

**NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS OF  
BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)  
Monday, February 27, 2017 – 6:00 P.M.  
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas**

**1. CALL TO ORDER**

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The Bastrop EDC Board reserves the right to convene into Executive Session at any time during the meeting regarding any agenda item in compliance with the Texas Open Meetings Act, Chapter 551 Government Code.  
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**2. PUBLIC COMMENT(S)**

**3. REGULAR BUSINESS & PRESENTATIONS**

- 3.1. Consideration, discussion and possible action on election of a new Board Chair, and possible election of a new Board Vice-Chair and/or Secretary/Treasurer, if necessary. **(page 3)**
- 3.2. Approval of meeting minutes of the Regular Board Meeting of January 23, 2017. **(page 4)**
- 3.3. Acceptance of the Bastrop EDC’s financial summary report for period ending January 31, 2017. **(page 8)**
- 3.4. Consideration, discussion and possible action on approving a Bastrop Economic Development Corporation Business Incentive Grant Agreement for the building located at 705 Pine Street, owned by Judith and Thomas Hoover, in the amount of \$10,000. **(page 22)**
- 3.5. Consideration, discussion and possible action on a Resolution approving the Ninth Amended Bylaws of the Bastrop Economic Development Corporation. **(page 33)**  
  
--- Open Public Hearing ---
- 3.6. **PUBLIC HEARING** – Conduct a public hearing to provide information and receive input from the public regarding a proposal by the Bastrop EDC to fund a Drainage Study to be performed in Pine Forest Unit 6, in an amount not to exceed \$75,100. **(page 35)**  
  
--- Close Public Hearing ---
- 3.7. Consideration, discussion and possible action on a Resolution to fund a drainage study for Pine Forest Unit 6. **(page 37)**
- 3.8. Presentation and discussion of the 921 Main Street Engineering and Site Assessment report. **(page 41)**
- 3.9. Report on Bastrop EDC: Report on Bastrop EDC projects: (1) Convention Center Hotel Feasibility Study, (2) March/April Board Planning Workshop, (3) 25% or 90-day reserve fund, (4) Business Park Fiber, (5) MD Anderson Cancer Center, and (6) Executive Director Annual Review. **(page 44)**
- 3.10. Requests from Board of Directors for future agenda items. **(page 46)**

**4. EXECUTIVE SESSION**

- 4.1. The Bastrop EDC Board of Directors will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:
- (1) **Section 551.072** – Deliberation about the purchase, exchange, lease, or value of real property: 921 Main Street, Projects ‘Subway Tile’, ‘Minerals’, ‘Big Dog’, ‘iPilot’, and/or ‘Sinkhole’.
  - (2) **Section 551.087** – Deliberation regarding economic development negotiations: Projects ‘Apothecary II’, ‘Quick Sale’, ‘Midnight Rider’, ‘Big Ben’, ‘Subway Tile’, ‘Valley Stays’, ‘Goat Farm’, ‘Hot Market’, ‘Be Well’, ‘Sinkhole’, ‘Minerals’, ‘Big Dog’, ‘iPilot’ and/or ‘Curious George’.
- 4.2. The Bastrop EDC Board of Directors will reconvene into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein.

## 5. REGULAR BUSINESS & PRESENTATIONS (Continuation)

- 5.1. Consideration, discussion and possible action related to the available, recommended engineering solutions for re-establishing 921 Main Street for future re-use. **(page 47)**

## 6. ADJOURNMENT

### CERTIFICATE

I, Angela Ryan, Assistant Director of the Bastrop Economic Development Corporation (Bastrop EDC), certify that this Notice of Meeting was posted on the front window of the Bastrop EDC offices, 301 Hwy 71 W., Suite 214, at the Bastrop City Hall, 1311 Chestnut Street, and on the Bastrop EDC’s website on this the 24th day of February 2017 at 5:00 p.m. Copies of this agenda have been provided to those members of the media requesting such information.

*Angela Ryan*

Angela Ryan, BEDC Assistant Director

THE BASTROP ECONOMIC DEVELOPMENT CORPORATION IS COMMITTED TO COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT. REASONABLE MODIFICATIONS AND EQUAL ACCESS WILL BE PROVIDED UPON REQUEST. PLEASE CALL 512-303-9700.



## Agenda Item: 3.1

# AGENDA MEMORANDUM

Meeting Date: February 27, 2017

Agenda Item: Consideration, discussion and possible action on election of a new Board Chair, and possible election of a new Board Vice-Chair and/or Secretary/Treasurer, if necessary.

Prepared by: Shawn A. Kirkpatrick, Executive Director

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After visiting with the Mayor, the Mayor and Council will not be making an appointment to fill the unexpired term of Seat 5 prior to the May election and expiration of the term. The Seat 5 Board seat will remain unfilled until the next Mayor and Council are seated and fulfill their obligation of appointing a person to the Board in Seat 5.

With this information and discussion with individual Board members, as the Executive Director I will provide guidance to the Board to consider. Normally, staff does not provide a recommendation on officer elections, as this is a governance matter of the Board.

It is recommended that the Board delegate through the BEDC's Bylaws that the Vice-Chair and Secretary/Treasurer fulfill the duties of the Officers of the Corporation until such time as the next City Council appoints or reappoints Seats 1, 3, 5, and 7 of the EDC Board.

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### Recommendation

**[Recommended Motion]** I move the EDC Vice-Chair and Secretary/Treasurer fulfill the obligations of the Officers of the Corporation as provided in the Bylaws of the EDC until such time as the City Council appoints/reappoints the expiring terms of Seats 1, 3, 5 and 7.



## Agenda Item: 3.2

# AGENDA MEMORANDUM

Meeting Date: February 27, 2017

Agenda Item: Approval of meeting minutes of the Regular Board Meeting of January 23, 2017.

Prepared by: Angela Ryan, Assistant Director

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The draft minutes from the 01/23/17 Regular Board Meeting are attached for the Board's review.

Attachment:

Draft minutes from the Board Meeting of January 23, 2017.

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### **Recommendation**

Approve the minutes as submitted.

**BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)**  
**BOARD OF DIRECTORS**  
**Minutes of Monthly Meeting, January 23, 2017**  
**Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas**

The Bastrop Economic Development Corporation (BEDC) met on Monday, January 23, 2017, at 6:00 p.m. at Bastrop City Hall, 1311 Chestnut Street, for the Regular Monthly Meeting.

Board members present were: Kristi Koch, Kevin Plunkett, Cam Chavez, Joe Beal and Drusilla Rogers. Board members Mayor Ken Kesselus and Steve Mills were absent. Staff members present: Shawn Kirkpatrick, Angela Ryan, Jean Riemenschneider and Kathy Merrifield. Dan Santee, BEDC Attorney, and Marvin Townsend, Interim City Manager, were also present.

1. **CALL TO ORDER** – Board Vice-Chair Kristi Koch called the Board Meeting to order at 6:01 p.m.
2. **PUBLIC COMMENT(S)** – There were no public comments.
3. **REGULAR BUSINESS & PRESENTATIONS**
  - 3.1. Resignation of Steve Mills, Chair of the Bastrop Economic Development Corporation Board of Directors. Mr. Mills was not present at the meeting. Mr. Kirkpatrick read Mr. Mills' resignation letter and stated that presentation of his service award would take place at a future meeting. Ms. Koch noted Mr. Mills served on the EDC Board for 17 years.
  - 3.2. Consideration, discussion and possible action on election of a new Board Chair, and possible election of a new Board Vice-Chair and/or Secretary/Treasurer, if necessary. Mr. Beal suggested postponing action until the next meeting because Mayor Kesselus was absent. Mr. Chavez suggested taking a look at the scope of the EDC and the demands of the Board Chair and other officers to ensure the right person is selected. This item was tabled until the next meeting.
  - 3.3. Approval of meeting minutes of the Regular Board Meeting of November 21, 2016. Mr. Plunkett made the motion to approve the minutes as submitted, Mr. Chavez seconded and the motion passed.
  - 3.4. Acceptance of the Bastrop EDC's financial summary reports for periods ending November 30, 2016, and December 31, 2016. Mr. Kirkpatrick briefly reviewed each set of financials. He informed the Board that the audit report would be presented at the March or April meeting by the Finance Department. Ms. Rogers made the motion to accept both sets of financials as submitted, Mr. Plunkett seconded and the motion passed.
  - 3.5. Consideration, discussion and possible action on approving a Bastrop Economic Development Corporation Business Incentive Grant Program Standard Agreement for the building located at 913 Main Street, owned by Deborah and Chris Cecil. The Board approved the BIG guidelines at the November 2016 meeting, which provides 50% matching funds up to \$10,000. Mr. Kirkpatrick explained the clawback clause and that the funds would have to be reimbursed to the EDC if there is no tenant in place within 180 days of execution of the agreement. He said currently the building does not have a tenant. Sarah O'Brien, Director of the Main Street Program, explained this is the first application under the new guidelines, and there are currently six other applications moving through the process. Mr. Beal made the motion to approve a Bastrop Economic Development Corporation Business Incentive Grant Agreement (BIG #2017-001) for the building located at 913 Main Street, owned by Deborah and Chris Cecil, for FY2017, and to authorize the Executive Director to execute the agreement on behalf of the EDC. Ms. Rogers seconded and the motion passed.

