



**NOTICE OF TOWN COUNCIL MEETING
FOR THE TOWN OF CROSS ROADS
MONDAY, JUNE 21, 2021 at 7:00 P.M.**

**LOCATION: VIRTUAL and IN PERSON at
1401 FM 424, CROSSROADS, TEXAS 76227**

Or

Join Zoom Meeting

<https://us02web.zoom.us/j/85200682833>

Meeting ID: 852 0068 2833

One tap mobile

+13462487799,,85200682833# US (Houston)

1. Call to Order.
2. Roll Call.
3. Invocation –
4. Pledge of Allegiance –
5. Council Member’s announcements and updates.
6. Mayor’s announcements and updates.
7. Status update on the formation of the Cross Roads Police Department.
8. Committee and Commissions Announcements and Updates.
9. Citizens Input (Items on the agenda and not on the agenda)
If commenting via Zoom, please use the Raise Your Hand feature. Please state your full name before speaking. Please limit your comments to three minutes in duration: you are restricted from passing your time or any portion of unused minutes to another citizen for comment.

CONSENT AGENDA

10. Consider action on the Town’s monthly financial reports.
11. Consider approval of meeting minutes:
 - a. April 28, 2021 Called Meeting
 - b. June 1, 2021 Called Meeting
 - c. June 7, 2021 Regular Meeting
12. Consider approval a final plat for property located at the southwest corner of US 380 and FM 720 for the Greenway Crossroads Addition located in the extraterritorial jurisdiction of the Town of Cross Roads. (2021-0503-02FPLAT)

REGULAR BUSINESS

13. CONDUCT A PUBLIC HEARING and consider a request by applicant Jeffrey Clay to amend the Comprehensive Zoning Regulations by amending Section 14.03.003 to provide for a definition of Retail

Sales, Outdoor and to amend Section 14.03.116 to allow such use through the application of a Special Use Permit.

14. CONDUCT A PUBLIC HEARING and consider a request by applicant Jeffrey Clay for a Special Use Permit to allow for the construction and operation of a retail sales operation with outdoor sales with a C-2 Commercial base zoning for Tract 54 of the RJ Moseley Abstract A0803A, being approximately 3.7 acres generally located at the southeast corner of Potter Shop Road and US 377, Cross Roads, Denton County, Texas. (2021-0603-05ZC)
15. Discuss and consider approval of an ordinance amending the FY 2021 budget.
16. Discuss Council priorities for the FY 2022 Budget.
17. Consider a resolution appointing an alternate to fill a vacancy on the Parks and Recreation Board.
18. Discuss and consider engineering services for Keyes Lane and Mill Creek Road drainage improvements.

EXECUTIVE SESSION

19. The Town Council will convene into Executive Session pursuant Texas Government Code, annotated, Chapter 551, Subchapter D for the following:
 - a. Section 551.087 - Deliberation Regarding Economic Development Negotiations (1) 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 described by Subdivision (1) for Cross Roads Market Square.
 - b. Section 551.071 Consultation with Attorney – Consultation with and legal advice from the Town Attorney regarding the formation of the Cross Roads Police Department.
 - c. Texas Government Code, Section 551.074 Deliberation Regarding Personnel Matters – to the duties of a public officer: Town Administrator
20. Take action as may be necessary or appropriate on matters discussed in Executive session.
21. Request for future agenda items.

ADJOURN

Future Meetings and Events:

Most scheduled meetings are currently being held virtually by Zoom. All citizens are invited to participate; schedule may change.

- *Town Council Meeting – Tuesday, July 6th, 2021 at 7:00 p.m.*
- *Planning and Zoning Commission Meeting – Wednesday, July 7th, 2021 at 7:00 p.m.*
- *Municipal Development District Meeting – Thursday, July 8th, 2021 at 7:00 p.m.*
- *Northeast Police Commission Meeting – Thursday, July 15th, 2021 at 7:00 p.m.*
- *Town Council Meeting – Monday, July 19th, 2021 at 7:00 p.m.*

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 Friday, June 18th, 2021 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 accommodations will be made to assist your needs.

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 _____, 2021.

_____, Title: _____

Bank Balances as of May 31, 2021

<u>Account</u>	<u>April Balance</u>	<u>May Balance</u>
NEPD	\$170,113.99	\$152,072.98
PID	\$102,030.90	\$103,283.39
General Fund	\$1,284,210.45	\$1,467,500.89
Public Safety Fund	\$683,356.55	\$683,640.94
Road Improvement	\$217,819.20	\$217,909.85
Cares Fund Act	\$5,827.29	\$1,360.25
MDD	\$350,572.15	\$386,824.42
NEPD Seizure	\$12,738.68	\$12,738.11
Legal Contingency	\$254,424.74	\$254,530.62
NEMC	\$388,099.63	\$328,367.51
PD Charitable Don.	\$1,262.70	\$1,263.23
TOTAL	\$3,470,456.28	\$3,609,492.19

TOWN OF CROSS ROADS

Budget vs. Actuals: FY21 Budget - FY21 P&L

October 2020 - May 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
1000 Sales Tax Collections	1,792,222.54	1,360,000.00	432,222.54	131.78 %
1004 Beverage Tax Collections	15,474.04	12,250.00	3,224.04	126.32 %
1006 Franchise Tax-Telecom	4,129.22	8,850.00	-4,720.78	46.66 %
1008 Franchise Tax- Waste	17,068.43	18,000.00	-931.57	94.82 %
1010 Franchise Tax-Electric/Gas	97,050.70	106,500.00	-9,449.30	91.13 %
1018 Franchise Tax- Mustang SUD	11,878.45	9,500.00	2,378.45	125.04 %
2000 Development/Platting Permit Fees	9,430.25	4,000.00	5,430.25	235.76 %
2002 Residential/Commercial Building Permits and Inspections	285,130.05	108,500.00	176,630.05	262.79 %
2004 Septic Permits and Fees	4,300.00	2,000.00	2,300.00	215.00 %
2006 Health Inspection and Fees	10,385.00	4,500.00	5,885.00	230.78 %
2008 Signs Permit and Fees	2,165.00	1,340.00	825.00	161.57 %
3000 Administrative Fees	1,673.03	1,666.00	7.03	100.42 %
3001 Un-Permitted Tree Kill Fine	1,232.00		1,232.00	
Total 3000 Administrative Fees	2,905.03	1,666.00	1,239.03	174.37 %
3004 MDD Contribution	180,000.00	180,000.00	0.00	100.00 %
3006 Interest Income	5,999.28	4,475.00	1,524.28	134.06 %
3009 NEMC Personnel Reimbursement	66,349.34	72,692.32	-6,342.98	91.27 %
3011 NEPD Personnel Reimbursement	10,125.00	10,125.00	0.00	100.00 %
3014 Credit Card Processing Fee	847.27	666.68	180.59	127.09 %
Total Income	\$2,515,459.60	\$1,905,065.00	\$610,394.60	132.04 %
GROSS PROFIT	\$2,515,459.60	\$1,905,065.00	\$610,394.60	132.04 %
Expenses				
6001 Accounting and Auditing Fees		4,500.00	-4,500.00	
6002 Advertising and Promotion	262.63	666.68	-404.05	39.39 %
6004 Software	19,607.46	16,666.68	2,940.78	117.64 %
6006 Codification Services	1,824.00	666.68	1,157.32	273.59 %
6008 Election Costs	8,371.30	14,000.00	-5,628.70	59.80 %
6010 TML Insurance	6,842.26	7,500.00	-657.74	91.23 %
6012 Legal Fees	29,767.85	8,000.00	21,767.85	372.10 %
6014 Office Expenses	6,055.24	6,666.68	-611.44	90.83 %
6016 Public Notices/Dues	450.75	666.68	-215.93	67.61 %
6018 Repair and Maintenance	9,295.68	13,700.00	-4,404.32	67.85 %
6020 Vehicles Maintenance	1,524.99	1,200.00	324.99	127.08 %
6022 Training	1,125.75	3,334.00	-2,208.25	33.77 %
6024 Utilities	10,411.15	12,666.68	-2,255.53	82.19 %
6028 Lovetts 380 Agreement		0.00	0.00	
6030 Paypal Charge	850.18	666.68	183.50	127.52 %
7000 Police Department Services	655,096.00	655,096.00	0.00	100.00 %
7002 Interlocal Ambulance	27,830.00	27,830.00	0.00	100.00 %
7004 Interlocal Fire	318,750.00	318,750.00	0.00	100.00 %
8000 A Park Maintenance	7,959.25	6,050.00	1,909.25	131.56 %

TOWN OF CROSS ROADS

Budget vs. Actuals: FY21 Budget - FY21 P&L

October 2020 - May 2021

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
8002 Park Events	2,425.83	5,000.00	-2,574.17	48.52 %
8004 Park Improvement Fund	495.00	3,750.00	-3,255.00	13.20 %
8006 Careflite Services	1,944.00	2,500.00	-556.00	77.76 %
8007 Capital Additions	344.64	11,250.00	-10,905.36	3.06 %
8008 City of Aubrey Library Fund	18,397.81	18,592.00	-194.19	98.96 %
8500 Street Materials and Signs	1,899.05	5,350.00	-3,450.95	35.50 %
8502 Street and Row Cleanup	17,557.35	26,700.00	-9,142.65	65.76 %
8504 Street Contract/Repairs	283,518.56	343,500.00	-59,981.44	82.54 %
9000 Engineering Services	28,516.13	45,000.00	-16,483.87	63.37 %
9002 Res & Com Building Review & Insp.	4,512.00	6,750.00	-2,238.00	66.84 %
9004 Other Professional Services	42,006.14	1,125.00	40,881.14	3,733.88 %
9006 Code Enforcement Services		1,500.00	-1,500.00	
9008 Sanitarian Services	2,100.00	2,500.00	-400.00	84.00 %
9010 Animal Control	9,200.00	9,200.00	0.00	100.00 %
9506 Employee Health Benefits	24,140.68	24,333.36	-192.68	99.21 %
Payroll Expenses				
9502 Taxes	21,966.27	24,230.76	-2,264.49	90.65 %
9504 Wages	277,530.57	287,307.70	-9,777.13	96.60 %
Company Contributions				
9500 Retirement	17,054.92	21,651.92	-4,597.00	78.77 %
Total Company Contributions	17,054.92	21,651.92	-4,597.00	78.77 %
Total Payroll Expenses	316,551.76	333,190.38	-16,638.62	95.01 %
Total Expenses	\$1,859,633.44	\$1,938,867.50	\$ -79,234.06	95.91 %
NET OPERATING INCOME	\$655,826.16	\$ -33,802.50	\$689,628.66	-1,940.17 %
Other Income				
3500 PASS THROUGH INCOME	0.00		0.00	
3550 Grant Revenues Cares Act	111,000.00		111,000.00	
Total Other Income	\$111,000.00	\$0.00	\$111,000.00	0.00%
NET OTHER INCOME	\$111,000.00	\$0.00	\$111,000.00	0.00%
NET INCOME	\$766,826.16	\$ -33,802.50	\$800,628.66	-2,268.55 %

TOWN OF CROSS ROADS

Check Detail

May 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
10100 CASH-OPERATING						
05/03/2021	Check	Transfer	Northeast Police Department	May 2021 Town of Cross Roads Contributions		-
					81,887.00	81,887.00
				May 2021 Town of Cross Roads Contributions		81,887.00
05/04/2021	Tax Payment		IRS	Tax Payment for Period: 04/28/2021-04/30/2021 Federal Tax Payment		-4,207.31
				Federal Taxes (941/944)		-4,207.31
05/04/2021	Check	10224	Backdraft OpCo, LLC	Voided - Acct: 103907/INV2102890/Emergency Reporting Inspection Module		0.00
				Acct: 103907/INV2102890/Emergency Reporting Inspection Module		0.00
05/04/2021	Check	10225	Texas Johns	Invoice A-71902/Unit for Farmers Market		-87.98
				Invoice A-71902/Unit for Farmers Market		87.98
05/04/2021	Check	10226	Mustang SUD	Acct: 002-0081400-002/002-0077400-001Water for Town of Cross Roads/City Park		-58.74
				Water City Hall		30.50
				City Park		28.24
05/04/2021	Check	10232	WEX Bank	Acct: 0496-00-205129-0/Invoice 71595307/April Fuel		-182.24
				Acct: 0496-00-205129-0/Invoice 71595307/April Fuel		182.24
05/04/2021	Check	10227	Billy Joe Lerma	Invoice 169345 - Removal of 68' DBH tree fallen from storm/Cut tree up and pile in bar-ditch, load up wood on trailer and 3 trips to the dump		-1,282.00
				Invoice 169345 - Removal of 68' DBH tree fallen from storm/Cut tree up and pile in bar-ditch, load up wood on trailer and 3 trips to the dump		1,282.00
05/04/2021	Check	10228	Oriental Trading Company, Inc	Invoice 709354678-01/Plush Zombie Shark and Dolphin/Unicorn Squeeze Toy/Super Magic Foam/Egg Splat Balls/ Plush Unicorn/Mini Stress Balls for Aubrey Area Library		-209.86
				Invoice 709354678-01/Plush Zombie Shark and Dolphin/Unicorn Squeeze Toy/Super Magic Foam/Egg Splat Balls/ Plush Unicorn/Mini Stress Balls for Aubrey Area Library		209.86
05/04/2021	Check	10229	Systems Technology Group	Voided - Invoice 13176/READSquared Reading Program 3 years (6-1-21 to 5-31-2024/ and READSquared Scheduler/ READSquared Advanced Bingo		0.00
				Invoice 13176/READSquared Reading Program 3 years (6-1-21 to 5-31-2024/ and READSquared Scheduler/		0.00

TOWN OF CROSS ROADS

Check Detail

May 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
				READSquared Advanced Bingo		
05/04/2021	Check	10230	Wildlife on the Move	Invoice 073120211100EB/Deposit for Summer Reading Event for Aubrey Area Library		-179.50
				Invoice 073120211100EB/Deposit for Summer Reading Event for Aubrey Area Library		179.50
05/04/2021	Check	10231	StoryTime Entertainment, LLC	Invoice 0034/Ramblin' Rita's Fairy Texan Tales on June 5, 2021		-245.00
				Invoice 0034/Ramblin' Rita's Fairy Texan Tales on June 5, 2021		245.00
05/07/2021	Check	10233	Systems Technology Group	Invoice 13176/READSquared Reading Program Subscription (3 Year) from 6-1-21 to 5-31-24		-495.00
				Invoice 13176/READSquared Reading Program Subscription (3 Year) from 6-1-21 to 5-31-24		495.00
05/07/2021	Check	10234	Strategic Government Resources	Invoice 2021-103168/ Town Administrator for 4-18-21 to 4-24-21 and 4-25-21 to 5-1-21 - 111 Total hours worked		-5,335.77
				Invoice 2021-103168/ Town Administrator for 4-18-21 to 4-24-21 and 4-25-21 to 5-1-21 - 111 Total hours worked		5,335.77
05/07/2021	Check	10235	Pilot Point Post Signal	Invoices 94822/Subscription Renewal		-39.00
				Invoices 94822/Subscription Renewal		39.00
05/10/2021	Check	10236	Nichols, Jackson, Dillard, Hager & Smith	Bill 33701 - Attendance at Council Meetings (2), Email to K. Gilbert reg. NEPD, Joint Video Conference with KV, Telephone Conference with the Mayor (3), Review and Revision of Draft NEPD Interlocal Agreement (2), Telephone Conferences with Council, Mayor and Kristi (3), preparation of Ordinance establishing Police Department and job description for Chief of Police		-5,375.00
				Bill 33701 - Attendance at Council Meetings (2), Email to K. Gilbert reg. NEPD, Joint Video Conference with KV, Telephone Conference with the Mayor (3), Review and Revision of Draft NEPD Interlocal Agreement (2), Telephone Conferences with Council, Mayor and Kristi (3), preparation of Ordinance establishing Police Department and job description for Chief of Police		5,375.00
05/10/2021	Check	10237	EDP Best Practices,	Invoice 011-2021-04-30 - Website - Transfer of information on current website to new website and link all navigation		-1,340.00

TOWN OF CROSS ROADS

Check Detail

May 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
			LLC	buttons and Continue to update traffic counts as brokers provide revisions, finalize document and report to staff Invoice 011-2021-04-30 - Website - Transfer of information on current website to new website and link all navigation buttons and Continue to update traffic counts as brokers provide revisions, finalize document and report to staff		-1,340.00
05/10/2021	Check	10238	Xerox Corporation	Customer 101342699/Invoice 013272766 /Metered 3-21-21 to 4-21-21		-226.03
				Customer 101342699/Invoice 013272766 /Metered 3-21-21 to 4-21-21		226.03
05/12/2021	Check	10239	Pine Hill Pet, Inc.	Invoice 21-05-29112/General Disposal (Deer on Tipps Road)		-200.00
				Invoice 21-05-29112/General Disposal (Deer on Tipps Road)		200.00
05/13/2021	Check	10241	Renae K Leyba	Refund of Community Market Application and Fee		-45.00
				Refund of Community Market Application and Fee		-45.00
05/13/2021	Check	ACH	JPMorgan Chase Bank NA	Acct:5567 0879 0008 2141 - April 2021 (Auto Draft)		-
				Honest Install/Amazon (3)/ Zoom (2)		-4,458.33
				Coserv -Naylor Road Lights/Home Depot/Denton Co Land Fill (2)/Arentco Rental (chipper)		565.35
				Walmart/The Core/Survey Monkey/Name Tag Wizard		214.96
				Pizza Hut (Food for Vision Meeting)		40.00
				Walmart (2)/ Harbor Freight's/Newman BBQ/ Circle K/Arentco Rental (chipper)		731.51
				Intuit Payroll/QB Online /Adobe / Calendar Wiz /Acrobat Pro/Drop Box		348.25
				Verizon/SR Fax		42.04
				Home Depot/Landmark Nursery		472.35
				Car Wash		15.00
				Northeast Police Department Credit Card Reimbursement for March 2021		-5,272.21
				Northeast Municipal Court Credit Card Reimbursement for February 2021		-1,578.38
05/13/2021	Check	10240	Vic Duncan	Invoice 053121/ Deposit for Memorial Day Event for Town of Cross Roads		-750.00
				Invoice 053121/ Deposit for Memorial Day Event for Town of Cross Roads		750.00

