

AGENDA
BENBROOK ECONOMIC DEVELOPMENT CORPORATION
REGULAR BOARD MEETING
TUESDAY, JANUARY 18, 2022
911 WINSCOTT ROAD, BENBROOK, TEXAS
A quorum of the Benbrook City Council may be in attendance
at this meeting.

WORK SESSION - 6:45 P.M.
CENTRAL CONFERENCE ROOM
The Work Session may continue after the Regular Board
Meeting adjourns.

1. Introduction of new BEDC Board Members.
2. Discuss Election of Officers.
3. Review/Discuss the Regular Board Meeting Agenda.
4. Staff Updates (time permitting):
 - a. Discussion of approved projects may include, but are not limited to, the following: Benbrook Blvd./U.S. Hwy. 377, N.W. Winscott Addition, Westpark Corner, Russell Feed & Supply, ACE Hardware, American Masonry Supply, and/or Lot 1 Block 1 Evans Addition.
 - b. Benbrook development activity.
 - c. Benbrook City Council (action items of interest to the Board).
 - d. ED Department
items/initiatives/contracts/programs/marketing/activities/events.

REGULAR BOARD MEETING - 7:30 P.M.
COUNCIL CHAMBERS
All Agenda items are subject to final action.

I. CALL TO ORDER

II. CITIZEN'S PUBLIC FORUM

Citizen's Public Forum provides the public with the opportunity to address the Board on any BEDC matter or item on the agenda. State Law prohibits any deliberation of or formal action regarding items presented during the citizen's public forum. The Board 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 a subsequent meeting.

III. ACTION ITEMS

- A. Approve the September 20, 2021, Regular Board Meeting Minutes.
- B. Approve the October 18, 2021, Regular Board Meeting Minutes.
- C. Approve the November 15, 2021, Regular Board Meeting Minutes.
- D. Election of 2022 BEDC Officers (President, Vice President, and Secretary).
- E. Consider Approval of a Lease Agreement Between the Benbrook Economic Development Corporation (BEDC) and Kenneth Russell.

Documents:

[BEDC DRAFT MINUTES 09.20.21.PDF](#)
[BEDC DRAFT MINUTES 10.18.21.PDF](#)
[BEDC DRAFT MINUTES 11.15.21.PDF](#)
[STAFF REPORT FOR KENNETH RUSSELL LEASE AGREEMENT.PDF](#)

IV. DIRECTOR'S REPORT

- A. Receive Monthly Financial Report for Period Ending November 30, 2021.
- B. Receive Monthly Financial Report for Period Ending December 31, 2021.

V. EXECUTIVE SESSION

Pursuant to the Texas Open Meetings Act:

- A. Section 551.072 – Deliberations Regarding Real Property.

Deliberate the purchase, exchange, lease, or value of real property, as deliberation in an open session would have a detrimental effect on the position of governmental body negotiations with a third person.

- CONSIDER APPROVAL OF A LEASE AGREEMENT BETWEEN THE BENBROOK ECONOMIC DEVELOPMENT CORPORATION (BEDC) AND KENNETH RUSSELL.

VI. RECONVENE INTO OPEN SESSION

VII. TAKE ANY NECESSARY OR APPROPRIATE ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION

VIII. ADJOURNMENT

The BEDC Board reserves the right to convene in Executive Session on any item on the Agenda pursuant to the provisions of the Open Meetings Law, Chapter 551, Texas Government Code, in accordance with the authority contained in:

Section 551.071, Consultation with City Attorney

Section 551.072, Deliberation regarding real property

Section 551.073, Deliberation regarding gifts and donations

Section 551.087, Deliberation regarding economic development negotiations

This meeting will be recorded, and the recording will be made available to the public in accordance with the Texas Open Meetings Act, upon written request.