- 3.6. Consideration, discussion and possible action on approving the Ninth Amended Bylaws of the Bastrop Economic Development Corporation for submission to the Bastrop City Council for approval. Mr. Kirkpatrick reviewed the redlined version of the bylaws and explained the next steps in the approval process. He said the section about term limits had been removed because legal counsel had advised that the EDC's bylaws are not the appropriate place for them. Because neither Texas State Law nor the EDC's Articles of Incorporation reference term limits, including them in the bylaws would not be binding. In addition, Mr. Kirkpatrick highlighted the following changes: reference to officers of the city was removed, language regarding the requirement for a Board member to resign when running for public office was clarified, the location of regular meetings will be City Hall, or a suitable location if City Hall is not available, and reference to ex-officio members was deleted. A BEDC resolution will be drafted if City Council approves the bylaws. Mr. Beal made the motion to approve the submission of the Ninth Amended Bylaws of the Bastrop Economic Development Corporation to the Bastrop City Council for approval. Mr. Chavez seconded and the motion passed.
- 3.7. Consideration and discussion regarding draft Policies and Procedures for the Bastrop EDC. Mr. Beal said having a workshop session to develop a written set of goals for the EDC Board and staff would be beneficial, especially with so many new Board members. However, he did not think it was necessary to delay approval of the policies and procedures.
- 3.8. Possible action on resolutions approving Policies and Procedures for the Bastrop EDC: (1) Resolution 2017-0001, Board Meeting Policies and Procedures, (2) Resolution 2017-0002, Governance Policies and Procedures, (3) Resolution 2017-0003, Financial Policies and Procedures, and (4) Resolution 2017-0004, Travel Policies and Procedures. Mr. Chavez made a single motion to approve Resolutions 2017-0001 through 2017-0004, Mr. Plunkett seconded and the motion passed.
- 3.9. Consideration, discussion and possible action on a request from the City of Bastrop Interim City Manager for the Bastrop EDC to fund a drainage study for Pine Forest Unit 6. Mr. Townsend made a brief presentation about the importance of performing a drainage study in Unit 6. He said he has the support of the school board and WCID#2. Wesley Brandon, Director of the Planning Department, explained the study would be conducted in three phases: 1) determine what is there and the effect current drainage conditions have on the property, 2) determine the mitigation necessary to meet state runoff rules, and 3) take those impacts and establish a conceptual layout. Mr. Kirkpatrick went over the process and the timeframe of releasing the funds needed for such a study should the Board decide to move forward. **\*\*Public Comment\*\*** Richard Smarzik stated he feels the EDC has no business funding the drainage study, and that the school district and the county need to pay their portions. He said he is concerned about the EDC paying for a study on property that could be undevelopable, and that it should be a green space. Mr. Beal commented that nothing can be done with these lots without this kind of study being done. Mr. Kirkpatrick explained an affirmative vote by the Board would allow him to have legal counsel determine if the EDC can legally fund the project. Mr. Beal made the motion to authorize the Executive Director to proceed with developing the documents and taking the actions needed to allow the EDC to fund the drainage study. He further moved that by approving the motion, the EDC is telling the City Manager we are committed to funding the study, if legally able to do so. Mr. Chavez seconded and the motion passed.
- 3.10. Report on Bastrop EDC: (1) 921 Main Street, (2) Loop 150 Trail Expansion, (3) Bastrop Business and Industrial Park planning, engineering, and site improvements, (4) Main Street Improvement Project, (5) Alley D Parking Lot, and (6) Executive Director annual review. Mr. Kirkpatrick gave a brief update on items 1 through 5 – no further action was taken. The process of how the Board would perform Mr. Kirkpatrick's annual review was discussed.

Legal counsel has advised the Board to determine how they wish to handle the review without legal input in order to reduce legal fees. Ms. Koch indicated she would send something out to the other Board members via email to start the process.

- 3.11. Requests from Board of Directors for future agenda items. Mr. Plunkett wanted to schedule a workshop session. Mr. Kirkpatrick said he would like to hire a facilitator for the session and he would work with Ms. Koch to schedule a date. There were no other requests.

#### 4. EXECUTIVE SESSION

- 4.1. At 7:20 p.m., Ms. Koch convened the Bastrop EDC Board of Directors into a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:
- (1) **Section 551.072** – Deliberation about the purchase, exchange, lease, or value of real property: Projects 'Subway Tile', 'Main Stay', and/or 'Sinkhole'.
  - (2) **Section 551.087** – Deliberation regarding economic development negotiations: Projects 'Apothecary II', 'Quick Sale', 'Midnight Rider', 'Big Ben', 'Subway Tile', 'Water Lily', 'Goat Farm', 'Hot Market', 'Main Stay', 'Sinkhole', and/or 'Curious George'.
- 4.2. At 7:46 p.m., the Bastrop EDC Board of Directors reconvened into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein. There was no action taken.

5. **ADJOURNMENT** – Cam Chavez made the motion to adjourn and Joe Beal seconded. The BEDC Board of Directors adjourned at 7:48 p.m.



## Agenda Item: 3.3

# AGENDA MEMORANDUM

Meeting Date: February 27, 2017

Agenda Item: Acceptance of the Bastrop EDC's financial summary report for period ending January 31, 2017.

Prepared by: Shawn Kirkpatrick, Executive Director

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Attached for the Board's review and consideration is the BEDC financial summary report for the period ending January 31, 2017.

Attachments:  
Financial Summary for period ending January 31, 2017

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### **Recommendation**

Accept the financial report as submitted.



# BASTROP ECONOMIC DEVELOPMENT CORPORATION

## FINANCIAL SUMMARY FOR PERIOD ENDING JAN. 31, 2017



02/24/2017

# BASTROP ECONOMIC DEVELOPMENT CORPORATION SUMMARY OF REVENUES AND EXPENDITURES AS OF JAN. 31, 2017



FISCAL YEAR 2017 IS 33.3% COMPLETE AS OF JAN. 31, 2017. THESE REPORTS PROVIDE AN UNAUDITED AND PRELIMINARY SNAPSHOT OF THE BEDC FINANCIAL INFORMATION.

THE ONE TIME PAYMENT TO THE CITY FOR THE DEFEASANCE OF 2008A BOND WAS PAID OUT IN NOVEMBER IN THE AMOUNT OF \$386,827.50

## Revenues

## Expenditures

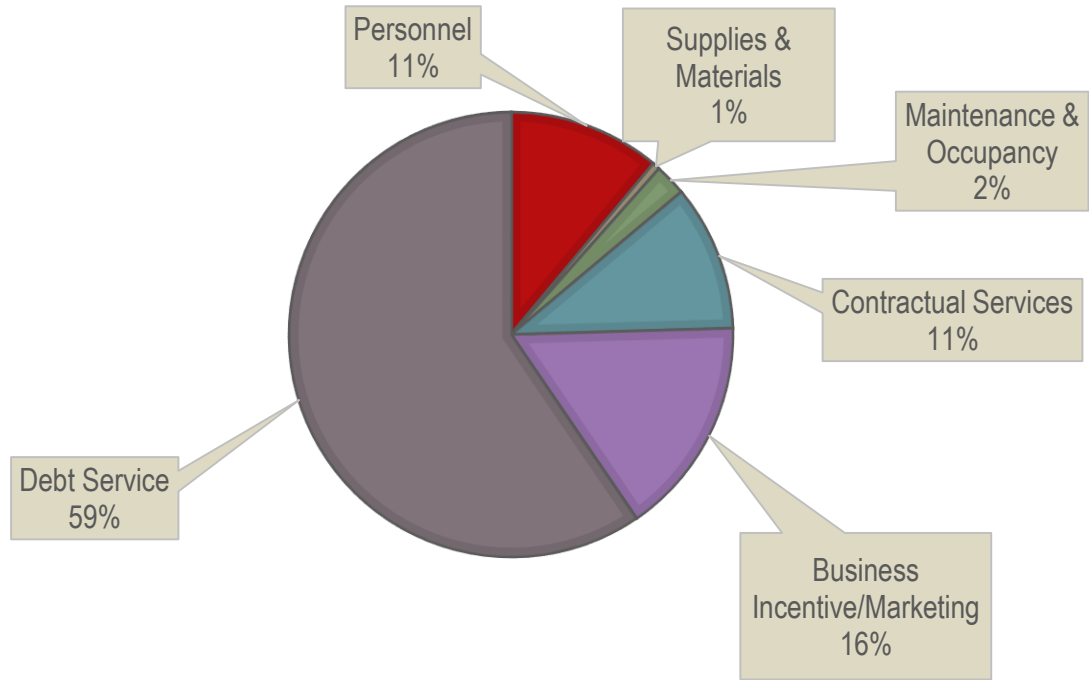
FY 2017 Budget	FY 2017 Actual	% of Budget	FY 2017 Budget	FY 2017 Actual	% of Budget
\$ 2,234,800	\$ 711,950	32%	\$ 2,418,838	\$ 820,925	34%

02/24/2017  
 Summary of Revenues  
 AS OF JAN. 31, 2017



REVENUE: SALES TAX RECEIPTS REPRESENT 99% OF THE TOTAL BUDGETED REVENUE FOR THE BEDC. AS SUCH, THE LINE GRAPH WILL BE A GOOD PERFORMANCE INDICATOR AS A COMPARISON OF SALES TAX RECEIPTS OF THE TWO PREVIOUS FISCAL YEARS TO THE CURRENT FISCAL YEAR. OTHER REVENUE IS INCLUDED WITHIN THE LINE GRAPH TO INCLUDE LEASE AGREEMENT INCOME, INTEREST INCOME, AND MISCELLANEOUS INCOME.



