



MEETING MINUTES

BENBROOK ECONOMIC DEVELOPMENT CORPORATION
Tuesday, January 19, 2021, Board of Directors Regular Meeting
Benbrook City Hall, 911 Winscott Road, Benbrook, Texas

In the public health effort to help slow the spread of the coronavirus, this meeting was held via telephone conference. The presiding officer, Kent Williams, and all other board members participated remotely. Staff members including Cathy Morris, Jessica James, and Hillary Cromer managed the telephonic meeting from the Benbrook Council Chambers. Staff member, Jim Hinderaker, participated remotely. To allow citizens to safely participate in the public comment sections of the meeting, both a toll-free and a local phone number were made available.

PRE-MEETING WORK SESSION: The BEDC board of directors met at 6:46 p.m. to review and discuss agenda items and to review staff updates. The presiding officer, Kent Williams, and all other board members participated remotely. Staff members participating in-person met in the Benbrook City Hall conference room for the pre-meeting work session. The pre-meeting work session ended at 7:19 p.m.

I. CALL TO ORDER

The regular meeting of the Benbrook Economic Development Corporation board of directors was called to order at 7:31 p.m. on Tuesday, January 19, 2021, in the Benbrook City Hall Council Chambers, 911 Winscott Road, Benbrook, Texas. The presiding officer was Kent Williams, BEDC's board president. A quorum of board members was present, including:

- Keith Tiner, Place 1
- Danyelle Ackall, Place 2
- Michelle Thomas, Secretary, Place 3
- Thomas Casey, Place 4
- Kent Williams, President, Place 5
- Gary Crowell, Vice President, Place 6

Absent:

- Kristina Denapolis West, Place 7

Staff Present:

- Cathy Morris, Director, BEDC
- Jessica James, Director, BEDC
- Hillary Cromer, Assistant Director, BEDC (recording secretary)
- Jim Hinderaker, Assistant City Manager

II. CITIZEN COMMENTS ON ANY AGENDA ITEM

Mr. Williams opened the telephone line for one minute to allow for citizens to call and comment on any agenda item. There were no citizen calls.

III. ACTION ITEMS

1. Approve Minutes of November 16, 2020, Regular Meeting

- Mr. Williams requested a motion from the board of directors.
- Mr. Tiner made a motion to approve the minutes of the November 16, 2020, regular meeting. Mr. Crowell seconded the motion.
- Mr. Williams called the vote. The motion carried, 4-0, with Ms. Ackall and Ms. Thomas abstaining.

2. Election of 2021 Officers (President, Vice President, and Secretary)

- President Williams requested nominations for 2021 BEDC board president. Mr. Casey nominated Mr. Williams to serve as the 2021 BEDC board president. Ms. Thomas seconded the motion. Mr. Williams called the vote and the motion carried 5-0, with Mr. Williams abstaining.
- President Williams requested nominations for 2021 BEDC board Vice President. Mr. Tiner nominated Mr. Crowell to serve as the 2021 BEDC board Vice President. Ms. Thomas seconded the motion and motion carried 5-0, with Mr. Crowell abstaining.
- President Kent Williams requested nominations for 2021 BEDC board Secretary. Mr. Crowell nominated Michelle Thomas to serve as the 2020 BEDC board Secretary. Mr. Casey seconded the motion. President Kent Williams called the vote and motion carried 5-0, with Ms. Thomas abstaining.

IV. DIRECTOR'S REPORT

1. Finance Report for Period Ending December 31, 2020

Ms. Cromer reporting

- Presentation Highlights:
 - Sales tax revenue for December 2020: \$128,395.10.
 - Liquid assets as of December 31, 2020:
 - Checking account: \$1,178,964.25.
 - Certificate of Deposit: \$3,804,618.47.
 - Total revenue for December 2020: \$137,210.33. In addition to the sales tax revenue, this amount includes:
 - Interest earned on business and CD accounts: \$7,378.05.
 - Oil and gas royalties: \$1,437.18.
 - Total liquid assets as of October 31: \$4,983,582.72.
 - Claim on funds: \$1,242,224.83.
 - Available funds: \$3,741,357.86.
 - The BEDC does not currently carry any debt.
- Mr. Williams called for questions or comments from the board members.

