

MEMORANDUM

Date: February 9, 2025
To: Chairman Kevin Mosher and Members of the Caddo Mills EDC Board
From: John R. Hubbard, Ph.D., CEcD
SUBJECT: **Discuss and consider an Economic Grant to Brittani Gunnels dba G4 Fitness, LLC.**

Brittani Gunnels, owner of G4 Fitness, LLC is requesting a \$20,000 grant to convert an existing leased office space into a fully functional gym with classrooms and offices at 4388 FM 1565 in Caddo Mills. The funds will be used for renovations, including demolishing interior structures, adding a shower, upgrading lighting and flooring, repairing walls, painting, and replacing a steel door with a glass storefront. These improvements will ensure code compliance, safety, and an inviting space for members. With projected monthly revenue of \$10,000 and a break-even period of 10 months, the gym is positioned for financial sustainability. The project will support community health, job creation, and local economic growth, making it a valuable asset to the area.

Overview of the Scope of Work for the New Gym's \$20,000 Grant Request

The document outlines the planned renovations for converting an existing leased office space into a **gym with classrooms and offices**. Below are the key points:

1. **Conversion of Space:** The existing office space will be reworked to accommodate a gym, classrooms, and offices.
2. **Office Layout Modifications:** The plan includes adjusting the office layout to create a gym equipment area, two restrooms, one shower, classrooms, and multiple office/flex spaces.
3. **Demolition and Flooring:** Removal of carpet and demolition of a center office area to allow for a better gym layout.
4. **Restroom & Shower Addition:** Adding a shower to one of the existing restrooms.
5. **Ceiling and Lighting Upgrades:**
 - Removal/replacement of drop ceiling panels and light panels as necessary.
 - Installation of hex lighting in the gym area.
 - Additional lighting for classrooms and offices.
6. **Wall Repairs and Painting:** Damaged walls and drywall will be repaired/replaced, followed by painting of walls and ceilings.
7. **Exterior Entrance Modification:** Replacement of an existing steel door with a glass storefront door on the south side of the building.
8. **Labor Warranty:** A one-year labor warranty covering interior workmanship (excluding the metal building).

9. **Code Compliance:** The contractor is responsible for ensuring all upgrades comply with current building codes.

The **\$20,000 grant** would support these renovations, ensuring the gym meets safety, functionality, and aesthetic standards for future users.

Staff Recommendation

Staff recommends **APPROVAL** of the grant request. If approved by the Board, the request will be forwarded to EDC Attorney Jeff Moore, JD, for the drafting of an Economic Development Agreement between Brittani Gunnels, G4 Fitness, LLC, and Caddo Mills EDC.

Suggested Motion:

"Motion to APPROVE an Economic Development Grant of \$20,000 for Brittani Gunnels, G4 Fitness, LLC, and the Caddo Mills EDC."