

Meeting Agenda

Regular Meeting of the  
Oak Point Economic Development Corporation

Oak Point City Hall  
100 Naylor Road  
Oak Point, Texas 75068

Tuesday, April 12, 2022 -- 6:00 P.M



1. **Call to order, roll call, and announce a quorum is present (Armstrong)**  
*In the event a quorum is not present, the Corporation may meet as a committee, but no action will be taken.*
2. **Pledge of Allegiance and Pledge to the Texas Flag (Armstrong)**
3. **Public Input (Armstrong)**  
*This agenda item provides an opportunity for citizens to address the Economic Development Corporation on any matter that is not posted on the agenda, as well as specific agenda items. The EDC will hear comments on specific agenda items that are listed as public hearings prior to the EDC addressing those items. The EDC is not permitted to take action or engage in any discussion on presentations or inquiries concerning an item not listed on the agenda. However, in accordance with Section 551.042 of the Government Code, a representative of City staff or the EDC may respond with either a statement of specific factual information relating to the inquiry or a recitation of existing policy in response to the inquiry.*
4. **Consider and act upon the minutes from the March 8, 2022, Regular Meeting of the Oak Point Economic Development Corporation and the March 14, 2022 Joint Meeting of the Oak Point City Council, Planning and Zoning Commission, and Economic Development Corporation. (Armstrong)**
5. **Review and discuss the financial report of the Oak Point Economic Development Corporation (Ashley)**
6. **Discussion and update on new City projects, potential upcoming developments, and current projects. (Ashley)**
7. **Discussion on incentive programs and fee amendment to incentivize architectural standards.**
8. **Discussion, consider, and act on recommendations to amend current PDs. (Armstrong)**
9. **Discussion on vested rights and impact of amended PDs and restrictions that would legally restrict vape shops/tobacco sales in city.**
10. **Discussion and update from joint EDC, P&Z, City Council meeting and address any action items for EDC.**
11. **Discussion and update on the ICSC Red River Conference March 30-April 1<sup>st</sup>. (Armstrong)**
12. **Discuss, consider, and act on a sign budget and location of the new monument sign. (Armstrong)**
13. **Items for next meeting. (Armstrong/Dufford)**
14. **Adjourn EDC. (Armstrong)**  
*The Economic Development Corporation of the City of Oak Point, Texas, reserves the right to meet in a Closed Session on any item listed on this Agenda should the need arise, pursuant to authorization by Texas Government Code, Sections 551.071 (consultation with attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), 551.087 (economic development), 418.183 (homeland security).*

*This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact City Hall at (972) 294-2312 or FAX (972) 294-1619 for further information.*

**CERTIFICATION**

I do hereby certify that this Notice of public meeting was posted on the outside bulletin board at the Oak Point City Hall, a place convenient and readily accessible to the general public at all times, and said Notice was posted by 5:00 p.m. on the 8<sup>th</sup> day of April 2022.

  
Jennifer Henry, EDC Secretary

This notice was removed at \_\_\_\_\_ a.m./p.m. on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Joni Vaughn, City Secretary

**NOTE: It is possible a quorum of Oak Point Council Members could be present, but the City Council will not act on any issues.**



**Meeting Minutes**  
**Regular Meeting of the**  
**Oak Point Economic Development Corporation and the**  
**Oak Point City Council**  
**Oak Point City Hall**  
**100 Naylor Road**  
**Oak Point, Texas 75068**  
**Tuesday, March 8, 2022 -- 6:00 P.M**

**1. Call to order, roll call, and announce an EDC quorum is present.**

President Armstrong called the meeting to order at 6:02 p.m. with the following roll call:

Deborah Armstrong	President	Present
James Hankins	Vice President	Present
Scott Dufford	Council Liaison	Present
Lou Americo	Director	Absent
Debbie Peterman	Director	Present
Don Lindemann	Director	Absent
Kevin Tam	Director	Absent

City staff present:

Stephen Ashley	City Manager
Jennifer Henry	Court Clerk/Administrative Assistant

And with a quorum present the following items were addressed:

**2. Pledge of Allegiance and Pledge to the Texas Flag.**

President Armstrong led the Pledge of Allegiance and the Pledge to the Texas Flag.

