



**NOTICE OF REGULAR MEETING  
FOR MUNICIPAL DEVELOPMENT DISTRICT  
THURSDAY, DECEMBER 14, 2023, AT 6:00 P.M.  
LOCATION: 1401 FM 424, CROSS ROADS, TEXAS 76227**

Call to Order

1. Roll Call
2. Citizen Input for Items both ON and NOT on the Agenda  
*Please limit your comments to three minutes in duration, and you are restricted from passing your time or any portion of unused minutes to another citizen for comment. The Board is restricted from discussing or taking action on items not posted on the agenda. Action on your statement may be taken only at a future meeting.*
3. Updates:
  - a. Review of Financials
  - b. Local Development Update
  - c. US 380 Update
4. Discuss and consider approval of the October 12, 2023, Meeting Minutes.
5. Discuss and consider activities related to business retention action items, including a participation agreement for a mutual access between Rustic Furniture and Sonic.

**EXECUTIVE SESSION**

6. The Municipal Development District will convene into Executive Session pursuant to the following:
  - a. Texas Government Code, Section 551.087 - Deliberation Regarding Economic Development Negotiations; to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect.
    - a. Project Alpha
    - b. Project Bravo
    - c. Project Charlie
7. Take action as may be necessary or appropriate on matters discussed in Executive Session.
8. Request for future agenda items.
9. Adjourn

Upcoming Events:

- *Planning and Zoning Commission Meeting – Tuesday, January 2, 2024 at 7:00 p.m.*
- *Parks and Recreation Board Meeting – Wednesday, January 3, 2024 at 6:00 p.m.*
- *Municipal Development District Meeting – Thursday, January 11, 2024 at 6:00 p.m.*
- *Town Council Meeting – Tuesday, January 26, 2024 at 6:00 p.m.*

**A QUORUM OF COUNCIL MEMBERS MAY BE PRESENT.  
NO ACTION BY THE TOWN COUNCIL WILL BE TAKEN AT THIS MEETING.**

CERTIFICATION:

I, the undersigned authority, do hereby certify that this Public Meeting Notice was posted on the official bulletin board, at the Town Hall of the Town of Cross Roads, Texas on or before December 8<sup>th</sup>, 2023, by 5:00 p.m., in accordance with Chapter 551, Texas Government Code.

As authorized by Section 551.071 of the Texas Government Code, this meeting may be convened into closed executive session for seeking confidential legal advice from the Town Attorney on any agenda item listed herein.

This facility is wheelchair accessible and accessible parking spaces are available. For requests, please contact Town Hall at 940-365-9693. Reasonable accommodation will be made to assist your needs. This facility is wheelchair accessible and accessible parking spaces are available.

\_\_\_\_\_  
Donna Butler, Town Secretary

I certify that the attached notice and agenda of items to be considered by the Town Council of the Town of Cross Roads was removed by me from the front window of the Town of Cross Roads Town Hall, 1401 FM 424, Cross Roads, Texas, on the \_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_, Title: Donna Butler, Town Secretary

# CROSS ROADS MDD AGENDA BRIEFING SHEET

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Meeting Date:

December 14, 2023

Agenda Item:

Review of Financials – November 2023

Prepared by:

Kristi Gilbert, Town Administrator

Description:

The attached financials are the unaudited financials as of November 30, 2023. The report is reflective of 2 months (16.7%) of the fiscal year. Most revenues should be tracking at 83.3% or lower, indicative of revenues at or exceeding budget projections. Most expenses should be tracking at 83.3% or higher, indicative of expenses at or lower than budget projections. Overall, MDD revenues are tracking at 83.76% and expenses are tracking at 91.32% with revenues exceeding expenditures by \$27,849.43 for the month of November and \$48,900.79 for the fiscal year to date.

It should be noted that that front summary sheet of the revenues versus expenditures has a \$250,000 Transfer In and associated Transfer Out on both the revenue and expense side. This is reflective of a journal entry made when we transferred funds from our old Point Bank account to the new Independent Financial account. Since this did not change the actual dollars associated with the MDD Fund, it was removed from the summary sheet to provide a more accurate portrayal of the revenues and expenditures. Details of the transfer are included in the back up report.