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

2. 2020 Recap of BEDC's Business Retention and Expansion (BRE) Program –

Ms. Cromer presenting

- **Presentation highlights:**

- The BRE Program is designed to promote current Benbrook businesses and to recruit new ones.
- In January 2020, BEDC staff and board members attended the International Council of Shopping Centers Red River Conference. BEDC has attended this conference for the past 7 years. At this event, we connected with retailers, developers, and others; gained insight on new business trends; and networked with peers and industry leaders.
- In early 2020, we reviewed incoming Storefront Improvement Program applications. This program is a key component of BEDC's BRE efforts; it provides a 50 percent matching grant, not to exceed \$20,000 per grant, to help property & business owners improve the façade of existing commercial buildings.
- Paisano's is a great example of a project completed in 2020.
- In 2020, a total of seven (7) new grant applications were approved and six (6) projects were completed. In total, BEDC reimbursed \$87,916.80 to Benbrook businesses for façade improvements in 2020. To help businesses amid the COVID-19 pandemic, this program was temporarily converted to an emergency grant program from May 7 through September 30, 2020.
- On March 5, 2020, BEDC, in partnership with the City and Benbrook Area Chamber of Commerce (BACC), BEDC hosted its third annual Benbrook Business & Community Showcase (BCS). At this event, local businesses were invited to showcase goods and services, and the public was invited to learn more about the Benbrook business community.
- At the 2020 BCS, 68 businesses participated and approximately 300 community members attended the event.
- Leading up to the 2020 BCS, BEDC sponsored Shop 'n Drop Benbrook with the goal of incentivizing consumers to support Benbrook businesses by shopping local and to increase attendance at the business showcase. Community members were invited to participate in Shop 'n Drop by dropping off their receipts at the Benbrook City Hall Visitor's Center for the chance to win prizes at the business showcase.
- To acknowledge long-standing Benbrook Businesses, BEDC, in partnership with the City and BACC, recognize businesses that have operated in Benbrook for 20 plus years with a Hometown Pride Recognition ceremony. This recognition typically includes a speech by the Mayor and a plaque presented to the selected business. In 2020, BEDC recognized Benbrook Family Chiropractic Clinic at the 2020 BCS. This Chiropractic Clinic has been operating in Benbrook since December 1986.
- In 2020, BEDC launched ZoomProspector and ZoomBusiness, both created by GIS Planning. ZoomProspector is an interactive tool tracking community demographics and listing properties in Benbrook that are available for lease or sale. ZoomBusiness is an interactive, mobile-responsive mapping directory allowing consumers to quickly find local restaurants, retail stores, and services.

Anyone visiting the City of Benbrook's website at www.benbrook-tx.gov can find links to these tools under the "Business" tab.

- It's completely free for our businesses and property managers to sign up on ZoomProspector and ZoomBusiness. Anyone wishing to list their site or business may email us at econdev@benbrook-tx.gov or call us at 817-249-6990.
- Beginning in April 2020, the City temporarily eased sign regulations to allow businesses to place additional signage to include temporary portable signs or banners at their place of business.
- To help businesses promote their services, BEDC began offering a special reimbursement program to help them pay for temporary signage utilizing BRE funds. This program was called the Temporary Sign Reimbursement Program, and it was available to any business recognized as providing essential or reopened services under the Texas Governor's latest order. Through this program, BEDC reimbursed a total of \$2,280.24 to nine (9) businesses.
- In May 2020, the BEDC board of directors and City Council approved the Benbrook Disaster Relief Grant Program to assist small businesses impacted by the COVID-19 pandemic. The existing Storefront Improvement Program, mentioned earlier, was converted to the DRG Program as a way of responding to critical needs in the business community. The DRG Program closed on September 30, 2020. Qualifying businesses received up to two months of assistance with a \$5,000 cap to help pay for their monthly mortgage or rent. Eighty-four grants totaling \$145,822.82 were distributed to 51 Benbrook businesses.
- In addition to the BRE elements already mentioned, BEDC continually works to expand business enterprise by fostering relationships with business owners and developers, offering tours of Benbrook, and continuing to share the "Benbrook Story" of growth, opportunity, and quality of life.
- After the staff the presentation, President Williams expressed his appreciation for all that the board and staff members contributed to the BRE Program in 2020.
- Mr. Williams called for questions or comments from the board members.
- Mr. Casey and Gary Crowell expressed appreciation for the success of the 2020 BRE programs and projects.
- No action necessary.

3. **Public Reminder: Change of Date for February 2021 Meeting to Tuesday, February 16, 2021** - President Williams made a public announcement that Benbrook City Hall would be closed on Monday, February 15, 2021 in recognition of Presidents' Day, and therefore, the regular BEDC board meeting date would be moved to Tuesday, February 16, 2021.

V. INFORMAL CITIZEN COMMENTS - Mr. Williams opened the telephone line for one minute to allow for informal citizen comments. There were no citizen calls.

VI. EXECUTIVE SESSION - The BEDC board of directors convened into executive session at 7:57 p.m. Pursuant to Texas Open Meetings Act:

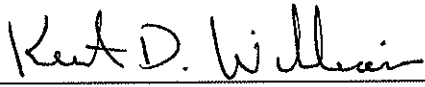
1. Section 551.072 - Deliberation Regarding Real Property
 - a. Deliberate the purchase, exchange, lease, or value of real property, as deliberation in an open session would have a detrimental effect on the position of the governmental body in negotiations with a third person.
2. Section 551.087 - Deliberation Regarding Economic Development Negotiations

- a. Discuss possible incentives for redevelopment of BEDC-owned or other properties.

VII. RECONVENE INTO OPEN SESSION - Time: 8:12 p.m. No action taken from executive session.

VIII. ADJOURNMENT - The meeting adjourned at approximately 7:13 p.m.

ATTEST:



Presiding Officer



Attesting Officer