**3. Public Input.**

No public input.

**4. Consider and act upon the minutes from the February 8, 2022 Meeting of the Oak Point Economic Development Corporation.**

Vice President Hankins made a motion to approve the minutes of the February 8, 2022 Meeting of the Oak Point Economic Development Corporation; motion seconded by Director Peterman.

**Motion Passed 4-0**

**5. Review and discuss the financial report of the Oak Point Economic Development Corporation.**

City Manager Ashley presented the financial report and answered questions.

**6. Discussion on new City projects and potential upcoming developments.**

City Manager Ashley gave an update on projects within the City including the Rudman Tract and the future acquisition by Ashlar Development. Anticipated closing on the property is scheduled for April contingent on a zoning change. City Manager Ashley also expressed that 4 acres on the Rudman Tract were planned as a donation to the City. Council Liaison Dufford gave an update on the Town Homes that he toured in Prosper, TX. Council Liaison Dufford expressed that he was impressed at the quality of the homes and mentioned the price point was starting around \$450,000. Also mentioned was to scale down the Oak Point Town Homes from 350 units to 250 units.

**7. Discussion, and update on Corbin Design Monument Sign.**

President Armstrong updated the Board on the revised concept drawing from Corbin Design. New changes included font and a slight variation to the filigree on the sides of the pillars. Staff is anticipating updated pricing with and without lighting as well as design variation in the canopy that does not include leaves.

**8. Update on the ICSC Red River Conference March 30-April 1<sup>st</sup>, 2022.**

City staff Henry updated the Board with the booth space and furniture for the ICSC Conference. EDC Members who will attend will be President Armstrong, Vice President Hankins, and Director Peterman,. City Manager Ashley will also be attending.

**9. Update on Task Force/Sub Committee for Commercial Corridor Plan.** The members of the Task Force/Sub Committee for the Commercial Corridor Plan are James Hankins & Deborah Armstrong EDC, Mayor Dena Meek and Kirk Hawrycio City Council, Dr. Scott Nevin DISD. P&Z to appoint a member at the next P&Z Meeting.

**10. Discussion on a possible joint meeting with the P&Z Commission.**

President Armstrong expressed a desire to meet jointly with the P&Z Commission; however, there is a scheduled meeting to be held with P&Z, City Council, and EDC Members on March 14<sup>th</sup>. Pending the discussion/outcome of the scheduled meeting, President Armstrong may ask to consider a joint meeting with P&Z at a later date.

**11. Discussion on desired/undesired businesses within the city.**

City Manager Ashley explained all PDs have a list of approved businesses. City staff will send out the PDs for EDC Members to view. City Manager Ashley also explained possible ordinances placing restrictions within the City to discourage undesirable businesses.

**12. Future Agenda Items.**

- Discuss incentive program - amend fees to incent architectural standards
- Recommendations to amend current PDs
- Follow up from City Attorney on 2 items 1) Vested rights and impact of amended PDs 2) restrictions that we can legally place Vape shops/tobacco on sales in city
- Follow up from joint EDC, P&Z, City Council meeting
- ICSC update
- Budget for signage program.

**13. Adjourn.**

President Armstrong adjourned the EDC meeting at 7:23 p.m.

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Deborah Armstrong, President

**ATTEST:**

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Jennifer Henry, EDC Secretary

Meeting Minutes

Joint Meeting of the Oak Point City Council, Planning and Zoning Commission, and Economic Development Corporation

Oak Point City Hall  
100 Naylor Road  
Oak Point, Texas 75068

Monday March 14, 2022 -- 6:00 P.M.



