



Meeting Minutes
 Regular Meeting of the
 Oak Point Economic Development Corporation

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

Tuesday, May 9, 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	Absent
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

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 received.

4. Presentation from Catalyst Commercial on retail recruitment services.

Jason Claunch with Catalyst Commercial gave a brief presentation on the services his company offers for retail recruitment and answered questions from the Board.

5. Consider and act upon the minutes from the April 11 and May 3, 2023 meetings 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 5-0

6. Review and discuss the monthly report from the Support Services Coordinator pertaining to the Corbin Sign project, Commercial Corridor Overlay, photography services, retail recruitment services, and traffic counts.

City Staff Crotty shared her updates with the Board and answered questions.

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

City Manager Ashley reviewed the financial report with the Board and answered questions.

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

City Manager Ashley shared that platting is in progress for both the Rudman tract and Bloomfield property. It was also noted that the McDonald's project is officially moving forward with the final plat having been approved.

9. **Discuss, consider, and act on making a recommendation to City Council for accepting a firm to produce an overlay district and form-based code for the Commercial Corridor.**

City Staff Crotty shared the cumulative tabulations from the evaluations of three firms conducted during the May 3rd special meeting. Based on such, Halff Associates was identified as the most qualified. Director Wootton made a motion to recommend Halff to City Council for code reform and form-based code and provide staff the recommendation to proceed with negotiation; motion seconded by Director Weiler.

Motion Passed 5-0

10. **Discuss, consider, and act on making a recommendation to City Council for accepting a bid for the Corbin Design sign project.**

The EDC reviewed the tabulations of the three bids received for the Corbin Design sign project. Image Manufacturing Group was identified as the lowest and most qualified bidder. Discussion was held over some pricing discrepancies between the bidders. Director Wootton made a motion that the EDC make a recommendation to City Council to accept the bid from Image Manufacturing Group (IMG); motion seconded by President Armstrong. Director Weiler suggested that the EDC consider rejecting all bids and rebidding the project so that each sign would be a separate component rather than having them all included in one package. The Board discussed further. President Armstrong called a vote for the motion on the floor.

Motion Passed 5-0

11. **Discuss, consider, and act on acquiring a department header extension for the EDC through CivicPlus to serve as the new EDC website.**

City Staff Crotty shared a quote from CivicPlus and reviewed examples with the Board to illustrate how the product would function as the new EDC website. The Board would like to move the current ZoomProspector product onto the new platform. Director Peterman made a motion to acquire the department header extension from CivicPlus to serve as the new EDC website; motion seconded by Director Weiler.

Motion Passed 5-0

12. **Consider and act on accepting a quote from GRAM North Texas for updated traffic counts.**

The Board reviewed a quote from GRAM North Texas to redo traffic counts in the same locations for 48 hours as was done last fiscal year. Director Peterman made a motion to accept the quote and move quickly on scheduling; motion seconded by Director Dufford.

Motion Passed 5-0

13. **Consider and act on approving the purchase of photography services from DFW Luxury Photo.**

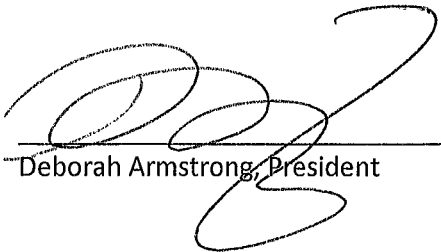
City Staff Crotty had scheduled a photographer to take updated photos of the community for updated photo stock to be used in future marketing. President Armstrong made a motion to approve the purchase; motion seconded by Director Dufford.

Motion Passed 5-0

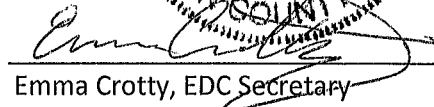
14. **Adjourn.**

Director Dufford made a motion to adjourn the meeting; motion seconded by Director Weiler

President Armstrong adjourned the meeting at 7:58 PM.


Deborah Armstrong, President

ATTEST:


Emma Crotty, EDC Secretary

