



Town of Trophy Club

Meeting Agenda

Economic Development Corporation 4B (EDC 4B)

Wednesday, August 5, 2020

6:00 PM

ZOOM VIDEOCONFERENCE

CALL TO ORDER AND ANNOUNCE A QUORUM

A quorum of the EDC 4B will be present through ZOOM Videoconference on Wednesday, August 5, 2020 at 6:00 p.m.

(The Meeting is available through Facebook at www.facebook.com/trophyclubgov)

To speak on an item, you may email mayorandcouncil@trophyclub.org and include your topic(s) on the subject line, which will be read by the Mayor.

To join the meeting via ZOOM:

The public toll-free dial-in numbers to participate in the telephonic meeting are:
877-853-5247 or 888-788-0099 US Toll-free and the Meeting ID: 883 7994 0871.

When your call is answered you will hear "Welcome to ZOOM, enter in the following Meeting ID below followed by the pound sign (#)"

Meeting ID: 883 7994 0871#

CITIZEN PRESENTATIONS

Citizens are allowed four (4) minutes to address the Board regarding an item over which the Board has policy or oversight authority as provided by Texas law, the ethics order, or other policy order.

REGULAR SESSION

1. [2020-218-T](#) Take appropriate action regarding the EDC 4B Regular Session Minutes dated December 16, 2019 (S. Norwood).
Attachments: [\(DRAFT\) EDC 4B Minutes December 5 2019.pdf](#)
2. [2020-219-T](#) Take appropriate action regarding the proposed EDC 4B Budget for Fiscal Year 2021 (S. Norwood).
Attachments: [EDC FY21 Proposed Budget.pdf](#)

ADJOURN

***THE CORPORATION MAY CONVENE INTO EXECUTIVE SESSION TO DISCUSS
POSTED ITEMS AS ALLOWED BY THE TEXAS OPEN MEETINGS ACT, TEXAS
LOCAL GOVERNMENT CODE 551.071.**

**Notice is hereby given that a quorum of the Town Council may be in attendance at
this meeting.**

CERTIFICATION

**I certify that the above notice was posted on the bulletin board at Trophy Club Town
Hall, 1 Trophy Wood Drive, Trophy Club, Texas, on Friday, July 31, 2020 by 5:00 P.M.
in accordance with Chapter 551, Texas Government Code.**

**Leticia Vacek, TRMC/CMC/MMC
Town Secretary/RMO**

**If you have a disability that requires special needs, please contact the Town
Secretary's Office at 682-237-2903 or 682-237-2905, 48 hours in advance and
reasonable accommodations will be made to assist you.**

Town of Trophy Club

Legislation Details (With Text)

File #: 2020-218-T **Version:** 1 **Name:**
Type: Agenda Item **Status:** Draft
File created: 7/28/2020 **In control:** Economic Development Corporation 4B (EDC 4B)
On agenda: 8/5/2020 **Final action:**
Title: Take appropriate action regarding the EDC 4B Regular Session Minutes dated December 16, 2019 (S. Norwood).
Attachments: [\(DRAFT\) EDC 4B Minutes December 5 2019.pdf](#)

Date	Ver.	Action By	Action	Result
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Take appropriate action regarding the EDC 4B Regular Session Minutes dated December 16, 2019 (S. Norwood).

**TOWN OF TROPHY CLUB
ECONOMIC DEVELOPMENT CORPORATION 4B MINUTES
THURSDAY, DECEMBER 5, 2019, 6:00 P.M.
LOCATION: 1 TROPHY WOOD DRIVE, TROPHY CLUB, TEXAS
TRAINING / EOC ROOM**

The Economic Development Corporation (EDC) 4B of the Town of Trophy Club, Texas, met on Thursday, December 5, 2019. The meeting was held within the boundaries of the Town and was open to the public.

EDC 4B MEMBERS PRESENT:

Michael Richmond	President	<i>arrived at 6:16 p.m.</i>
Chris Whipple	Secretary/Treasurer	
Travis Inge	Director	
Scott Haro	Director	
Michael Clarke	Director	

EDC 4B MEMBERS ABSENT:

Cory McDonald	Vice President
Jared Hall	Director

STAFF PRESENT:

Steve Norwood	Town Manager
Wade Carroll	Assistant Town Manager
Holly Fimbres	Town Secretary

Secretary/Treasurer Whipple announced the date of Thursday, December 5, 2019, called the EDC 4B meeting to order and announced a quorum at 6:08 p.m.

CITIZEN PRESENTATIONS

Citizens are allowed four (4) minutes to address the Corporation regarding an item over which the Corporation has policy or oversight authority as provided by Texas law, the ethics order, or other policy order.