**1. Call to order, roll call, and announce a quorum is present**

Mayor Meek called the joint meeting of the City Council, Planning and Zoning Commission, and the Economic Development Corporation to order at 6:02 p.m. with the following roll call:

Dena Meek	Mayor	Present
John Lusk	Mayor Pro Tem	Present
Scott Dufford	Deputy Mayor Pro Tem	Present
Kirk Hawrycio	Council Member	Present
Dave Klewicki	Council Member	Present
David McBeth	Council Member	Present
Brent Coleman	Chairperson	Present
Jeff Stafford	Vice Chairperson	Absent
Barney Carrington	Commissioner	Present, left 7:03
David Garb	Commissioner	Absent
Bill Gusick	Commissioner	Present
Kevin Tam	Commissioner	Present
Debbie Peterman	Commissioner	Present
Jerry Raye	Alternate	Absent
Deborah Armstrong	President	Absent
James Hankins	Vice President	Present
Lou Americo	Director	Absent
Don Lindemann	Director	Present
City staff present:		
Stephen Ashley	City Manager	
Jennifer Henry	Administrative Assistant	

**2. Pledge of Allegiance and Pledge to the Texas Flag**

Brent Coleman led the Pledge to the American Flag.  
James Hankins led the Pledge to the Texas Flag.

**3. Workshop to discuss the Commercial Corridor.**

Mayor Meek opened the discussion on the Commercial Corridor and turned the meeting over to City Manager Stephen Ashley who explained the timeline regarding the Commercial Corridor Study and introduced Jason Claunch, President of Catalyst Commercial, Inc. and Brennan Kane, Director of Planning with Halff Associates, Inc. Mr. Claunch and Mr. Kane gave a presentation. Steve Yetts, President of Ashlar Development and Jesse Childers, Development Manager with Ashlar Development gave a presentation.

**4. Adjourn City Council, PZ, EDC**

Mayor Meek adjourned the meeting at 8:45 p.m.

\_\_\_\_\_  
James Hankins, Vice President

ATTEST:

\_\_\_\_\_  
Jennifer Henry, Acting City Secretary



EDC

Monthly  
Financial  
Report

Period ending March 31, 2022

Donna Boner  
Finance Manager



**To:** Economic Development Corporation (EDC) Board of Directors

**From:** Donna Boner, Finance Manager

**Re:** Oak Point EDC Meeting – Tuesday, April 12, 2022

**Date:** April 5, 2022

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**Agenda Item:**

Review and discuss a financial report of the Oak Point Economic Development Corporation.

**Description of Agenda Item:**

The attached financial report is intended to provide the EDC with an overview of the EDC's current finances.

**Year-To-Date Budget Report**

The Year-To-Date Budget Report compares budgeted and actual year-to-date revenues and expenditures. In reviewing the year-to-date revenues and expenditures in the Report, the EDC should note that 50% of the 2021-2022 budget year has transpired.

**Sales Tax Revenue Analysis**

The Sales Tax Revenue Analysis tracks the collection of sales tax revenue and compares current year sales tax collections with prior year collections. Annual sales tax collections are higher than projected. Sales Tax Revenue for the months of October 2021 and November 2021 are directly related to last fiscal year; therefore, these amounts are not part of the FY 2021-22 financials. For fiscal year 2021-22, the EDC sales tax revenue received through March 31, 2022 is \$85,715.24. On the cash basis, the EDC sales tax revenue received is \$125,956.65 from October 31, 2021 through March 31, 2022, which represents an increase of \$20,317.37 or 19% from October 2021 through March 31, 2022.

**EDC Fund Balance**

As of March 31, 2022, the balance of the EDC Fund is \$1,096,701.

**Attached Documents:**

EDC Financial Report

**Board, Committee and/or Staff Recommendation:**

It is recommended that the EDC review and discuss the current financial report of the Oak Point Economic Development Corporation.