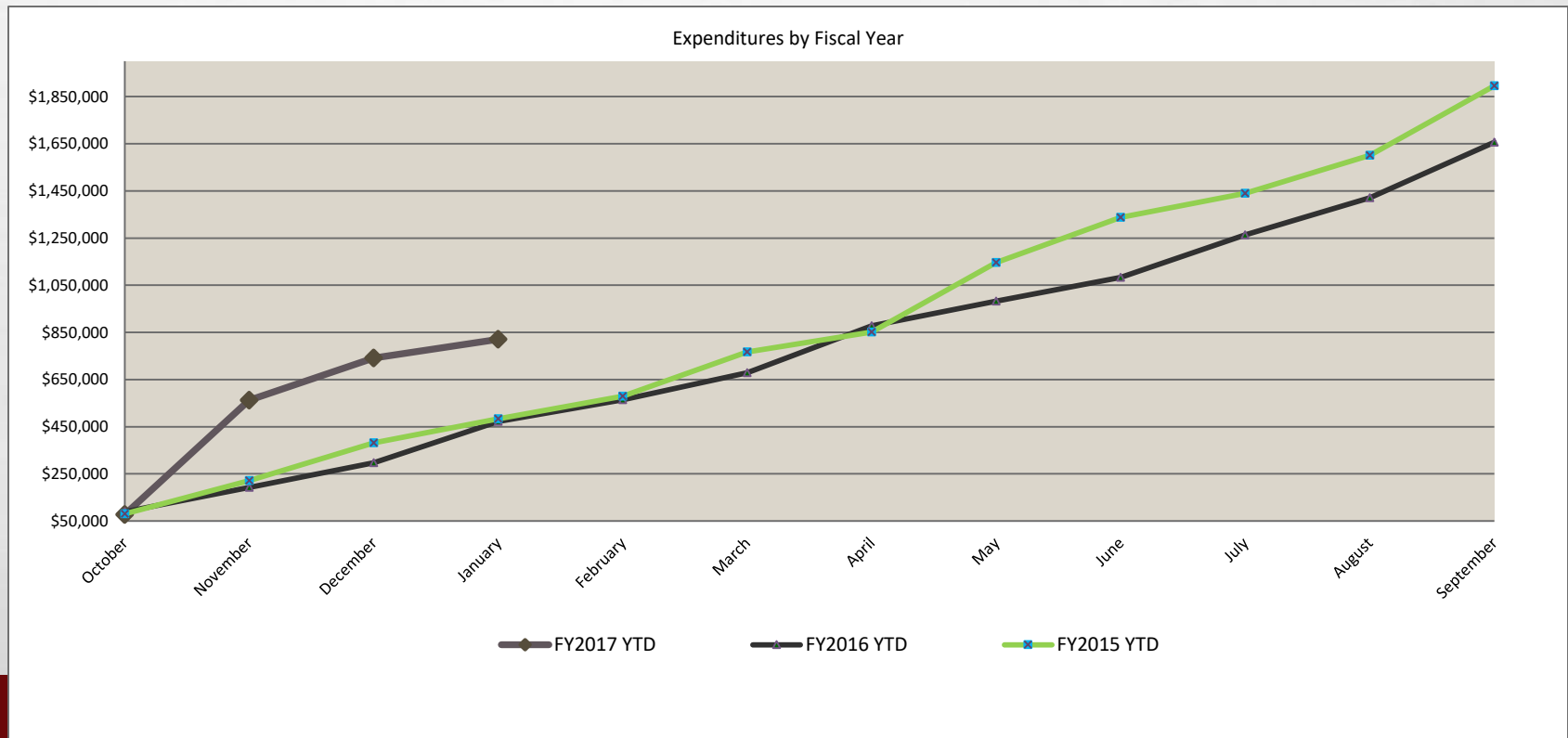


\* Chart reflects FY2017 Fiscal Year-to Date expenses. Data provided by City of Bastrop Finance Department records.

02/24/2017  
EXPENDITURE COMPARISON GRAPH  
AS OF JAN. 31, 2017



EXPENSES: THE LINE GRAPH MAKES A COMPARISON OF THE CURRENT FISCAL YEAR EXPENSES TO THE LAST TWO FISCAL YEAR ON A YEAR TO DATE BASIS. THE FUNDS' BASIC OPERATIONS OR FIXED EXPENSES SHOULD STAY RELATIVELY FLAT OR FIXED ON THE LINE GRAPH.



**BASTROP ECONOMIC DEVELOPMENT CORPORATION FUND**  
**FY 2016-2017 BUDGET**



Unaudited Fund Balance 9-30-2016	\$ 3,849,822
 <b>FY 2016-2017</b>	
Budgeted Revenues	\$ <u>2,234,800</u>
Total FY 2017 Resources	\$ 6,084,622
 Budgeted Expenditures:	
Operating Expenses	\$ (1,445,775)
Capital Expenses	\$ ( 280,000)
Debt Service	\$ <u>(693,063)</u>
	\$ (2,418,838)
Projected Ending Gross Fund Balance 09-30-2017	\$ 3,665,784
Reserve 25% of Operating Expense	\$ 361,444

\* THE PROJECTED OPERATING BALANCE INCLUDES A \$150,000 REDUCTION FOR DESIGNATED OPERATING EQUITY.

\*\* IN ORDER TO MAINTAIN A 25% OR 90 DAY BALANCE, THE TOTAL BUDGETED EXPENDITURES MAY NOT EXCEED \$5,723,178. THESE FIGURES ARE SUBJECT TO CHANGE DEPENDING UPON ACTUAL REVENUES AND EXPENDITURES.



BEDC FINANCIAL STATEMENTS ATTACHED



CITY OF BASTROP  
 FINANCIAL STATEMENT  
 AS OF: JANUARY 31ST, 2017

601-BASTROP E.D.C. FUND

REVENUES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>TAXES &amp; PENALTIES</b>						
00-00-4005 SALES TAX	667,294.58	2,209,500.00	186,485.57	698,612.74	1,510,887.26	31.62
TOTAL TAXES & PENALTIES	667,294.58	2,209,500.00	186,485.57	698,612.74	1,510,887.26	31.62
<b>CHARGES FOR SERVICES</b>						
00-00-4047 LEASE AGREEMENT	4,600.00	13,800.00	1,150.00	4,600.00	9,200.00	33.33
TOTAL CHARGES FOR SERVICES	4,600.00	13,800.00	1,150.00	4,600.00	9,200.00	33.33
<b>OTHER REVENUE</b>						
<b>INTEREST INCOME</b>						
00-00-4400 INTEREST INCOME	2,165.22	10,000.00	2,315.64	8,338.48	1,661.52	83.38
00-00-4401 INTEREST RECEIVED ON NOTES	539.64	1,500.00	95.07	398.48	1,101.52	26.57
TOTAL INTEREST INCOME	2,704.86	11,500.00	2,410.71	8,736.96	2,763.04	75.97
<b>MISCELLANEOUS</b>						
<b>TRANSFERS-IN</b>						
<b>OTHER SOURCES</b>						
** TOTAL REVENUE **	674,599.44	2,234,800.00	190,046.28	711,949.70	1,522,850.30	31.86



CITY OF BASTROP  
 FINANCIAL STATEMENT  
 AS OF: JANUARY 31ST, 2017

601-BASTROP E.D.C. FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
NON-DEPARTMENT =====						
00-NON-PROGRAM =====						
BEDC ADMINISTRATION =====						
00-NON-PROGRAM =====						
PERSONNEL COSTS						
70-00-5101 BEDC OPERATIONAL SALARIES	55,802.02	233,478.00	17,702.78	66,335.98	167,142.02	28.41
70-00-5116 LONGEVITY	258.00	450.00	0.00	408.00	42.00	90.67
70-00-5117 OVERTIME	37.50	0.00	0.00	0.00	0.00	0.00
70-00-5150 SOCIAL SECURITY	4,715.08	17,930.00	1,309.60	4,926.85	13,003.15	27.48
70-00-5151 RETIREMENT	5,856.29	27,050.00	2,081.42	7,498.79	19,551.21	27.72
70-00-5155 GROUP INSURANCE	5,554.64	28,988.00	3,362.90	10,822.91	18,165.09	37.34
70-00-5156 WORKER'S COMPENSATION	231.42	500.00	208.53	312.20	187.80	62.44
TOTAL PERSONNEL COSTS	72,454.95	308,396.00	24,665.23	90,304.73	218,091.27	29.28
SUPPLIES & MATERIALS						
70-00-5201 OPERATIONAL SUPPLIES (OFFIC	1,424.68	7,000.00	207.73	1,646.40	5,353.60	23.52
70-00-5203 POSTAGE	47.19	360.00	0.00	0.00	360.00	0.00
70-00-5206 OFFICE EQUIPMENT	546.84	10,200.00	0.00	3,208.81	6,991.19	31.46
TOTAL SUPPLIES & MATERIALS	2,018.71	17,560.00	207.73	4,855.21	12,704.79	27.65
MAINTENANCE & REPAIRS						
70-00-5301 MAINT OF EQUIPMENT	125.00	1,000.00	0.00	0.00	1,000.00	0.00
70-00-5345 BUILDING REPAIRS & MAINT.	800.00	3,600.00	254.00	962.00	2,638.00	26.72
TOTAL MAINTENANCE & REPAIRS	925.00	4,600.00	254.00	962.00	3,638.00	20.91
OCCUPANCY						
70-00-5401 COMMUNICATIONS	3,046.66	11,550.00	761.96	2,783.48	8,766.52	24.10
70-00-5402 OFFICE RENTAL	15,000.00	36,000.00	6,000.00	15,000.00	21,000.00	41.67
70-00-5403 UTILITIES	1,577.88	4,680.00	0.00	360.24	4,319.76	7.70
TOTAL OCCUPANCY	19,624.54	52,230.00	6,761.96	18,143.72	34,086.28	34.74