TOWN OF CROSS ROADS

Check Detail

May 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/14/2021	Payroll Check	DD	Greg L. Bertrand	Pay Period: 04/15/2021-05/14/2021 Court Date for April 2021		-892.25
				Direct Deposit		-892.25
05/14/2021	Payroll Check	DD	Donna J. Butler	Pay Period: 05/01/2021-05/14/2021		-1,842.04
				Direct Deposit		-1,842.04
05/14/2021	Payroll Check	DD	Rebecca Ross	Pay Period: 05/01/2021-05/14/2021		-952.64
				Direct Deposit		-952.64
05/14/2021	Payroll Check	DD	Rebecca Ross	Pay Period: 05/01/2021-05/14/2021		-2,000.00
				Direct Deposit		-2,000.00
05/14/2021	Payroll Check	DD	Rodney D. Patterson	Pay Period: 05/01/2021-05/14/2021		-1,704.89
				Direct Deposit		-1,704.89
05/14/2021	Payroll Check	DD	Susan D. Zambrano	Pay Period: 05/01/2021-05/14/2021		-2,330.26
				Direct Deposit		-2,330.26
05/14/2021	Payroll Check	DD	Brenda Sanchez	Pay Period: 05/01/2021-05/14/2021		-1,633.63
				Direct Deposit		-1,633.63
05/14/2021	Payroll Check	DD	Brenda Sanchez	Pay Period: 05/01/2021-05/14/2021		-50.00
				Direct Deposit		-50.00
05/14/2021	Check	10242	Humana Compbenefits Ins Co	Billing ID: 548675-001/ Invoice 831011413- June 2021 Vision/Dental/Life		-308.00
				Billing ID: 548675-001/ Invoice 831011413- June 2021 Vision/Dental/Life		308.00
05/14/2021	Check	10243	Vicki Knox	Reimbursement of Purchase for 20 Highly Visible Safety Vest from Amazon for Spring Clean Up 21		-47.60
				Reimbursement of Purchase for 20 Highly Visible Safety Vest from Amazon for Spring Clean Up 21		47.60

TOWN OF CROSS ROADS

Check Detail

May 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/14/2021	Check	10244	Oriental Trading Company, Inc	Invoice 709500576-01/Unicorn Water Squeeze Toy, Plush Unicorn, Unicorn Molded Bouncing Balls, OTC.Geico APR and CY21 Pack zone mine catalog 3		-106.80
				Invoice 709500576-01/Unicorn Water Squeeze Toy, Plush Unicorn, Unicorn Molded Bouncing Balls, OTC.Geico APR and CY21 Pack zone mine catalog 3		106.80
05/17/2021	Check	10245	Amanda Escovedo	Invoice 995654/Clean Town Hall for May 2 and May 17, 2021		-350.00
				Invoice 995654/Clean Town Hall for May 2 and May 17, 2021		350.00
05/17/2021	Check	10246	Steven Killfoil	Refund of Community Market Vendor Fee for Graphite EnviroCloth		-45.00
				Refund of Community Market Vendor Fee for Graphite EnviroCloth		-45.00
05/18/2021	Tax Payment		IRS	Tax Payment for Period: 05/12/2021-05/14/2021 Federal Tax Payment		-4,391.54
				Federal Taxes (941/944)		-4,391.54
05/20/2021	Check	10247	Billy Joe Lerma	Invoice 169347/Checked Pothole on Fishtrap and 377, Cut up tree and removed debris from storm drain on Historic, Hauled off trash and looked for Light Fixture		-742.50
				Invoice 169347/Checked Pothole on Fishtrap and 377, Cut up tree and removed debris from storm drain on Historic, Hauled off trash		675.00
				Invoice 169347 - Looked for Light Fixture		67.50
05/24/2021	Check	10248	Vic Duncan	Invoice 053121/ Remaining Funds for Memorial Day Event for Town of Cross Roads		-750.00
				Invoice 053121/ Remaining Funds for Memorial Day Event for Town of Cross Roads		750.00
05/24/2021	Check	10249	Strategic Government Resources	Invoice 2021-103299/ Town Administrator for 5-2-21 to 5-8-21 and 5-09-21 to 5-15-21 - 111 Total hours worked 105.75		-5,083.40
				Invoice 2021-103299/ Town Administrator for 5-2-21 to 5-8-21 and 5-09-21 to 5-15-21 - 111 Total hours worked 105.75		5,083.40
05/26/2021	Check	10250	Texas Municipal Retirement System	00321/May 2021 Town of Cross Roads		-3,096.32
				Employee TMRS		-1,491.68
				Employer TMRS		-1,604.64

TOWN OF CROSS ROADS

Check Detail

May 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLR	AMOUNT
05/26/2021	Check	10251	Blue Cross Blue Shield	Acct: 092928/Medical for 6-1-21 to 7-1-20		-3,201.27
				Medical Coverage for 6-1-21 to 7-1-21		2,829.65
				Dependent Medical Coverage - June 2021		-371.62
05/27/2021	Check	10252	All American Dog	Invoice 4378/ Animal Control Services		-1,150.00
				Invoice 4378/ Animal Control Services		1,150.00
05/27/2021	Check	10253	AT&T	831-000-7892-703/831-000-7892-704 - 5-19-21 thru 6-18-21		-1,015.05
				831-000-7892-703/831-000-7892-704 - 5-19-21 thru 6-18-21		1,015.05
05/28/2021	Payroll Check	DD	Susan D. Zambrano	Pay Period: 05/15/2021-05/28/2021		-2,330.25
				Direct Deposit		-2,330.25
05/28/2021	Payroll Check	DD	Rodney D. Patterson	Pay Period: 05/15/2021-05/28/2021		-1,704.91
				Direct Deposit		-1,704.91
05/28/2021	Payroll Check	DD	Rebecca Ross	Pay Period: 05/15/2021-05/28/2021		-952.62
				Direct Deposit		-952.62
05/28/2021	Payroll Check	DD	Rebecca Ross	Pay Period: 05/15/2021-05/28/2021		-2,000.00
				Direct Deposit		-2,000.00
05/28/2021	Payroll Check	DD	Brenda Sanchez	Pay Period: 05/15/2021-05/28/2021		-1,633.63
				Direct Deposit		-1,633.63
05/28/2021	Payroll Check	DD	Brenda Sanchez	Pay Period: 05/15/2021-05/28/2021		-50.00
				Direct Deposit		-50.00
05/28/2021	Payroll Check	DD	Donna J. Butler	Pay Period: 05/15/2021-05/28/2021		-1,842.05
				Direct Deposit		-1,842.05

TOWN OF CROSS ROADS

Deposit Detail

May 2021

DATE	TRANSACTION TYPE	NUM	CUSTOMER	VENDOR	MEMO/DESCRIPTION	CLR	AMOUNT
10100 CASH-OPERATING							
05/03/2021	Deposit			Northeast Police Department			3,375.00
				Northeast Police Department	3rd Qtr 2021 Accounting Staff Reimbursement Funds		3,375.00
05/03/2021	Deposit						8,326.99
		0992255	Walmart Store		Grant from Walmart for the Park Board		-3,000.00
		041767	Mustang SUD		1st Qtr 2021 Franchise Fees		2,054.62
		75942407	Level 3 Communications		1st Qtr 2021 Franchise Fees		25.92
		2230112	Preferred Long Distance		1st Qtr 2021 Franchise Fees		8.45
		2990	Century Custom Homes Texas Inc.		1085 Forest Hills permit fees Check No. 2990		-3,238.00
05/06/2021	Deposit						3,240.00
		43059	Willow Creek Signs, Inc.		3401 US 377 - Atwoods sign variance Check No. 43059		-50.00
		926	720 & 380, LTD.		Greenway Cross Roads Addition - Lots 6, 7, and 8 Deposit for Final Plat Application Check No. 926		-1,000.00
		925	720 & 380, LTD.		Greenway Cross Roads Addition - Lots 6, 7, and 8 Final Plat Fees Check No. 925		-190.00
		1891	Jeffrey M Clay		1000 N Potter Shop Road Project Application for Zone Change Application for Zoning Ordinance Amendment Check No. 1891		-2,000.00
05/06/2021	Deposit						5,261.17
		60836	Key Custom Homes		1085 Woodland Drive permit for new home Check No. 60836		-3,511.00
		3522	ML Gray Partnership		Professional Service Deposit for The Hillside Estate		-1,505.17
		2605	Renae K Leyba		2021 Community Market Vendor Fee Check No. 2605		-45.00
		1332	Axity Construction LLC		301 Avalon CIR - plan review fee for home addition Check No. 1332		-200.00
05/10/2021	Deposit			MDD			1,340.00
				MDD	Reimbursement for EDP Best Practices Invoice 011-2021-04-30		1,340.00
05/10/2021	Deposit						1,682.00
		346820	Bloomfield Homes, LP		11450 Cedar Creek DR Check No. 346820		-309.00
		346821	Bloomfield Homes, LP		11400 Tanager LN Check No. 346821		-338.00
		346822	Bloomfield Homes, LP		11301 Pentridge CIR Check No. 346822		-359.00
		346823	Bloomfield Homes, LP		11100 Wind Song LN Check No. 346823		-354.00
		346824	Bloomfield Homes, LP		11101 Wind Song LN Check No. 346824		-322.00
05/10/2021	Deposit						1,181.00
		346825	Bloomfield Homes, LP		11100 Cedar Creek DR Check No. 346825		-352.00
		346826	Bloomfield Homes, LP		11451 Cedar Creek DR Check No. 346826		-359.00
		346827	Bloomfield Homes, LP		3450 Hickory Chase DR Check No. 346827		-244.00
		346828	Bloomfield Homes, LP		11751 Norcross DR Check No. 346828		-226.00
05/10/2021	Deposit						680.00
		346829	Bloomfield Homes, LP		12101 Tanager LN Check No. 346829		-272.00
		346830	Bloomfield Homes, LP		12301 Tanager LN		-318.00

TOWN OF CROSS ROADS

Deposit Detail

May 2021

DATE	TRANSACTION TYPE	NUM	CUSTOMER	VENDOR	MEMO/DESCRIPTION	CLR	AMOUNT
		160	Dunn Farmin		Check No. 346830 Community Market Vendor Fee for Dunn Farmin		-45.00
		1355	Sonja Swallow		Community Market Vendor Fee for Keepsake Boxes		-45.00
05/12/2021	Deposit			MDD			2,000.00
				MDD	Transfer of Funds from MDD for Sean Fitzgerald Photography		2,000.00
05/12/2021	Deposit			Northeast Police Department			5,266.34
				Northeast Police Department	JPMorgan Credit Card Reimbursement for April		5,266.34
05/12/2021	Deposit			Northeast Police Department			5.87
				Northeast Police Department	JPMorgan Credit Card Reimbursement for April from NEPD Seizure Fund		5.87
05/12/2021	Deposit		Northeast Municipal Court				1,578.38
			Northeast Municipal Court		JPMorgan Credit Card Reimbursement for April		1,578.38
05/13/2021	Deposit		Bloomfield Homes, LP				6,315.00
		347025	Bloomfield Homes, LP		11651 Norcross DR - new home permit Check No. 347025		-2,164.00
		347169	Bloomfield Homes, LP		11401 Cedar Creek DR new home permit Check No. 347169		-2,304.00
		347024	Bloomfield Homes, LP		11101 Cedar Creek DR new home permit Check No. 347024		-1,847.00
05/14/2021	Deposit			State Comptroller			270,405.36
				State Comptroller	May 2021 Sales Tax Collections		270,405.36
05/14/2021	Deposit						4,528.00
		347203	Bloomfield Homes, LP		12000 Tanager Lane new home permit Check No. 347203		-2,295.00
		347202	Bloomfield Homes, LP		11550 Cedar Creek DR new home permit Check No. 347202		-2,188.00
		2028	Janet Conrad		2021 vendor market fee Check No. 2028		-45.00
05/14/2021	Deposit						1,310.33
		0617-2964-2216-5167	Michael Koenig		6755 Mountain Lake Pkwy - plan review for new home PayPal: 0617-2964-2216-5167		-425.15
		5J2275807D166342V	North Texas Fire Systems		12000 US 380 Fire Alarm Radio Change Out Transaction ID: 5J2275807D166342V		-350.10
		0623-8912-3657-8705	Master Plan Design		11750 US HWY 380, #100 - plan review for Dunkin DonutsPayPal: 0623-8912-3657-8705		-134.95
		0626-0910-4722-2102	Century Custom Homes Texas Inc.		1265 Stone Trail - plan review for new home PayPal: 0626-0910-4722-2102		-400.13
05/17/2021	Deposit						119.46
		1567791		Granite Telecommunications	1st Qtr Franchise Fees		74.46
		7870	Lori Shelton		2021 Community Market Vendor Fee Check No. 7870		-45.00
05/19/2021	Deposit						13,486.00
		347528	Bloomfield Homes, LP		11501 Cedar Creek DR new home permit Check No. 347528		-2,263.00
		347532	Bloomfield Homes, LP		11750 Tanager LN new home permit Check No. 347532		-3,318.00
		347533	Bloomfield Homes, LP		12100 Tanager LN new home permit Check No. 347533		-3,293.00
		347531	Bloomfield Homes, LP		12200 Tanager LN new home permit Check No. 347531		-2,354.00
		347529	Bloomfield Homes, LP		11400 Tanager LN *fees paid before approval due to permit tech prematurely sending amount due to Bloomfield		-2,258.00

TOWN OF CROSS ROADS

Deposit Detail

May 2021

DATE	TRANSACTION TYPE	NUM	CUSTOMER	VENDOR	MEMO/DESCRIPTION	CLR	AMOUNT
					Check No. 347529		
05/19/2021	Deposit						5,703.00
		347530	Bloomfield Homes, LP		12300 Tanager LN new home permit		-2,172.00
		1003	Michael Koenig		Check No. 347530 Building Permit for 6755 Mountain Lake Pkwy.		-3,531.00
05/19/2021	Deposit						495.58
		2117156		At&T Communication of Texas	1st Qtr Franchise Fees		449.68
		75994662	Fusion Telecom of Texas		1st Qtr Franchise Fees		30.66
		6792	Compliance Solutions Inc		1st Qtr Franchise Fees		6.48
		14499667	MCIMETRO Access Transmission Services		1st Qtr Franchise Fees		4.38
		14499014	Comcast Phone of Texas, LLC		1st Qtr Franchise Fees		4.38
05/24/2021	Deposit			State Comptroller State Comptroller	May 2021 Beverage Tax Collections		2,115.98 2,115.98
05/26/2021	Deposit		Northeast Municipal Court Northeast Municipal Court		May 2021 Court Staff Reimbursement		7,438.77 7,438.77
05/26/2021	Deposit						3,046.44
		2117288		Southwestern Bell	1st Qtr Franchise Tax Collections		672.44
		347584	Bloomfield Homes, LP		11400 Cedar Creek DR new home permit Check No. 347584		-2,329.00
		551	Mallory Stewart		Athena Body - 2021 Vendor Fee Check No. 551		-45.00
05/28/2021	Deposit						274.74
		95N97146X29910000	Marc Jones Construction LLC DBA Sunpro Solar		188 Las Colinas Trail - 38 rooftop pv solar panels PayPal: 95N97146X29910000		-119.93
		0633-5830-7499- 5593	Andi Butker, Marquis Designers		8800 US 380, #800 & 850 wall sign permit PayPal: 0633-5830-7499-5593		-84.91
		0635-9855-5126- 3079	Metroplex Royal Flush		3616 Turner Road 2nd septic final PayPal: 0635-9855-5126-3079		-69.90

TOWN OF CROSS ROADS
Budget vs. Actuals: FY21 Budget - FY21 P&L
October 2020 - May 2021

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
1000 Sales Tax Collections	1,792,222.54	2,100,000.00	-307,777.46	85.34%
1004 Beverage Tax Collections	15,474.04	16,000.00	-525.96	96.71%
1006 Franchise Tax-Telecom	4,129.22	10,000.00	-5,870.78	41.29%
1008 Franchise Tax- Waste	17,068.43	24,000.00	-6,931.57	71.12%
1010 Franchise Tax-Electric/Gas	97,050.70	107,000.00	-9,949.30	90.70%
1018 Franchie Tax- Mustang SUD	11,878.45	12,000.00	-121.55	98.99%
2000 Development/Platting Permit Fees	9,430.25	6,000.00	3,430.25	157.17%
2002 Residential/Commercial Building Permits and Inspections	285,130.05	175,000.00	110,130.05	162.93%
2004 Septic Permits and Fees	4,300.00	3,000.00	1,300.00	143.33%
2006 Health Inspection and Fees	10,385.00	9,000.00	1,385.00	115.39%
2008 Signs Permit and Fees	2,165.00	2,000.00	165.00	108.25%
3000 Administrative Fees	1,673.03	2,500.00	-826.97	66.92%
3001 Un-Permitted Tree Kill Fine	1,232.00		1,232.00	
Total 3000 Administrative Fees	\$ 2,905.03	\$ 2,500.00	\$ 405.03	116.20%
3004 MDD Contribution	180,000.00	240,000.00	-60,000.00	75.00%
3006 Interest Income	5,999.28	7,000.00	-1,000.72	85.70%
3009 NEMC Personnel Reimbursement	66,349.34	105,000.00	-38,650.66	63.19%
3011 NEPD Personnel Reimbursement	10,125.00	13,500.00	-3,375.00	75.00%
3014 Credit Card Processing Fee	847.27	1,000.00	-152.73	84.73%
Total Income	\$ 2,515,459.60	\$ 2,833,000.00	-\$ 317,540.40	88.79%
Gross Profit	\$ 2,515,459.60	\$ 2,833,000.00	-\$ 317,540.40	88.79%
Expenses				
6001 Accounting and Auditing Fees		4,500.00	-4,500.00	0.00%
6002 Advertising and Promotion	262.63	1,000.00	-737.37	26.26%
6004 Software	19,607.46	25,000.00	-5,392.54	78.43%
6006 Codification Services	1,824.00	1,000.00	824.00	182.40%
6008 Election Costs	8,371.30	14,000.00	-5,628.70	59.80%
6010 TML Insurance	6,842.26	7,500.00	-657.74	91.23%
6012 Legal Fees	29,767.85	12,000.00	17,767.85	248.07%
6014 Office Expenses	6,055.24	10,000.00	-3,944.76	60.55%
6016 Public Notices/Dues	450.75	1,000.00	-549.25	45.08%
6018 Repair and Maintenance	9,295.68	20,000.00	-10,704.32	46.48%
6020 Vehicles Maintenance	1,524.99	2,000.00	-475.01	76.25%
6022 Training	1,125.75	5,000.00	-3,874.25	22.52%
6024 Utilities	10,411.15	19,000.00	-8,588.85	54.80%
6028 Lovetts 380 Agreement		85,451.00	-85,451.00	0.00%
6030 Paypal Charge	850.18	1,000.00	-149.82	85.02%
7000 Police Department Services	655,096.00	982,644.00	-327,548.00	66.67%
7002 Interlocal Ambulance	27,830.00	27,830.00	0.00	100.00%
7004 Interlocal Fire	318,750.00	425,000.00	-106,250.00	75.00%
8000 A Park Maintenance	7,959.25	10,000.00	-2,040.75	79.59%