Attachments:

November 2023 Budget versus Actuals (unaudited)

November Transaction Detail

Town of Cross Roads  
 Revenue And Expense Report  
 As of November 30, 2023

12/4/2023 5:30 PM

<b>210 - Municipal Development District</b>	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
<b>Revenue Summary</b>							
-	44,303.89	77,818.13	479,300.00	401,481.87	83.76%	89,041.96	489,404.14
Revenue Totals	<u>44,303.89</u>	<u>77,818.13</u>	<u>479,300.00</u>	<u>401,481.87</u>	<u>83.76%</u>	<u>89,041.96</u>	<u>489,404.14</u>
<b>Expense Summary</b>							
110-Administration	16,454.46	28,917.34	333,019.28	304,101.94	91.32%	14,457.96	115,668.79
Expense Totals	<u>16,454.46</u>	<u>28,917.34</u>	<u>333,019.28</u>	<u>304,101.94</u>	<u>91.32%</u>	<u>14,457.96</u>	<u>82,116.94</u>
Revenues Over(Under) Expenditures	<u>27,849.43</u>	<u>48,900.79</u>	<u>146,280.72</u>	<u>0.00</u>	<u>0.00%</u>	<u>74,584.00</u>	<u>407,287.20</u>
710-Transfers Out	0.00	(10,917.50)	0.00	(10,917.50)	0.00%	0.00	(33,551.85)

\*\*Does not include a Transfer In and Transfer Out of \$250,000 associated with a journal entry for transferring funds when moving to a new financial institution.

Town of Cross Roads  
 Revenue and Expense Report  
 As of November 30, 2023

12/4/2023 5:30 PM

<b>210 - Municipal Development District</b>	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
<b>-----</b>							
<u>Sales Taxes</u>							
-40100 Sales Tax Revenue	42,349.42	82,612.58	438,000.00	355,387.42	81.14%	85,749.70	479,992.00
Total Sales Taxes	42,349.42	82,612.58	438,000.00	355,387.42	81.14%	85,749.70	479,992.00
<u>Investment Income</u>							
-40306 Interest Revenue	1,954.47	6,123.05	22,100.00	15,976.95	72.29%	392.26	21,917.14
Total Investment Income	1,954.47	6,123.05	22,100.00	15,976.95	72.29%	392.26	21,917.14
<u>Miscellaneous</u>							
-40350 Rental Income	0.00	0.00	19,200.00	19,200.00	100.00%	2,900.00	17,600.00
Total Miscellaneous	0.00	0.00	19,200.00	19,200.00	100.00%	2,900.00	17,600.00
<u>Transfers</u>							
-40910 Transfers In	250,000.00	239,082.50	0.00	(239,082.50)	0.00%	0.00	(30,105.00)
Total Transfers	250,000.00	239,082.50	0.00	(239,082.50)	0.00%	0.00	(30,105.00)
<b>Total</b>	<b>294,303.89</b>	<b>327,818.13</b>	<b>479,300.00</b>	<b>151,481.87</b>	<b>31.60%</b>	<b>89,041.96</b>	<b>489,404.14</b>
<b>Total Revenue</b>	<b>294,303.89</b>	<b>327,818.13</b>	<b>479,300.00</b>	<b>151,481.87</b>	<b>31.60%</b>	<b>89,041.96</b>	<b>489,404.14</b>

<b>210 - Municipal Development District</b>	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
<b>-----</b>							
<u>110-Administration</u>							
<u>Contractual Services</u>							
110-53002 Advertising and Promotion	1,900.22	3,445.60	35,000.00	31,554.40	90.16%	0.00	7,181.96
110-53004 Software	1,500.00	1,500.00	5,000.00	3,500.00	70.00%	1,692.14	1,692.14
110-53007 Administrative Expenses	0.00	10,917.50	60,000.00	49,082.50	81.80%	261.00	29,386.91
110-53010 Property and Liability Insurance	0.00	0.00	1,500.00	1,500.00	100.00%	0.00	0.00
110-53015 Dues and Subscriptions	0.00	0.00	4,000.00	4,000.00	100.00%	0.00	375.00
110-53022 Training and Travel	0.00	0.00	12,000.00	12,000.00	100.00%	0.00	6,084.82
110-53025 MDD Business Grant	549.42	549.42	40,000.00	39,450.58	98.63%	0.00	236.37
110-53100 Planning/Consulting	0.00	0.00	100,000.00	100,000.00	100.00%	0.00	15,485.00