02/24/2017

## CITY OF BASTROP

## FINANCIAL STATEMENT

AS OF: JANUARY 31ST, 2017

601-BASTROP E.D.C. FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
<b>CONTRACTUAL SERVICES</b>						
70-00-5505 PROFESSIONAL SERVICES	29,693.40	66,300.00	3,675.00	34,689.00	31,611.00	52.32
70-00-5525 LEGALS	7,329.38	30,000.00	538.78	3,872.72	26,127.28	12.91
70-00-5530 ENGINEERING	1,855.00	15,000.00	0.00	8,333.75	6,666.25	55.56
70-00-5540 PROPERTY INSURANCE	384.75	1,200.00	174.38	348.76	851.24	29.06
70-00-5561 CONTRACTUAL SERVICES	2,500.00	6,000.00	0.00	2,000.00	4,000.00	33.33
70-00-5574 CITY CONTRACT FOR SERVICE	19,202.17	139,000.00	0.00	18,519.77	120,480.23	13.32
70-00-5596 MAIN STREET PROG SUPPORT	13,333.32	40,000.00	3,333.33	13,333.32	26,666.68	33.33
70-00-5598 CITY ADMINISTRATIVE SUPPORT	8,031.50	50,000.00	0.00	6,112.38	43,887.62	12.22
TOTAL CONTRACTUAL SERVICES	82,329.52	347,500.00	7,721.49	87,209.70	260,290.30	25.10
<b>OTHER CHARGES</b>						
70-00-5603 MARKETING TRAVEL	3,810.63	12,000.00	1,763.68	5,663.16	6,336.84	47.19
70-00-5604 BUSINESS DEVELOPMENT	4,472.09	10,000.00	318.58	672.24	9,327.76	6.72
70-00-5605 TRAINING TRAVEL	3,924.62	10,000.00	1,633.77	4,852.70	5,147.30	48.53
70-00-5606 AUTO ALLOWANCE - STAFF	0.00	6,000.00	0.00	0.00	6,000.00	0.00
70-00-5611 BILLBOARDS	5,000.00	0.00	0.00	0.00	0.00	0.00
70-00-5615 DUES, SUBSCRIPTIONS & PUBLI	4,735.49	11,284.00	513.00	5,447.25	5,836.75	48.27
70-00-5631 BONDS FOR BEDC OFFICERS	559.10	1,000.00	0.00	805.00	195.00	80.50
70-00-5633 LOCAL/MISC ADV & SPONSORSHI	7,181.92	15,000.00	1,739.98	6,299.07	8,700.93	41.99
70-00-5634 NATIONAL ADV & MARKETING	1,003.55	50,000.00	2,525.00	3,885.00	46,115.00	7.77
70-00-5635 REGIONAL ADV & MARKETING	0.00	15,000.00	0.00	64.93	14,935.07	0.43
70-00-5636 DIGITAL ADV & MARKETING	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5637 SPECIAL ADV & MARKETING	0.00	12,000.00	0.00	0.00	12,000.00	0.00
70-00-5640 SPL PROJ-REDEVELOPMENT GRAN	0.00	50,000.00	0.00	0.00	50,000.00	0.00
70-00-5641 SPL EDUC & WORKFORCE DEVELO	336.84	10,000.00	200.00	200.00	9,800.00	2.00
70-00-5642 SPL ENTREPRENEURIAL/SM BUS	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5644 380 AGREEMENT REIMBURSEMENT	72,887.91	329,000.00	0.00	83,965.00	245,035.00	25.52
70-00-5645 WATER RIGHTS PROP FUNDING	0.00	60,000.00	0.00	0.00	60,000.00	0.00
70-00-5646 SPECIAL PROJ/INCENTIVES	0.00	49,205.00	0.00	0.00	49,205.00	0.00
70-00-5649 SPL PRJT DISASTER RELIEF GR	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5650 SPL PRJT BUS RETEN & EXPAN	0.00	10,000.00	0.00	1,962.59	8,037.41	19.63
70-00-5689 OPPORTUNITY AUSTIN	0.00	10,000.00	0.00	0.00	10,000.00	0.00
70-00-5700 TARGETED MARKETING	5,487.49	0.00	0.00	1,079.01	( 1,079.01)	0.00
TOTAL OTHER CHARGES	109,399.64	690,489.00	8,694.01	114,895.95	575,593.05	16.64
<b>CONTINGENCY</b>						
70-00-5900 CONTINGENCY	0.00	25,000.00	0.00	0.00	25,000.00	0.00
TOTAL CONTINGENCY	0.00	25,000.00	0.00	0.00	25,000.00	0.00

FINANCIAL STATEMENT

AS OF: JANUARY 31ST, 2017

601-BASTROP E.D.C. FUND

EXPENDITURES	PRIOR Y-T-D	CURRENT BUDGET	M-T-D ACTUAL	Y-T-D ACTUAL	BUDGET BALANCE	% OF BUDGET
CAPITAL OUTLAY						
70-00-6713 TRAIL SYS FROM ESKEW TO HWY	0.00	180,000.00	0.00	0.00	180,000.00	0.00
70-00-6714 921 MAINSTREET PROJECT	0.00	100,000.00	5,635.00	15,815.34	84,184.66	15.82
TOTAL CAPITAL OUTLAY	0.00	280,000.00	5,635.00	15,815.34	264,184.66	5.65
DEBT SERVICE						
70-00-7133 C OF O SERIES 2013 PRINCIPL	25,410.00	70,000.00	5,833.33	23,333.32	46,666.68	33.33
70-00-7134 C OF O SERIES 2013 INTEREST	33,642.00	98,700.00	8,224.90	32,899.60	65,800.40	33.33
70-00-7137 C OF O SERIES 2010 PRINCIPA	14,111.32	45,110.00	3,759.17	15,036.68	30,073.32	33.33
70-00-7138 C OF O SERIES 2010 INTEREST	11,164.68	32,013.00	2,667.72	10,670.88	21,342.12	33.33
70-00-7152 GO REFUNDING SER 2014 INT	2,108.44	0.00	0.00	0.00	0.00	0.00
70-00-7501 C OF O SERIES 2008A PRINCIP	7,087.68	370,000.00	0.00	370,000.00	0.00	100.00
70-00-7502 C OF O SERIES 2008A, INTERE	3,589.00	16,828.00	0.00	16,827.50	0.50	100.00
TOTAL DEBT SERVICE	97,113.12	632,651.00	20,485.12	468,767.98	163,883.02	74.10
TOTAL 00-NON-PROGRAM	383,865.48	2,358,426.00	74,424.54	800,954.63	1,557,471.37	33.96
ADMINISTRATION						
=====						
CAPITAL OUTLAY						
DEBT SERVICE						
70-10-7097 INTEREST EXPENSE ON FNB NOT	2,687.61	500.00	0.00	0.00	500.00	0.00
70-10-7603 BOND PRINCIPAL 2006	78,333.32	50,000.00	4,166.67	16,666.68	33,333.32	33.33
70-10-7604 BOND INTEREST 2006	6,915.32	9,912.00	825.95	3,303.80	6,608.20	33.33
TOTAL DEBT SERVICE	87,936.25	60,412.00	4,992.62	19,970.48	40,441.52	33.06
TOTAL ADMINISTRATION	87,936.25	60,412.00	4,992.62	19,970.48	40,441.52	33.06
TOTAL BEDC ADMINISTRATION	471,801.73	2,418,838.00	79,417.16	820,925.11	1,597,912.89	33.94
*** TOTAL EXPENSES ***	471,801.73	2,418,838.00	79,417.16	820,925.11	1,597,912.89	33.94

