



Meeting Minutes  
 Regular Meeting of the  
 Oak Point Economic Development Corporation

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

Tuesday, June 13, 2023 -- 6:00 P.M

**1. Call to order, roll call, and announce a 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	Director	Present
Debbie Peterman	Director	Present
Chris Risher	Director	Absent
Greg Weiler	Director	Present
David Wootton	Director	Present

City staff present:

Stephen Ashley	City Manager
Emma Crotty	Support Services Coordinator

City Council present:

Dena Meek	Mayor
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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.**

Vaughn Miller, 402 Prestonwood Polo Drive, spoke about a potential tenant opportunity in the Prestonwood Polo Crossing retail center and asked that the EDC consider incentives. President Armstrong requested an agenda item to further address this at the next meeting.

**4. Consider and act upon the minutes from the May 9, 2023 meeting of the Oak Point Economic Development Corporation.**

Director Dufford made a motion to approve the minutes from both meetings; motion seconded by Director Peterman.

**Motion Passed 6-0**

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

City Manager Ashley presented the financial report.

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

City Manager Ashley shared that there were no new updates since the last EDC meeting and that all current development projects are still moving along.

**7. Review and discuss the monthly report from the Support Services Coordinator pertaining to the Corbin Sign project, Halff project, photography services, retail recruitment services, traffic counts, marketing material updates, and transitioning.**

City Staff Crotty presented her updates to the Board and answered questions.

8. **Consider and act on selecting an updated design for marketing materials and procuring a printing quote for budgeting.**

City Staff Crotty shared potential postcard designs using the new photo stock. The Board agreed that they would like to wait before printing more marketing materials until additional branding efforts with Halff are completed. Item tabled; no action taken.

9. **Discuss, consider, and act on accepting a proposal from Catalyst Commercial for retail recruitment services.**

The EDC reviewed the proposal from Catalyst for retail recruitment. Jason Claunch of Catalyst Commercial was in the audience and answered questions namely pertaining to better establishing variable costs and deliverables. The Board requested that the majority of the proposal be redrafted based on the questions and concerns raised during the discussion but wanted to proceed with the initial market analysis. Director Wootton made a motion to limit the scope of work to a market analysis and approve the related contract once received; motion seconded by Director Peterman.

**Motion Passed 6-0**

10. **Provide an update on the negotiated agreement with Halff for the formulation of an overlay district and form-based code for the Commercial Corridor.**

City Staff shared that they met with Halff and renegotiated the scope to omit some duplicate items and bring down the cost. The Board requested minor edits before executing the agreement.

11. **Discuss the EDC and MDD budgets for FY 2023-2024.**

The Board reviewed items from the current fiscal year budget and City Manager Ashley asked that they consider edits and revisions for the upcoming fiscal year.

12. **Discuss future agenda items for the next regular meeting of the Economic Development Corporation.**

Future agenda items requested included discussing incentives, an updated scope from Catalyst, and updates on the Halff project.

13. **Adjourn.**


Director Dufford made a motion to adjourn the meeting; motion seconded by Vice President Hankins.

**President Armstrong adjourned the meeting at 7:42 PM.**

  
Deborah Armstrong, President



ATTEST:

  
Joni Vaughn, City Secretary