8002 Park Events	2,425.83	5,000.00	-2,574.17	48.52%
8004 Park Improvement Fund	495.00	5,000.00	-4,505.00	9.90%
8006 Careflite Services	1,944.00	2,500.00	-556.00	77.76%
8007 Capital Additions	344.64	15,000.00	-14,655.36	2.30%
8008 City of Aubrey Library Fund	18,397.81	21,500.00	-3,102.19	85.57%
8500 Street Materials and Signs	1,899.05	8,000.00	-6,100.95	23.74%
8502 Street and Row Cleanup	17,557.35	40,000.00	-22,442.65	43.89%
8504 Street Contract/Repairs	283,518.56	458,000.00	-174,481.44	61.90%
9000 Engineering Services	28,516.13	75,000.00	-46,483.87	38.02%
9002 Res & Com Building Review & Insp.	4,512.00	9,000.00	-4,488.00	50.13%
9004 Other Professional Services	42,006.14	1,500.00	40,506.14	2800.41%
9006 Code Enforcement Services		2,000.00	-2,000.00	0.00%
9008 Sanitarian Services	2,100.00	5,000.00	-2,900.00	42.00%
9010 Animal Control	9,200.00	13,800.00	-4,600.00	66.67%
9506 Employee Health Benefits	24,140.68	36,500.00	-12,359.32	66.14%
Payroll Expenses			0.00	
9502 Taxes	21,966.27	35,000.00	-13,033.73	62.76%
9504 Wages	277,530.57	415,000.00	-137,469.43	66.87%
Company Contributions			0.00	
9500 Retirement	17,054.92	31,275.00	-14,220.08	54.53%
Total Company Contributions	\$ 17,054.92	\$ 31,275.00	-\$ 14,220.08	54.53%
Total Payroll Expenses	\$ 316,551.76	\$ 481,275.00	-\$ 164,723.24	65.77%
Total Expenses	\$ 1,859,633.44	\$ 2,833,000.00	-\$ 973,366.56	65.64%
Net Operating Income	\$ 655,826.16	\$ 0.00	\$ 655,826.16	
Other Income				
3500 PASS THROUGH INCOME	0.00		0.00	
3550 Grant Revenues Cares Act	111,000.00		111,000.00	
Total Other Income	\$ 111,000.00	\$ 0.00	\$ 111,000.00	
Net Other Income	\$ 111,000.00	\$ 0.00	\$ 111,000.00	
Net Income	\$ 766,826.16	\$ 0.00	\$ 766,826.16	

Tuesday, Jun 01, 2021 11:53:00 AM GMT-7 - Cash Basis



**MINUTES OF SPECIAL CALLED TOWN COUNCIL MEETING
FOR THE TOWN OF CROSS ROADS
WEDNESDAY, APRIL 28, 2021 at 6:30 P.M.
LOCATION: Virtual Meeting Only**

1. Call to Order – **6:33 P.M.**
2. Roll Call:
Mayor Tompkins, Council Members Gaalema, Phillips, Meek, White-Stevens, and Roberson
3. Invocation – **Pastor Ken Smith, Trilogy Church**
4. Pledge of Allegiance – **Council Member Gaalema**
5. Citizens Input for Items ON the Agenda
6. Citizens Input for Items NOT on the Agenda

Citizens who spoke for Items ON and NOT ON the agenda:

Herman Oosterwijk, Debbie McKenna, Tammy Sweeney, Randy Wallace, and John Knox

EXECUTIVE SESSION – 6:52 P.M.

7. The Town Council will convene into Executive Session pursuant to Texas Government Code, Section 551.071 (Consultation with Town Attorney) to consult and receive legal advice from the Town Attorney relating to the Northeast Police Department Interlocal Agreement with the City of Krugerville.

RECONVENED INTO REGULAR SESSION – 8:51 P.M.

8. Take action as may be necessary or appropriate on matters discussed in Executive session.
No action.
9. Request for future agenda items.
None.

ADJOURN – 8:55 P.M.

T. Lynn Tompkins, Jr., Town Mayor

Donna Butler, Town Secretary



**MINUTES OF SPECIAL CALLED TOWN COUNCIL MEETING
FOR THE TOWN OF CROSS ROADS
TUESDAY at 7:30 P.M.
LOCATION: 1401 FM 424, CROSS ROADS
OR
BY ZOOM**

1. Call to Order - 7:37 P.M.
2. Roll Call: **Mayor Tompkins, Council Members Phillips, Meek, King, Gaalema, and White-Stevens.**
3. ~~Invocation.~~
4. Pledge of Allegiance – **Mayor Tompkins**
5. Citizens Input (Items on the agenda and not on the agenda)
In Person: **Kelly Berry, Colette Olivieri, Bob Gorton, Tammy Sweeney, and Janet Conrad**

EXECUTIVE SESSION – 7:53 P.M.

6. The Town Council will convene into Executive Session pursuant to Texas Government Code, Section 551.072 - Deliberation Regarding Real Property; to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.

Reconvened – 8:53 P.M.

7. Take action as may be necessary or appropriate on matters discussed in Executive session.

Motion to authorize Mayor Tompkins to execute a lease agreement between West Crossroads LTD and the Town of Cross Roads made by Gaalema;

Second by King;

Roll Call Vote:

Phillips – No

Meek – Yes

King – Yes

Gaalema – Yes

White-Stevens – Yes

Passed 4 to 1.

Citizen Comments on Item 7: Kelly Berry, Bob Gorton, Bill Berry, Janet Conrad, Tammy Sweeney, and Colette Olivieri

8. Discuss and consider action on necessary improvements to the proposed facility for the Cross Roads Police Department.

Motion to approve made by Gaalema;

Friendly amendment requiring three bids on amounts exceeding \$10,000.00 made by Phillips;

Motioner accepted friendly amendment;

Second by White-Stevens;

Roll Call Vote:

Phillips – Yes

Meek – Yes

King – Yes

Gaalema – Yes

White-Stevens – Yes

Passed unanimously.

Citizen Comments for Item 8: Kelly Berry

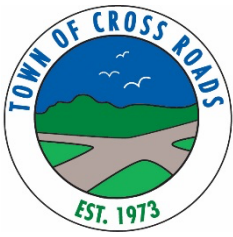
9. Request for future agenda items: **White-Stevens asked that rough draft of floor plans and square footage of current administrative staff building be included in a presentation**

ADJOURN – 9:27 P.M.

CERTIFICATION

T. Lynn Tompkins, Jr., Town Mayor

Donna Butler, Town Secretary



**MINUTES OF TOWN COUNCIL MEETING
FOR THE TOWN OF CROSS ROADS
MONDAY, JUNE 7, 2021 AT 7:00 P.M.**

LOCATION: VIRTUAL and IN PERSON

1. Roll Call: **Mayor Tompkins, Council Members Phillips, Meek, King, White-Stevens, and Gaalema**
2. Invocation – Karen Black
3. Pledge of Allegiance
4. Council Member Announcements and Updates.
5. Mayor Announcements and Updates.
6. Committee and Commissions Announcements and Updates.
7. Citizens Input (Items on the agenda and not on the agenda)
Virtual: Tammy Sweeney
In-Person: Cody Clark, Ella Welch, Collette Olivieri, Kelly Berry, Ron Conrad, Bob Gorton, Gary Daniels, Janet Conrad, Bill Berry, John Knox, Karen Potter, Randy Wicker, Herman Oosterwijk, Garrett Smith, Sharon Baca
Email: Johanna Oosterwijk, Carolyn Drahos, Elva and Virden Seybold, Debbie McKenna, Laurel Wallace
8. Updates; Discussion of Same.
 - Town Administrator Announcements and Updates – Kristi Gilbert
 - Building Permits and Development
 - Finance Director – Susan Zambrano
 - Law Enforcement – Chief Edland
9. Receive a presentation and consider the hiring process for the Cross Roads Police Chief.
Motion to appoint Max Westbrook, Bruce Mills, Meredith, Steven Zuczek, and Bobby Phillips to the interview panel for Cross Roads Police Chief with Kristi Gilbert as a non-scoring member made by White-Stevens;
Second by King;
Roll Call Vote:
Phillips - Yes
Meek - Yes
King - Yes
White-Stevens - Yes
Gaalema - Yes
Passed unanimously.

Recess from 9:28 to 9:41 P.M.

Mayor Tompkins asked for reconsideration of appointed member, Meredith, as it had just been made known that her last name was Westbrook.

Motion to appoint Max Westbrook, Bruce Mills, Steven Zuczek, and Bobby Phillips, and Kristi Gilbert to the interview panel for Cross Roads Police Chief with Meredith Westbrook as a non-scoring member made by Gaalema;
Second – there was none;
Motion failed.

Motion to appoint Max Westbrook, Bruce Mills, Bobby Phillips, and Virginia Nichols to the interview panel for Cross Roads Police Chief with Kristi Gilbert as a non-scoring member made by Phillips;
Second by King;
Roll Call Vote:
Phillips - Yes
Meek - Yes
King - Yes
White-Stevens - Yes
Gaalema - Yes
Passed unanimously.

10. Discuss and consider an appeal to a civil penalty in the amount of \$53,550 assessed on Mr. Margarito Espinoza and Imperial Products Supply, LLC. For removing protected trees without a permit on property located at 8801 E US 380.

Motion to reduce the penalty to the amount of \$23,025.00 and that money be attributed to the Park Fund made by Meek;
Second by White-Stevens;
Roll Call Vote:
Phillips - Yes
Meek - Yes
King - Yes
White-Stevens - Yes
Gaalema - Yes
Passed unanimously.

11. Discuss and consider approval of a resolution designating signatories for the Town of Cross Roads and authorizing the creation of a new Special Projects Account.

Motion to approve a separate account for Covid-19 grant funds made by Phillips;
Amendment by motioner to eliminate the existing account for Fishtrap Road Improvements and remove Kristi Gilbert as a signatory;
Second by Gaalema;
Roll Call Vote:
Phillips - Yes
Meek - Yes
King - Yes
White-Stevens - Yes
Gaalema - Yes
Passed unanimously.

12. Discuss and consider approval of a resolution establishing a Purchasing Policy for the Town of Cross Roads.

Motion to approve with replacing Mayor and Town Administrator from the middle tier with Town Council, and making the dollar amount of \$5,001.00 and above for

Budgeted Items and \$3,001.00 and above for Non-Budgeted Items made by White-Stevens;

Second by Meek;

Roll Call Vote:

Phillips - No

Meek - Yes

King - No

White-Stevens - Yes

Gaalema - No

Failed 3 to 2.

13. Discuss and consider a request by Sharon Baca, the Connectivity Committee and NextLink to construct and maintain a fiber tower on property owned by the Town of Cross Roads located at 1404 FM 424.

No action taken.

14. Discuss and consider the FY 2021 Budget and Council priorities for the FY 2022 Proposed Budget including staffing needs.

No action taken.

15. Discuss and consider the minutes from the May 17, 2021 Regular Council Meeting.

Motion to approve made by Gaalema;

Second by Phillips;

Roll Call Vote:

Phillips - Yes

Meek - Yes

King - Yes

White-Stevens - Yes

Gaalema - Yes

Passed unanimously.

16. The Town Council will convene into Executive Session pursuant to the following:

- a. Texas Government Code, Section 551.071 (Consultation with Town Attorney) to consult and receive legal advice from the Town Attorney relating to
 1. The Northeast Police Department Interlocal Agreement with the City of Krugerville and associated items; and
 2. The Texas Open Meetings Act
- b. Texas Government Code, Section 551.072 - Deliberation Regarding Real Property; to deliberate the purchase, exchange, lease, or value of real property if deliberation in an open meeting would have a detrimental effect on the position of the governmental body in negotiations with a third person.
- c. Texas Government Code, Section 551.074 (Personnel) to deliberate the appointment, employment, evaluation, resignation and duties of:
 1. Town Administrator
 2. Cross Roads Police Chief

No action taken in Executive Session.

17. Take action as may be necessary or appropriate on matters discussed in Executive session.

**Motion to approve employment contract with Kristi Gilbert made by Gaalema;
Second by Meek;**

Roll Call Vote:

Phillips - Yes

Meek - Yes

King - Yes

White-Stevens - Yes

Gaalema - Yes

Passed unanimously.

18. Staff Update on Current Projects.

19. Council requests for future agenda items.

White-Stevens

Adjourn – **June 8, 2021 at 1:28 A.M.**

T. Lynn Tompkins, Jr., Town Secretary

Donna Butler, Town Secretary



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

June 21, 2021

Agenda Item:

Consider approval a final plat for property located at the southwest corner of US 380 and FM 720 for the Greenway Crossroads Addition located in the extraterritorial jurisdiction of the Town of Cross Roads. (2021-0503-02FPLAT)

Prepared by:

Kristi Gilbert, Interim Town Administrator

Description:

Applicant Greenway – 720, Inc. through David Petree and Todd Petty submitted a final for the Greenway Crossroads Addition on May 3, 2021 to subdivide a 22.7653 acre tract of land into three lots between 1.2536 and 19.9383 acres, within the Town of Cross Roads extraterritorial jurisdiction. The Town Engineer had a few outstanding comments prior to the Planning and Zoning Commission's meeting. As such, Staff recommended approval conditioned upon meeting the outstanding comments of the Town Engineer. The applicant has since resubmitted their final plat and met all of the outstanding comments.

Planning and Zoning Recommendation

The Planning and Zoning Commission considered the proposed plan at their June 1, 2021 meeting and recommended approval unanimously conditioned upon meeting the outstanding comments of the Town Engineer.

Recommended Action:

The applicant has now met all of the requirements of the ordinance. Staff recommends approval of the final plat.

Attachments:

Engineer Email (6/10/21)
Final Plat Application
Resubmitted Plat Document



From: Hollis, Leigh lHollis@Halff.com
Subject: RE: Greenway Cross Roads Addition - Final Plat
Date: June 10, 2021 at 2:38 PM
To: Ryan Petty rpetty@greenwayinvestment.com, howard@blueskysurveying.com, faisalsyed@urbanengineersgroup.com, k.gilbert@crossroadstx.gov, aortega@mustangwater.com, sdavis@stegerbizzell.com
Cc: r.patterson@crossroadstx.gov, d.butler@crossroadstx.gov, marktaylor@urbanengineersgroup.com, todd@greenwayinvestment.com, tbond@greenwayinvestment.com, drpetree@blueskysurveying.com, davana@blueskysurveying.com

Ryan,

I do not have any additional comments on the provided Final Plat.

Leigh A. Hollis, PE
 Vice President
 Operations Manager, Frisco
 Halff Associates, Inc.

O: (817) 764-7467



[Halff.com](#) | [LinkedIn](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)

From: Ryan Petty <rpetty@greenwayinvestment.com>
Sent: Thursday, June 10, 2021 10:28 AM
To: howard@blueskysurveying.com; Hollis, Leigh <lHollis@Halff.com>; faisalsyed@urbanengineersgroup.com; k.gilbert@crossroadstx.gov; aortega@mustangwater.com; sdavis@stegerbizzell.com
Cc: r.patterson@crossroadstx.gov; d.butler@crossroadstx.gov; marktaylor@urbanengineersgroup.com; todd@greenwayinvestment.com; tbond@greenwayinvestment.com; drpetree@blueskysurveying.com; davana@blueskysurveying.com
Subject: RE: Greenway Cross Roads Addition - Final Plat

Leigh,

Can you please confirm you received?

Thank you
 Ryan Petty
 Greenway Investment Company
 2808 Fairmount Street, Suite 100
 Dallas, Texas 75201
 214-213-7926

From: Howard Smoot <howard@blueskysurveying.com>
Sent: Wednesday, June 9, 2021 12:31 PM
To: Hollis, Leigh <lHollis@Halff.com>; Faisal Syed <faisalsyed@urbanengineersgroup.com>; k.gilbert@crossroadstx.gov

<faisalsyed@urbanengineersgroup.com>, k.gilbert@crossroadstx.gov,
aortega@mustangwater.com; sdavis@stegerbizzell.com; Ryan Petty
<RPetty@greenwayinvestment.com>
Cc: r.patterson@crossroadstx.gov; d.butler@crossroadstx.gov;
marktaylor@urbanengineersgroup.com; Todd Petty <Todd@greenwayinvestment.com>;
Travis Bond <TBond@greenwayinvestment.com>; David Petree
<drpetree@blueskysurveying.com>; Davana Petree <davana@blueskysurveying.com>
Subject: RE: Greenway Cross Roads Addition - Final Plat

Hi Leigh,

Here is the updated plat, addressing all comments.

Thanks,



Howard Smoot
Blue Sky Surveying & Mapping
TBPLS No. 10105700
mobile 469-597-4735



From: Hollis, Leigh <Hollis@Halff.com>
Sent: Tuesday, June 8, 2021 3:50 PM
To: Faisal Syed <faisalsyed@urbanengineersgroup.com>; k.gilbert@crossroadstx.gov;
aortega@mustangwater.com; sdavis@stegerbizzell.com;
rpetty@greenwayinvestment.com
Cc: r.patterson@crossroadstx.gov; d.butler@crossroadstx.gov;
marktaylor@urbanengineersgroup.com; todd@greenwayinvestment.com;
tbond@greenwayinvestment.com; Howard Smoot <howard@blueskysurveying.com>
Subject: RE: Greenway Cross Roads Addition - Final Plat

Faisal,

It does not appear that the Final Plat comments have been addressed (please see attached). The comment regarding the reconciliation between civil plans and plat for easement by separate instrument or by plat has been resolved, but the rest are outstanding. Please let me know if you need anything else on this. I will complete the review of the civil plans in the meantime.

Leigh A. Hollis, PE
Vice President
Operations Manager, Frisco
Halff Associates, Inc.

