



**CLEBURNE 4B ECONOMIC DEVELOPMENT CORPORATION  
BOARD OF DIRECTORS REGULAR MEETING MINUTES**

**Thursday, June 18, 2020 at 5:00pm  
City Hall Council Chambers**

**10 North Robinson Street, Cleburne, TX 76031**

City board meetings reopened to the public with social distancing and sanitation guidelines in place as a continued response to the COVID-19 health emergency. Members of the board, city staff and the public were given an opportunity to participate in person or by teleconference.

**1. Roll Call and Call to Order by Presiding Officer @ 5:00 PM**

Board Members:

- ✓ Steve Shaffer, President
- X Chris Boedeker
- ✓ Michelle Kennon
- ✓ Mike Mann
- ✓ Debby Miller
- ✓ Jean Moss
- X John Warren

City Staff:

- ✓ Aaron Dobson, Parks and Recreation Director
- X Steve Polasek, City Manager/CAO
- X Chris Fuller, Deputy City Manager
- ✓ Ivy Peterson, City Secretary/Board Secretary
- ✓ Troy Lestina, Finance Director

**REGULAR MEETING**

**2. Invocation** by President Steve Shaffer

**3. ~~City Secretary reads the guidelines to speak before the Board of Directors~~**

President Shaffer waived the reading of the guidelines until such a time as necessary

**4. Community Interest Matters, Announcements & Presentations**

**A. Financial Report for May 2020 provided by Troy Lestina, Finance Director**

In May 2020, the 4B Corporation received sales tax revenues of \$298,199 from the State Comptroller. For the month of May 2020, the sales tax allocation is up 4.84%, as compared to the same month in the prior fiscal year, and is up 5.51% for the fiscal year. Year-to-date, 54.21% of the budgeted sales tax revenue had been earned, as compared to 50.00% that is projected to be earned. Sales tax revenues received in October 2019 and November 2019 are recorded as revenue in the prior fiscal year since the actual sales occurred in August 2019 and September 2019 per Government Accounting Standards Board rules.

Year-to-date through May 2020 (66.67% of the budget year), actual revenue earned by the 4B funded departments, as compared to budgeted General Fund revenue, is as follows:

| Department | Actual Revenue | Budgeted Revenue | Balance to Earn | % of Revenue Earned |
|------------|----------------|------------------|-----------------|---------------------|
|------------|----------------|------------------|-----------------|---------------------|

|                                       |          |           |             |        |
|---------------------------------------|----------|-----------|-------------|--------|
| Booker T Washington Recreation Center | \$20,092 | \$42,500  | (\$22,408)  | 47.28% |
| Splash Station                        | \$6,815  | \$303,000 | (\$296,185) | 2.25%  |
| Sports Complex                        | \$17,345 | \$62,000  | (\$44,655)  | 27.98% |
| Total                                 | \$44,252 | \$407,500 | (\$363,248) | 10.86% |

Year-to-date through May 2020 (66.67% of the fiscal year complete), actual expenditures of the 4B funded departments as compared to budgeted General Fund expenditures are as follows:

| Department                            | Actual Expenditures | Budgeted Expenditures | Difference  | % of Budget Expended |
|---------------------------------------|---------------------|-----------------------|-------------|----------------------|
| Booker T Washington Recreation Center | \$129,020           | \$243,429             | \$114,409   | 53.00%               |
| Splash Station                        | \$233,765           | \$856,051             | \$622,286   | 27.31%               |
| Sports Complex                        | \$381,234           | \$657,364             | \$276,130   | 57.99%               |
| Railroad Museum                       | \$21,841            | \$48,221              | \$26,380    | 45.29%               |
| Total                                 | \$765,860           | \$1,805,065           | \$1,039,205 | 42.43%               |

At the end of the fiscal year, revenues received are netted against expenditures for the 4B funded departments (Booker T Washington Recreation Center, Splash Station, Sports Complex, and Railroad Museum) to calculate the transfer to the General Fund for reimbursement for the net expenditures of the 4B funded departments.