# Budget Report Account Summary

For Fiscal: 2022 Period Ending: 03/31/2022

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Used
<b>Fund: 50 - Economic Development Fund</b>						
<b>Revenue</b>						
<b>SubObject: 560 - EDC Fund - Revenue</b>						
<a href="#">50-56-560100</a> General Sales Taxes - EDC Fund	216,000.00	216,000.00	17,732.28	85,715.24	-130,284.76	39.68 %
<a href="#">50-56-560300</a> Interest Income - EDC	120.00	120.00	142.22	328.82	208.82	274.02 %
<b>SubObject: 560 - EDC Fund - Revenue Total:</b>	<b>216,120.00</b>	<b>216,120.00</b>	<b>17,874.50</b>	<b>86,044.06</b>	<b>-130,075.94</b>	<b>39.81%</b>
<b>Revenue Total:</b>	<b>216,120.00</b>	<b>216,120.00</b>	<b>17,874.50</b>	<b>86,044.06</b>	<b>-130,075.94</b>	<b>39.81%</b>
<b>Expense</b>						
<b>Department: 850 - EDC - Economic Development Corp</b>						
<b>SubObject: 880 - EDC Fund - Expenses</b>						
<a href="#">50-850-880100</a> Consultants	64,510.00	64,510.00	3,010.00	15,316.25	49,193.75	23.74 %
<a href="#">50-850-880200</a> Trade Shows, Membership & Profes	13,505.00	13,505.00	1,331.33	1,856.33	11,648.67	13.75 %
<a href="#">50-850-880300</a> Advertising	41,300.00	41,300.00	0.00	0.00	41,300.00	0.00 %
<a href="#">50-850-880500</a> Printing & Postage	2,500.00	2,500.00	0.00	0.00	2,500.00	0.00 %
<a href="#">50-850-880700</a> Training	3,000.00	3,000.00	0.00	0.00	3,000.00	0.00 %
<a href="#">50-850-880800</a> Transfer to GF-Staff Support	15,000.00	15,000.00	0.00	2,190.78	12,809.22	14.61 %
<b>SubObject: 880 - EDC Fund - Expenses Total:</b>	<b>139,815.00</b>	<b>139,815.00</b>	<b>4,341.33</b>	<b>19,363.36</b>	<b>120,451.64</b>	<b>13.85%</b>
<b>Department: 850 - EDC - Economic Development Corp Total:</b>	<b>139,815.00</b>	<b>139,815.00</b>	<b>4,341.33</b>	<b>19,363.36</b>	<b>120,451.64</b>	<b>13.85%</b>
<b>Expense Total:</b>	<b>139,815.00</b>	<b>139,815.00</b>	<b>4,341.33</b>	<b>19,363.36</b>	<b>120,451.64</b>	<b>13.85%</b>
<b>Fund: 50 - Economic Development Fund Surplus (Deficit):</b>	<b>76,305.00</b>	<b>76,305.00</b>	<b>13,533.17</b>	<b>66,680.70</b>	<b>-9,624.30</b>	<b>87.39%</b>
<b>Report Surplus (Deficit):</b>	<b>76,305.00</b>	<b>76,305.00</b>	<b>13,533.17</b>	<b>66,680.70</b>	<b>-9,624.30</b>	<b>87.39%</b>



### Fund Summary

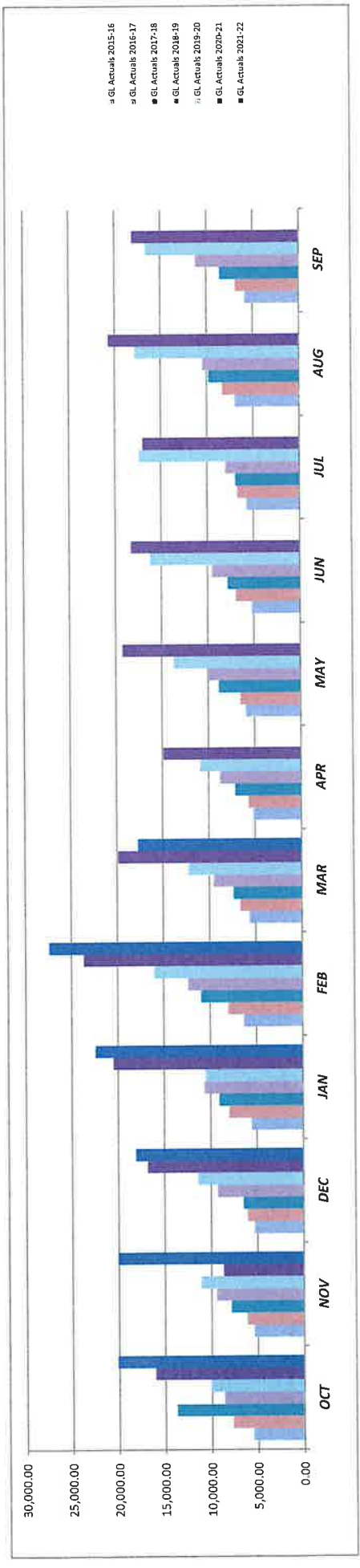
Fund	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)
50 - Economic Development Fund	76,305.00	76,305.00	13,533.17	66,680.70	-9,624.30
Report Surplus (Deficit):	76,305.00	76,305.00	13,533.17	66,680.70	-9,624.30