THIS FACILITY IS WHEELCHAIR ACCESSIBLE. FOR SPECIAL ACCOMMODATIONS, OR TO INFORM US OF INACCESSIBILITY TO THIS MEETING, PLEASE CONTACT CYNTHIA D. WILLIAMS, ASSISTANT DIRECTOR OF ECONOMIC DEVELOPMENT AND MARKETING, AT 817-249-6990. PLEASE CALL 48 HOURS IN ADVANCE IF YOU REQUIRE INTERPRETATIVE SERVICES.



**BENBROOK ECONOMIC DEVELOPMENT CORPORATION
REGULAR BOARD MEETING MINUTES
MONDAY, SEPTEMBER 20, 2021
911 WINSOTT ROAD, BENBROOK, TEXAS**

WORK SESSION: The Benbrook Economic Development Corporation (BEDC) Board of Directors met at 7 p.m. to discuss the agenda items and review staff updates. The Work Session was held in the Benbrook City Hall Central Conference Room. The Work Session recessed at approximately 7:16 p.m.

Board Members in Attendance:

Keith Tiner	Place 1
Danyelle Ackall	Place 2
Thomas Casey	Place 4
Kent Williams	President, Place 5
Gary Crowell	Vice President, Place 6

Board Members Not in Attendance:

Michelle Thomas	Secretary, Place 3
Kristina Denapolis West	Place 7

Staff Present: Jessica James, Director of Economic Development; Cynthia Williams, Marketing & Communications Specialist; Hillary Cromer, Assistant Director of Economic Development and Marketing (recording secretary); and Jim Hinderaker, Assistant City Manager.

REGULAR SESSION – CONVENED INTO THE COUNCIL CHAMBERS

I. CALL TO ORDER

The BEDC Regular Board Meeting was called to order at 7:30 p.m. on Monday, September 20, 2021, in the Benbrook City Hall Council Chambers, 911 Winscott Rd., Benbrook, Texas.

II. CITIZEN’S PUBLIC FORUM

President Williams opened the floor to allow citizens to comment on any agenda item. There were no citizen comments related to the agenda.

III. ACTION ITEMS

Approve August 16, 2021, Regular Board Meeting Minutes.

- Mr. Casey made a motion to approve the August 16, 2021, Regular Board Meeting Minutes, as written.
- Mr. Tiner seconded the motion. There were no further questions or comments. The motion carried, 5-0.

IV. DIRECTOR’S REPORT

Receive Financial Report for Period Ending August 31, 2021.
Assistant Director, Hillary Cromer, presented this item.



Presentation Highlights:

- Liquid assets as of August 31, 2021:
 - Checking account: \$1,635,608.97.
 - Certificate of Deposit: \$3,816,824.93.
 - Total liquid assets: \$5,452,433.90.
- Total revenue for August 2021: \$163,088.86. This amount includes:
 - Sales tax revenue for August 2021: \$161,809.62.
 - Interest earned on business account: \$294.09.
 - Oil and gas royalties: \$985.15.
- Encumbered funds: \$1,179,507.42. This amount includes:
 - Total current and pending projects: \$1,130,576.62.
 - Total operating expenses for August 2021: \$48,930.80.
- Fund balance as of August 31, 2021: \$4,272,926.48.

Mr. Crowell asked why the previous business account balance is so much lower than the current balance. Staff explained that they would find out and report on it at the October 2021 Board meeting.

There were no further comments or questions. No action necessary.

V. EXECUTIVE SESSION

The Board convened into Executive Session at approximately 7:41 p.m. to discuss the item below. No action was taken.

Pursuant to the Texas Open Meetings Act:

- A. Section 551.072 – Deliberations Regarding Real Property.
Deliberate the purchase, exchange, lease, or value of real property, as deliberation in an open session would have a detrimental effect on the position of governmental body negotiations with a third person.

DISCUSS PROPERTY LOCATED SOUTH OF I-20/I-820 LOOP, WEST OF ARROW WOOD ST., NORTH OF LAKESIDE DR., AND EAST OF BENBROOK BLVD./U.S. HWY. 377.

DISCUSS BEDC-OWNED PROPERTY COMMONLY REFERRED TO AS WESTPARK CORNER.

- B. Section 551.087 – Deliberations Regarding Economic Development Negotiations.
Deliberate the offer of a financial or other incentive to business prospect.