110-53110 Utilities	0.00	0.00	1,500.00	1,500.00	100.00%	0.00	315.00
110-53805 Property Taxes	0.00	0.00	14,000.00	14,000.00	100.00%	0.00	0.00
Total Contractual Services	<u>3,949.64</u>	<u>16,412.52</u>	<u>273,000.00</u>	<u>256,587.48</u>	<u>93.99%</u>	<u>1,953.14</u>	<u>60,757.20</u>
<b>Maintenance</b>							
110-54018 Rental Property Repair and Maintenance	0.00	0.00	10,000.00	10,000.00	100.00%	0.00	4,892.31
Total Maintenance	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>	<u>10,000.00</u>	<u>100.00%</u>	<u>0.00</u>	<u>4,892.31</u>
<b>Debt Service</b>							
110-56010 Debt Principal	8,488.45	8,488.45	33,591.46	25,103.01	74.73%	8,307.71	33,591.46
110-56020 Debt Interest	4,016.37	4,016.37	16,427.82	12,411.45	75.55%	4,197.11	16,427.82
Total Debt Service	<u>12,504.82</u>	<u>12,504.82</u>	<u>50,019.28</u>	<u>37,514.46</u>	<u>75.00%</u>	<u>12,504.82</u>	<u>50,019.28</u>
Total Administration	<u>16,454.46</u>	<u>28,917.34</u>	<u>333,019.28</u>	<u>304,101.94</u>	<u>91.32%</u>	<u>14,457.96</u>	<u>115,668.79</u>
<b><del>710-Transfers Out</del> -----</b>							
<b>Capital Outlay</b>							
710-59100 Transfers Out	250,000.00	239,082.50	0.00	(239,082.50)	0.00%	0.00	(33,551.85)
Total Capital Outlay	<u>250,000.00</u>	<u>239,082.50</u>	<u>0.00</u>	<u>(239,082.50)</u>	<u>0.00%</u>	<u>0.00</u>	<u>(33,551.85)</u>
Total Transfers Out	<u>250,000.00</u>	<u>239,082.50</u>	<u>0.00</u>	<u>(239,082.50)</u>	<u>0.00%</u>	<u>0.00</u>	<u>(33,551.85)</u>
Total Expense	<u>266,454.46</u>	<u>267,999.84</u>	<u>333,019.28</u>	<u>65,019.44</u>	<u>19.52%</u>	<u>14,457.96</u>	<u>82,116.94</u>

\*\*A Transfer In and Transfer Out of \$250,000 associated with a journal entry for transferring funds when moving to a new financial institutions is included in this report.

Town of Cross Roads  
 Transaction Detail Report  
 11/1/2023 - 11/30/2023

12/5/2023 3:04 PM

**210 - Municipal Development District Account 210-110-53002**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
11/1/2023	11/1/2023	Printing Cost - Nov 2023 newsletter qtry 810	IMPRESS Graphics	98409	1100	875.36	0.00	875.36
11/1/2023	11/1/2023	Mailing Cost - Nov 2023 newsletter Qty 810	IMPRESS Graphics	98410	1100	450.94	0.00	1,326.30
11/1/2023	11/1/2023	Ribbon cutting event ribbon and cutting sheers - MDD expense	Amazon Capital Services	chgs to 10-31-23	1101	122.98	0.00	1,449.28
11/21/2023	11/21/2023	Mailing Cost - Dec 2023 newsletter - Qty 810	IMPRESS Graphics	98656	1105	450.94	0.00	1,900.22
Total						<u>1,900.22</u>	<u>0.00</u>	

**210 - Municipal Development District Account 210-110-53004**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
11/8/2023	11/8/2023	Subscription - Zactax - partial paid from MDD and partial paid from Town Hall	Eight 20 Consulting LLC	21833	1102	1,500.00	0.00	1,500.00
Total						<u>1,500.00</u>	<u>0.00</u>	

