patterson. President Jones stated that normally senior ex-officio members move up to be voting members, which would be Brad Adcock and Ryan Hardy - both accepted their respective nominations.

President Jones made a motion, seconded by Stacy Hopkins, to recommend Brad Adcock and Ryan Hardy as the new voting members starting in September. Motion carried unanimously.

ITEM 7. Discuss and take any action necessary on the election of officers for the 2019-2020 Fiscal Year.

President Jones stated that each year the Board has to re-elect officers. Robert Jones is serving as the current President of the BDC along with Casey McCleskey, Vice President; and Stacy Hopkins, Secretary/Treasurer. These three officers are eligible for election for another term and accepted their respective nominations.

With no other nominations submitted, Jonathan Ellzey made a motion, seconded by Mickey Cornelius, to re-elect Robert Jones, President; Casey McCleskey, Vice President; and Stacy Hopkins, Secretary/Treasurer. Motion carried unanimously.

President Jones updated the Board regarding the investigation of removing term limits. The city attorney has given preliminary guidance. Except for the Board of Commissioners, the BDC is the only Board with term limits. It is always challenging to fill board positions, so eliminating the term limits will allow those who want to serve to be able to serve past their three consecutive terms. President Jones stated that he would like the voting members to keep their term limits, if possible. For the ex-officio members, the preference is for no term limits.

ITEM 8. Discuss and take any action necessary on the Neighborhood Reinvestment Grant Program (NRG) Applications.

- A. Texoma Steel Buildings / Crossfit
- B. Burk Light Truck & Auto
- C. Yadi Kamali / K Liquor

- A. Texoma Steel Buildings/Crossfit: Mr. Gordon explained that they are looking to expand their parking lot and is tabled at this point, awaiting more information.

Burk Light Truck & Auto: Mr. Gordon stated that the BDC received an NRG grant application from Mr. Perry Hamilton owner of Burk Light Truck and Automotive (Sheppard Road) to repaint, signage, construct parking and drive areas for his business at 903 Jewel Avenue. The total estimated cost for this project is approximately \$46,000. This application is recommended to the Board for approval for \$19,290 from the NRG program.

Mr. Gordon then reminded the Board that an NRG is a 50% grant up to a maximum payment of \$20,000 and that NRG applications go through a grading system, which determines the level of support. Since this is an allocated fund, approved in the BDC budget, Mr. Gordon reminded the Board that the decisions made here need no further approval by the Board of Commissioners. Regarding the NRG application, Mr. McCleskey suggested adding a column for maximum dollar allocation. President Jones suggested sending all the members a copy of the NRG information and application.

Mickey Cornelius made a motion, seconded by Casey McCleskey, to approve the NRG request from Perry Hamilton for the Burk Light Truck & Automotive. Motion carried unanimously.

- B. Yadi Kamali/K Liquor: Mr. Gordon stated the BDC received a grant application from Mr. Yadi Kamali of K-Liquor at 931 S. Red River Expressway in Burkburnett. Mr. Kamali is moving his liquor store from the Valero to a stand-alone building across the street, increasing his square footage from 350 to 1700 square feet. Mr. Kamali has spent approximately \$150,689 remodeling the facility. Mr. Kamali's request is for assistance with concrete work to replace and construct a parking lot and drive area for his business. This application is recommended to the Board for approval for \$20,000 from the NRG program.

Stacy Hopkins made a motion, seconded by Jonathan Ellzey, to approve the NRG request from Yadi Kamali doing business as K Liquor. Motion carried unanimously.

ITEM 9. DIRECTOR'S REPORT

- A. Prospect Update
- B. Incentive Applications

Mr. Gordon updated the Board on a couple of townhouse projects and reviewed the timing of the incentives included in the BDC Funding Timeline.

ITEM 10. There were no personal audience comments.

ITEM 11. There were no Board Member comments.

ITEM 12. ADJOURNMENT

There being no further business, Casey McCleskey made a motion, seconded by Mickey Cornelius to adjourn. Motion carried unanimously, and the meeting adjourned at 8:50 a.m.

Robert Jones, President

ATTEST:

Richard Gordon, Executive Director