O: (817) 764-7467

From: Faisal Syed <faisalsyed@urbanengineersgroup.com>
Sent: Monday, June 07, 2021 5:33 PM
To: k.gilbert@crossroadstx.gov; Hollis, Leigh <lhollis@halff.com>;
aortega@mustangwater.com; sdavis@stegerbizzell.com;
rpetty@greenwayinvestment.com
Cc: r.patterson@crossroadstx.gov; d.butler@crossroadstx.gov;
marktaylor@urbanengineersgroup.com; todd@greenwayinvestment.com;
tbond@greenwayinvestment.com; howard@blueskysurveying.com
Subject: RE: Greenway Cross Roads Addition - Final Plat
Importance: High

Good afternoon Kristi / Leigh,
On behalf of Greenway, please find attached the revised final plat and accompanying civil engineering plans in support of final plat review and approval. The plat and plans have been updated to reflect previous feedback received late last month. Per owner direction, all easements are being dedicated by PLAT. We would appreciate your expedited review.

Arthur / Sam,
Same request. We have updated the plans to accommodate the wastewater line encasement discussions from last week. The plat & plans reflect the needed easements.
Please advise if any additional information is needed in support of our application.

Please Confirm receipt of this email submittal.

Regards - Faisal

faisal syed, PE, PTOE, LEED® AP
principal



167 turtle creek blvd, dallas, tx 75207
Tel 214.252.1600 Cell 214.235.6941
faisalsyed@urbanengineersgroup.com
www.urbanengineersgroup.com

This email is for intended recipient(s) use only, none others.
Please consider the environment before printing this email.

From: Mark Taylor
Sent: Friday, May 28, 2021 10:42 AM
To: Kristi Gilbert <k.gilbert@crossroadstx.gov>; Ryan Petty <RPetty@greenwayinvestment.com>; Travis Bond <TBond@greenwayinvestment.com>; Todd Petty <Todd@greenwayinvestment.com>; IHollis@Halff.com
Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>; Faisal Syed <faisalsyed@urbanengineersgroup.com>
Subject: RE: Greenway Final Plat

Kristi,

Thanks for taking my call and for your time this morning. I am emailing to capture our discussion and to loop everyone else in.

Per our discussion, Town staff will recommend approval pending addressing the Town Engineer comments. You do not need a revised plat or revised civil plans today. We will look to incorporate Town Engineer comments, as well as any Mustang SUD comments and have revised civil plans and plat back to you by June 9th at the latest.

Please let me know if you have any questions/comments or clarifications.

Thanks again and have a great weekend.

mark w. taylor, PE
project manager / sr. associate
urban | engineers | group, inc.
167 turtle creek blvd, ste A, dallas, tx 75207
Tel 214.252.1600
marktaylor@urbanengineersgroup.com
www.urbanengineersgroup.com

From: Mark Taylor
Sent: Tuesday, May 25, 2021 3:17 PM
To: 'Kristi Gilbert' <k.gilbert@crossroadstx.gov>; 'Ryan Petty' <RPetty@greenwayinvestment.com>; 'Travis Bond' <TBond@greenwayinvestment.com>; 'Todd Petty' <Todd@greenwayinvestment.com>; 'IHollis@Halff.com' <IHollis@Halff.com>
Cc: 'Rodney Patterson' <r.patterson@crossroadstx.gov>; 'Donna Butler' <d.butler@crossroadstx.gov>
Subject: RE: Greenway Final Plat

Leigh,

Thanks for the call. Per our discussion, you were good with our responses for Items 1, 3, 6. We will make revisions to the MSUD easement on the plat to show

it by separate instrument (Item 2) and we will revise the easement to read "Fire Lane, Access, Utility & Drainage Easement" to accommodate the proposed storm (Item 7). I will coordinate these with survey in hopes of having a revised plat back to Kristi by the 28th. We will update the civil plans to reflect these changes and to address the grading/inlet in Item 4. We may also have minor changes to the civil plans pending MSUD review, which is ongoing. I will keep you posted on these.

Let me know if you have any questions or need anything else. Thanks again for your time.

mark w. taylor, PE
project manager / sr. associate
urban | engineers | group, inc.
167 turtle creek blvd, ste A, dallas, tx 75207
Tel 214.252.1600
marktaylor@urbanengineersgroup.com
www.urbanengineersgroup.com

From: Mark Taylor
Sent: Tuesday, May 25, 2021 2:42 PM
To: 'Kristi Gilbert' <k.gilbert@crossroadstx.gov>; Ryan Petty <RPetty@greenwayinvestment.com>; Travis Bond <TBond@greenwayinvestment.com>; Todd Petty <Todd@greenwayinvestment.com>
Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>
Subject: RE: Greenway Final Plat

Kristi,

Please find the attached Comment Response Memo and supporting plans/permits addressing the civil review comments we received from you on the 21st.

If possible, we would like to request a follow up meeting with Town staff and the reviewing engineer to discuss and confirm our responses. Please let us know your availability.

Let me know if you have any questions or need anything else.

Thanks.

mark w. taylor, PE
project manager / sr. associate
urban | engineers | group, inc.
167 turtle creek blvd, ste A, dallas, tx 75207
Tel 214.252.1600
marktaylor@urbanengineersgroup.com
www.urbanengineersgroup.com

From: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Sent: Friday, May 21, 2021 11:53 AM

To: Ryan Petty <RPetty@greenwayinvestment.com>; Mark Taylor <marktaylor@urbanengineersgroup.com>; Travis Bond <TBond@greenwayinvestment.com>; Todd Petty <Todd@greenwayinvestment.com>

Cc: Rodney Patterson <r.patterson@crossroadstx.gov>; Donna Butler <d.butler@crossroadstx.gov>

Subject: Fwd: Greenway Final Plat

Good Afternoon All,

Attached are the comments from our new Town Engineer. Thank you for your patience during our transition. This is scheduled to go before our Planning and Zoning Commission on June 1st. We will be preparing the packets to be disseminated on May 25th. If you can get us your response by then, that would be great. However, I know that is a very quick turnaround. Ideally we would have them no later than May 28th and staff will make a recommendation for approval based on addressing the comments of the Town Engineer.

Kristi

Begin forwarded message:

From: "Hollis, Leigh" <lhollis@halff.com>

Subject: RE: Greenway Final Plat

Date: May 21, 2021 at 11:46:51 AM CDT

To: Kristi Gilbert <k.gilbert@crossroadstx.gov>

Cc: "r.patterson@crossroadstx.gov" <r.patterson@crossroadstx.gov>, "d.butler@crossroadstx.gov" <d.butler@crossroadstx.gov>

Kristi,

Attached are my comments and markups for the civil plans. These are minor in nature. I will upload these as well to iWorQ if you are good with that. Thanks!

Leigh A. Hollis, PE
Vice President
Operations Manager, Frisco
Halff Associates, Inc.

O: (817) 764-7467

Halff.com | [LinkedIn](#) | [Facebook](#) | [Twitter](#) | [Instagram](#) | [YouTube](#)



F.M. ROAD NO. 720 WEST
(VARIABLE WIDTH RIGHT-OF-WAY)

U. S. HIGHWAY 380
(VARIABLE WIDTH RIGHT-OF-WAY)
CENTERLINE
(VOL. 323, PG. 496)

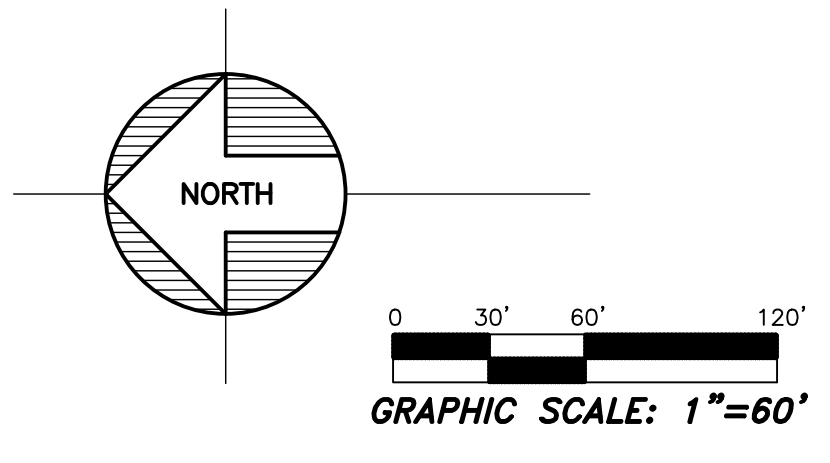
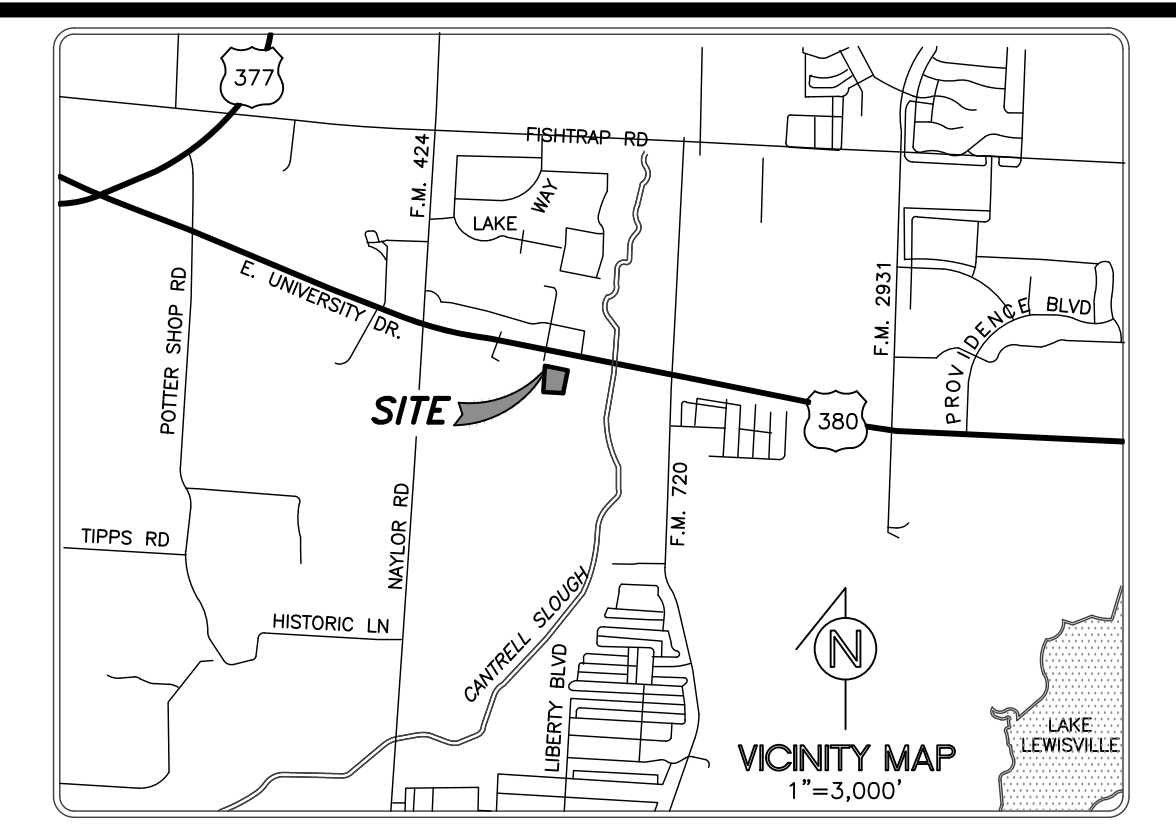
GREENWAY CROSS ROADS ADDITION

COMPOSITE
22.7653 ACRES
(COMMERCIAL / RETAIL)

LOT 6
BLOCK A
868,513 S.F.
19.9383 ACRES

LOT 8
BLOCK A
54,608 S.F.
1.2536 ACRES

LOT 7
BLOCK A
68,534 S.F.
1.5733 ACRES



BENCHMARKS

BM #1:
TXDOT MONUMENT GPS
N: 7131899.15
E: 2432305.32
ELEVATION = 600.40

BM #2:
TXDOT MONUMENT
N: 7131769.60
E: 2432927.42
ELEVATION = 580.27

BM #3:
TXDOT ROW MONUMENT
N: 7131518.79
E: 2434251.75
ELEVATION = 594.53

NOTICE: SELLING A PORTION OF THIS ADDITION BY METES AND BOUNDS IS A VIOLATION OF CITY ORDINANCE AND STATE LAW AND IS SUBJECT TO FINES AND WITHHOLDINGS OF UTILITIES AND BUILDING PERMITS.

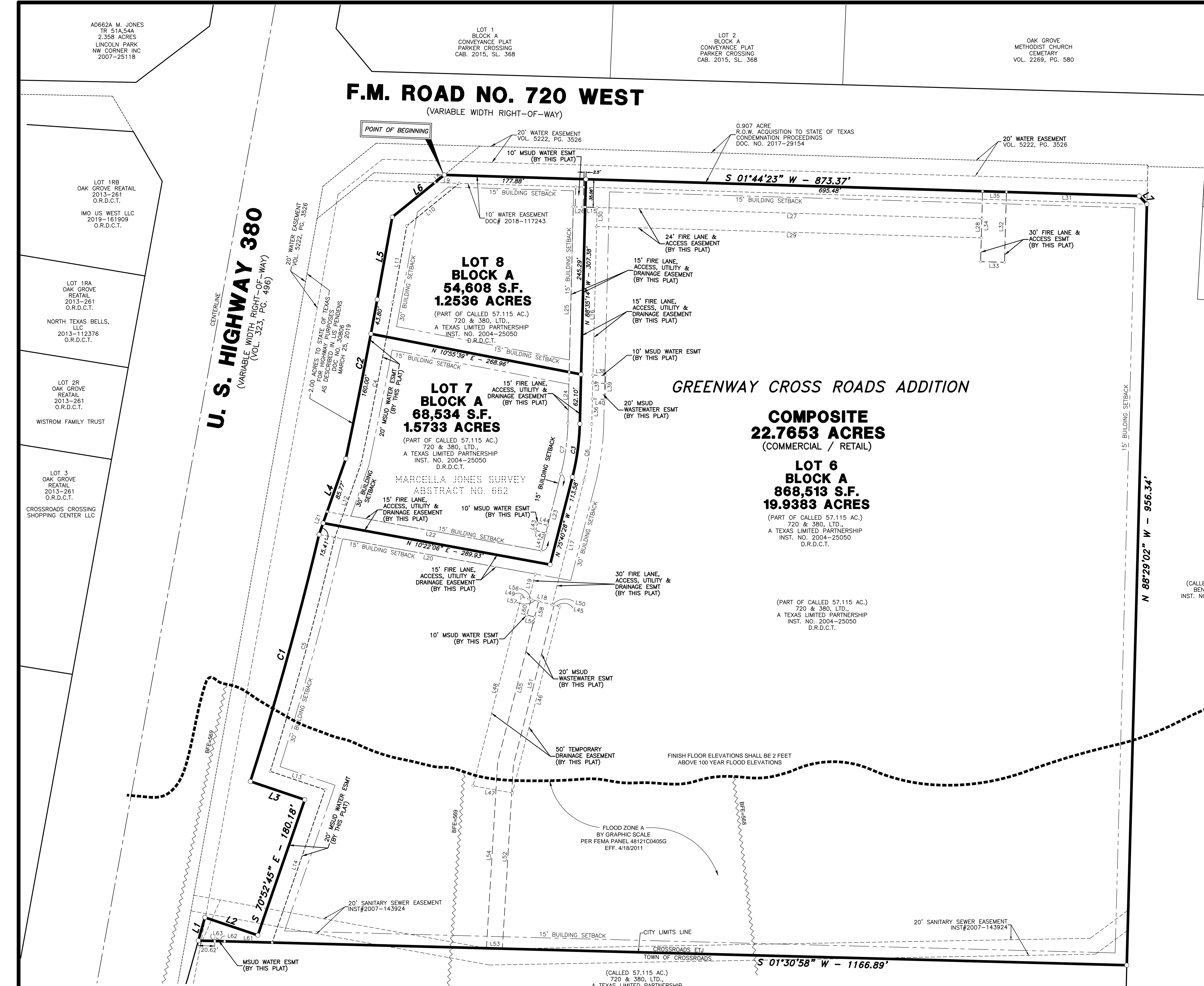
LEGEND

CM	CONTROLLING MONUMENT
I.R.S.	IRON ROD SET (SIZE NOTED)
R.P.R.D.C.T.	REAL PROPERTY RECORDS DENTON COUNTY, TEXAS
P.R.D.C.T.	PLAT RECORDS DENTON COUNTY, TEXAS
CCF#	COUNTY CLERK'S FILE NUMBER
ESMT.	EASEMENT
F.A.U.E.	FIRE LANE, ACCESS & UTILITY EASEMENT
SEP. INST.	SEPARATE INSTRUMENT
ESMT.	EASEMENT

- NOTES:**
- BEARINGS BASED UPON STATE PLANE COORDINATE (4202 TEXAS NORTH CENTRAL ZONE) REFERENCE FRAME NORTH AMERICAN DATUM (NAD) 83(2011)
 - ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) - NATIONAL FLOOD INSURANCE PROGRAM (NFIP) - FLOOD INSURANCE RATE MAP (FIRM) - FOR THE DENTON COUNTY, TEXAS AND INCORPORATED AREAS - MAP NO. 4821C0405G, MAP REVISED, APRIL 18, 2011, & LOMR 12-06-0686P EFFECTIVE 12/10/2012 - THE PROPERTY SHOWN HEREON LIES IN ZONE "X" (OTHER AREA) AND PARTIALLY IN ZONE "AE".
 - ALL LOT CORNERS ARE MONUMENTED WITH 5/8" IRON ROD SET WITH YELLOW CAP STAMPED "RPLS 1890" UNLESS OTHERWISE NOTED.
 - MAINTENANCE OF ALL INTERNAL ROAD, STORM PIPE, OUTFALL STRUCTURES AND ASSOCIATED CHANNELS WILL BE THE RESPONSIBILITY OF THE OWNER OR POA.

FINAL PLAT
LOTS 6, 7, & 8, BLOCK A
GREENWAY CROSS ROADS ADDITION
22.7653 ACRES (991,655 S.F.)

SITUATED IN THE
MARCELLA JONES SURVEY,
ABSTRACT NO. 662
TOWN OF CROSS ROADS
DENTON COUNTY, TEXAS
JUNE 9, 2021



SEE PAGE 2 FOR LINE AND CURVE DATA TABLES FOR EASEMENTS DEDICATED BY THIS PLAT.

