

Burkburnett Development Corporation
Regular Meeting Minutes
November 12, 2019

The Board of Directors of the Burkburnett Development Corporation (BDC) met in Regular Session on Tuesday, November 12, 2019, at 8:00 a.m. at City Hall-Council Chambers, 501 Sheppard Road, Burkburnett, Texas. The meeting was open to the public with notice given in compliance with the Open Meetings Act.

ITEM 1. CALL MEETING TO ORDER

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

ITEM 2. INVOCATION

President Jones gave the invocation.

ITEM 3. ROLL CALL

The following were present:

Directors: Bradley Adcock, Mickey Cornelius, Jonathan Ellzey, Ryan Hardy, Stacy Hopkins, Casey McCleskey (*arrival/departure at 8:09 a.m./9:01 a.m.*), and Robert Jones

BDC Executive Director: Richard Gordon

Ex-Officio Members: Nathaniel Dickerson, Joe Lemond, Kathy Koch, and Laurianne Rodriguez

Absent: Lee Harvey and Tylor Chaplin

Guest: Lawrence Cutrone, City Manager; and Margie Poole, City Clerk

ITEM 4. Approval of the minutes from October 8, 2019 Meeting.

Stacy Hopkins made a motion, seconded by Jonathan Ellzey, to approve the minutes from the October 8, 2019 Meeting. Motion carried unanimously.

ITEM 5. Approval of the October 2019 financials.

Mickey Cornelius made a motion, seconded by Ryan Hardy, to approve the October 2019 Financials. Motion carried unanimously.

ITEM 6. PERSONAL/AUDIENCE COMMENTS

There were no audience comments.

ITEM 7. Discuss and take any action necessary on the Neighborhood Reinvestment Grant Program application for Alix Hill, DVM doing business as Hill Country Veterinary Clinic.

Richard Gordon, Executive Director, stated that the BDC received a grant application from Dr. Alix Hill with Hill Country Veterinary Clinic to build a new 3000 square foot facility at 609 S. Red River Expressway (I-44). The proceeds of this grant will be used for the front parking lot (10,000 square foot), façade, landscaping, and signage. This application has been reviewed and recommended to the board for approval.

Ryan Hardy made a motion, seconded by Mickey Cornelius, to approve the Neighborhood Reinvestment Grant Program application for Alix Hill, DVM doing business as Hill Country Veterinary Clinic. Motion carried unanimously.

ITEM 8. Discuss and take any action on Contract for Services for the Verdunity Group and the City of Burkburnett/Burkburnett Development Corporation for a Comprehensive Master Plan for Downtown Burkburnett.

President Jones and Lawrence Cutrone, City Manager, stated that recent developer interest in the downtown area had moved the necessity of this to the top of our list of planning activities. This action would allow for the development of a Comprehensive Master Plan for Downtown Burkburnett. The City would then be able to provide interested developers with the master plan for them to work with us, implementing the City's vision of downtown Burkburnett. The Verdunity Group could have the Master Plan ready by mid-January 2020 (accelerated pace) if approved.

Mr. Cutrone commented that the City had already allocated \$20K for a Strategic Plan. Because of the accelerated outside developer interest, it would be beneficial to look at a Master Plan for Downtown. The current Comprehensive Plan (2000) does not have a downtown plan. The plan is to present to the BOC a request to reallocate the \$20K for the Strategic Plan to this Downtown Master Plan. The proposed cost of the project is up to \$40,000 to be split 50/50 with the BDC and the City. This project will be a team process – Chamber of Commerce, Developers, Landowners, the BDC, and the City – and will attract more business to Burkburnett. Mr. Cutrone then detailed the three phases of the project listed in the proposed contract. Mr. Cutrone summarized by stating our comprehensive plan does not have a Downtown section – we have vacancies, developer interest – what does the community want – once a historic building is torn down, it is done and cannot be undone. What is our vision?

Bradley Adcock made a motion, seconded by Jonathan Ellzey, to approve the \$20K portion for the Contract for Services for the Verdunity Group and the Burkburnett Development Corporation to develop a Comprehensive Master Plan for Downtown Burkburnett. Motion carried unanimously.

ITEM 9. Discuss and take any action on the Appointment of Mr. Dale Lewis to the Burkburnett Development Corporation Board of Directors.

Richard Gordon, Executive Director, stated that Mr. Dale Lewis, a former President of the BDC Board of Directors, has relocated to Burkburnett. Mr. Lewis has completed an application seeking an Ex-officio Director with the BDC.

Casey McCleskey made a motion, seconded by Mickey Cornelius, to approve the appointment of Mr. Dale Lewis as an Ex-officio Director with the Burkburnett Development Corporation Board of Directors. Motion carried unanimously.

ITEM 10. DIRECTOR'S REPORT

Richard Gordon, Executive Director, updated the Board on the following:

- Mr. Kamali has started stocking and should open soon
- Victron Truck Stop – met with the Engineering Firm for the civil work
- KOA – 40 new spaces and three new cabins
- Various residential projects

ITEM 11. BOARD MEMBERS' COMMENTS

President Jones mentioned that the Stanley Building in Wichita Falls sold to a manufacturer of air filters, which may impact Burkburnett. There were no further Board Member comments.

ITEM 12. ADJOURNMENT

Robert Jones made a motion, seconded by Mickey Cornelius, to adjourn. Motion carried unanimously, and the meeting was adjourned at 9:10 a.m.

Robert Jones, President

ATTEST:

Richard Gordon, Executive Director