

**Burkburnett Development Corporation**  
**Regular Meeting Minutes**  
**Tuesday, July 14, 2020**

The Board of Directors of the Burkburnett Development Corporation (BDC) met in Regular Session on Tuesday, July 14, 2020, 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 8:01 a.m.

**ITEM 2. INVOCATION**

**ITEM 3. ROLL CALL**

Directors: Bradley Adcock (*via conference phone*), Mickey Cornelius, Jonathan Ellzey, Stacy Hopkins (*via conference phone*), and Robert Jones

BDC Executive Director: Richard Gordon

Ex-Officio Members: Nathaniel Dickerson (*via conference phone*), Dale Lewis, and Laurianne Rodriguez (*via conference phone*)

Absent: Ryan Hardy, Casey McCleskey, Tylor Chaplin, Lee Harvey, Kathy Koch, and Joe Lemond

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

**ITEM 4.** Approval of the minutes from the March 10 and May 12, 2020 meetings.

Jonathan Ellzey made a motion, seconded by Mickey Cornelius, to approve the minutes from the March 10 and May 12, 2020 meetings. Motion carried unanimously.

**ITEM 5.** Approval of the March, April, and May 2020 financials.

Mickey Cornelius made a motion, seconded by Jonathan Ellzey, to approve the March, April, May, and June 2020 financials (included as well). Motion carried unanimously.

**ITEM 6.** Discuss and take any action on the MWH Group audit.

Jonathan Ellzey made a motion, seconded by Mickey Cornelius, to approve the MWH Group audit. Motion carried unanimously

**ITEM 7.** Discuss and take any action on the proposed BDC budget for Fiscal Year 2021.

Lawrence Cutrone, City Manager, shared with the Board the City's plan for a full-time Planning Director and also a full-time ED Director. The City proposes that they fully fund the Planning Director and the ED fully fund the Executive Director for the BDC on their budget. In response to President Jones' question, Mr. Cutrone confirmed that the City does not have Mr. Gordon performing any duties other than ED work. To Dale Lewis' question, Lawrence Cutrone confirmed

that Richard Gordon would continue to be involved in the Downtown Development Plan. The responsibilities would be split between Lawrence Cutrone and Richard Gordon, with Lawrence Cutrone being the driving force.

President Jones proposed that with the Downtown Development to increase the NRG portion from \$75,000 to \$150,000, by increasing the NRG grant amount from \$20,000 to \$50,000 for downtown projects only. Lawrence Cutrone would like to see other programs like Lease Buy Down that could be considered for the upcoming BDC budget.

Jonathan Ellzey made a motion, seconded by Mickey Cornelius, that the BDC will agree to pay 100% compensation for the Executive Director beginning Fiscal Year 2021. Motion carried unanimously.

**ITEM 8.** Discuss and take any action on Directors reaching term limits and the election of BDC officers for 2021.

President Jones stated that Casey McCleskey, Vice President and Voting Director, will be completing his final consecutive term of office in August 2020. President Jones asked for input regarding whether to continue with the current officers while electing a new Vice President and a possible new Voting Director. It was decided to stay with current officers and elect a new Vice President and appoint one more Voting Director. The discussion resulted in Dale Lewis being nominated to Voting Director and Jonathan Ellzey for Vice President.

Mickey Cornelius made a motion, seconded by President Jones, to nominate Dale Lewis to Voting Director. Motion carried unanimously.

Mickey Cornelius made a motion, seconded by President Jones, to elect Jonathan Ellzey as Vice President. Motion carried with Jonathan Ellzey abstaining.

**ITEM 9.** Discuss a COVID-19 Business Plan (no action to be taken).

Richard Gordon, Executive Director, reviewed the Bowie Incentive Plan funded by an initial grant from their EDC, similar to an NRG for COVID-19. It was not successful due to as most chose the more substantial SBA-assistance applications. Burkburnett businesses have been substantially assisted by SBA-assistance, similar to Bowie. Richard Gordon also reviewed the Coronavirus Relief Fund through the Texas Division of Emergency Management (TDEM). There may be an opportunity here for sources of funds for the BDC and businesses impacted by COVID-19. More details to come.

**ITEM 10. EXECUTIVE SESSION**

Pursuant to the Texas Open Meetings Act, Chapter 551 of the Texas Government Code, the Board of Directors may convene in Executive Session regarding the following matters:

- A. SECTION 551.072 - Discuss the purchase, exchange, lease, sale, or value of real property, and public discussion of such would not be in the best interests of the City's bargaining position.
- B. SECTION 551.087- Discuss commercial or financial information received from an existing business or business prospect with which the City is negotiating for

the location or retention of a facility, or for incentives the City is willing to extend, or financial information submitted by same.

President Jones closed the meeting at 9:03 a.m. and opened the Executive Session.

**ITEM 11. RECONVENE**

Reconvene to regular session and take action, if any, on matters discussed in Executive Session.

President Jones reconvened the meeting at 9:35 a.m. No action was taken.

**ITEM 12. BOARD MEMBERS' COMMENTS**

There were no Board Member comments.

**ITEM 13. ADJOURNMENT**

There being no further business, the meeting adjourned at 9:35 a.m.

---

Robert Jones, President

**ATTEST:**

---

Richard Gordon, Executive Director