~ CURVE TABLE ~

NO.	RADIUS	DELTA	ARC	CH. BEARING	CHORD
C1	4143.67'	04°27'03"	321.89'	S 74°26'35" E	321.81'
C2	7128.67'	01°38'17"	203.8'	S 78°50'56" E	203.79'
C3	300.00'	12°54'46"	67.61'	N 82°07'51" W	67.47'

~ LINE TABLE ~

NO.	BEARING	DISTANCE
L1	S 74°13'05" E	30.26'
L2	S 18°38'23" W	70.12'
L3	N 18°38'23" E	72.15'
L4	N 70°33'01" W	101.18'
L5	S 79°40'04" E	105.27'
L6	S 38°59'56" E	84.23'
L7	S 46°37'16" W	14.18'

BLUE SKY
SURVEYING & MAPPING CORPORATION
11015 MIDWAY ROAD
DALLAS, TEXAS 75229
PHONE: (214) 358-4500
CONTACT: DAVID PETREE, RPLS
DRPETREE@BLUESKYSURVEYING.COM
TBPPLS REGISTRATION No. 10105700

OWNER:
720 & 380, LTD.
2808 FAIRMONT STREET, SUITE 100
DALLAS, TEXAS 75201
PHONE: (214) 880-9050
CONTACT: TODD PETTY

ENGINEER:
URBAN ENGINEERS GROUP, INC.
167 TURTLE CREEK BLVD., SUITE A
DALLAS, TEXAS 75207
PHONE: (214) 252-1600
CONTACT: MARK TAYLOR

OWNER'S CERTIFICATE

STATE OF TEXAS
COUNTY OF

WHEREAS, 720 & 380, LTD. ARE THE OWNERS OF A CERTAIN LOT, TRACT OR PARCEL OF LAND CONTAINING 22.7653 ACRES AND SITUATED IN THE MARCELLA JONES SURVEY, ABSTRACT NO. 662, DENTON COUNTY, TEXAS, AND BEING PART OF A CALLED 57.115 ACRE TRACT OF LAND DESCRIBED IN A DEED TO 720 & 380 LTD., A TEXAS LIMITED PARTNERSHIP AS RECORDED IN INSTRUMENT NO. 2004-25050 OF THE DEED RECORDS OF DENTON COUNTY, TEXAS, AND BEING BEING MORE PARTICULARLY DESCRIBED BY METES AND BOUNDS AS FOLLOWS:

BEGINNING AT A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 1890" SET FOR CORNER, SAID POINT BEING ON THE WEST LINE OF A TRACT OF LAND ACQUIRED BY THE STATE OF TEXAS FOR ROADWAY WIDENING OF F.M. 720 WEST AS RECORDED UNDER INSTRUMENT NUMBER 2017-29154 OF THE REAL PROPERTY RECORDS OF DENTON COUNTY, TEXAS, SAID POINT ALSO BEING A NORTHEAST CORNER OF SAIS 57.115 ACRE TRACT;

THENCE SOUTH 01° 44' 23" WEST AND FOLLOWING ALONG SAID STATE OF TEXAS 0.907 ACRE TRACT WIDENING OF F.M. 720 AND ALONG THE EAST LINE OF SAID 57.115 ACRE TRACT FOR A DISTANCE OF 873.37 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 1890" SET FOR CORNER;

THENCE SOUTH 46° 37' 16" WEST FOR A DISTANCE OF 14.18 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 1890" SET FOR CORNER ON THE NORTH LINE OF A CALLED 11.996 ACRE TRACT OF LAND CONVEYED TO BENJAMIN SMITH PER DEED RECORDED IN INSTRUMENT NUMBER 2004-122653, DEED RECORDS, DENTON COUNTY, TEXAS;

THENCE NORTH 88° 29' 02" WEST AND FOLLOWING ALONG THE NORTH LINE OF SAID 11.996 ACRE TRACT FOR A DISTANCE OF 956.34 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 1890" SET FOR CORNER;

THENCE NORTH 01° 30' 58" EAST FOR A DISTANCE OF 1,166.89 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 1890" SET FOR CORNER ON THE SOUTH LINE OF AFORESAID STATE OF TEXAS FOR ROADWAY WIDENING TRACT;

THENCE ALONG THE SOUTH LINE OF SAID STATE OF TEXAS FOR ROADWAY WIDENING TRACT THE FOLLOWING COURSES AND DISTANCES NUMBERED 1 - 9:

- 1) THENCE SOUTH 74° 13' 05" EAST FOR A DISTANCE OF 30.26 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 1890" SET FOR CORNER;
2) THENCE SOUTH 18° 38' 23" WEST FOR A DISTANCE OF 70.12 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 1890" SET FOR CORNER;
3) THENCE SOUTH 70° 52' 45" EAST FOR A DISTANCE OF 180.18 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 1890" SET FOR CORNER;
4) THENCE NORTH 18° 38' 23" EAST FOR A DISTANCE OF 72.15 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 1890" SET FOR CORNER; SAID POINT BEING THE BEGINNING OF A NON-TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 4,143.67 FEET, A CENTRAL ANGLE OF 04° 27' 03", AND A CHORD BEARING SOUTH 74° 26' 35" EAST AT A DISTANCE OF 321.81 FEET;
5) EASTERLY AND FOLLOWING ALONG SAID CURVE FOR AN ARC DISTANCE OF 321.89 FEET;
6) THENCE SOUTH 70° 33' 01" EAST FOR A DISTANCE OF 101.18 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 1890" SET FOR CORNER; SAID POINT BEING THE BEGINNING OF A NON-TANGENT CURVE TO THE LEFT HAVING A RADIUS OF 7,128.67 FEET, A CENTRAL ANGLE OF 01° 38' 17", AND A CHORD BEARING SOUTH 78° 50' 56" EAST AT A DISTANCE OF 203.79 FEET;
7) EASTERLY AND FOLLOWING ALONG SAID CURVE FOR AN ARC DISTANCE OF 203.80 FEET;
8) THENCE SOUTH 79° 40' 04" EAST FOR A DISTANCE OF 105.27 FEET TO A 5/8" IRON ROD WITH YELLOW PLASTIC CAP STAMPED "RPLS 1890" SET FOR CORNER;
9) THENCE SOUTH 38° 59' 56" EAST FOR A DISTANCE OF 84.23 FEET TO THE POINT OF BEGINNING AND CONTAINING 22.7653 ACRES (991,655 SQUARE FEET) OF LAND, MORE OR LESS.

NOW, THEREFORE, KNOW ALL MEN BY THESE PRESENTS:

WE, 720 & 380, LTD., ARE THE OWNERS OF THE TRACTS OF LAND SHOWN HEREON AND DO ACCEPT THIS AS ITS PLAN FOR SUBDIVIDING INTO LOTS AND BLOCKS AND DO DEDICATE TO THE PUBLIC FOREVER THE STREETS, ALLEYS, AND EASEMENTS AS SHOWN, AND DOES DEDICATE TO DENTON COUNTY: (1) EASEMENTS FOR THE PURPOSES SHOWN ON THIS PLAT AND FOR THE MUTUAL BENEFIT, USE, AND ACCOMMODATION OF ALL PUBLIC UTILITY ENTITIES INCLUDING THE TOWN PROVIDING SERVICES TO THE ADDITION CREATED HEREBY AND DESIRING TO USE OR USING THE SAME, AND ALSO AN EASEMENT AND RIGHT-OF-WAY, UNDER, ACROSS, AND UPON ALL LOTS SHOWN HEREON FOR THE CONSTRUCTION, INSTALLATION, MAINTENANCE, OPERATION, INSPECTION, REMOVAL, AND RECONSTRUCTION OF THE FACILITIES, EQUIPMENT, AND SYTEMS OF SUCH PUBLIC UTILITY ENTITIES; AND (2) FOR THE USE, BENEFIT, AND ACCOMMODATION OF DENTON COUNTY. AND EASEMENT AND RIGHT-OF-WAY, UNDER, ACROSS, AND UPON AS SHOWN HEREON FOR ANY PURPOSE RELATED TO THE EXERCISE OF A GOVERNMENTAL SERVICE OR FUNCTION INCLUDING, BUT NOT LIMITED TO, FIRE AND POLICE PROTECTION, GARBAGE COLLECTION, INSPECTION AND CODE ENFORCEMENT, AND THE REMOVAL OF ANY VEHICLE OR OBSTACLE THAT IMPAIRS EMERGENCY ACCESS.

EXCEPT FOR PRIVATE STREETS AND RELATED IMPROVEMENTS, NO BUILDINGS, FENCES, TREES, SHRUBS, OR OTHER IMPROVEMENTS OR GROWTHS SHALL BE CONSTRUCTED OR PLACED UPON, OR ACROSS THE EASEMENTS DEDICATED HEREIN. THE TOWN AND PUBLIC UTILITY ENTITIES SHALL HAVE THE RIGHT TO REMOVE AND KEEP REMOVED ALL OR PARTS OF ANY BUILDINGS, FENCES, TREES, SHRUBS, OR OTHER PROHIBITED IMPROVEMENTS OR GROWTHS WHICH MAY IN ANY WAY ENDANGER OR INTERFERE WITH THEIR RESPECTIVE EASEMENTS.

THIS PLAT APPROVED SUBJECT TO ALL PLATTING ORDINANCES, RULES, REGULATIONS AND RESOLUTIONS OF DENTON COUNTY, TEXAS.

WITNESS, MY HAND, THIS ___ DAY OF _____, 2021.

720 & 380, LTD.
A TEXAS LIMITED PARTNERSHIP

BY: GREENWAY-720, INC.
A TEXAS CORPORATION,
ITS GENERAL PARTNER

BY: NAME: TODD PETTY
TITLE: VICE PRESIDENT

STATE OF TEXAS §
COUNTY OF DALLAS §

BEFORE ME, THE UNDERSIGNED AUTHORITY, A NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS, ON THIS DAY PERSONALLY APPEARED TODD PETTY, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED TO THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATIONS THEREIN EXPRESSED.

GIVEN UNDER MY HAND AND SEAL OF OFFICE, THIS ___ DAY OF _____, 2021.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

I, DAVID PETREE, REGISTERED PROFESSIONAL LAND SURVEYOR NO. 1890, STATE OF TEXAS, DO HEREBY CERTIFY THAT THE ABOVE PLAT WAS PREPARED FROM AN ACTUAL SURVEY MADE UNDER MY DIRECTION AND SUPERVISION ON THE GROUND DURING AUGUST 2016.

GIVEN UNDER MY HAND AND SEAL THIS THE ___ DAY OF _____, 2021.

DAVID PETREE
REGISTERED PROFESSIONAL
LAND SURVEYOR NO. 1890

STATE OF TEXAS}
COUNTY OF DALLAS}

BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS, ON THIS DAY PERSONALLY APPEARED JOHN P. WEBER, KNOWN TO ME TO BE THE PERSON WHOSE NAME IS SUBSCRIBED ON THE FOREGOING INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE EXECUTED THE SAME FOR THE PURPOSE AND CONSIDERATIONS THEREIN EXPRESSED AND IN THE CAPACITY THEREIN STATED.

GIVEN UNDER MY SEAL AND OFFICE THIS ___ DAY OF _____, 2021.

NOTARY PUBLIC IN AND FOR THE STATE OF TEXAS

~ EASEMENT LINE TABLE ~

Table with 3 columns: NO., BEARING, DISTANCE. Rows L8 through L63.

~ EASEMENT CURVE TABLE ~

Table with 6 columns: NO., RADIUS, DELTA, ARC, CH. BEARING, CHORD. Rows C4 through C7.

RECOMMENDED FOR APPROVAL

CHAIRPERSON, PLANNING AND ZONING COMMISSION DATE

APPROVED FOR CONSTRUCTION

MAYOR, TOWN OF CROSS ROADS DATE

THE UNDERSIGNED, THE TOWN SECRETARY, OF THE TOWN OF CROSS ROADS, TEXAS, HEREBY CERTIFIES THAT THE FOREGOING FINAL PLAT OF THE GREENWAY CROSSROADS ADDITION TO THE TOWN OF CROSS ROADS WAS SUBMITTED TO THE TOWN COUNCIL ON THE ___ DAY OF _____, 2021, AND THE COUNCIL, BY FORMAL ACTION, THEN AND THERE ACCEPTED THE DEDICATION OF STREETS, ALLEYS, PARKS, EASEMENTS, PUBLIC PARKS, AND WATER AND SEWER LINES, AS SHOWN AND SET FORTH IN AND UPON SAID PLAT, AND SAID COUNCIL FURTHER AUTHORIZES THE MAYOR TO NOTE THE ACCEPTANCE THEREOF FOR CONSTRUCTION BY SIGNING HIS/HER NAME AS HEREIN ABOVE SUBSCRIBED.

WITNESS MY HAND THIS ___ DAY OF _____ AD, 2021.

FINAL PLAT
LOTS 6, 7, & 8, BLOCK A
GREENWAY CROSS ROADS ADDITION
22.7653 ACRES (991,655 S.F.)

SITUATED IN THE
MARCELLA JONES SURVEY,
ABSTRACT NO. 662
TOWN OF CROSS ROADS
DENTON COUNTY, TEXAS
JUNE 9, 2021



BLUE SKY SURVEYING
& MAPPING CORPORATION
11015 MIDWAY ROAD
DALLAS, TEXAS 75229
PHONE: (214) 358-4500
CONTACT: DAVID PETREE, RPLS
DRPETREE@BLUESKYSURVEYING.COM
TBPLS REGISTRATION No. 10105700

OWNER:
720 & 380, LTD.
2808 FAIRMONT STREET, SUITE 100
DALLAS, TEXAS 75201
PHONE: (214) 880-9050
CONTACT: TODD PETTY

ENGINEER:
URBAN ENGINEERS GROUP, INC.
167 TURTLE CREEK BLVD., SUITE A
DALLAS, TEXAS 75207
PHONE: (214) 252-1600
CONTACT: MARK TAYLOR



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

June 21, 2021

Agenda Item:

CONDUCT A PUBLIC HEARING and consider a request by applicant Jeffrey Clay to amend the Comprehensive Zoning Regulations by amending Section 14.03.003 to provide for a definition of Retail Sales, Outdoor and to amend Section 14.03.116 to allow such use through the application of a Special Use Permit.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

On May 3, 2021, applicant Jeffrey Clay submitted an application to add retail sales with outdoor display as a use allowed by Special Use Permit (SUP) in the C-2 Commercial Zoning District. The applicant did not provide a proposed definition of the use, as such, staff drafted a definition for *Retail Sales, Outdoor* that is compatible with the request and the Town's Zoning Regulations. Additionally, staff has proposed that the use be allowed by SUP in the LI – Light Industrial district.

In accordance with Section 14.03.042 of the Town's Code of Ordinances, notice has been published in the Town's newspaper. Attached is a comment letter from staff.

The Planning and Zoning Commission opened the Public Hearing for this item on Tuesday, June 1, 2021 and voted to continue the hearing to June 8, 2021 to allow additional time to review the application. Based on comments by the Commission, staff removed new and used car sales from the proposed definition.

Planning and Zoning Recommendation

The Planning and Zoning Commission considered the request at their June 1, 2021 meeting and continued the public hearing to a special meeting conducted on June 8, 2021. The Planning and Zoning Commission unanimously recommended approval ordinance amendment.

Recommended Action:

Staff recommends approval of an amendment to the zoning regulations to provide for a definition of Outdoor Retail Sales and allow said use by a Special Use Permit in the C-2 Commercial and LI – Light Industrial zoning districts.

Attachments:

Staff Review – 5/25/21

Application for New Use

Cover Letter

Proposed Ordinance



Town of Cross Roads

1401 FM 424

Cross Roads, Texas 76227

940-365-9693 office | 469-375-5905 fax

town-information@crossroadstx.gov / crossroadstx.gov

Staff Review Comments

Project: Adding Outdoor Retail Sales as a Use Allowed by Special Use Permit in C-2 and LI Zoning Districts

Location: Not Site Specific

Date of Review: May 24, 2021

Reviewer: Kristi Gilbert, Interim Town Administrator

Recommendation: Staff recommends approval.

Comments:

This application is solely for amending the Town’s Comprehensive Zoning Regulations to allow for retail sales with outdoor display as a use allowed by Special Use Permit in the C-2 Commercial zoning district.

Staff has met with the applicant and discussed their future plans. Staff has prepared a draft amendment to the zoning regulations that includes a definition for Outdoor Retail Sales that would encompass the uses proposed by the applicant. The following is the proposed definition:

Amended 6/2/21:

Retail Sales, Outdoor. The display and sale of products and services outside of a building or structure, ~~including new or used vehicles~~, heavy machinery, garden supplies, building and landscape materials and other similar materials or items.

While the applicant has only requested that it be allowed by SUP in the C-2 Commercial district, Staff is suggesting that it also include LI – Light Industrial districts. It should be noted that, if this amendment is recommended for approval by the Planning and Zoning Commission and subsequently approved by the Town Council, property owners could request that outdoor retail sales be allowed through the specific use permit process.

TOWN OF CROSS ROADS
DEVELOPMENT APPLICATION



DATE: April 29, 2021

APPLICATION # 2021-0503-04 MISC

PROJECT: 1000.N. Potter Shop Road

Completed applications will be considered received on the due date specified on the yearly Submission Schedule.
PLEASE VERIFY MEETING DATES.

DEVELOPMENT APPLICATION

ZONE CHANGE _____ TECHNICAL SITE PLAN _____
 GRADING _____ MISCELLANEOUS X Zoning Ord Amend

PLEASE SPECIFY THE PRIMARY CONTACT

Land Owner Name _____ Signature Carol Roberts, CPA
 Applicant Name Jeffrey Clay Signature Horizon President LLC Manager
 Project Contact Mailing Address 100 W. Oak Street, Suite 203, Denton, TX 76201
 Project Contact Phone 940-287-3620 Email trey.braswell@kimley-horn.com

Proposed Project Name Horizon Cross Roads Location SEC Potter Shop Rd & US377
 Lot/Block _____ Abstract 803A
 DCAD ID 38316
 Current Zoning C-2 Requested Zoning _____

SUBMISSION DOCUMENTS

Fee \$500 Legal Description
 Map List of Neighbors
 Site Plan (Commercial) Stamped/Addressed Envelopes
 Drawings (4 full, 6 half, CD)
 OTHER (Specify) New Use Request

- 1) Legal Description and plat of the subject site typed and attached separately or the subdivision name with lot and block number.
- 2) Map A location map clearly showing the site in relation to adjacent streets and distance to nearest thoroughfare.
- 3) Filing Fee – Application Fee – Review Fee
- ZONE CHANGE AND RESIDENTIAL REPLAT ONLY:
- 4) Names and Addresses of legal property owners within 200 feet of property and the property ID number.
- 5) Stamped addressed envelopes of the property owners within 200 feet.