\*\*\* END OF REPORT \*\*\*

02/24/2017

BALANCE SHEET

AS OF: JANUARY 31ST, 2017

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

ASSETS

=====

00-00-1010	BEDC OPERATING ACCT	160,253.17
00-00-1012	TEXAS CLASS	1,525,146.54
00-00-1100	TEXPOOL	1,558,555.11
00-00-1135	DREYFUS MM ACCT	1,768.77
00-00-1141	CERTIFICATE OF DEPOSIT FN	501,000.00
00-00-1224	ACCT RECEIVABLE-SALES TAX	332,911.63
00-00-1272	NOTES RECEIVABLE-GARMENT	54,167.37
00-00-1274	NOTES RECEIVABLE-GTG-LOAN	17,999.29
00-00-1275	NOTES RECEIVABLE-GTG-LOAN	17,878.92
00-00-1276	NOTES RECEIVABLE-GTG-LOAN	429.51
00-00-1420	EQUIPMENT	8,300.77
00-00-1440	BUILDING IMPROVEMENTS	49,785.27
00-00-1460	FIXED ASSETS - BUILDING	845,593.73
00-00-1470	FIXED ASSETS - LAND	832,992.05
00-00-1480	FIXED ASSETS - INFRASTRUC	2,253,147.18
00-00-1490	CONST IN PROGRESS-INFRAST	6,943.68
00-00-1499	ACCUMULATED DEPRECIATION(	1,677,456.51)
00-00-1575	DEFERRED OUTFLOWS-PENSION	17,741.00
00-00-1576	DEFERRED OUTFLOWS-ACTUARI	2,814.00
00-00-1577	DEFERRED OUTFLOWS-DEFICIT	25,266.00
00-00-1578	DEFERRED OUTFLOWS-ASSUMPT	3,529.00

6,538,766.48

TOTAL ASSETS

6,538,766.48

=====

02/24/2017

CITY OF BASTROP  
BALANCE SHEET

AS OF: JANUARY 31ST, 2017

601-BASTROP E.D.C. FUND

ACCOUNT# TITLE

LIABILITIES & FUND BALANCE

=====

00-00-2000	ACCOUNTS PAYABLE	4,188.78
00-00-2080	NOTES PAYABLE-CITY-WTR PR	360,000.00
00-00-2081	NOTES PAYABLE-CITY-TDC	29,167.34
00-00-2101	BONDS PAYABLE CURRENT POR	270,110.00
00-00-2102	TAX/REV 2006 BOND PAYABLE	165,000.00
00-00-2105	BONDS PAYABLE-CURRENT YR	28,141.51
00-00-2125	ACCRUED INTEREST PAYABLE	25,686.06
00-00-2127	ACCRUED EXPENSES-OTHER	40,117.38
00-00-2235	DEFFERRED REVENUE-TOWER	50,600.00
00-00-2356	DUE TO OTHER GOVERNMENTS	3,614,384.44
00-00-2405	ENCUMBRANCE ACCOUNT (	21,000.00)
00-00-2406	RESERVE FOR ENCUMBRANCE	21,000.00
00-00-2850	NET PENSION LIABLIITY	111,000.00
00-00-2870	COMPENSATED ABSENCES PAYA	11,248.66

4,709,644.17

TOTAL LIABILITIES 4,709,644.17

SURPLUS (DEFICIT) ( 108,975.41)

00-00-3000	NET ASSETS	1,084,686.37
00-00-3119	DESIGNATED OPERATING	150,000.00
00-00-3400	CONTRIBUTED CAPITAL	521,695.50
00-00-3502	RESTRICTED - JAMCO	73,644.00
00-00-3503	RESTRICTED-GOOD SOUL BREW	9,700.00
00-00-3505	RESTRICTED-COGLAN GRP	5,000.00
00-00-3506	RESTRICTED-ELLIOTT PARTNE	37,372.85
00-00-3507	RESTRICTED - AEI TECHNOLO	55,999.00

TOTAL EQUITY 1,829,122.31

TOTAL LIABILITIES & FUND EQUITY 6,538,766.48

=====



## Agenda Item: 3.4

# AGENDA MEMORANDUM

Meeting Date: February 27, 2017

Agenda Item: Consideration, discussion and possible action approving a Bastrop Economic Development Corporation Business Incentive Grant Agreement for the building located at 705 Pine Street, owned by Judith and Thomas Hoover, in the amount of \$10,000.

Prepared by: Shawn A. Kirkpatrick, Executive Director

---

Judith and Thomas Hoover, owner of 705 Pine Street, have submitted a BIG application (BIG # 2017-002). The application was reviewed by the Main Street Design committee and accepted as complete and program-eligible with minor comments. The total cost of the project is \$27,062, with the EDC reimbursing the maximum allowable under the BIG program guidelines of \$10,000. Under the BIG program guidelines, the applicant is required to enter into a performance agreement with the EDC.

Attachments:

Performance Agreement [Draft]

BIG Application

---

### Recommendation

Approve the attached performance agreement.

**[RECOMMENDED MOTION]** I move to approve a Bastrop Economic Development Corporation Business Incentive Grant Agreement (BIG #2017-002) for the building located at 705 Pine Street, owned by Judith and Thomas Hoover, for FY 2017, and authorize the Executive Director to execute the agreement on behalf of the EDC.

BIG FY 16-17 APPLICATION

Applicant Information

Applicant's Name: *JUDITH & THOMAS Hoover*

Applicant's Mailing Address: *1316 Wilson St Bastrop, TX 78602*

Federal Tax ID Number: *462748479*

Daytime Phone Number: Cell Phone: *512 304-5678*

Email Address: *judithhoovers@gmail.com*

Status of applicant (please check one)

- Property owner with vacant facility
- Property owner with tenant business
- Property owner/operator of existing business on property

Owner of property is a/an (please check one)

- Individual
- Partnership (attach copy of Partnership Agreement)

Corporation/profit (attach copy of Articles of Incorporation)

Corporation/non-profit (attach list of officers and directors)

Trust (attach copy of Trust Agreement)

Other, please explain:

Length of ownership:                      Date Purchased: *Approx 1982*

Property Information

Address of property to be improved: *705 Pine St.*

Legal Description of subject property: *Building block 3 w w st. 0.1846 acres*

Tax Assessor Parcel Number (s): *45730*

Year built: *1885*                      Square footage: *Lower only 1,050 sq-ft.*

Name and phone number of current tenant(s), if applicable:  
*N/A*

Planned use of building after improvements are made:  
*Detail / restaurant etc.*



# Bastrop BIG Program FY 16-17 Scoring Application

## SCORING CATEGORIES

## Possible Points

Select one entry per category if applicable

35

### Location

Located in the Historic Main Street Area

5 ✓

Located in the Main Street Program Area

4

Located along a commercial corridor leading downtown

3

Located along a commercial corridor

2

Other location

0

*Points Earned*

### Local Landmark Designation

Designated by Historic Landmark Commission as a Historic Landmark

5

Designated by Historic Landmark Commission as a Significant Landmark

4

*in progress*

*Points Earned*

### Economic Impact of future use

Retail/Restaurant/Tourism

5 ✓

Public or Non-Profit

4

Professional Service

3

*Points Earned*

### Use of Structure

Application is part of a project that will allow reoccupation of a structure that is currently vacant and has been for:

Three or more years

5

Two to three years

4

One to two years

3 ✓

Less than a year

2

Structure is currently occupied

0

*Points Earned*

### Age of Structure as of October 1 of current fiscal year

Over 50 years

5 ✓

40-49 years

4

30-39 years

3

20-29 years	2
10-19 years	1
Less than 9	0

*Points Earned*

**Danger of Structure**

Structure is currently threatened: Structure is currently threatened or likely to be within 1 year. Severe deterioration evident, threatened loss of entire structure. Roof damage, severe structural damage. 5

Structure is in moderate danger: Structure is moderately threatened or likely to be within 1 to 5 years. Deterioration has begun, but does not pose immediate threat of collapse. 4

Structure is in potential danger: Localized minor damage to structure, limited damage to major features. 3 ✓

Structure is not in danger: Project is cosmetic. 2

*Points Earned*

**Previous Funding**

Applicant has not applied for or received funding from the Mega Grant or Façade Grant Program in the past five (5) years. 5

Applicant has applied before and satisfactorily completed the project. 4 ✓

*Points Earned*

**Total Points**

24

Project Description - please provide a detailed description of the proposed business improvement grant for your building:

*Please see narrative and bid #1*

Please obtain the following documentation to accompany your application:

1. Current photograph of building exterior.
2. Historic photographs of building exterior if available.
3. Drawings and/or rendering accurately depicting the extent of the proposed work.
4. Brief history of the building and any previous improvement work done to the building that you are aware of.
5. Current assessed property value. *\$157,457*

## Bastrop BIG Program Checklist FY 16-17

**Completed Application including:**

1. If the property is owned by someone other than an individual attach one of the following:
2. Copy of Articles of Incorporation
3. List of officers and directors
4. Copy of Trust Document
5. Current photograph of building exterior
6. Historic photographs of building exterior if available
7. Drawings and/or rendering accurately depicting the extent of the proposed work
8. Brief history of the building and any previous improvement work done to the building that you are aware of.
9. Current Assessed Value
10. Detailed project budget, outline selected bids and total project amount.
11. Completed Scoring Criteria
12. Completed Checklist

I certify to the best of my knowledge that I have submitted all of the required information to apply for approval of the BIG Program and that the information is correct.