DISCUSS THE N.W. WINSCOTT ADDITION LOCATED AT 610 WINSCOTT RD.

VI. RECONVENE INTO OPEN SESSION

The BEDC Board reconvened into open session at 8:19 p.m.



VII. TAKE ANY ACTION NECESSARY OR APPROPRIATE AS A RESULT OF CLOSED EXECUTIVE SESSION

No action necessary.

VIII. ADJOURNMENT

The meeting adjourned at approximately 8:20 p.m.

APPROVED:

**KENT WILLIAMS
PRESIDENT**

ATTEST:

**GARY CROWELL
VICE PRESIDENT**



**BENBROOK ECONOMIC DEVELOPMENT CORPORATION
REGULAR BOARD MEETING MINUTES
MONDAY, OCTOBER 18, 2021
911 WINSOTT ROAD, BENBROOK, TEXAS**

WORK SESSION: The Benbrook Economic Development Corporation (BEDC) Board of Directors met at 7 p.m. to discuss the agenda items and review staff updates. The Work Session was held in the Benbrook City Hall Central Conference Room. The Work Session recessed at 7:19 p.m.

Board Members in Attendance:

Keith Tiner	Place 1
Kent Williams	President, Place 5
Gary Crowell	Vice President, Place 6
Kristina Denapolis West	Place 7

Board Members Not in Attendance:

Danyelle Ackall	Place 2
Michelle Thomas	Secretary, Place 3
Thomas Casey	Place 4

Staff Present: Jessica James, Director of Economic Development; Cynthia D. Williams, Marketing and Communications Specialist and recording secretary; and Jim Hinderaker, Assistant City Manager.

REGULAR SESSION - CONVENED INTO THE COUNCIL CHAMBERS

I. CALL TO ORDER

The BEDC Regular Board Meeting was called to order at 7:30 p.m. on Monday, October 18, 2021, in the Benbrook City Hall Council Chambers, located at 911 Winscott Road, Benbrook, Texas.

II. CITIZEN'S PUBLIC FORUM

President Williams opened the citizen's public forum for two minutes to allow citizens to comment on any agenda item. There were no citizen comments.

III. ACTION ITEMS

Approve the September 20, 2021, Regular Board Meeting Minutes.

- Mr. Crowell made a motion to approve the September 20, 2021, Regular Board Meeting Minutes.
- Mr. Tiner seconded the motion. Ms. West abstained from voting, as she was not in attendance for this meeting. The motion did not pass; 3 – 1.



- The minutes for Monday, September 20, 2021, will be brought back to the BEDC Board for reconsideration at the next meeting. This will allow Board Members present during the September 20, 2021, meeting to vote on the minutes.

IV. DIRECTOR'S REPORT

Receive Monthly Financial Report for Period Ending September 30, 2021.

Ms. James responded to a question raised at last month's BEDC Board meeting regarding the increase in the checking account balance between July and August. Ms. James stated that the prior month's balance was reported incorrectly. The checking account balance in July was \$1,504,353.50. The Type B Sales Tax revenue generated accounts for the correct increase between July and August.

Presentation Highlights:

- Liquid assets as of September 30, 2021:
 - Checking account: \$1,724,016.12
 - Checking account Interest earned: \$301.41
 - Certificate of Deposit: \$3,821,635.18
 - Quarter interest earned: \$8,727.62
 - Total liquid assets: \$5,545,651.30
- Total revenue for September 2021: \$145,080.42. This amount includes:
 - Sales tax revenue for September 2021: \$135,876.39
 - Interest earned on both accounts: \$9,029.03
 - TEDC workshop refund: \$175.00
 - Total liquid assets: \$1,263,192.81
- Encumbered funds: \$1,232,309.47. This amount includes:
 - Total current and pending projects: \$1,130,576.62
 - Total operating expenses for September 2021: \$101,732.85
- Fund balance as of September 30, 2021: \$4,313,341.83

Ms. James will present a year-end report to the Board once the Finance Department has closed out the fiscal year. Projects that were completed in late September are currently being processed, and any unused funds will be available for future use.