ADDITIONAL INFORMATION

Requesting the addition of a new use to the Zoning Ordinance per the attached letter.

Before submitting an application, the applicant should consult with the Town Administrator to discuss the feasibility of the request and any additional requirements.



Irrigation ♦ outdoor living ♦ landscape ♦ equipment

May 3, 2021

Ms. Kristi Gilbert
1401 FM 424
Cross Roads, Texas 76227

Re: Zoning Request – New Use

Ms. Gilbert:

Horizon Distributors respectfully requests the addition of retail sales with outdoor display as a use allowed by Special Use Permit in the C-2 Zoning District, pursuant to Sec. 14.03.116 of the Town of Cross Roads Zoning Ordinance.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeffrey Clay", written over a faint, illegible printed name.

Jeffrey Clay

President – Horizon Distributors, Inc.

**TOWN OF CROSS ROADS
ORDINANCE NO. 2021-____ -__**

AN ORDINANCE OF THE TOWN OF CROSS ROADS, TEXAS, AMENDING DIVISION 1 (“IN GENERAL”) OF ARTICLE 14.03 (“COMPREHENSIVE ZONING ORDINANCE”) OF CHAPTER 14 (“ZONING”) OF THE CODE OF ORDINANCES OF THE TOWN OF CROSS ROADS, TEXAS, AS HERETOFORE AMENDED, TO AMEND SECTION 14.03.003 (DEFINITIONS) TO ADD A DEFINITION FOR RETAIL SALES, OUTDOOR AND BY AMENDING SECTION 14.03.116 (USES PERMITTED BY SPECIAL USE PERMIT) TO ADD RETAIL SALES, OUTDOOR AS A USE PERMITTED BY SPECIAL USE PERMIT; PROVIDING A REPEALING CLAUSE; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; PROVIDING A PENALTY OF FINE NOT TO EXCEED THE SUM OF TWO THOUSAND (\$2,000.00) DOLLARS FOR EACH OFFENSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Planning and Zoning Commission of the Town of Cross Roads and the governing body of the Town of Cross Roads, in compliance with state laws with reference to amending the Comprehensive Zoning Ordinance, have given the requisite notice by publication and otherwise, and after holding due hearings and affording a full and fair hearing to all property owners generally, the governing body of the Town of Cross Roads is of the opinion that said zoning ordinance should be amended as provided herein; Now, Therefore,

BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS:

SECTION 1. That Section 14.03.003 (“Definitions”) of Division 1 (“In General”) of Article 14.03 (“Comprehensive Zoning Ordinance”) of Chapter 14 (“Zoning”) of the Code of Ordinances of the Town of Cross Roads, Texas, as heretofore amended, be and is hereby amended to add a definition for Retail Sales, Outdoor, without amendment, repeal or change to any other subpart, section or provision of Section 14.03.003, to read in their entirety as follows:

**“CHAPTER 14
ZONING**

...

ARTICLE 14.03 COMPREHENSIVE ZONING ORDINANCE

Division 1. Generally

...

Sec. 14.03.003 Definitions

...

Rest home or nursing home. A “rest room” or “nursing home” is a private facility for the care of children or the aged or infirmed or a place of rest for those suffering bodily disorders. Such homes do not contain facilities for surgical care or the treatment of disease or injury.

Retail Sales, Outdoor. The display and sale of products and services outside of a building or structure, heavy machinery, garden supplies, building and landscape materials and other similar materials or items.

Retail stores and shops. Offering all types of consumer goods for sale, but excluding the display and sale in the open area outside a building, of new or used automobiles, heavy machinery, building materials, used appliances, furniture, or salvage materials.

...”

SECTION 2. That Section 14.03.116 (“Uses Permitted by Special Use Permit”) of Division 4 (“Supplementary Regulations”) of Article 14.03 (“Comprehensive Zoning Ordinance”) of Chapter 14 (“Zoning”) of the Code of Ordinances of the Town of Cross Roads, Texas, as heretofore amended, be and is hereby amended to add a definition for Retail Sales, Outdoor, without amendment, repeal or change to any other subpart, section or provision of Section 14.03.003, to read in their entirety as follows:

**“CHAPTER 14
ZONING**

...

ARTICLE 14.03 COMPREHENSIVE ZONING ORDINANCE

Division 4. Supplementary Regulations

...

Sec. 14.03.116 Uses permitted by special use permit

...

(24) Retail Sales, Outdoor in the C-2 Commercial or LI – Light Industrial districts only.”

SECTION 3. That all provisions of the ordinances of the Town of Cross Roads in conflict with the provisions of this ordinance be and the same are hereby repealed and all other provisions of the ordinances of the Town of Cross Roads not in conflict with the provisions of this ordinance shall remain in full force and effect.

SECTION 4. That an offense committed before the effective date of this ordinance is governed by prior law and the provisions of the Code of Ordinances, as amended, in effect when the offense was committed, and the former law is continued in effect for this purpose.

SECTION 5. That should any sentence, paragraph, subdivision, clause, phrase or section of this ordinance be adjudged or held to be unconstitutional, illegal or invalid, the same shall not affect the validity of this ordinance as a whole, or any part or provision hereof other than the part so decided to be invalid, illegal or unconstitutional, and shall not affect the validity of the Comprehensive Zoning Ordinance as a whole.

SECTION 6. That any person, firm or corporation violating any of the provisions or terms of this ordinance shall be subject to the same penalty as provided for in the

Comprehensive Zoning Ordinance of the Town of Cross Roads, as heretofore amended, and upon conviction shall be punished by a fine not to exceed the sum of Two Thousand (\$2,000.00) Dollars for each offense; and each and every day such violation shall continue shall be deemed to constitute a separate offense.

SECTION 7. This ordinance shall take effect immediately from and after its passage and the publication of the caption, as the law in such cases provides.

DULY PASSED by the Town Council of the Town of Cross Roads, Texas, on the _____ day of _____ 2021.

T. Lynn Tompkins, Jr., Mayor

ATTEST:

Donna Butler, Town Secretary

APPROVED AS TO FORM:

David M. Berman, Town Attorney



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

June 21, 2021

Agenda Item:

CONDUCT A PUBLIC HEARING and consider a request by applicant Jeffrey Clay for a Special Use Permit to allow for the construction and operation of a retail sales operation with outdoor sales with a C-2 Commercial base zoning for Tract 54 of the RJ Moseley Abstract A0803A, being approximately 3.7 acres generally located at the southeast corner of Potter Shop Road and US 377, Cross Roads, Denton County, Texas. (2021-0603-05ZC)

Prepared by:

Kristi Gilbert, Town Administrator

Description:

On May 3, 2021, applicant Jeffrey Clay submitted an application for a Special Use Permit (SUP) to allow for outdoor retail sales, in conjunction with a request to amend the zoning regulations to allow outdoor retail sales by SUP. If the Planning and Zoning Commission recommends approval of the ordinance amendment, it is appropriate to consider the application for the SUP as well. Attached is a comment letter from staff.

Planning and Zoning Recommendation

The Planning and Zoning Commission considered the request at their June 1, 2021 meeting and continued the public hearing to a special meeting conducted on June 8, 2021. The Planning and Zoning Commission unanimously recommended approval of the Special Use Request with the provision that heavy equipment sales would be prohibited.

Recommended Action:

Staff recommends approval of the SUP as recommended by the Planning and Zoning Commission.

Attachments:

Staff Review – 5/24/21

Ordinance

Concept Plan

Legal Description

Application



Town of Cross Roads

1401 FM 424

Cross Roads, Texas 76227

940-365-9693 office | 469-375-5905 fax

town-information@crossroadstx.gov / crossroadstx.gov

Staff Review Comments

Project: Horizon Cross Roads
Location: 1000 Potter Shop Road at US 377 (Parcel ID 38316)
Date of Review: May 24, 2021
Reviewer: Kristi Gilbert, Interim Town Administrator
Recommendation: Staff recommends approval of the SUP conditioned upon screening sufficient to block the view of materials for sale on the east property line and providing the screening as indicated for the north and west property lines.

Comments:

The Town is in receipt of an application assigned Permit No 2021-0603-05ZC by applicant Jeffrey Clay to request a Specific Use Permit (SUP) to allow for outdoor retail sales on a 3.652-acre tract of land currently zoned C-2 Commercial. Currently the Town's Zoning Regulations do not provide for outdoor retail sales. Staff understands that the applicant has also submitted an application requesting that outdoor retail sales be permitted by SUP. The Planning and Zoning Commission will consider a recommendation to the Town Council on the item immediately prior to consideration of the requested SUP.

The property is surround by the following current zoning designations:

North:	US 377, C-2 (vacant) and SF-Residential with house
East:	A – Agricultural with residences and barn
South:	C2 – Commercial
West:	C2 – Commercial – vacant land

Section 14.03.116 of the Town's Comprehensive Zoning Regulations provides that the Town Council, after recommendation by the Planning and Zoning Commission can consider conditions related to the operations, site development, parking, signage and time limits as may be deemed necessary in order that such use will not seriously injure the appropriate use of neighboring property and will generally conform to the intent and purpose of the ordinance. This action is discretionary in nature. Prior to submitting an application for an SUP, Staff provided guidance that screening should be considered with regard to the proposed use.

The concept plan submitted provides for a white pipe and cable fence with continuous vegetative screening along the north, east and west sides of the property and a white screening fence with no vegetation on the south side of the property. The plan also includes a 2,000 square foot building with six parking spaces. It should be noted that Staff's comments do not include a technical review of the site plan and are limited to a conceptual plan for the SUP.

The nature of the use can provide a significant amount of sales tax revenue but is such that the Planning and Commission and Town Council may wish to provide for additional restrictions with regard to additional screening, signage and site development.

TOWN OF CROSS ROADS

ORDINANCE NO. 2021-0621-_____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS, GRANTING A SPECIAL USE PERMIT FOR OUTDOOR RETAIL SALES, EXCLUDING HEAVY EQUIPMENT, FOR PROPERTY LOCATED AT THE SOUTHEAST CORNER OF NORTH POTTERSHOP ROAD AND US 377; PROVIDING FOR A REPEALER; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING FOR A SAVINGS CLAUSE AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Chapter 211 of the Texas Local Government Code empowers municipalities to enact zoning regulations and provide for their administration, enforcement and amendment; and

WHEREAS, the Town has previously deemed it necessary and desirable to adopt zoning regulations to providing for the orderly development of property within the Town, in order to promote the health, safety and welfare of the residents of the Town; and,

WHEREAS, the Cross Roads Code of Ordinances Chapter 14 Zoning constitutes the Town’s Zoning regulations and requires property to be zoned in accordance with proper designations as defined by the Town; and,

WHEREAS, the Planning and Zoning Commission of the Town of Cross Roads provided adequate notice and held a public hearing in accordance with Chapter 14 of the Cross Roads Code of Ordinances; and,

WHEREAS, the Planning and Zoning Commission of the Town of Cross Roads has recommended approval of the Special Use Permit 2021-050303ZC, to allow for outdoor retail sales, without heavy equipment, at the subject location with conditions; and,

WHEREAS, the Town Council of the Town of Cross Roads now desires to grant a Special Use Permit, as requested by applicant Jeffrey Clay for outdoor retail sales at the southeast corner of North Pottershop Road and US 377 as described in Exhibit A and depicted in Exhibit B attached to this Ordinance.

WHEREAS, the Town Council finds that the passage of this Ordinance is in the best interest of the citizens of Cross Roads.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS:

SECTION 1: That, all matters stated in the Recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety

SECTION 2: That the subject location, being the southeast corner of North Pottershop Road and US 377; more specifically described in Exhibit A is hereby granted a Special Use Permit for Outdoor Retail Sales, subject to the following conditions:

1. The special use permit shall be limited to the property depicted in Exhibit B and shall not include heavy equipment sales.

SECTION 3: That this ordinance shall be cumulative of all provisions of the Town of Cross Roads, Texas, except where provisions of this Ordinance are in direct conflict with the provisions of such Ordinance, in which event, conflicted provisions of such Ordinance are hereby repealed.

SECTION 4: That it is hereby declared to be the intention of the Town Council of the Town of Cross Roads that phrases, clauses, sentences, paragraphs, and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance should be declared unconstitutional by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality shall not affect any of the remaining phrases, clauses, sentences, paragraphs, and section of the Ordinance, since the same would have been enacted by the Town Council without incorporation in this ordinance of any such unconstitutional phrase, clause, sentence, paragraph, and section.

SECTION 5: That this Ordinance shall become effective from and after its date of passage.

PASSED AND APPROVED ON THIS 21ST DAY OF JUNE 2021.

ATTEST:

Mayor

Town Secretary

APPROVED AS TO FORM:

Town Attorney

EXHIBIT A
LEGAL DESCRIPTION

BEING a tract of land located in the Robert J. Moseley Survey, Abstract No. 803, Town of Cross Roads, Denton County, Texas, and being all of a called 3.652 acre tract of land described in the deed to Bill Peterson & Associates recorded in Instrument No. 2005-138817 of the Official Public Records of Denton County, Texas (O.P.R.D.C.T.), and being more particularly described by metes and bounds as follows:

BEGINNING at a PK nail within the margins of North Potter Shop Road, at the Northwest corner of a called 3.080 acre tract of land described in the deed to Lucky Lizards, LLC, recorded in Instrument No. 2006-87939 O.P.R.D.C.T., the Southwest corner of said 3.652 acre tract, and the Southwest corner hereof;

THENCE North 00°00'06" East, within the margins of said North Potter Shop Road, with the West line of said 3.652 acre tract, a distance of 285.76 feet to a 1/2-inch iron pin with yellow plastic cap stamped "Metroplex 1849" in the Southeast right-of-way line of U.S. Highway 377 (variable width right of way), at the Northwest corner of said 3.652 acre tract and the Northwest corner hereof, at the beginning of a non-tangent curve to the left;

THENCE along the arc of said curve to the left having a radius of 3879.83 feet, delta angle of 7°02'55", chord bearing of North 49°55'39" East and chord distance of 477.01 feet, Northeasterly with the Southeast right-of-way line of said U.S. Highway 377 and the Northwest line of said 3.652 acre tract, an arc distance of 477.31 feet to a 1/2-inch iron pin with yellow plastic cap marked "Metroplex 1849" at the Southerly Northwest corner of a called 7.088 acre tract described in the deed to Doris J. Pannell Magee recorded in Volume 5323, Page 8081 of the Real Property Records of Denton County, Texas (R.P.R.D.C.T.), the Northeast corner of said 3.652 acre tract and the Northeast corner hereof;

THENCE South 00°00'06" West, with the West line of said 7.088 acre tract and the East line of said 3.652 acre tract, a distance of 598.79 feet to fence corner post in the North line of said 3.080 acre tract, at the Southwest corner of said 7.088 acre tract, the Southeast corner of said 3.652 acre tract and the Southeast corner hereof;

THENCE North 89°03'57" West, with the North line of said 3.080 acre tract and the South line of said 3.652 acre tract, a distance of 365.06 feet to the **POINT OF BEGINNING** and containing **3.652 acres** of land.

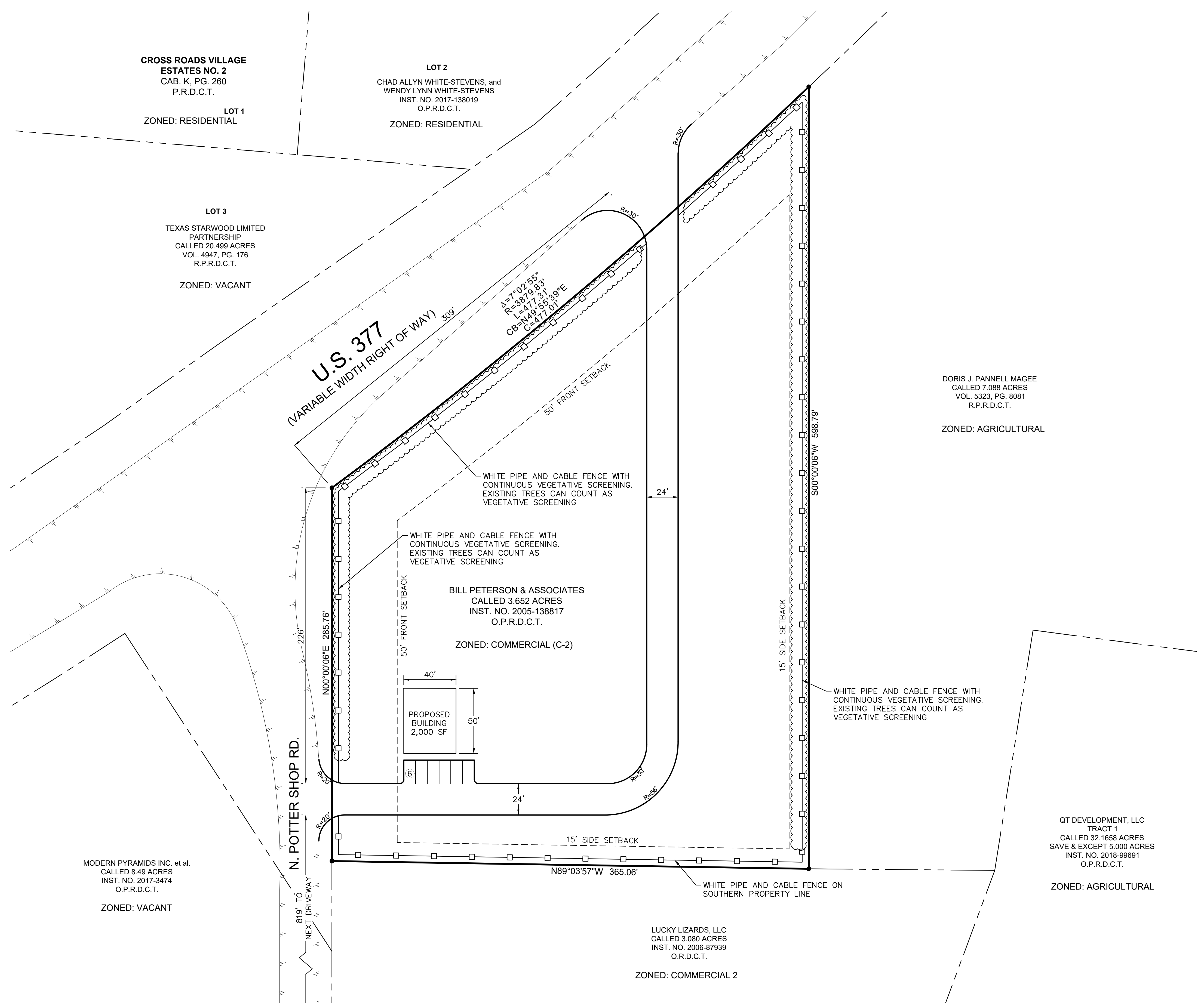
The bearings for this survey are based on a bearing of North 89°03'57" West for the South line of the 3.652 acre tract according to the deed recorded in Instrument No. 2005-138817 of the Official Public Records of Denton County, Texas.

