

**MINUTES**  
**BENBROOK ECONOMIC DEVELOPMENT CORPORATION**  
**Board of Directors**  
**Regular Meeting**  
**Benbrook City Hall**  
**February 22, 2010**

**I. CALL TO ORDER**

The regular meeting of the Benbrook Economic Development Corporation Board of Directors was called to order at 7:00 p.m. Monday, February 22, 2010, in the Council Chambers in City Hall at 911 Winscott Road. The presiding officer was President William Higgins. A quorum was present, including the following:

William Higgins, President  
Dennis Wood, Secretary  
John Castro, Treasurer  
Ron Sauma  
Jim Wilson

Staff Present: Ron Rainey, Executive Director  
Patricia L. Taber, Administrative Assistant

Absent: Rickie Allison  
Sandy Davis (resigned)

Also Present: Ralph Bissey, Citizen and Owner ralphcreative.com  
Patty Bissey, Citizen and Marketing Director, City of Benbrook  
Hunter Hilburn, President, EDsuite  
Justin Rector, Account Manager, EDsuite  
Julie Johncox Siglinger, JP Solutions  
Michael Hennig, Orasi Development  
Brad Ball, Ardent Creative  
Chas Stoker, The Buxton Company  
Joey Grisham, Retail Attractions  
Carrol Crombie, Citizen  
Keith Bailey, City Councilman  
Tammi Cauthen, Citizen and President, Pinnacle Bank  
Dan Tully, Citizen  
Mark Washburn, City Councilman

**II. MINUTES**

**a. Minutes of Regular Meeting January 25, 2010 –**

*Mr. Ron Sauma made a motion to approve the Minutes of the Regular Meeting of January 25, 2010, as presented. Mr. Jim Wilson seconded the motion. President William Higgins called the vote. All voted aye and the motion carried.*

### III. FINANCIALS

#### a. (i) **Financial Report for Period Ending January 31, 2010 –**

*Mr. Jim Wilson made a motion to approve the Financial Report for the period ending January 31, 2010, as presented. Mr. John Castro seconded the motion. President William Higgins called the vote. All voted aye and the motion carried.*

- (ii) Consideration of Pinnacle Bank Loan Maturity from BRP, LP on March 26, 2010** – Executive Director Ron Rainey reported the loan to Pinnacle Bank on behalf of BRP, LP in the amount of approximately \$650,000.00 would mature on March 26, 2010. The BEDC, as Managing Partner, has been making interest payments on this loan, as well as operating expenses, as BRP has no funds available for expenses.

*Mr. Jim Wilson made a motion to authorize the Benbrook Economic Development Corporation to pay off the existing loan (\$649,823.95) to Pinnacle Bank on behalf of BRP, LP, rather than renewing said note, and to add this amount to the Accounts Receivable due the BEDC from BRP. Mr. Dennis Wood seconded the motion. President William Higgins called the vote. All voted aye and the motion carried.*

- b. Consider Financial Investment Committee Report** – Mr. John Castro, Chairman of the Investment Committee, reported no update at the time of the meeting. No action necessary.

### IV. UNFINISHED BUSINESS

#### V. NEW BUSINESS

- a. Consider BEDC Strategic Plan – Julie Johncox Siglinger** – Ms. Johncox, JP Solutions, facilitator, presented a summary of the Strategic Plan compiled from comments and suggestions discussed at the January 9, 2010, Strategic Planning Session.

*Mr. John Castro made a motion to accept the BEDC Strategic Plan as reported to be presented to City Council. Mr. Ron Sauma seconded the motion. President William Higgins called the vote. All voted aye and the motion carried.*

- b. Consider Web Page Design Proposals** – Presentations regarding Web Page Design Proposals were made by:

- i.** ralphcreative.com – Ralph Bissey
- ii.** EDsuite – Mr. Hunter Hilburn, President, Justin Rector, Account Manager
- iii.** Orasi Development – Michael Hennig and Brad Ball (Arden Creative)

The Board will discuss proposals at a future meeting or work session for final consideration. No action necessary.

**c. Consider Marketing Proposals – Retail Users and Developers**– Presentations regarding Marketing Proposals were made by:

- i. The Buxton Company – Chas Stoker
- ii. Retail Attractions – Joey Grisham

The Board will discuss proposals at a future meeting or work session for final consideration. No action necessary.

**d. City Council Action Regarding Video Recording of all Regular Meetings of City Appointed Board and Commission Meetings** – President William Higgins and Executive Director Ron Rainey, will be in attendance at the City Council meeting on March 4, 2010. President William Higgins will request the City Council to make payment of the additional funds required for the recently approved video tapings of the BEDC regularly scheduled meetings. No action necessary.

**e. CPA Engagement Letter with Term Limit, Cancellation Clause** – Per request of the Board at the last regular meeting to have additional language added to the letter agreement from The Walton Group, “term limit and cancellation clause”, said language was added and the agreement is to be forwarded to The Walton Group for services for the remainder of the BEDC fiscal year. No action necessary.

**f. CPA Requests and Responses** – Director Ron Rainey reported the Board had requested Staff to request proposals from three accounting firms for consideration of services. Staff sent out five proposals, including the agreement currently in place from The Walton Group. A response was received from only one of the additional firms. The Board agreed to readdress this item for the next fiscal year. No action necessary.

**g. Consider BEDC Board of Directors’ Meeting Time Change** – Mr. Rainey reported the interest of several board members from the previous meeting to reinstate the pre-meeting before each Regular Monthly Meeting of the BEDC Board of Directors.

*Mr. Ron Sauma made a motion the Board of Directors change the time to 6:30 p.m. for a pre-meeting, with the Regular Monthly Meetings to begin at 7:00 p.m. Mr. Dennis Wood seconded the motion. President William Higgins called the vote. All voted aye and the motion carried.*

## **VI. DIRECTOR’S REPORT**

**a. City Council to Interview BEDC Board Applicants February 16 – 17, 2010**  
– Executive Director Ron Rainey reported the City Council held interviews on

February 16, 2010, for applicants to replace Sandy Davis, Place 4, on the BEDC Board of Directors and this item is on the Agenda for the City Council meeting March 4, 2010, to select the new member. No action necessary.

- b. YMCA to Conduct Open House February 18, 2010** – The YMCA conducted an Open House for completion of the exercise area and the addition of substantial equipment. Anticipated date for completion of the child care and aerobics area at this time is mid to late summer.

**VII. INFORMAL CITIZEN COMMENTS** – None

**VIII. ADJOURNMENT**

There being no further business, the meeting adjourned at approximately 10:22 p.m.

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Attesting Officer

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Presiding Officer