**210 - Municipal Development District Account 210-110-53022**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
11/8/2023	11/8/2023	CC xx0866 charges thru 10/22/2023 - ICSC dues	Point Bank	credit card stmt to 1103		125.00	0.00	125.00
11/8/2023	11/8/2023	CC xx0866 charges thru 10/22/2023 - ICSC dues	Point Bank	credit card stmt to 1103		1,500.00	0.00	1,625.00
11/8/2023	11/8/2023	Crctn - ck#1103 CC pmt for ICSC dues s/be FY 2023				0.00	1,500.00	125.00
11/8/2023	11/8/2023	Crctn - ck#1103 CC pmt for ICSC dues s/be FY 2023				0.00	125.00	0.00
Total						<u>1,625.00</u>	<u>1,625.00</u>	

**210 - Municipal Development District Account 210-110-53025**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
11/21/2023	11/21/2023	Charges to 10-31-23 Grant for Rustic/Sonic access easement	Halff Associates, Inc.	10108268-MDD	1106	549.42	0.00	549.42
Total						<u>549.42</u>	<u>0.00</u>	

**210 - Municipal Development District****Account 210-110-56010**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
11/20/2023	11/20/2023	Loan pmt due 12-15-23 - Acct 113506 Southside Bank - Debt principal	Southside Bank	loan 266198 due 11104		8,488.45	0.00	8,488.45
Total						<u>8,488.45</u>	<u>0.00</u>	

**210 - Municipal Development District****Account 210-110-56020**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
11/20/2023	11/20/2023	Loan pmt due 12-15-23 - Acct 113506 Southside Bank - Debt interest	Southside Bank	loan 266198 due 11104		4,016.37	0.00	4,016.37
Total						<u>4,016.37</u>	<u>0.00</u>	

**210 - Municipal Development District****Account 210-710-59100**

Post Date	Tran Date	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
11/1/2023	11/1/2023	Initial Funding to new Independent MDD bank acct	Town of Cross Roads	Initial Funding to n1030		250,000.00	0.00	250,000.00
Total						<u>250,000.00</u>	<u>0.00</u>	



**MINUTES OF REGULAR MEETING  
FOR MUNICIPAL DEVELOPMENT DISTRICT  
THURSDAY, OCTOBER 12, 2023, AT 6:00 P.M.  
LOCATION: 1401 FM 424, CROSS ROADS, TEXAS 76227**

Call to Order – **6:02 P.M.**

1. Roll Call: **Paula Paus, Steve Zuczek, and Ron King. John Knox and Ruben Coronado were absent.**
2. Citizen Input for Items both ON and NOT on the Agenda  
**None.**
3. Updates:
  - a. Review of Financials
  - b. Local Development Update
  - c. Website Analytics
  - d. US 380 Update**Town Administrator Kristi Gilbert reviewed financials and gave development updates.**
4. Discuss and consider approval of the August 10, 2023, Meeting Minutes.  
**Motion to approve August minutes made by Zuczek;  
Second by Paus;  
Passed 3 to 3.**
5. Discuss and consider election of officers:
  - a. President  
**Motion to nominate Zuczek to be President made by Paus;  
Second by King;  
Passed 3 to 3.**
  - b. Vice President  
**Motion to nominate Paus to be Vice President made by Zuczek;  
Second by King;  
Passed 3 to 3.**
  - c. Secretary  
**No action. Town Secretary Donna Butler will remain Secretary.**
6. Discuss and consider activities related to business retention action items.  
**No action.**

**EXECUTIVE SESSION – Members did not convene into Executive Session.**

7. The Municipal Development District will convene into Executive Session pursuant to the following:

- a. Texas Government Code, Section 551.087 - Deliberation Regarding Economic Development Negotiations; to discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect.