NOTE: Monuments shown and described hereon have not been field verified and are based on the monuments as described in the deed to Bill Peterson & Associates recorded in Instrument No. 2005-138817 of the Official Public Records of Denton County, Texas. They are included for informational purposes only.

This document was prepared under 22 Texas Administrative Code §138.95, does not reflect the results of an on the ground survey, and is not to be used to convey or establish interests in real property except those rights and interests implied or established by the creation or reconfiguration of the boundary of the political subdivision for which it was prepared.

**EXHIBIT B
CONCEPT PLAN**

Plotted By: Mendez, Andres Date: May 03, 2021 12:35:40pm File Path: K:\DNI\CIVIL\CIVIL\064426937-Horizon - Potter Shop Road SUP\Cad\Exhibits\SUP\Horizon Distributors SUP.dwg
 This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



CROSS ROADS VILLAGE ESTATES NO. 2
 CAB. K. PG. 260
 P.R.D.C.T.
 LOT 1
 ZONED: RESIDENTIAL

LOT 2
 CHAD ALLYN WHITE-STEVENSON
 WENDY LYNN WHITE-STEVENSON
 INST. NO. 2017-138019
 O.P.R.D.C.T.
 ZONED: RESIDENTIAL

LOT 3
 TEXAS STARWOOD LIMITED PARTNERSHIP
 CALLED 20.499 ACRES
 VOL. 4947, PG. 176
 R.P.R.D.C.T.
 ZONED: VACANT

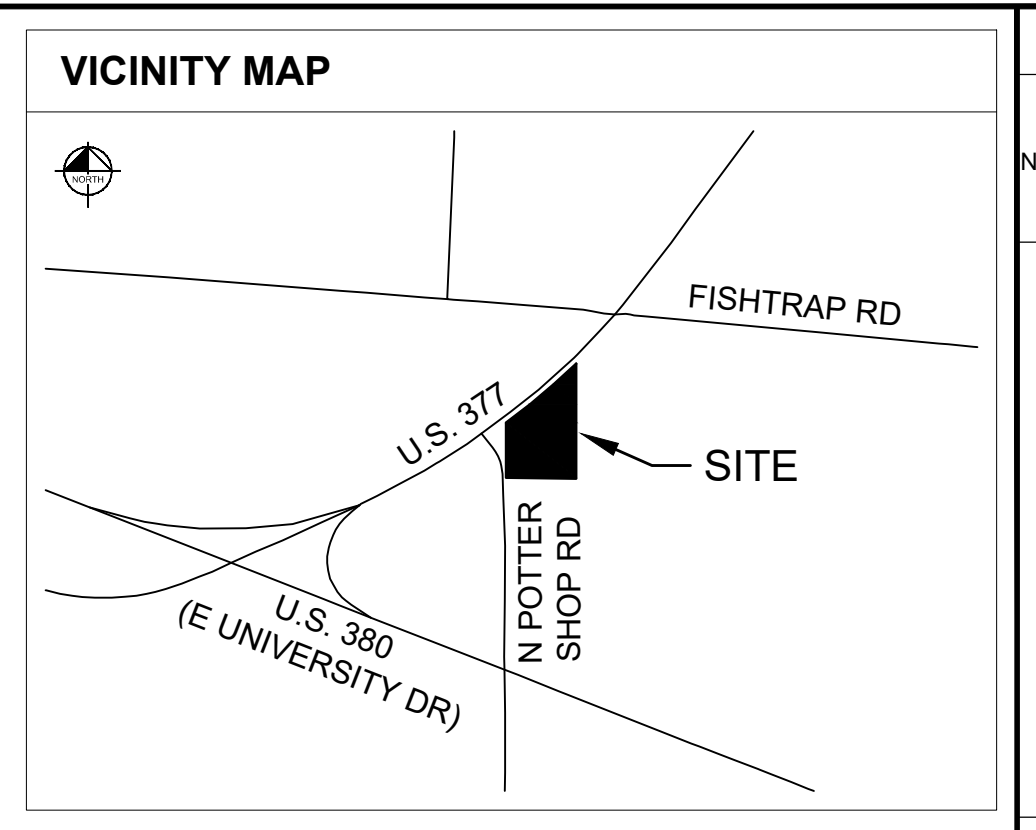
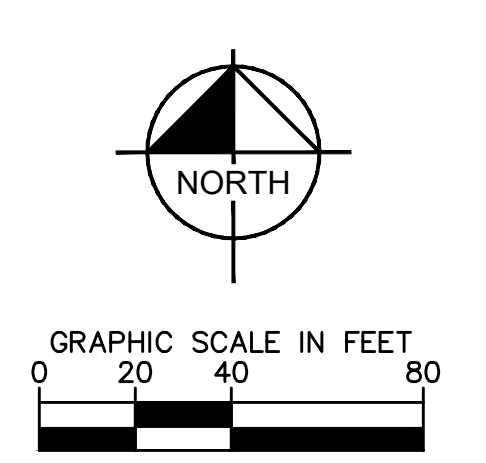
MODERN PYRAMIDS INC. et al.
 CALLED 8.49 ACRES
 INST. NO. 2017-3474
 O.P.R.D.C.T.
 ZONED: VACANT

BILL PETERSON & ASSOCIATES
 CALLED 3.652 ACRES
 INST. NO. 2005-138817
 O.P.R.D.C.T.
 ZONED: COMMERCIAL (C-2)

LUCKY LIZARDS, LLC
 CALLED 3.080 ACRES
 INST. NO. 2006-87939
 O.P.R.D.C.T.
 ZONED: COMMERCIAL 2

DORIS J. PANNELL MAGEE
 CALLED 7.088 ACRES
 VOL. 5323, PG. 8081
 R.P.R.D.C.T.
 ZONED: AGRICULTURAL

QT DEVELOPMENT, LLC
 TRACT 1
 CALLED 32.1658 ACRES
 SAVE & EXCEPT 5.000 ACRES
 INST. NO. 2018-99691
 O.P.R.D.C.T.
 ZONED: AGRICULTURAL



No.	REVISIONS	DATE

Kimley»Horn
 © 2021 KIMLEY-HORN AND ASSOCIATES, INC.
 100 WEST OAK STREET, SUITE 203, DENTON, TX 76201
 PHONE: 940-387-3820
 WWW.KIMLEY-HORN.COM
 TEXAS REGISTERED ENGINEERING FIRM F-528

FOR REVIEW ONLY
 Not for construction or permit purposes.
Kimley»Horn
 Engineer: XXXXXX
 P.E. No. XXX, Title: XXX

SCALE	DESIGNED BY	DRAWN BY	CHECKED BY
AS SHOWN	AM	AM	TBB

CONCEPT PLAN

HORIZON DISTRIBUTORS
1000 N POTTER SHOP RD
CROSS ROADS TEXAS

DATE	05/03/2021
PROJECT NO.	064493214
SHEET NUMBER	1 OF 1

TOWN OF CROSS ROADS
DEVELOPMENT APPLICATION



DATE: April 29, 2021

APPLICATION # 2021-0503-032C

PROJECT: 1000 N. Potter Shop Road

Completed applications will be considered received on the due date specified on the yearly Submission Schedule.
PLEASE VERIFY MEETING DATES.

DEVELOPMENT APPLICATION

ZONE CHANGE
GRADING

TECHNICAL SITE PLAN
MISCELLANEOUS Zoning Ord Amend. Key

PLEASE SPECIFY THE PRIMARY CONTACT

Land Owner Name _____ Signature Carol Roberts, CPA
 Applicant Name Jeffrey Clay Signature Horizon President LLC Manager
 Project Contact Mailing Address 100 W. Oak Street, Suite 203, Denton, TX 76201
 Project Contact Phone 940-287-3620 Email trej.braswell@jamley-trom.com

Proposed Project Name Horizon Cross Roads Location SEC Potter Shop Rd & US377
 Lot/Block _____ Abstract 803A
 DCAD ID 38316
 Current Zoning C-2 Requested Zoning C-2 w/ SUP

SUBMISSION DOCUMENTS

Fee \$500 _____ Legal Description
 Map List of Neighbors
 Site Plan (Commercial) Stamped/Addressed Envelopes
 Drawings (4 full, 6 half, CD)
 OTHER (Specify)

- 1) Legal Description and plat of the subject site typed and attached separately or the subdivision name with lot and block number.
 - 2) Map A location map clearly showing the site in relation to adjacent streets and distance to nearest thoroughfare.
 - 3) Filing Fee – Application Fee – Review Fee
- ZONE CHANGE AND RESIDENTIAL REPLAT ONLY:**
- 4) Names and Addresses of legal property owners within 200 feet of property and the property ID number.
 - 5) Stamped addressed envelopes of the property owners within 200 feet.

ADDITIONAL INFORMATION

Before submitting an application, the applicant should consult with the Town Administrator to discuss the feasibility of the request and any additional requirements.



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

June 21, 2021

Agenda Item:

Discuss and consider approval of an ordinance amending the FY 2021 budget.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

At the June 7, 2021 Council meeting, Staff presented a draft version of the FY 2021 budget that had been prepared primarily to address expenditures necessary for the formation of the Cross Roads Police Department before October 1, 2021. The amendment includes \$231,803.81 for police services that would cover ten weeks employment of the new Police Chief and six weeks employment for two Sergeants, six Officers and one Administrative Assistant. It also includes the purchase of supplies that will not be available from the division of assets with the City of Krugerville, such as body armor, uniforms, and software as well as general operating expenses for approximately ten weeks. While it is not anticipated that all officers will start mid-August, the budget amendment does allow that if necessary.

Amendments to the remainder of the General Fund include the following:

- Increase in Software from \$25,000 to \$53,000 for the purchase of government fund accounting software to replace Quickbooks.
- Increase Capital Additions from \$15,000 to \$83,000 for:
 - \$10,000 Remodel Town Hall to accommodate the Police Department;
 - \$15,000 Office Furniture and Equipment;
 - \$4,000 to network new office space (estimate); and,
 - \$39,000 for four-way opticoms at FM 424/Fishtrap; FM 424/US 380; US 380/Fishtrap; FM 424/US 380 to allow for decreased response time for emergency services.
- Other Professional Services from \$1,500 to \$84,000 for:
 - \$50,000 for contracted Interim Town Administrator Services;
 - \$10,000 placement fee for Town Administrator;
 - \$10,000 for Max Westbrook Consulting to assist with TCOLE application and Police Chief search;
 - \$10,000 for a finance consultant to assist with software integration and project support; and,
 - \$2,500 for additional Police Chief search expenses including applicant travel and community reception.
- Administrative Wages increased from \$415,000 to \$422,000 to allow for the hiring of a Permit Technician in mid-July 2021.
- The remaining balance of \$309,029.19 is proposed to be transferred into the Road Improvement Fund.



COUNCIL AGENDA BRIEFING SHEET

Recommended Action:
Staff recommends approval.

Attachments:
Ordinance
Proposed Amendments

TOWN OF CROSS ROADS

ORDINANCE NO. 2021-0621-_____

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS, REVISING THE BUDGET FOR THE 2020-2021 FISCAL YEAR; ADOPTING THE BUDGET FOR THE TOWN OF CROSS ROADS, TEXAS FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2020 AND ENDING SEPTEMBER 30, 2021; PROVIDING THAT THE BUDGET TO BE KEPT IN TOWN SECRETARY’S OFFICE; PROVIDING FOR A SEVERABILITY CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town Council approved the Fiscal Year 2020-2021 budget at a meeting conducted on _____ where all interested persons were given an opportunity to be heard for or against any item therein; and,

WHEREAS, as required by Texas Local Government Code 102.002, the budget officer has prepared a municipal budget to cover the proposed expenditures of the municipal government for the succeeding year; and,

WHEREAS, the Town Council finds that the passage of this Ordinance is in the best interest of the citizens of Cross Roads.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS:

SECTION 1: That, all matters stated in the Recitals hereinabove are found to be true and correct and are incorporated herein by reference as if copied in their entirety

SECTION 2: That the Council hereby adopts the revised budget for the fiscal year beginning October 1, 2020, and ending September 30, 2021 as shown in *Exhibit “A.”*

SECTION 3: That the Town of Cross Roads Town Council does hereby approve the proposed Municipal Budget attached as *Exhibit “B”*, adopting the budget for the Fiscal Year Beginning October 1, 2020, and for Fiscal Year Ending September 30, 2021.

SECTION 4. That a copy of the official adopted 2020-2021 budget documents shall be kept on file in the office of the Town Secretary

SECTION 5: If any portion of this Ordinance shall, for any reason, be declared invalid by any court of competent jurisdiction, such invalidity shall not affect the remaining provisions hereof and the Council hereby determines that it would have adopted this Ordinance without the invalid provision.

SECTION 6: That this Ordinance shall become effective from and after its date of passage.

PASSED AND APPROVED ON THIS 21ST DAY OF JUNE 2021.

ATTEST:

Mayor

Town Secretary

APPROVED AS TO FORM:

Town Attorney

EXHIBIT A
REVISED FY 2020-2021 BUDGET

	2021 Budget	FY21 Budget Amendment
Income		
1000 Sales Tax Collections	2,100,000.00	2,625,000.00
1004 Beverage Tax Collections	16,000.00	17,500.00
1006 Franchise Tax-Telecom	10,000.00	5,000.00
1008 Franchise Tax- Waste	24,000.00	22,500.00
1010 Franchise Tax-Electric/Gas	107,000.00	97,500.00
1018 Franchie Tax- Mustang SUD	12,000.00	16,500.00
2000 Development/Platting Permit Fees	6,000.00	12,000.00
2002 Residential/CCommercial Building Permits and Inspections	175,000.00	325,000.00
2004 Septic Permits and Fees	3,000.00	4,500.00
2006 Health Inspection and Fees	9,000.00	11,000.00
2008 Signs Permit and Fees	2,000.00	2,400.00
3000 Administrative Fees	2,500.00	2,500.00
3001 Un-Permitted Tree Kill Fine		1,232.00
3004 MDD Contribution	240,000.00	240,000.00
3006 Interest Income	7,000.00	7,000.00
3009 NEMC Personnel Reimbursement	105,000.00	105,000.00
3011 NEPD Personnel Reimbursement	13,500.00	13,500.00
3014 Credit Card Processing Fee	1,000.00	1,000.00
Total Income	\$ 2,833,000.00	3,509,132.00
Expenses		
6001 Accounting and Auditing Fees	4,500.00	4,500.00
6002 Advertising and Promotion	1,000.00	1,500.00
6004 Software	25,000.00	53,000.00
General Software expense \$25,000; New Finance Software FY 21 Budget Amendment \$28K		
6006 Codification Services	1,000.00	1,825.00
6008 Election Costs	14,000.00	8,400.00
6010 TML Insurance	7,500.00	7,500.00
6012 Legal Fees	12,000.00	40,000.00
\$25,000 non-reimbursable Town expense; \$15,000 reimbursable through development applications		
6014 Office Expenses	10,000.00	10,000.00
6016 Public Notices/Dues	1,000.00	1,000.00
6018 Repair and Maintenance	20,000.00	18,000.00
6020 Vehicles Maintenance - Admin	2,000.00	2,200.00
6022 Training	5,000.00	5,000.00
60XX Lease & CAM Payments - Town Hall		13,100.00
6024 Utilities	19,000.00	18,000.00
6028 Lovetts 380 Agreement	85,451.00	0.00
6030 Paypal Charge	1,000.00	1,000.00
7000 Police Department Services	982,644.00	982,644.00
7002 Interlocal Ambulance	27,830.00	27,830.00
7004 Interlocal Fire	425,000.00	425,000.00
8000 A Park Maintenance	10,000.00	10,000.00
8002 Park Events	5,000.00	5,000.00
8004 Park Improvement Fund	5,000.00	5,000.00
8006 Careflite Services	2,500.00	2,500.00
8007 Capital Additions	15,000.00	83,000.00
FY 21 General \$15K, FY 21 Amendments: Remodel Town Hall \$10K, Furniture \$15K, Networking New Building \$4K, Opticom \$39K		

8008 City of Aubrey Library Fund	21,500.00	21,500.00
8500 Street Materials and Signs	8,000.00	8,000.00
8502 Street and Row Cleanup	40,000.00	40,000.00
8504 Street Contract/Repairs	458,000.00	458,000.00
9000 Engineering Services	75,000.00	75,000.00
9002 Res & Com Building Review & Insp.	9,000.00	9,000.00
9004 Other Professional Services	1,500.00	84,000.00
FY 21 Fees Paid to SGR for Interim Town Administrator (KG through 6/8 +\$10,000 placement fee +\$10,000 PD Services +\$2,500 add'l services related to Chief Search). \$10K for Finance Consulting for software and projects		
9006 Code Enforcement Services	2,000.00	2,000.00
9008 Sanitarian Services	5,000.00	5,000.00
9010 Animal Control	13,800.00	13,800.00
9506 Admin Employee Health Benefits	36,500.00	38,000.00
9502 Admin Taxes	35,000.00	34,000.00
9504 Admin Wages	415,000.00	422,000.00
Includes All Staff & Judge; Hiring Permit Tech 7/15/21		
9500 Admin Retirement - TMRS	31,275.00	32,000.00
9999 Total Police Expenses	0.00	\$ 231,803.81
Total Police Expenses (see attached detail)		
Total Operating Expenses	\$ 2,833,000.00	\$ 3,200,102.81
Balance	\$ 0.00	\$ 309,029.19
Transfer Out to Road Improvement Fund		\$ 154,514.60
Transfer Out to Capital Improvement Fund		\$ 154,514.60
Other Income		
3500 PASS THROUGH INCOME		
Total Other Income	\$ 0.00	\$ 0.00
Net Other Income	\$ 0.00	\$ 0.00
Net Income	\$ 0.00	\$ 0.00