The actual expenditures and transfers of the 4B Corporation through May 2020 were \$2,343,585 versus an operations, transfers and capital budget of \$3,526,226. The major capital expenditures are the annual debt principal and interest payment, the final payment on the dome at Splash Station, painting & repair of the slides at Splash Station, re-plastering of the competition pool, and various pieces of equipment, the playground equipment, and the shade structures for the Sports Complex.

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In April, the city received 15% less than in 2019. Cleburne is only 6% down. The state is 16%.

Jean Moss arrived @ 5:05 pm during the financial report.

**B. Impact of COVID-19 and measures taken to reopen Booker T Washington Community & Recreation Center, Splash Station and the Sports Complex presented by Aaron Dobson, Director of Parks and Recreation**

March 16, was the official closure of city facilities.

The sports complex is manned by full time employees and continued maintenance of the facility. Staff has also worked on practice fields.

The hiring process at the Splash Station was going ahead of schedule when COVID closed the facilities. A hiring freeze was implemented.

Booker T Washington Recreation Center has one fulltime and four part time employees. The full time employee was reassigned to other divisions. The part time employees were reassigned to Parks maintenance.

The Railroad Museum employee was also temporarily reassigned to the airport.

Great attention was given to detail at various facilities.

June 1 was the re-opening of BTW for weights and cardio only. On June 18, BTW opened for all functions at 50% capacity.

The Railroad Museum is having approximately 20 people coming every day.

The Sports Complex opened up on June 15. Eighteen tournaments have been scheduled for today through the end of November. Youth baseball and softball league is starting up and will ending in the middle of July.

City Council was given a few options for the operation of Splash Station. Attendance to Splash Station is by reservation only. The hours for Splash Station were set at 12 pm – 7 pm Monday – Sunday for open swim. The zero depth area to be opened in the near future. The slides can be controlled so there are plans to open those as well.

CISD has set school opening date for Aug 2. Splash will closed on a daily basis at the time that school starts. Plans are to stay open on the weekends through Labor Day.

The RR Museum is open and running virtual programs.

**5. Appoint a Vice-President for the 4B Economic Development Corporation Board of Directors.**

**MOTION: to appoint Debby Miller**

|          | Motion | Second | Aye | No | Abstain | Absent |   | Result                |
|----------|--------|--------|-----|----|---------|--------|---|-----------------------|
| Boedeker |        |        |     |    |         | X      | X | Approved as presented |
| Kennon   |        |        | X   |    |         |        |   | Approved as amended   |
| Mann     |        | X      | X   |    |         |        |   | Denied                |
| Miller   |        |        | X   |    |         |        |   | Withdrawn             |
| Moss     |        |        | X   |    |         |        |   |                       |
| Shaffer  | X      |        | X   |    |         |        |   | Postponed until:      |

|        |                       |  |                      |  |  |   |  |                  |
|--------|-----------------------|--|----------------------|--|--|---|--|------------------|
| Warren |                       |  |                      |  |  | X |  |                  |
| X      | <i>Motion Carried</i> |  | <i>Motion Failed</i> |  |  |   |  | <i>Roll Call</i> |

President Shaffer expressed appreciation and complimented staff for the work done on the practice fields.

**6. Consider and approve minutes for the December 5, 2019 Regular Meeting, December 10, 2019 Special Meeting and the March 4, 2020 Special Meeting.**

**MOTION: to approve as presented**

|          | Motion                | Second | Aye                  | No | Abstain | Absent |   | Result                |
|----------|-----------------------|--------|----------------------|----|---------|--------|---|-----------------------|
| Boedeker |                       |        |                      |    |         | X      | X | Approved as presented |
| Kennon   |                       | X      | X                    |    |         |        |   | Approved as amended   |
| Mann     |                       |        | X                    |    |         |        |   | Denied                |
| Miller   | X                     |        | X                    |    |         |        |   | Withdrawn             |
| Moss     |                       |        | X                    |    |         |        |   |                       |
| Shaffer  |                       |        | X                    |    |         |        |   | Postponed until:      |
| Warren   |                       |        |                      |    |         | X      |   |                       |
| X        | <i>Motion Carried</i> |        | <i>Motion Failed</i> |    |         |        |   | <i>Roll Call</i>      |

Agenda items #7, #8, #9, and #10 were presented together and voted on with one motion.