Account	Name	Balance	
<b>Fund: 50 - Economic Development Fund</b>			
<b>Assets</b>			
<a href="#">50-100099</a>	Claim on Cash	-481.33	
<a href="#">50-112310</a>	Texpool - EDC	1,077,085.50	
<a href="#">50-125050</a>	Receivable from GF to EDC Fund	0.00	
<a href="#">50-127000</a>	Sales Tax Receivable - EDC	20,096.40	
	<b>Total Assets:</b>	<b>1,096,700.57</b>	<b><u>1,096,700.57</u></b>
<b>Liability</b>			
<a href="#">50-200000</a>	Accounts Payable	0.00	
<a href="#">50-200099</a>	AP Pending - Due to Pool	0.00	
<a href="#">50-285600</a>	Sales Tax Payable EDC	0.00	
	<b>Total Liability:</b>	<b>0.00</b>	
<b>Equity</b>			
<a href="#">50-360050</a>	Fund Balance - Prior Year Adjustments	69,212.10	
<a href="#">50-390050</a>	Fund Balance - Reserved for EDC Fund	960,807.77	
	<b>Total Beginning Equity:</b>	<b>1,030,019.87</b>	
Total Revenue		86,044.06	
Total Expense		19,363.36	
<b>Revenues Over/Under Expenses</b>		<b>66,680.70</b>	
	<b>Total Equity and Current Surplus (Deficit):</b>	<b>1,096,700.57</b>	
	<b>Total Liabilities, Equity and Current Surplus (Deficit):</b>		<b><u>1,096,700.57</u></b>