There were no citizen presentations.

REGULAR SESSION

1. Consider and take appropriate action regarding the appointment of the President (S. Norwood).

Motion:

Motion made by Director Inge, seconded by Secretary/Treasurer Whipple, to appoint Michael Richmond to serve as the President.

Motion carried 4-0-0.

2. Consider and take appropriate action regarding the appointment of the Vice President (S. Norwood).

Motion:

Motion made by Director Inge, seconded by Secretary/Treasurer Whipple, to appoint Cory McDonald to serve as the Vice President.

Motion carried 4-0-0.

3. Consider and take appropriate action regarding the appointment of the Secretary/Treasurer (S. Norwood).

Motion:

Motion made by Director Inge, seconded by Director Haro, to appoint Chris Whipple to serve as the Secretary/Treasurer.

Motion carried 4-0-0.

4. Consider and take appropriate action regarding the EDC 4B minutes dated June 26, 2019 (S. Norwood).

Motion:

Motion made by Director Inge, seconded by Secretary/Treasurer Whipple, to approve the EDC 4B minutes dated June 26, 2019.

Motion carried 4-0-0.

5. Consider and take appropriate action regarding an Agreement with HG SPLY Trophy Club for the utilization of property for additional parking; and authorize the EDC 4B President or his designee to execute all necessary documents (S. Norwood).

Assistant Town Manager Carroll stated that the Town was approached by HG SPLY Trophy Club (HG SPLY) to allow them to valet park patron's vehicles on Town owned property. The request was for approximately 50 to 60 parking spaces in a mixture of parking areas including parking identified as; Town Hall gravel lot (south of the Town Hall building) and the Town Hall lot, north of Holiday Inn. Currently, Bread Winners Café utilizes approximately half of the Town Hall gravel lot through a verbal agreement. HG SPLY was also requesting the opportunity to install an improved parking area for golf cart parking in the grassy area between HG SPLY owned property and the Town owned improved temporary parking lot constructed west of HG SPLY. The golf cart parking was required to be similar in structure to the grasscrete golf cart parking at Meat U Anywhere.

(Town Secretary Note: President Richmond arrived at 6:16 p.m.)

Assistant Town Manager Carroll advised that in exchange for the allotted parking spaces HG SPLY was being asked to add traffic flow marking to the driveway and approach assisting in the mitigation of traffic issues exiting the HG SPLY lot onto Trophy Wood Drive. The agreement allows HG SPLY to utilize 35 of the 83 parking spots within the Town Hall gravel lot and 32 of the available 53 parking spots in the Town Hall lot, north of Holiday Inn. Additionally, all vehicles would be required to be moved prior to the closing of the valet services each night.

Director Inge inquired about installing a concrete splitter to have those exiting HG SPLY to turn right. Assistant Town Manager Carroll responded that the approach in that area was not large to install concrete and meet the necessary standards.

Town Manager Norwood pointed out that there was a provision in the agreement that allowed termination of the agreement with a 90 day written notice.

Director Inge asked who would be responsible for any vehicle damage on Town property. Town Manager Norwood responded that HG SPLY assumed all responsibility.

Director Haro inquired if the valet parking would be utilized seven days a week. Assistant Town Manager Carroll confirmed it would be seven days a week.

Director Inge asked if there would be any issues if Bread Winners customers used the majority of parking in the gravel lot at any given time. Assistant Town Manager Carroll responded that parking in the gravel lot would be first come, first serve basis.

Secretary/Treasurer Whipple inquired if any signs would be installed. Assistant Town Manager Carroll responded that they would probably put out cones to mark valet parking spaces.

Director Clarke asked if HG SPLY intended the valet service to be short or long term. Assistant Town Manager Carroll responded that had not been determined, but currently there was no room in their parking lot to have valet parking.

Secretary/Treasurer Whipple questioned what HG SPLY was being charged to utilize the proposed parking spaces for valet. Assistant Town Manager Carroll responded there was no charge but HG SPLY was being asked to add traffic flow marking to the driveway and approach assisting in the mitigation of traffic issues exiting the HG SPLY lot onto Trophy Wood Drive.

Director Clarke asked if there was a need to install a no left hand turn sign. Assistant Town Manager Carroll responded that there was not enough room to install a sign before the right-of-way.

Director Clarke inquired if there was a Staff recommendation regarding this item. Assistant Town Manager Carroll advised that Staff recommended approval of the agreement.

Motion:

Motion made by Director Inge, seconded by Director Haro, to approve an Agreement with HG SPLY Trophy Club for the utilization of property for additional parking; and authorize the EDC 4B President or his designee to execute all necessary documents.