**7. Consider and approve the 2020 Annual Sports Complex Facility Utilization Agreement and Concession Stand Lease Agreement with Cleburne Baseball/Softball Association.**

This agreement will continue the partnership with our local youth baseball and softball association provider, as well as provide the association a leased concession stand space. This is the final year in the agreement for the current maintenance fee per player per season fee structure. The schedule was from Fall 2018 – Spring 2021 and the fee is \$18 per player per season. (II. Association Responsibilities – F). Staff recommends extending the \$18 per player per season maintenance fee for an additional year. This will allow staff to review finances along with seeing the residual impact of COVID-19 on our local economy.

**8. Consider and approve the 2020 Annual Sports Complex Facility Utilization Agreement and Concession Stand Lease Agreement with Cleburne Soccer Association.**

This agreement will continue the partnership with our local youth soccer association provider, as well as provide the association a leased concession stand space. This is the final year in the agreement for the current maintenance fee per player per season fee structure. The schedule was from Fall 2018 – Spring 2021 and the fee is \$18 per player per season. (II. Association Responsibilities – F). Staff recommends extending the \$18 per player per season maintenance fee for an additional year. This will allow staff to review finances along with seeing the residual impact of COVID-19 on our local economy.

**9. Consider and approve the 2020 Annual Sports Complex Facility Utilization Agreement and Concession Stand Lease Agreement with Cleburne Football League.**

This agreement will continue the partnership with our local youth football association provider, as well as provide the association a leased concession stand space. This is the final year in the agreement for the current maintenance fee per player per season fee structure. The schedule was from Fall 2018 – Spring 2021 and the fee is \$18 per player per season. (II. Association Responsibilities – F). Staff recommends extending the \$18 per player per season maintenance fee for an additional year. This will allow staff to review finances along with seeing the residual impact of COVID-19 on our local economy.

**10. Consider and approve the 2020 Annual Sports Complex Facility Utilization Agreement with Johnson County Sports Association.**

This agreement will continue the partnership with our local youth homeschool association provider. This is the final year in the agreement for the current maintenance fee per player per season fee structure. The schedule was from Fall 2018 – Spring 2021 and the fee is \$18 per player per season. (II. Association Responsibilities – F). Staff recommends extending the \$18 per player per season maintenance fee for an additional year. This will allow staff to review finances along with seeing the residual impact of COVID-19 on our local economy.

Contracts for seven, eight, & nine to utilize concession stand agreements. Maintenance player fees are \$18 per season for 3 years is set to expire at the end of this. Aaron Dobson recommends to continue a flat rate.

Contract 10 is for a smaller league and doesn't use concessions.

Negotiations begin in the fall so Aaron is asked for guidance from the board as to what to do for 2022 contract.

Mike Mann asked which league involves more costs than the other does. Aaron responded that they work out the same.

Associations find it helpful to know how to set their budget for beyond Spring 2021.

Aaron asked for direction to keep the fee the same for 1 year.

**MOTION: to approve as presented**

|          | Motion | Second | Aye | No | Abstain | Absent |   | Result                |
|----------|--------|--------|-----|----|---------|--------|---|-----------------------|
| Boedeker |        |        |     |    |         | X      | X | Approved as presented |
| Kennon   |        |        | X   |    |         |        |   | Approved as amended   |
| Mann     |        |        | X   |    |         |        |   | Denied                |
| Miller   |        | X      | X   |    |         |        |   | Withdrawn             |
| Moss     | X      |        | X   |    |         |        |   |                       |
| Shaffer  |        |        | X   |    |         |        |   | Postponed until:      |

|        |                       |  |                      |  |  |   |  |                  |
|--------|-----------------------|--|----------------------|--|--|---|--|------------------|
| Warren |                       |  |                      |  |  | X |  |                  |
| X      | <i>Motion Carried</i> |  | <i>Motion Failed</i> |  |  |   |  | <i>Roll Call</i> |

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**ADJOURNMENT**

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**ADJOURNED AT: 5:59 PM**

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**APPROVAL OF MINUTES**

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**APPROVED BY MAJORITY VOTE OF BOARD ON:           AUGUST 13, 2020**