**City of Oak Point  
EDC Fund - Sales Tax  
Current & Previous Year Comparison and Variance Analysis**

Fiscal	2015-16		2016-17		2017-18		2018-19		2019-20		2020-21		2021-22		Variance		Variance %	
	GL Actuals	Budget	GL Actuals	Budget	GL Actuals	Budget	GL Actuals	Budget	GL Actuals	Budget	GL Actuals	Budget	GL Actuals	Budget	Actual/Budg 2021-22	Actual/Budg 2021-22	Curr to Prev Curr to Prev	Curr to Prev Curr to Prev
OCT	5,539.73	7,717.65	13,739.51	7,717.65	8,670.09	8,670.09	10,101.75	10,101.75	16,065.03	16,065.03	20,145.03	20,145.03	4,080.00	4,080.00	125%	125%	4,080.00	125%
NOV	5,398.05	6,134.17	7,884.91	7,884.91	9,477.20	9,477.20	11,155.47	11,155.47	8,690.60	8,690.60	20,096.39	20,096.39	11,405.78	11,405.78	231%	231%	11,405.78	231%
DEC	5,317.81	6,051.65	6,509.55	6,051.65	9,312.86	9,312.86	11,452.81	11,452.81	16,814.47	16,814.47	18,113.41	18,113.41	1,298.95	1,298.95	108%	108%	1,298.95	108%
JAN	5,586.49	8,006.85	9,085.67	8,006.85	10,693.00	10,693.00	16,073.49	16,073.49	20,481.86	20,481.86	22,452.97	22,452.97	1,971.11	1,971.11	110%	110%	1,971.11	110%
FEB	6,355.49	8,069.17	11,025.70	8,069.17	12,372.17	12,372.17	16,073.49	16,073.49	23,677.67	23,677.67	27,416.57	27,416.57	3,738.91	3,738.91	116%	116%	3,738.91	116%
MAR	5,679.40	6,665.23	7,411.42	6,665.23	9,583.85	9,583.85	12,329.87	12,329.87	19,909.65	19,909.65	17,732.28	17,732.28	(2,177.38)	(2,177.38)	89%	89%	(2,177.38)	89%
APR	5,177.79	5,711.44	7,165.49	5,711.44	8,831.87	8,831.87	10,972.97	10,972.97	14,913.61	14,913.61	(14,913.61)	(14,913.61)	0%	(14,913.61)	0%	0%	(14,913.61)	0%
MAY	5,955.50	6,537.68	8,901.65	6,537.68	10,159.55	10,159.55	13,742.12	13,742.12	19,280.73	19,280.73	19,280.73	19,280.73	0%	0%	0%	0%	(19,280.73)	0%
JUN	5,259.09	6,961.63	7,845.50	6,961.63	9,591.14	9,591.14	16,273.48	16,273.48	18,297.16	18,297.16	18,297.16	18,297.16	0%	0%	0%	0%	(18,297.16)	0%
JUL	5,802.25	6,743.31	8,981.49	6,743.31	8,068.34	8,068.34	17,417.62	17,417.62	16,988.02	16,988.02	16,988.02	16,988.02	0%	0%	0%	0%	(16,988.02)	0%
AUG	7,010.04	8,351.61	9,831.27	8,351.61	10,509.97	10,509.97	17,836.70	17,836.70	20,700.13	20,700.13	20,700.13	20,700.13	0%	0%	0%	0%	(20,700.13)	0%
SEP	5,852.87	6,891.99	8,611.05	6,891.99	11,222.84	11,222.84	16,623.27	16,623.27	18,132.81	18,132.81	18,132.81	18,132.81	0%	0%	0%	0%	(18,132.81)	0%
<b>TOTALS</b>	<b>68,935</b>	<b>83,842</b>	<b>104,993</b>	<b>81,564</b>	<b>118,493</b>	<b>118,493</b>	<b>164,618</b>	<b>164,618</b>	<b>213,952</b>	<b>213,952</b>	<b>213,952</b>	<b>213,952</b>	<b>125,957</b>	<b>(87,995)</b>	<b>59%</b>	<b>59%</b>	<b>(87,995)</b>	<b>59%</b>





City of Oak Point, TX

# Detail Report Account Detail

Date Range: 03/01/2022 - 03/31/2022

Account	Post Date	Packet Number	Source Transaction	Name	Description	Vendor	Beginning Balance	Total Activity	Ending Balance
<b>Fund: 50 - Economic Development Fund</b>									
<b>50-56-560100</b>									
				General Sales Taxes - EDC Fund					
	03/21/2022	GLPKT10876	JN07752		To record March 2022 sales tax		-67,982.96	-17,732.28	-85,715.24
							<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
							-17,732.28	-17,732.28	-85,715.24
<b>50-56-560300</b>									
				Interest Income - EDC			-186.60	-142.22	-328.82
	03/31/2022	GLPKT10925	JN07856		To record March 2022 interest on Texpo			-142.22	-328.82
							<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
							-142.22	-142.22	-328.82
<b>50-850-880100</b>									
				Consultants			12,306.25	3,010.00	15,316.25
	03/11/2022	APPKT0002596	9630					3,010.00	15,316.25
							<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
							3,010.00	3,010.00	15,316.25
<b>50-850-880200</b>									
				Trade Shows, Membership & Professional Fees			525.00	1,331.33	1,856.33
	03/11/2022	APPKT0002596	ADMIN556919900267		ADMIN556919900267122 02/18/22			850.00	1,375.00
	03/18/2022	APPKT0002601	02.11.22, 02.17.22		02.11.22, 02.17.22			26.33	1,401.33
	03/25/2022	APPKT0002603	022822		022822			455.00	1,856.33
							<b>Project Account</b>	<b>Amount</b>	<b>Running Balance</b>
							525.00	1,331.33	1,856.33

**Total Fund: 50 - Economic Development Fund: Beginning Balance: -55,338.31 Total Activity: -13,533.17 Ending Balance: -68,871.48**

**Grand Totals: Beginning Balance: -55,338.31 Total Activity: -13,533.17 Ending Balance: -68,871.48**