There were no comments or questions. No action necessary.

V. ADJOURNMENT

The meeting adjourned at 7:36 p.m.

APPROVED:

KENT WILLIAMS
PRESIDENT



ATTEST:

**GARY CROWELL
VICE PRESIDENT**



**BENBROOK ECONOMIC DEVELOPMENT CORPORATION
REGULAR BOARD MEETING MINUTES
MONDAY, NOVEMBER 15, 2021
911 WINSCOTT ROAD, BENBROOK, TEXAS**

WORK SESSION: The Benbrook Economic Development Corporation (BEDC) Board of Directors met at 7 p.m. to discuss the agenda items and review staff updates. The Work Session was held in the Benbrook City Hall Central Conference Room. The Work Session recessed at 7:14 p.m.

Board Members in Attendance:

Danyelle Ackall	Place 2
Thomas Casey	Place 4
Kent Williams	Place 5, President
Kristina Denapolis-West	Place 7

Board Members Not in Attendance:

Vacant	Place 1
Vacant	Place 3
Gary Crowell	Place 6, Vice President

Staff Present: Jim Hinderaker, Assistant City Manager; Jessica James, Director of Economic Development and Marketing; and Cynthia D. Williams, Assistant Director of Economic Development and Marketing and recording secretary

REGULAR SESSION - CONVENED INTO THE COUNCIL CHAMBERS

I. CALL TO ORDER

The BEDC Regular Board Meeting was called to order at 7:30 p.m. on Monday, November 15, 2021, in the Benbrook City Hall Council Chambers, located at 911 Winscott Road, Benbrook, Texas.

II. CITIZEN’S PUBLIC FORUM

President Williams opened the floor to allow citizens to comment on any agenda item. There were no citizen comments related to the agenda.

III. ACTION ITEMS

- A. Approve the September 20, 2021, Regular Board Meeting Minutes.
- B. Approve the October 18, 2021, Regular Board Meeting Minutes.
- The Board of Directors of the BEDC agreed to postpone approval of the September and October minutes until the December meeting. Some Board Members were unable to attend all the meetings. This will provide all of the Board Members an opportunity to review the minutes. The BEDC Regular Board Meeting minutes for September, October, and now November will be approved during the December meeting.



C. Approve Update of Signature Cards on all BEDC Pinnacle Bank Accounts.

- Ms. James reported that Signature Cards on all Pinnacle Bank accounts must be updated to reflect current staff members and BEDC officers. This will include removing Michelle Thomas, former Board Member and Hillary Cromer, former employee, and adding Cynthia Williams. Staff recommends that the BEDC Board of Directors approve updating Signature Cards on all BEDC Pinnacle Bank accounts including the Business Checking Account and the Certificate of Deposit.
 - Ms. West made a motion to approve the update of Signature Cards on all BEDC Pinnacle Bank accounts.
 - Mr. Casey seconded the motion. There were no further questions or comments. The motion carried, 4-0.

IV. DIRECTOR'S REPORT

Receive Monthly Financial Report for Period Ending October 31, 2021.

Presentation Highlights:

- Liquid assets as of October 31, 2021:
 - Sales Tax: \$139,569.26
 - YTD: \$1,263,192.81
 - Checking account: \$1,763,149.27
 - Checking account Interest earned: \$319.89
 - Certificate of Deposit: \$3,821,635.18
 - Total liquid assets: \$5,584,784.45
- Total revenue for October 2021: \$140,866.00. This amount includes:
 - Sales tax revenue for October 2021: \$139,569.26
 - XTO Energy: \$976.85
 - Interest earned on both accounts: \$319.89
 - Total liquid assets: \$5,584,784.45
- Encumbered funds: \$1,669,589.77. This amount includes:
 - Total current and pending projects: \$1,635,559.00
 - Total operating expenses for October 2021: \$34,030.77
- Fund balance as of October 31, 2021: \$3,915,194.68

Staff was alerted by Ms. West to the fact that the Fund Balance in the presentation and the Board Packet were not the same. Ms. James clarified that the Fund Balance in the Board Packet is correct; however, it is erroneous in the presentation. Instead of \$3,915,091.68, the Fund Balance for the period ending September 30, 2021, should be \$3,915,194.68. That error will be corrected by staff.

