



**SOUTHLAKE COMMUNITY ENHANCEMENT AND DEVELOPMENT CORPORATION  
BOARD MEETING MINUTES: January 25, 2022**

**LOCATION:** The Marq Southlake  
Legends Hall – Boardroom  
285 Shady Oaks Drive  
Southlake, Texas 76092

**TIME:** 6:00 p.m.

**COMMUNITY ENHANCEMENT AND DEVELOPMENT CORPORATION BOARD  
MEMBERS PRESENT:** Board President Martin Schelling, Board Secretary Craig Sturtevant, Robert Mundlin, Jeff Wang, Mike Pazera, and Jennifer Kolb.

**COMMUNITY ENHANCEMENT AND DEVELOPMENT CORPORATION BOARD  
MEMBERS ABSENT:** None

**STAFF PRESENT:** Assistant City Manager Alison Ortowski, Chief Financial Officer & Board Treasurer Sharen Jackson, Director of Community Services Chris Tribble, Director of Economic Development & Tourism Daniel Cortez, Chief of Police James Brandon, Director of Public Works Rob Cohen, Economic Development Specialist Stephanie Clayton

**1. Call to order**

Board President Martin Schelling called the meeting to order at 6:00 p.m.

**2. Consider approving the minutes from the October 26, 2021 Community Enhancement and Development Corporation meeting**

A motion was made to approve the minutes from the October 26, 2021 meeting.

Motion: Wang  
Second: Pazera  
Ayes: Schelling, Kolb, Mundlin, Wang, Pazera  
Nays: None  
Abstain: None  
Vote: 5-0-0

Motion Carried – APPROVED

**3. Presentation on State Highway 114 Conceptual Improvements and Construction Update**

City consultant, Jerry Hodge, provided the Board an update on his collaborations with TXDOT regarding State Highway 114 improvements including the conceptual plans for the ramp reversals along the highway. He also noted his work with Jacob Reinig, of Kimley-Horn Engineering, the current improvements along the State Highway 114 corridor and status of the frontage road between Dove Road and Kirkwood Boulevard.

**4. Executive Session**

Board President Schelling announced the Community Enhancement and Development Corporation (CEDC) would go into Executive Session pursuant to the Open Meetings Act, Chapter 551, Texas Government Code, Section 551.087 to deliberate regarding economic development negotiations.

Executive Session began at 6:47 pm and concluded at 6:57 pm.

**5. Economic Development**

**a. Review and make recommendations for the 2022 Business Climate Survey**

Director of Economic Development & Tourism Daniel Cortez provided a brief overview of the upcoming 2022 Business Climate Survey, the 4<sup>th</sup> of its kind, and requested feedback from the Board. He noted the intent of the survey is to gain a better understanding of local economic conditions and the business sentiment in Southlake for the purpose of potentially enhancing City programs to help local businesses. The Board made no recommendations to modify the survey and directed staff to proceed as presented.

**6. The Marq**

**a. Consider approval of funding for City's contract with Tactical Systems Network (TSN) for security officers at Champions Club in an amount not to exceed \$165,000.**

Chief of Police James Bandon led the discussion and provided overview of what services TSN provides the Marq including all day security from before open to after close for City facilities. He noted that the contract for the CEDC portion is not to exceed \$165,000 and that there would be no rate increase from the previous year.

A motion was made to approve funding for City's contract with Tactical Systems Network (TSN) for security officers at Champions Club.

Motion: Pazera  
Second: Mundlin

Ayes: Wang, Kolb, Schelling, Sturtevant, Pazera, Mundlin  
Nays: None  
Abstain: None  
Vote: 6-0-0

Motion Carried – APPROVED

**b. Consider approval of funding for the purchases of capital equipment from Marathon Fitness in an amount not to exceed \$134,000.**

Director of Community Services Chris Tribble discussed the need for capital funding to execute the anticipated replacement of cardio equipment in accordance with the equipment replacement plan that is in place. The Board inquired as to whether this was the first set of equipment to be replaced and he indicated it was per the replacement plan that is near completion.

A motion was made to approve funding for the purchases of capital equipment from Marathon Fitness in an amount not to exceed \$134,000.

Motion: Mundlin  
Second: Kolb  
Ayes: Wang, Pazera, Schelling, Sturtevant, Mundlin, Kolb  
Nays: None  
Abstain: None  
Vote: 6-0-0

Motion Carried – APPROVED

**7. Staff Reports**

**a. Financial Reports**

**i. The Marq Southlake financial highlights and membership sales report**

Chief Financial Officer Sharen Jackson provided information about Champions Club membership trends and revenue. She informed the Board that the City is trending at 89% cost recovery as of the date of the meeting. She noted we are back to pre-COVID numbers for memberships with a new high in January 2022 of 2,636 members.

**ii. Sales Tax Report**

Chief Financial Officer Sharen Jackson presented the Board with the most recent sales tax data. She noted that the fiscal year-to-date sales tax collections for the City are trending favorably and increased roughly 30% above the previous year's sales tax collections with \$1,232,487 in revenue for the corporation. She noted that approximately 35% of collections are coming from remote sales.

**b. Economic and development activity report**

Economic Development Specialist Stephanie Clayton was introduced to the Board.

- i. Director of Economic Development & Tourism Daniel Cortez provided a Local Economic Update for FY 2022 Q1. He highlighted that from an unemployment standpoint, we are back to pre-COVID levels with a 2.8% unemployment rate locally. He also mentioned that restaurants and retailers have largely recovered with many still facing staffing issues due to the shift in job types during the pandemic.

**8. Adjourn**

Board President Schelling adjourned the meeting at 7:24 p.m.



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Martin Schelling, Board President  
Community Enhancement and Development Corporation Board



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Craig Sturtevant, Board Secretary  
Community Enhancement and Development Corporation Board