I have read and agree to abide by the BIG Program Application Guidelines.

Applicant Name: *JUDITH HOOVER*  
Applicant Signature: *Judith Hoover*  
Date: *1/31/17*

**BASTROP ECONOMIC DEVELOPMENT CORPORATION  
BUSINESS INCENTIVE GRANT PROGRAM STANDARD  
AGREEMENT**

---

**THE STATE OF TEXAS                    §  
  §       **KNOW ALL MEN BY THESE PRESENTS:**  
COUNTY OF BASTROP                 §**

**THIS IS AN AGREEMENT**, made and entered into by and between the Bastrop Economic Development Corporation, an Economic Development Corporation created by and through the laws of the State of Texas, hereinafter called “BEDC”, acting by and through its duly authorized representative, and Judith and Thomas Hoover, hereinafter called “GRANTEE,” acting by and through its duly authorized representative.

**W I T N E S S E T H:**

**WHEREAS**, commercial property owners desire to generate adequate rents and revenues from their commercial buildings while creating a sense of pride in their investment; and

**WHEREAS**, the BEDC through the Bastrop Incentive Grant (“BIG”) Program wishes to maintain and improve the quality of life for its citizens, attract outside spending, generate additional jobs, and increase sales tax by fostering economically viable commercial districts; and

**WHEREAS**, the objective of the BIG Program is to provide assistance to those who are attempting to improve the appearance of commercial properties along commercial corridors and those who wish to preserve, save, and improve historic properties in Bastrop; and

**WHEREAS**, the BEDC has created and approved a process whereby buildings located within the City of Bastrop may apply for a BIG Program grant from the BEDC.

## II.

**NOWHEREFORE**, upon an affirmative vote of the majority of the BEDC Board, on \_\_\_\_\_, the BEDC determined that GRANTEE qualified for a reimbursement grant (the "Reimbursement") in the amount of \$10,000 for the improvements as provided for in its application, and that said Reimbursement shall be distributed to GRANTEE under the following terms and conditions:

- (a) For and in consideration of the Reimbursement to GRANTEE by the BEDC, the funds distributed are intended to reimburse GRANTEE for the eligible expenses associated with improvements to the building at 705 Pine Street (the "Project"). All reimbursements shall be for the Project and its associated eligible costs as submitted by the GRANTEE and approved by the Main Street Design Committee and the BEDC.
- (b) The Reimbursement shall be contingent on compliance with the Project, this Agreement, the ordinances of the City of Bastrop, the laws of the State of Texas, and the Bastrop Business Incentive Grant (BIG) Program Guidelines, Application, Criteria & Checklist (the "Guidelines") as attached hereto as Exhibit A and incorporated herein as if fully set forth herein.
- (c) Upon completion of the Project, GRANTEE shall submit a final financial accounting to the BEDC (the "Report") showing a line item accounting of all eligible costs expended during the Project, which shall be accompanied by the check register of all related expenditures. Invoices, receipts or other proofs of expenditures shall be presented with the Report. The BEDC shall be the sole and final decision maker as to the sufficiency of the Report and associated invoices, receipts or other proofs of expenditures and may deny all or partial reimbursement for lack of sufficiency.
- (d) The Project shall be completed and the Report submitted by September 30, 2017.

(e) Upon submission of the Report and associated invoices, receipts and other proofs of expenditures, the BEDC shall verify compliance with this Agreement and distribute the reimbursement.

### III.

GRANTEE agrees not to change or alter the final Project without prior written approval from the Main Street Program office for five (5) years from the date of the GRANTEE signing this Agreement (the "Grant Period"). The property must remain in commercial use during the Grant Period. If a change in use occurs and the property is not used for commercial purposes for longer than any 180 day period, then GRANTEE shall be required to reimburse 100% of the Funds back to the BEDC.

GRANTEE shall maintain ownership of the property for five (5) years immediately following the submission of the Report. If this requirement is not met the GRANTEE shall reimburse BEDC the Funds as provided:

Property sold within 2 years = reimburse 100%

Property sold within 3 years = reimburse 75%

Property sold within 4 years = reimburse 50%

Property sold within 5 years = reimburse 25%

### IV.

It is understood and agreed that in the event any provision of this Agreement is inconsistent with requirements of law, the requirements of law will control and the parties shall revert to their respective positions which would otherwise be enjoyed or occupied by the respective parties for the terms of this contract.

V.

The foregoing instrument in writing between the parties herein constitutes the entire Agreement between the parties, relative to the funds made the basis hereof, and any other written or oral agreement with the BEDC being expressly waived by GRANTEE.

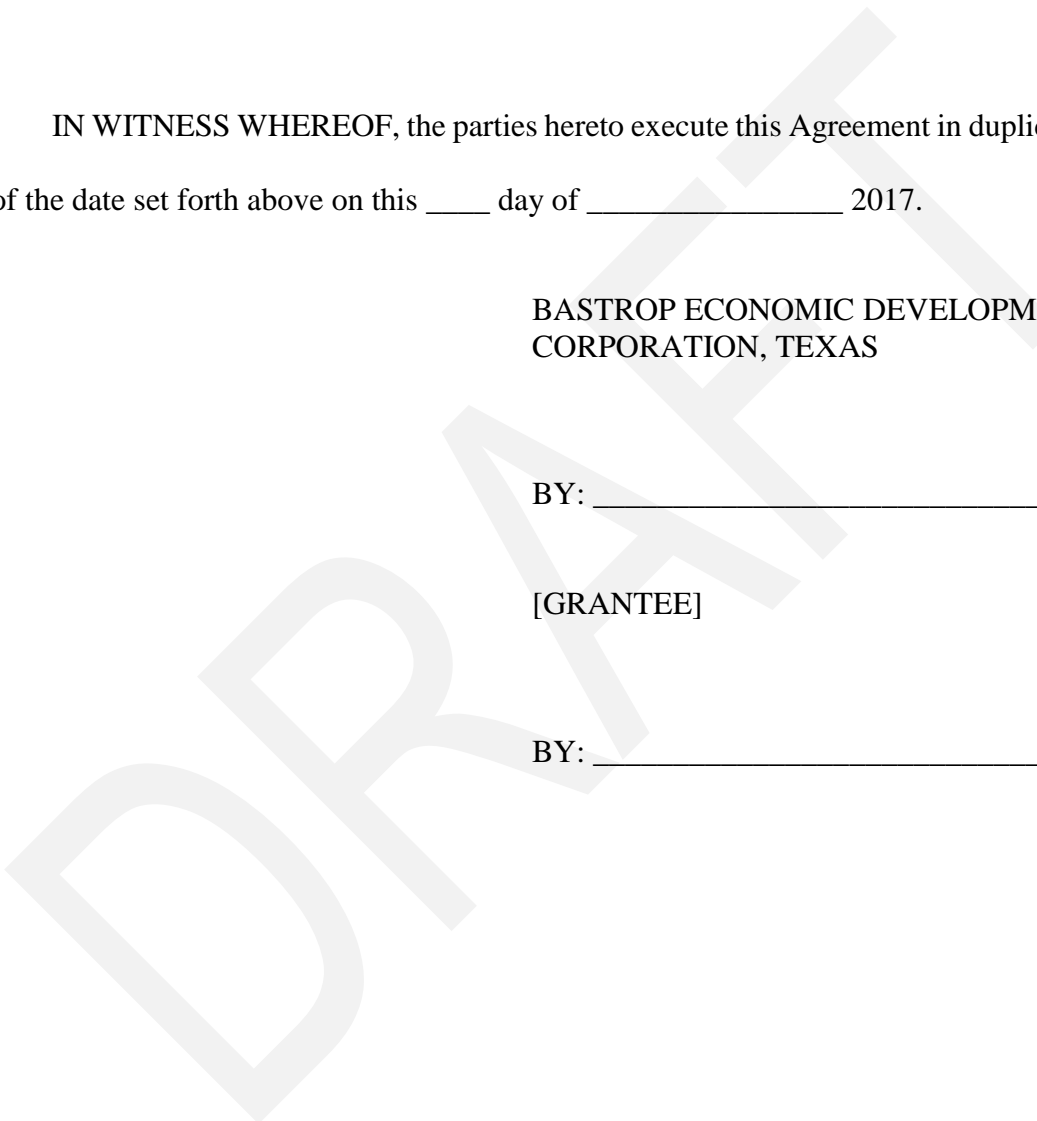
IN WITNESS WHEREOF, the parties hereto execute this Agreement in duplicate originals as of the date set forth above on this \_\_\_\_ day of \_\_\_\_\_ 2017.

BASTROP ECONOMIC DEVELOPMENT CORPORATION, TEXAS

BY: \_\_\_\_\_

[GRANTEE]

BY: \_\_\_\_\_







## Agenda Item: 3.5

# AGENDA MEMORANDUM

Meeting Date: February 27, 2017

Agenda Item: Consideration, discussion and possible action on a Resolution approving the Ninth Amended Bylaws of the Bastrop Economic Development Corporation.