There were no further comments or questions. No action necessary.

V. EXECUTIVE SESSION

The Board convened into Executive Session at approximately 7:40 p.m. to discuss the item below. No action was taken.



Pursuant to the Texas Open Meetings Act:

A. Section 551.072 – Deliberations Regarding Real Property.

Deliberate the purchase, exchange, lease, or value of real property, as deliberation in an open session would have a detrimental effect on the position of governmental body negotiations with a third person.

- DISCUSS PROPERTY LOCATED SOUTH OF I-20/I-820 LOOP, WEST OF ARROW WOOD ST., NORTH OF LAKESIDE DR., AND EAST OF BENBROOK BLVD./U.S. HWY. 377.
- DISCUSS BEDC-OWNED PROPERTY COMMONLY REFERRED TO AS WESTPARK CORNER.

VI. RECONVENE INTO OPEN SESSION

The BEDC Board reconvened into open session at 8:26 p.m.

VII. TAKE ANY NECESSARY OR APPROPRIATE ACTION AS A RESULT OF CLOSED EXECUTIVE SESSION

No action necessary.

VIII. ADJOURNMENT

The meeting adjourned at approximately 8:27 p.m.

APPROVED:

**KENT WILLIAMS
PRESIDENT**

ATTEST:

**GARY CROWELL
VICE PRESIDENT**



Benbrook Economic Development Corporation

DATE: January 18, 2022	REFERENCE NUMBER: 3-E	SUBJECT: Consider Approval of a Lease Agreement Between the Benbrook Economic Development Corporation (BEDC) and Kenneth Russell.	PAGE: 1 of 2
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BACKGROUND

Russell Feed & Supply, located at 8704 Benbrook Boulevard, has been in operation since 1997. For over 20 years, Mr. Russell has provided farmers, ranchers, and homeowners with needed supplies such as horse and cattle feed, pet care items, vaccination clinics, and lawn and garden products. Mr. Russell is currently in the process of replacing his original building with a new larger building on his property.

To ensure Mr. Russell could continue to operate his feed store while he built a new building on his existing site, the Benbrook Economic Development Corporation (BEDC) approved a year lease agreement with him for 2021 at no charge. The BEDC property Mr. Russell leased is located at 9331 Westpark Dr. in Benbrook. The agreement also had a three-month extension that will expire on March 31, 2022.

Mr. Russell was not able to complete the construction of his new building and is requesting a new lease that will start on April 1, 2022, and run through June 30, 2022. He would also like the lease agreement to include a three-month extension if needed.

LEASE AGREEMENT

At the direction of the BEDC Board, staff worked with Mr. Russell to write a new lease to reflect the additional time Mr. Russell is requesting with a discounted rent rate. This will provide Mr. Russell the additional time he needs to finish the construction on his building and not interrupt his business operation.

The Agreement outlines the obligations of each party, term of three months with a possible additional three months, and the rental rate. Other than the term, rental rate, and performance measures, the other obligations in the agreement are the same as the prior lease.

SUBMITTED BY: Jessica James	DISPOSITION BY BEDC BOARD: APPROVED OTHER (DESCRIBE)	PROCESSED BY:
		DATE: January 18, 2022

DATE: January 18, 2022	REFERENCE NUMBER: 3-E	SUBJECT: Consider Approval of a Lease Agreement Between the Benbrook Economic Development Corporation (BEDC) and Kenneth Russell.	PAGE: 2 of 2
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ATTACHMENTS

The BEDC Board Members have received the draft lease agreement prior to meeting to review and discuss in executive session.

RECOMMENDATION

Staff recommends the Board approve a lease agreement between the Benbrook Economic Development Corporation (BEDC) and Kenneth Russell.