- a. Project Alpha
- b. Project Bravo
- c. Project Charlie

8. Take action as may be necessary or appropriate on matters discussed in Executive Session.

**No action.**

9. Request for future agenda items.

- **Meeting with businesses**
- **Review MDD's bylaws**

10. Adjourn – **6:22 P.M.**

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Steve Zuczek, MDD President

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Donna Butler, Town Secretary

# CROSS ROADS MDD AGENDA BRIEFING SHEET

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Meeting Date:

December 14, 2023

Agenda Item:

Discuss and consider activities related to business retention action items, including a participation agreement for a mutual access between Rustic Furniture and Sonic.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

Mundo and Associates provided the Board with a few action items as a result of the business surveys conducted earlier this year. The Board authorized the Town Engineer to research the design and cost of an access drive between Sonic and Rustic Furniture. Included is a proposed design and opinion of probable cost for the Board to discuss.

Recommended Action:

Staff is seeking Board input on this item.

Attachments:

Proposed Design

Opinion of Probable Cost



0 15 30 45 60

SCALE: 1"=30'

US HIGHWAY 380

50 SY BLOCK SOD

197 SY 6" THICK REINFORCED CONCRETE

(SONIC) MASON ADDITION LOT 1, BLOCK A

45 SY BLOCK SOD

S 79°28'03" E - 218.86'

2" DOMESTIC SERVICE

1" IRRIGATION LINE

50' FRONT SETBACK

(RUSTIC FURNITURE) RUSTIC FURNITURE ADDITION LOT 1, BLOCK A

EX. METAL BLDG.

6" FIRE MAIN

2" GAS SERVICE

EX. METAL BLDG.

RETAINING WALL

SETBACK

20' WASTE WATER ESMT DOC #2012-73505 RPR



SECTION A-A

ACCESS IMPROVEMENTS						
RUSTIC & SONIC						
TOWN OF CROSSROADS, TEXAS						
DESIGN	DRAWN	DATE	SCALE	AVO	FILE NO. (CLIENT USE)	NO.

8/17/2023 11:47:40 AM ah2879 HALFF C:\Users\ah2879\OneDrive - Halff\Desktop\Crossroads\Site\Bentradm PDF 2D CLR FW CR 300.plt



**CLIENT:** Town of Crossroads  
**PROJECT:** Rustic Furniture/Sonic Mutual Access Drive  
 Budget Level OPCC

**DATE:** 10/4/2023  
**AVO:**

**OPINION OF PROBABLE CONSTRUCTION COST**

Item No.	Description	Total Quantity	Unit	Unit Cost	Total Cost
1	<b>Mobilization and General Site Preparation</b> , work full performed, complete in place	1	LS	\$5,500.00	\$5,500
2	<b>Construction Staking</b> , work fully performed	1	LS	\$600.00	\$600
3	<b>Solid Sod</b> , furnish and install including watering, topsoil and fertilizer, work fully performed, complete in place	100	SY	\$15.00	\$1,500
4	<b>Sawcut and Remove Existing Concrete Pavement and flatwork</b> , work fully performed	20	SF	\$50.00	\$1,000
5	<b>Remove Existing Tree</b> , work fully performed	7	EA	\$1,500.00	\$10,500
6	<b>Unclassified Excavation</b> , work fully performed complete in place	35	CY	\$50.00	\$1,750
7	<b>6-Inch Thick, 4,000 psi Portland Cement Reinforced Concrete Pavement</b> , work fully performed, construct complete in place	200	SY	\$125.00	\$25,000
8	<b>6-Inch Flex Base</b> , work fully performed complete in place	220	SY	\$30.00	\$6,600
9	<b>Erosion Control</b> , work fully performed complete in place	1	LS	\$1,500.00	\$1,500
10	<b>Pavement Marking</b> , work fully performed complete in place	1	LS	\$1,500.00	\$1,500
				<b>Subtotal</b>	<b>\$55,450</b>
				<b>Contingency (20%)</b>	<b>\$11,090</b>
				<b>Total</b>	<b>\$66,540</b>
				<b>Rounded Total</b>	<b>\$67,000</b>
<p>This statement was prepared utilizing standard cost estimate practices. It is understood and agreed that this is an estimate only, and that Engineer shall not be liable to Owner or to a third party for any failure to accurately estimate the cost of the project, or any part thereof.</p>					