Prepared by: Shawn A. Kirkpatrick, Executive Director

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This is the last step in approving the Ninth Amended Bylaws. The City Council approved them as presented at the February 14<sup>th</sup> Council meeting. The final step is for the EDC Board to approve Resolution 2017-0005 adopting the Ninth Amended Bylaws of the Bastrop Economic Development Corporation.

This is the same version as presented to the Board at the 01/23/17 Board meeting. A copy can be downloaded at this link: <http://bit.ly/2ldz0fG>.

Thank you to the Bylaws committee, legal counsel, the public, the EDC Board, and City Council for their work on crafting the Ninth Amended Bylaws. A special Thank You to Angela Ryan who has worked diligently on completing this project.

Attachment:  
Board Resolution

---

### Recommendation

**[RECOMMENDED MOTION]** I move the EDC Board approve Resolution 2017-0005 adopting the Ninth Amended Bylaws of the Bastrop Economic Development.

**RESOLUTION NO. R-2017-0005**

**APPROVING AMENDMENTS TO THE BASTROP ECONOMIC DEVELOPMENT CORPORATION’S BYLAWS**

**WHEREAS** the Bastrop Economic Development Corporation (the “Corporation”) has existing bylaws; and

**WHEREAS** the Texas Local Government Code Chapter 501 (the “Code”) Section 501.064 authorizes a Corporation to amend its bylaws; and

**WHEREAS** the Corporation has amended its bylaws as provided for in the attached Exhibit A (the “Amended Bylaws”); and

**WHEREAS**, it is hereby officially found and determined that the Amended Bylaws are consistent with the certificate of formation of the Corporation and state law; and

**WHEREAS** the City Council approved the Amended Bylaws by Resolution No. R-2017-09 dated February 14, 2017; and

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose of said meeting was given, all as required by Chapter 551, Texas Government Code;

**THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE CITY OF BASTROP ECONOMIC DEVELOPMENT CORPORATION THAT:**

**SECTION 1. Adoption**

The Bastrop Economic Development Corporation Board of Directors hereby approves the Amended Bylaws as established in Exhibit “A”.

PASSED AND APPROVED, on this \_\_\_\_\_ day of \_\_\_\_\_ 2017.

\_\_\_\_\_, Board Chair

ATTEST:

\_\_\_\_\_, Board Secretary



## Agenda Item: 3.6

# AGENDA MEMORANDUM

Meeting Date: February 27, 2017

Agenda Item: --- Public Hearing ---

**Public Hearing** – Conduct a public hearing to provide information and receive input from the public regarding a proposal by the Bastrop EDC to fund a Drainage Study to be performed in Pine Forest Unit 6, in an amount not to exceed \$75,100.

--- Close Public Hearing ---

Prepared by: Shawn A. Kirkpatrick, Executive Director

---

In order to fund the drainage study in Pine Forest Unit 6, the EDC is required to publish notice in the Bastrop Advertiser, the newspaper of record, and conduct a public hearing. By law, The EDC is not allowed to expend the funds until the 60<sup>th</sup> day following the published notice.

Attachment:  
Pine Forest Unit 6 Public Hearing Notice

---

### Recommendation

No recommendation provided.

**NOTICE OF PUBLIC HEARING**  
**BASTROP ECONOMIC DEVELOPMENT CORPORATION**  
Bastrop City Hall, 1311 Chestnut Street, Bastrop, TX  
Monday, February 27, 2017  
6:00 p.m.

---

The Bastrop Economic Development Corporation, a non-profit 4B industrial development corporation (the "BEDC"), established under Article 5190.6, Sec. 4B, of the Texas Revised Civil Statutes, *et seq.* (now Local Government Code (LGC) Chapters 501 and 505, *et seq.*), will conduct a Public Hearing at the BEDC Board Meeting on Monday, February 27, 2017, beginning at 6:00 p.m. in the City Council Chambers of City Hall, 1311 Chestnut Street, Bastrop, Texas, for the purpose of providing the general public with information concerning a proposed economic development project being considered by the BEDC, and for receiving public input regarding same. Specifically, the BEDC is proposing to expend Type B economic development funds, generated pursuant to BEDC's statutory authority, for the following: funding for the City of Bastrop in an amount not to exceed \$75,100, to fund a Drainage Study to be performed in Pine Forest Unit 6, as authorized by LGC Sections 505.152, 505.153 and 505.158. For additional information please contact Shawn Kirkpatrick, Executive Director of the Bastrop Economic Development Corporation, at (512) 303-9700, between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.

Any member of the public who is interested in this proposed Economic Development Project is invited to attend the public hearing and provide comment and input to the members of the BEDC Board, at that time.

I, Angela Ryan, Assistant Director of the Bastrop Economic Development Corporation, do hereby certify that this Notice of Public Hearing was posted on: (1) the bulletin board of the City Hall, 1311 Chestnut Street, Bastrop, Texas, (2) at the office of the BEDC, located at 301 Hwy 71 W, Suite 214, Bastrop, Texas, and/or (3) on the website of the BEDC at [www.bastropedc.org](http://www.bastropedc.org), at places readily accessible to the general public at all times. Further, I certify that this Notice was published in the *Bastrop Advertiser* on February 25, 2017.

*Angela Ryan*

Angela Ryan  
BEDC Assistant Director



## Agenda Item: 3.7

# AGENDA MEMORANDUM

Meeting Date: February 27, 2017

Agenda Item: Consideration, discussion, and possible action on a Resolution to fund a drainage study for Pine Forest Unit 6.

Prepared by: Shawn A. Kirkpatrick, Executive Director

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In order for the EDC to fund the Pine Forest Unit 6 Drainage Study, the EDC Board needs to make a determination that the study is allowable under Chapter 505 of the Local Government Code. The three premises of the determination are that the study will: (1) promote new and/or expanded business enterprise through infrastructure development, (2) develop open space and parkland, and (3) provide affordable housing in Bastrop.

The City has passed a reimbursement resolution to pre-fund the study until EDC funds are available after the 60<sup>th</sup> day from the public notice. The Staff recommendation is to utilize 2013 Certificate of Obligation funds. Currently \$660,000, less \$250,000 planning, engineering, and site improvement in the Bastrop Business and Industrial Park, is available from the 2013 CO issuance.

Attachment:  
Resolution 2017-0006 Pine Forest Unit 6

---

### Recommendation

**[Sample Motion]** I move to approve Resolution 2017-0006 to fund the City of Bastrop in an amount not to exceed \$75,100 for the Pine Forest Unit 6 Drainage Study that promotes new and/or expanded business enterprise through infrastructure development, development of open space and parkland, and provides affordable housing in Bastrop.

**RESOLUTION NO. R-2017-0006****A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION  
MAKING CERTAIN FINDINGS REGARDING ELIGIBLE EXPENDITURES OF THE  
CORPORATION; AUTHORIZING ELIGIBLE EXPENDITURES; AND ESTABLISHING  
REQUIREMENTS FOR REIMBURSEMENTS PURSUANT THERETO**

**WHEREAS**, the Pine Forest Unit 6 Subdivision (“Subdivision”) in the City of Bastrop (“City”) platted in 1979 contains 6.25 miles of existing creeks and associated floodplains and floodways; and,

**WHEREAS**, the Subdivision has historically experienced extensive and repeated flooding rendering a vast number of the lots unbuildable as the Subdivision currently exists; and,

**WHEREAS**, due to the current condition of the Subdivision as it relates to the pervasive flooding, approximately 60% of the lots have defaulted on taxes and have been acquired by the taxing entities; and,

**WHEREAS**, it is in the best interest of the taxing entities and the Corporation for the defaulted lots to be developable for their highest and best use; and,

**WHEREAS**, the City’s Comprehensive Plan encourages subdivisions where there is residential, parks and green space, and compatible commercial development in a cohesive pattern; and,

**WHEREAS**, the Bastrop area is experiencing growth that has outpaced available and affordable housing; and,

**WHEREAS**, a comprehensive drainage study of the Subdivision is needed before any redevelopment can occur; and,

**WHEREAS** the Texas Local Government Code Chapter Section 505.152 authorizes the expenditure of Corporation funds for a project that the board of directors determines to be required or suitable for use for parks and park facilities, open space improvements, and related roads, streets, and water and sewer facilities, and other related improvements that enhance any of the items described by this section; and,

**WHEREAS** the Texas Local Government Code Chapter Section 505.153 authorizes expenditure of Corporation funds for a project that the board of directors determines to be required or suitable for use for the promotion of development and expansion of affordable housing, as described by 42 U.S.C. Section 12745; and,

**WHEREAS** the Texas Local Government Code Chapter Section 505.158 authorizes a Corporation created by a municipality of 20,000 or less to fund a project that includes the land, buildings, equipment, facilities, expenditures, targeted infrastructure, and

improvements found by the corporation's board of directors to promote new or expanded business development; and,

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose at which it was read was given in accordance with Chapter 551, Texas Government Code;

**THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION THAT:**

### **SECTION 1. Findings and Determination**

- a. The Board hereby finds and determines that it is in the best interest of the Corporation to make funding available to the City for reimbursement of costs incurred for the completion of a comprehensive drainage study in an amount not to exceed \$75,100.00.
- b. The Board hereby finds and determines that Texas Local Government Code Chapter Section 505.152 authorizes the expenditure of Corporation funds for this study because the City agrees that \_\_\_% of the lots owned by the taxing entities shall be dedicated for use as parks and park facilities or open space improvements.
- c. The Board hereby finds and determines that Texas Local Government Code Chapter Section 505.153 authorizes expenditure of Corporation funds for this project because the City agrees that \_\_\_% of the lots owned by taxing entities shall be reserved for use for the promotion of development and expansion of affordable housing, as described by 42 U.S.C. Section 12745.
- d. The Board hereby finds and determines that drainage improvements, including a comprehensive drainage study, constitute an expenditure for targeted infrastructure that will promote new or expanded business development.