CROSS ROADS POLICE DEPARTMENT

**FY 21 BUDGET
AMENDMENT**

GENERAL EXPENSES

8025 Drug Test	\$	1,000.00
8050 Uniforms	\$	13,500.00
8065 Ammunition	\$	1,000.00
8067 Evidence Supplies	\$	1,000.00
8070 Office Supplies	\$	3,000.00
8075 Postage	\$	200.00
8094 Office Equip - Rental	\$	600.00
8095 IT Support - Police	\$	12,000.00
8130 Training / Travel	\$	2,000.00
8140 Dues & Subscriptions	\$	1,500.00
8160 Audit Services	\$	2,000.00
8200 Seizures - Expense		
8300 Legal	\$	5,000.00
8410 National Night Out Expenses	\$	3,500.00
Total GENERAL EXPENSES	\$	46,300.00

BUILDING EXPENSES

8076 Landscaping	\$	300.00
8152 Electricity	\$	400.00
8153 Water	\$	70.00
8155 Bldg Maint/Cleaning	\$	150.00
Total BUILDING EXPENSES	\$	920.00

COMMUNICATION EXPENSES

8110 Telephone (cell phone)	\$	1,875.00
8154 DCSO - Dispatch Fees	\$	10,000.00
8170 Software/Upgrade/Maintenance	\$	25,000.00
Total COMMUNICATION EXPENSES	\$	36,875.00

PAYROLL EXPENSES

8005 Payroll Holiday	\$	3,400.00
8006 Payroll Overtime	\$	1,000.00
8010 Officer Wages	\$	99,952.67
8015 Workers Comp 3.80%	\$	3,965.40
8020 Payroll Taxes SS/Med 7.65%	\$	7,982.98
8030 Quickbooks Payroll Fee	\$	1,900.00
8035 TMRS 7.53%	\$	7,857.76
8040 Medical Insurance (All Insurance)	\$	7,500.00
8042 Shift Differential Pay 6p-6a/Speciality	\$	150.00
8045 Liability	\$	3,000.00
Total PAYROLL EXPENSES	\$	136,708.81

VEHICLE EXPENSES

8085 Gas	\$	3,500.00
8090 Vehicle Maintenance	\$	7,500.00
Total VEHICLE EXPENSES	\$	11,000.00

Total Expenses	\$	231,803.81
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EXHIBIT B
ORIGINAL FY 2020-2021 BUDGET

TOWN OF CROSS ROADS	
FY21 APPROVED BUDGET	
	Proposed FY21
Income	
1000 Sales Tax Collections	\$ 2,100,000.00
1004 Beverage Tax Collections	\$ 16,000.00
1006 Franchise Tax-Telecom	\$ 10,000.00
1008 Franchise Tax- Waste	\$ 24,000.00
1010 Franchise Tax-Electric/Gas	\$ 107,000.00
1018 Franchise Tax- Mustang SUD	\$ 12,000.00
2000 Development/Platting Permit Fees	\$ 6,000.00
2002 Residential/Commercial Building Permits and Inspections	\$ 175,000.00
2004 Septic Permits and Fees	\$ 3,000.00
2006 Health Inspection and Fees	\$ 9,000.00
2008 Signs Permit and Fees	\$ 2,000.00
3000 Administrative Fees	\$ 2,500.00
3001 Un-Permitted Tree Kill Fine	
Total Administrative Fees	\$ 2,500.00
3004 MDD Contribution	\$ 240,000.00
3006 Interest Income	\$ 7,000.00
3009 NEMC Personnel Reimbursement	\$ 105,000.00
3011 NEPD Personnel Reimbursement	\$ 13,500.00
3014 Credit Card Processing Fee	\$ 1,000.00
Total Income	\$ 2,833,000.00
Gross Profit	\$ 2,833,000.00
Expenses	
6001 Accounting and Auditing Fees	4,500.00
6002 Advertising and Promotion	1,000.00
6004 Software	25,000.00
6006 Codification Services	1,000.00
6008 Election Costs	14,000.00
6010 Insurance	7,500.00
6012 Legal Fees	12,000.00

6014 Office Expenses	10,000.00
6016 Public Notices/Dues	1,000.00
6018 Repair and Maintenance	20,000.00
6020 Vehicles Maintenance	2,000.00
6022 Training	5,000.00
6024 Utilities	19,000.00
6028 Lovetts 380 Agreement	85,451.00
6030 Paypal Charge	1,000.00
7000 Police Department Services	982,644.00
7001 Public Safety Building	
7002 Interlocal Ambulance	27,830.00
7004 Interlocal Fire	425,000.00
8000 A Park Maintenance	10,000.00
8002 Park Events	5,000.00
8004 Park Improvement Fund	5,000.00
8006 Careflite Services	2,500.00
8007 Capital Additions	15,000.00
8008 City of Aubrey Library Fund	21,500.00
8500 Street Materials and Signs	8,000.00
8502 Street and Row Cleanup	40,000.00
8504 Street Contract/Repairs	458,000.00
9000 Engineering Services	75,000.00
9002 Res & Com Building Review & Insp.	9,000.00
9004 Other Professional Services	1,500.00
9006 Code Enforcement Services	2,000.00
9008 Sanitarian Services (Health)	5,000.00
9010 Animal Control	13,800.00
9506 Employee Health Benefits	36,500.00
Payroll Expenses	
9502 Taxes	35,000.00
9504 Wages	415,000.00
Company Contributions	
9500 Retirement	31,275.00
Total Company Contributions	\$ 31,275.00
Total Payroll Expenses	\$ 481,275.00
Total Expenses	\$ 2,833,000.00
Net Operating Income	\$ 0.00
Other Income	
3500 PASS THROUGH INCOME	
Total Other Income	\$ 0.00
Net Other Income	\$ 0.00
Net Income	\$ 0.00



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

June 21, 2021

Agenda Item:

Discuss Council priorities for the FY 2022 Budget.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

At the June 7, 2021 Council meeting, Staff presented a draft version of the FY 2022 budget. Staff is seeking input from Council on priorities for the FY 2022 budget as projected revenues are firmed up over the next several weeks. While forecasting future revenue, Staff has determined there is a need to increase permit fees to cover all costs associated with permitting. In a survey conducted of several surrounding municipalities, Cross Roads currently charges the lowest permit fees. This is not a sustainable practice. Staff is working on an amended fee schedule for Council consideration.

Staff has identified a handful of proposed projects for FY 2022 depending on Council's area of focus. These include:

- Contracting with a third-party inspection company when Oak Hill Ranch, Ph 2 is accepted. The anticipated cost is \$60,000 and permit fees would be increased to cover the cost of all inspections. This would allow for more time for the Building Official to review permit plans and shorten the review time.
- Hiring another Police Officer mid-year (April 1st) to keep up with what is expected to be an increasing workload for the new department. The full burdened cost of a new officer is approximately \$100,000 per year which includes salary, retirement and insurance benefits. By hiring April 1st, it would cost the Town approximately \$50,000, but we will need to be sure that revenues are stable to continue with the expenditure in FY 2023.
- Hiring a part-time Administrative Assistant for Town Hall at an approximate cost of \$30,000 per year. This would free up time from higher paid staff so that the Town can be more proactive with future needs and projects.

The Parks and Recreation Board has also supplied a budget request for the FY 2022 budget year. This has also been provided to the Municipal Development District for their consideration. Attached are details related to their request. They include:

- Town Beautification Project of \$20,000 which includes six (5) wildflower beds 10' x 40' in size at designated intersections with softscape and hardscape. (*Staff note: These are most likely TxDOT intersections, and we would need their approval before beginning the project.*)
- Park Events of \$20,000 which includes 15 events, not including the Community Market.



COUNCIL AGENDA BRIEFING SHEET

- Park Improvements at a cost of \$200,000 which includes playground equipment, ground preparation, soil repair, irrigation, outdoor grilling area, enclosed trash dumpster and security lighting.

Recommended Action:

Staff is seeking input from the Council

Attachments:

Parks and Recreation Board Budget Requests



Cross Roads Parks & Recreation Board Budget Presentation for FY 2021-2022

Council Liaison: Wendy White-Stevens

Park Board Members:

Kathryn Langley, Chair, Herman Oosterwijk, Ron Zohfeld, Blanche Dillon, Angela Gorton, Vicki Knox, Nicole Canales, Alternates: Steven Killfoil

At the May 5th 2021 meeting, the Parks Board voted to ask for the following dollar amounts for 2021-2022 fiscal year:

Park Maintenance	\$10,000
Park Events	\$20,000
Park Improvements	\$200,000
Town Beautification	\$20,000

The Parks and Recreation Board is requesting a total of \$250,000 for 2021-2022 fiscal year.

Current Park Maintenance includes Mustang water, CoServe power, fertilization, pest control (ants, grubs), mowing, trash collection, and miscellaneous park care.

Projected Park Improvements include treatment of the soil structure so grass can be planted in certain areas of the park. We plan to target a designated playground area and furnish the area with playground equipment. A sprinkler system. Other improvements are being discussed and will be presented as determined and prioritized during the fiscal year.

A new budget line item for Town Beautification is requested, with the funds to go for items like seeding areas of the Town with wildflowers. We plan to research and designing other Beautification projects in our Town.

Walmart Granted \$3000 toward the expenses for the Spring Cleanup. We are wanting to promote other Town events at the Park to promote town unity. Our Community Market begins May 15. For Memorial Day, we are having an event at the Park with music and food. We are planning Movie Nights and additional concerts.

Thank you for your consideration,

Kathryn Langley
Park Board Chair

Blanche Dillon
Park Board CCL



Park Board Expenses & Proposed Budget

We have included the last four years for your viewing pleasure and understanding.

LINE ITEM	Proposed	FY 2020-2021		FY 2019-2020		FY 2018-2019		FY 2017-2018	
	FY 2021-2022 BUDGET	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
8000 Maintenance	10,000.00	10,000.00	7,698.51	7,500.00	8,274.14	7,500.00	6,822.62	7,500.00	3,370.88
8002 Events	20,000.00	5,000.00	1,865.48	10,000.00	4,176.49	10,000.00	10,817.96	15,000.00	13,883.86
8004 Improvements Beautification	200,000.00 20,000.00	5,000.00	495.00	10,000.00	3,727.07	250,000.00	322,940.35	400,000.00	327,846.48
Total	250,000.00	20,000.00	10,058.99	27,500.00	16,177.70	267,500.00	340,580.93	422,500.00	345,101.22

Parks and Recreation Board Budget FY 2021-2022

Park Events Requesting: \$20,000

\$1,500 October Fall Monarch Festival
 \$1,000 Music venue
 Order shirts, butterfly feeders, plants. Setup a Cross Roads Booth to sell these
 \$500 items.
 Schedule multiple vendors, i.e. people who teach about the Monarchs and Food
 \$0 Trucks.

\$3,300 October Fall Cleanup
 \$2,500 Vendors
 \$800 Printing and postage

\$1,200 Oct-Nov Fall Concert Series 3-events
 \$400 for music/per event. Obtain sponsors for other expenses.
 \$0 Schedule Food Trucks.

\$4,500 December Christmas in the Park
 \$1,500 Music venue
 \$700 Santa Costume, lights, other decorations
 \$2,000 Town of CrossRoads 2021 Christmas Mugs (300 to give away)
 \$300 Hot cider, Hot cocoa
 \$0 Schedule Food Trucks.

\$0 March Educational Event - How to prepare a raised bed garden

\$650 April Eggstravaganza
 \$500 Supplies: Face painting, Plastic Eggs and candy
 \$50 Prizes for Basket Contest
 \$100 Paint and friendship rocks for give-away
 \$0 Schedule Food Trucks.

\$2,800 Apri Spring Cleanup
 \$2,000 Vendors (Find sponsors or grants to cover expense as able)
 \$800 Printing and postage

\$1,500 May Community Market
 \$1,000 Order shopping bags (500 bags)
 \$300 Community Market T-shirts (35)
 \$200 Supplies: printing
 \$0 Schedule Food Trucks.

\$1,900 Memorial Day Celebration
 \$1,500 Music venue
 \$400 Flags and decorations
 \$0 Schedule Food Trucks.

\$1,500 June Summer Concert Series
 \$500 for music/per event. Obtain sponsors for other expenses.
 \$0 Schedule Food Trucks.

\$1,150 July July 4 Picnic
 \$1,000 Music venue
 Prizes 1) Best decorated Uncle Sam hat, 2) Best painted sign decorated
 \$150 w/LED lights.
 \$0 Schedule Food Trucks.

\$0 September Educational Event - How to Plant a Fall Garden and Grow Late-Season Crops

\$20,000 **Total**

* We also need to plan a Volunteer Appreciation Event.

Parks and Recreation Board Budget FY 2021-2022

Park Improvement: Requesting \$200,000

Playground Equipment	PlaygroundEquipment.com	American Parks Company *
Equipment:	\$74,850	\$53,223
Installation:	\$22,455	\$20,750
Surfacing;	\$8,982	\$4,113
Basic ground prep, other:	\$7,485	\$5,892
Delivery:	\$11,228	
Grand Total:	\$125,000	\$83,978

* Some items are on sale at this time. Sale price and Price increases are expected in June 2021

Ground Prep for Equipment (Grading & additional Topsoil)	\$6,000	\$6,000
Playground contingency	\$12,500	

Park Soil Repair:		
Grading & additional Topsoil	\$8,000	
Seed (50# Bermuda)	\$500	

Irrigation	\$15,000	
Irrigation contingency	\$5,000	

Outdoor Grilling Area		
Add 2 picnic tables	\$2,000	

Enclosed Trash Dumpster		
Concrete Pad 10'x10'	\$1,000	
Privacy Fencing	\$5,000	

Security Lighting	\$15,000	
Includes Low level of dusk to dawn lights under pavilion and near playground equipment.		
Security contingency	\$5,000	

Grand Total:	\$200,000
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Parks and Recreation Board Budget FY 2021-2022

Town Beautification Budget Requesting: \$20,000

Designated Wildflower Beds: 6-beds * at 10'x40'. Designated sites include major intersections.

\$5,000 Grading
1500 Topsoil
1250 Mulch
1000 Seeds: Native Southeast Wildflower Mix 25# AmericanMeadows.com
300 Sunflowers: Wild Sunflower Seeds 5#
1000 Additional landscaping for when wildflowers are dormant: bushes, iris, small trees.
1000 Large decorative rocks
750 Border/edging
11,800

* Identify locations near businesses where irrigation already exists.

** Some plants can be donated by friends of the Board, i.e. iris, cactus, etc.

Seed for broadcasting on hillsides at Hwy 380 and 377.

\$400 Seeds: Native Southeast Wildflower Mix 10# AmericanMeadows.com
300 Sunflowers: Wild Sunflower Seeds 5#
700

Add wildflower and perennial beds along the exterior Park fenceline.

\$100 Seeds: Native Southeast Wildflower Mix 2# AmericanMeadows.com
500 Perennial plants
350 Topsoil
350 Mulch
1,300

Monarch Butterfly Bed at Town Hall. 20'x20' around the Town of Cross Roads sign.

Plus, additional plants in the flowerbeds across the front of the building.

\$1,000 Clearing the grass and edging a new area, plus cleaning existing beds. Trim bushes. .
400 Topsoil
400 Mulch
50 Seeds: Native Southeast Wildflower Mix 25# AmericanMeadows.com
50 Sunflowers: Wild Sunflower Seeds 10#
200 Additional landscaping for when wildflowers are dormant: bushes, iris, small trees.
400 Bird Bath
900 (2) Benches: inground.
300 Small Statue: young girl with birds
300 Border/edging
4,000

Miscellaneous expenses:

\$500 Volunteer's supplies: water, snacks, gloves, bug spray,etc
1700 Contengency
2,200



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:
June 21, 2021

Agenda Item:
Consider a resolution appointing an alternate to fill a vacancy on the Parks and Recreation Board.

Prepared by:
Kristi Gilbert, Town Administrator

Description:
On May 5th, alternate Parks and Recreation Board Member Lisa Dominy submitted her resignation from the board.

Recommended Action:
Staff recommends approval of a resolution making appointments to the Planning and Zoning Commission.

Attachments:
Resolution
Resignation Letter

**TOWN OF CROSS ROADS
RESOLUTION NO. 2021-_____**

**A RESOLUTION OF THE TOWN OF CROSS ROADS, TEXAS,
APPOINTING AN INDIVIDUAL TO FILL A VACANCY ON THE PARKS
AND RECREATION BOARD; AND PROVIDING AN EFFECTIVE DATE.**

WHEREAS, on September 21, 2020, the Town Council of the Town of Cross Roads adopted Resolution 2020-0921-03 establishing a Parks and Recreation Board, specifying the Board's power and duties and designating the number of individuals to serve on the Board;

WHEREAS, the Town of Cross Roads desires to designate the person named herein to serve as members of the Board immediately upon adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CROSS ROADS, TEXAS:

Section 1. The above and foregoing premises are true and correct legislative findings and they are incorporated herein and made a part hereof for all purposes.

Section 2: That _____ is hereby appointed as an alternate member of the Parks and Recreation Board to fill the vacancy as a result of the resignation of Lisa Dominy.

Section 3. That this resolution, and the removal and appointment herein, shall take effective immediately from and after the date of its passage.

DULY PASSED by the Town Council of the Town of Cross Roads, Texas, on **the 21st day of June, 2021.**

Mayor

ATTEST:

Town Secretary

05/05/2021

RE: Letter of Resignation

To whom it may concern,

Please accept this as my formal notice of resignation from the Cross Roads Parks Board. Currently, I do not have the time the position demands. Thank you and best wishes going forward!

leader Thank you,

Lisa Dominy

214-850-0801



COUNCIL AGENDA BRIEFING SHEET

Meeting Date:

June 21, 2021

Agenda Item:

Discuss and consider engineering services for Keyes Lane and Mill Creek Road drainage improvements.

Prepared by:

Kristi Gilbert, Town Administrator

Description:

In the Fall of 2020, the Town solicited Requests for Qualifications (RFQs) for engineering design services for drainage improvements at Keyes Lane and Mill Creek Road. No contract was awarded as part of the RFQ. On April 8, 2021, the Town conducted a bid opening for a second RFQ, this time for general engineering services. When the former Town Engineer, Jason Pool, discontinued services with the Town, Halff & Associates was hired to be the new Town Engineer. As part of the April 8th RFQ, 12 firms submitted qualifications. The Town Council can elect to have Halff & Associates research the drainage issues and provide a Statement of Probable Cost for the project. Alternatively, the Council can elect to use another firm to manage the project. Mayor Tompkins and I will be visiting with consultants this week and will report our recommendation at the meeting.

Recommended Action:

Staff is seeking direction from Council on this item.

Attachments:

None.