Motion carried 5-0-0.

6. Consider and take appropriate action regarding a Budget Amendment, amending the Fiscal Year 2018-2019 Budget of the Economic Development Corporation 4B; providing for an amendment to reflect early payoff (S. Norwood).

Assistant Town Manager Carroll advised that on May 28, 2019, EDC 4B elected to enact an early payoff provision within the Old Town Development contract, saving the EDC 4B budget \$194,622.43 in overall interest. The total early payout was \$603,091.01, which was \$331,745 greater than the budgeted amount within the Incentive Programs line in the Fiscal Year 2018-2019 EDC 4B budget. This budget amendment would allocate money from EDC 4B Fund Balance to true up the Incentive Programs line. The new estimated fund balance for EDC 4B will be \$95,030 and \$302,950 by the close of Fiscal Year 2020.

Director Inge asked if the EDC 4B Budget that was in the agenda packet reflected the updated projections. Assistant Town Manager Carroll confirmed that it did reflect the updated projections.

Motion:

Motion made by Director Inge, seconded by President Richmond, to approve an Amendment to the Fiscal Year 2018-2019 Budget of the Economic Development Corporation 4B; providing for amendment to reflect early payoff.

Motion carried 5-0-0.

ADJOURN

Secretary/Treasurer Whipple adjourned the meeting at 6:27 p.m.

Wade Carroll, Assistant Town Manager
Town of Trophy Club, Texas

Michael Richmond, President
Town of Trophy Club, Texas

Town of Trophy Club

Legislation Details (With Text)

File #: 2020-219-T **Version:** 1 **Name:**
Type: Agenda Item **Status:** Draft
File created: 7/29/2020 **In control:** Economic Development Corporation 4B (EDC 4B)
On agenda: 8/5/2020 **Final action:**
Title: Take appropriate action regarding the proposed EDC 4B Budget for Fiscal Year 2021 (S. Norwood).
Attachments: [EDC FY21 Proposed Budget.pdf](#)

Date	Ver.	Action By	Action	Result
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Take appropriate action regarding the proposed EDC 4B Budget for Fiscal Year 2021 (S. Norwood).

EDC 4B	FY 2018 ACTUAL	FY 2019 ACTUAL	FY 2020 APPROVED	FY 2020 ESTIMATED	FY 2021 PROPOSED	FY 2022 PROJECTED
Starting Net Position	\$ 713,274	\$ 636,691	\$ 169,812	\$ 169,812	\$ (31,676)	\$ 177,907
Revenue						
Sales Tax - General	\$ 449,003	\$ 497,487	\$ 486,224	\$ 487,178	\$ 490,000	\$ 499,800
NTX Magazine Revenue	-	-	-	-	-	-
Interest Income	8,298	5,454	4,000	-	4,000	4,080
Total Revenue	\$ 457,301	\$ 502,941	\$ 490,224	\$ 487,178	\$ 494,000	\$ 503,880
Expenses						
Professional Outside Services	\$ 1,500	\$ 1,116	\$ 4,000	\$ 3,254	\$ 4,000	\$ 4,080
Auditing	1,000	2,000	4,000	4,000	4,000	4,080
Advertising	377	3,895	35,000	-	35,000	35,700
Printing	-	34	200	-	200	204
Schools & Training	350	-	1,000	-	1,000	1,020
Dues & Membership	-	-	1,200	1,000	1,200	1,224
Travel & Per Diem	-	-	750	-	750	765
Office Supplies	-	25	200	-	200	204
Miscellaneous Expense	2,500	2,501	4,000	2,500	4,000	4,080
EDC Projects	106,950	261,010	-	-	-	-
Incentive Programs	140,773	696,939	-	-	-	-
Transfer to General Fund	-	-	30,000	30,000	30,000	30,600
Transfer to Debt Service	-	-	201,555	201,555	203,668	207,741
Bond Principal	-	-	-	-	-	-
Bond Interest	102,723	1,900	-	-	-	-
Debt Issue Cost	-	-	-	-	-	-
Paying Agent Fees	200	400	400	200	400	408
Total Expenses	\$ 356,373	\$ 969,820	\$ 282,305	\$ 242,509	\$ 284,418	\$ 290,106
Net Increase (Decrease)	\$ 100,928	\$ (466,879)	\$ 207,919	\$ 244,669	\$ 209,582	\$ 213,774
Ending Net Position	\$ 814,202	\$ 169,812	\$ 377,732	\$ 414,482	\$ 177,907	\$ 391,682