### **SECTION 2. Authorization of Expenditure**

- a. The Board authorizes the Executive Director to reimburse the City for costs incurred for the completion of a comprehensive drainage study in an amount not to exceed \$75,100.00 on terms consistent with the conditions set forth in Section 1, not sooner than the 60<sup>th</sup> day following publication of Notice of the proposed project.
- b. The Board shall be provided a copy of the completed Drainage Study and annual reports on the progress made by the City to meet the conditions set forth in Section 1.

c. The Drainage Study Proposal is attached as Exhibit A.

**SECTION 3. Approval**

PASSED AND APPROVED on this \_\_\_\_\_ day of \_\_\_\_\_ 2017, after a Public Hearing regarding same.

\_\_\_\_\_  
\_\_\_\_\_, Board Chair

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, Board Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Charles E. Zech, Corporation Counsel  
Denton, Navarro, Rocha, Bernal, Hyde & Zech, P.C.





## Agenda Item: 3.8

# AGENDA MEMORANDUM

Meeting Date: February 27, 2017

Agenda Item: Presentation and discussion of the 921 Main Street Engineering and Site Assessment report.

Prepared by: Shawn A. Kirkpatrick, Executive Director

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EDC staff will present the findings for the 921 Main Street Engineering and Site Assessment. Attached is the Executive Summary, synopsis of findings, and recommendation.

Reports are located on the EDC website at: [bastropedc.org/current-projects](http://bastropedc.org/current-projects).

Attachment:

Executive Summary 921 Main Street – Engineering and Site Assessment

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### Recommendation

No Board action posted for Agenda Item 3.8.



## **Executive Summary**

921 Main Street – Engineering and Site Assessment  
Shawn Kirkpatrick, CEcD, Executive Director  
February 27, 2017

Since June 2016, the Bastrop Economic Development Corporation (EDC) has been researching and developing potential uses for the vacant lot located at 921 Main Street. The Board of Directors approved the EDC acquiring the site as a community development project to address the site conditions, develop a site mitigation plan, and pursue a determination of the “highest and best” economic use of the vacant lot.

As an early part of the project, the Main Street Program contacted the Texas Historical Commission (THC) to apply and seek enrollment in the Town Square Initiative (TSI) program. The THC-TSI program is a new approach to holistically address the challenge of vacant and underutilized historic properties. The 921 Main Street vacant lot was accepted into the program and a THC architect, economic development specialist, and planner prepared a TSI report and recommendation. The findings of the TSI report recommended the site be developed into a mixed-use infill building appropriate to the downtown district.

The EDC Board approved engaging KSA Engineers to conduct a Phase I Assessment and Conceptual Planning, conducting an analysis of the site condition, review of four site options, and opinion of probable cost (OPC) estimates. In addition, KSA sub-contracted to Terracon Engineering to perform a Phase I Environmental Assessment (ESA) and Geotechnical Engineering Report. EDC staff added to the Terracon scope lead-based paint and asbestos testing at the site.

Both the THC-TSI and KSA reports were released to the public for review on Monday, February 6, 2017, for review and comment. The EDC Executive Director, Main Street Director and an EDC Board member met with neighboring property owners to review the findings and receive input. The EDC hosted a public input session at City Hall on Monday, February 13, 2017, to present the findings, answer questions and receive input. Main Street Design Committee was briefed on the reports on Tuesday, February 14, 2017, during its regular meeting. In addition, the EDC has publicly stated any individual, group or organization wishing to provide input could submit a written statement related to the findings, their thoughts and/or usage preference.

The neighboring property owners have both submitted letters supporting the option for the development of an infill building. The public input session on the 13<sup>th</sup> of February had responses overwhelmingly supporting an infill building. The Design Committee had more mixed responses, with the significant majority supporting an infill building.

Executive Summary  
921 Main Street – Engineering and Site Assessment

***Recommendation***

The staff and project team recommendation is to pursue solely an infill building development project at 921 Main Street.

After reviewing the available options, the recommendation is to instruct staff to prepare a “Request for Proposals/Qualification” (RFP/Q) for potential developers to submit responses to develop an infill building project for the vacant lot at 921 Main Street.

***Additional Information***

THC-TSI, KSA Engineering, and Terracon reports are available for review on the EDC website at this link: <http://bastropedc.org/current-projects>.



## Agenda Item: 3.9

# AGENDA MEMORANDUM

Meeting Date: February 27, 2017

Agenda Item: Report on Bastrop EDC projects: (1) Convention Center Hotel Feasibility Study, (2) March/April Board Planning Workshop, (3) 25% or 90-day reserve fund, (4) Business Park Fiber, (5) MD Anderson Cancer Center, and (6) Executive Director Annual Review.

Prepared by: Shawn A. Kirkpatrick, Executive Director

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### **(1) Convention Center Hotel Study**

The City Council approved an engagement with DP Consulting to conduct a Hotel Feasibility Study for the Bastrop Convention and Exhibit Center. The EDC and Main Street Director are working with David Parker. The cost of the study is being funded through Hotel Occupancy Tax.

### **(2) March/April Board Planning Workshop**

Alysia Cook with Opportunity Strategies is available for the March 20, 2017 Board meeting to conduct a focus group with the Board regarding the EDC's goals. She will meet with staff and community stakeholders during the day to garner knowledge of the EDC and community expectations. We will need to schedule a Board workshop for Alysia to come back and share her findings and recommendations, and facilitate a discussion with the Board about goals, metrics, known performance indicators, etc. She will then develop a set of goals for the EDC, the "scorecard" that has been discussed at previous meetings. Alysia anticipates the workshop should take about three hours – the date and time are TBD. Final results will be presented to the Board in April or May 2017, depending on the date of the workshop.

### **(3) 25% or 90-day reserve fund**

The EDC has four certificates of deposit on a two-year ladder. One expires every six months with \$125,000 invested in each. With the EDC revenues expected to surpass \$2 million for FY2017, the current \$500,000 invested in these instruments is insufficient to be representative of the recommended 90 day or 25% reserve funds. As such, the Finance and EDC directors recommended increasing each CD to \$150,000 each over the next two years, equaling \$600,000, or 25%, of \$2.4 million in revenue. The Vice-Chair approved increasing the February 2017 renewal and the appropriate funds have been transferred from the EDC TexPool account. This is for information only; no action is required.

**(4) Business Park Fiber**

The EDC has been working with FiberLight to provide 1/10 GB fiber service in the Bastrop Business and Industrial Park. There will be some level of initial investment from the EDC to bring fiber to the entrance of the Business Park. FiberLight is working with the City of Bastrop, Bastrop County, and Business Park end-users. At some later date, EDC staff will present a proposal from FiberLight to access the Hwy 95/71 node and extend service under Hwy 71 to the entrance of the Business Park. The City and EDC worked together to extend the conduit under Hwy 71 in FY 2016 to facilitate extending fiber south of Hwy 71 and into the Business Park.

**(5) MD Anderson Cancer Center**

The EDC staff has conducted business retention and expansion visits at both the Bastrop and Smithville campuses of MD Anderson. They each have upcoming community events that the Board and community are encouraged to attend. The Friends of Science Park is hosting a 5K and 1 mile family fun run/walk at MD Anderson Cancer Center Science Park in Smithville on March 25<sup>th</sup>, called Stampede in the Park. On April 21<sup>st</sup>, the Michale E. Keeling Center is hosting a Community Open House at their facility on Cool Water Drive. Please feel free to contact our office for information on these two events.

**(6) Executive Director Annual Review**

The EDC Vice-Chair and Executive Director have been working on a format to conduct the ED annual review in April 2017.

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## Agenda Item: 3.10

# AGENDA MEMORANDUM

Meeting Date: February 27, 2017

Agenda Item: Requests from Board of Directors for future agenda items.

Prepared by: Shawn A. Kirkpatrick, Executive Director

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This agenda item allows the Directors of the Board to give their input on possible agenda items for future Board meetings.

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### **Recommendation**

No staff recommendation provided.



## Agenda Item: 5.1

# AGENDA MEMORANDUM

Meeting Date: February 27, 2017

Agenda Item: Consideration, discussion and possible action related to the available, recommended engineering solutions for re-establishing 921 Main Street for future use.

Prepared by: Shawn A. Kirkpatrick, Executive Director

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This is the opportunity for the Board to provide direction to the Staff on how to proceed with the vacant lot at 921 Main Street.

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### Recommendation

**[Sample Motion]** I move to instruct staff to prepare a “Request for Proposals/Qualifications” (RFP/Q) for potential developers to submit responses to develop an infill building project for the vacant lot at 921 Main Street.