

BASTROP ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS
Minutes of Monthly Meeting, August 17, 2015
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas

The Bastrop Economic Development Corporation (BEDC) met on Monday, August 17, 2015, at 6:30 p.m. at Bastrop City Hall, 1311 Chestnut Street, for the Regular Monthly Meeting.

Board members present were: Steve Mills, Gary Schiff, Cam Chavez, Kristi Koch, Carlos Liriano, Mayor Ken Kesselus, Willie DeLaRosa and Mike Talbot (ex-officio). Staff members present: Shawn Kirkpatrick, Angela Ryan, Jean Riemenschneider, and JC Brown, BEDC Attorney.

1. **CALL TO ORDER** – BEDC Board Chair Steve Mills called the Board Meeting to order at 6:32 p.m.
2. **PUBLIC COMMENT(S)** – None.
3. **PRESENTATION(S)** – None.
4. **ANNOUNCEMENT(S)** – None.
5. **UPDATE(S)/REPORT(S)** from Executive Director, City of Bastrop, and Community Partners (includes items for update, discussion, and possible action). Mr. Kirkpatrick went over his updates included in the Board packets.

A. Update on BEDC Projects and/or Business:

1. Update on the Bastrop EDC Business Park
2. Project status update
3. Update on housing and multi-family studies
4. Update on BEDC office at 903 Main Street
5. Update on BEDC Strategic Plan

B. Update from the City of Bastrop

1. City Manager's update
 - a) Comprehensive Plan update – Mr. Talbot reported that so far they have received over 500 survey responses. There will be a Town Hall meeting for the consultants to give a summary from the stakeholders meetings and from the Steering Committee. Mr. Talbot said their goal is to have the plan to Council by June 2016.
 - b) Main Street Improvement Project update – Mr. Talbot said he would give an update at next month's meeting.
2. City of Bastrop Update on Construction Projects – Mr. Talbot reported that the TxDOT overpass at Hwy 71 and Tahitian Village is on schedule and approximately 35% complete. The original date for opening the bids on the Hwy 71/95 overpass was August and it is now scheduled for December, but it should not affect the February construction date. The XS Ranch project has requested permission to create Phase 1 as a Public Improvement District (PID) instead of a MUD, and will try to keep the PID fee at the same rate as the MUD fee. Pecan Park is moving along with Section 5A. In Burleson Crossing, Ulta is approximately 75% complete with the interior, and Hobby Lobby is about 40%. Building J will contain WingStop and other retail. Bastrop Village West was created as a MUD, and they are moving forward with a timeline to have the preparatory work completed toward the end of the quarter and begin construction in January of next year.

C. Update(s) from Community Partners

1. Bastrop Main Street Program – Mrs. Head went over her updates included in the packet.

2. Bastrop Chamber of Commerce – Bastrop Chamber of Commerce Director Becki Womble reported their current membership is 671, and their membership revenue is up about 40%. She said the meet and greet for the new Hyatt General Manager was well-attended. Mrs. Womble said they just started the new year of the We Believe in BIRD Campaign and their goal is to visit each campus twice during the school year. This initiative, which the BEDC helped begin, is now receiving state-wide recognition. Mrs. Womble reported that they have seen a lot of tourists this year, with significant activity from the billboard campaign. Mrs. Womble said they are hosting a Town Hall meeting on September 28 to discuss the Highway 71 construction.
3. Bastrop County Museum and Visitor Center – Georgina Ngozi introduced herself as the new Director of the Bastrop County Museum and Visitor Center. She said in her new role at the Museum, she has met visitors from across the globe as well as local members of the community. The Museum has been chosen as the host for a bridge truss event on July 23. They have an ongoing capital campaign to raise \$150,000 to finish out three exhibit areas. The Holiday Homes Tour will be on December 12.

6. MEETING MINUTES

6.1 Approval of meeting minutes of the Regular Board Meetings of June 15, 2015, and July 20, 2015, and Special Board Meetings of June 24, 2015, July 8, 2015, and August 5, 2015. Ms. Brown said that the abbreviated minutes in the packets would not be helpful for research purposes if at some point in the future she needed to refer to them. It was decided that additional detail would be added to the minutes and they would be brought back for Board approval.

7. FINANCIAL REPORT(S)

7.1 Consideration, discussion and possible action on acceptance of the Bastrop Economic Development Corporation's financial summary report for period ending July 31, 2015. Mr. Kirkpatrick went over the financial report in the Board packet. Mr. DeLaRosa made the motion to accept the financial report as submitted, Mr. Schiff seconded, and the motion passed.

8. PUBLIC HEARING(S)

8.1 PUBLIC HEARING to receive input from the general public on the Bastrop Economic Development Corporation's proposed budget for Fiscal Year 2015/2016. The Public Hearing was opened at 8:22 p.m. Mr. Kirkpatrick went over the draft budget included in the Board packets. The YMCA and Parks Maintenance are now under the line item "City of Bastrop Contract for Services" in the amount of \$119,080. Mr. Talbot said he had done a preliminary analysis, and with all of the mowing and related costs combined, it averages out to be about \$139,000 a year. On the administrative support, it includes the audit expense, accounts payable, payroll, benefits, and the reports that the Finance Department is required to do for the BEDC, and it comes out to approximately \$50,000 a year. Mr. Talbot said it is hard to put a value on things such as bond issuance where the BEDC receives a better rate by piggybacking on the City. It was the consensus of the Board to change the amount to \$139,000 for the FY2016 budget. There were no other public comments. The Public Hearing was closed at 8:50 p.m.

8.2 Mr. Chavez made the motion to adopt the budget as presented, with an increase in the amount of the "City Contract for Services" line item from \$119,080 to \$139,000, with the difference being taken from contingency. Mr. Schiff seconded, and the motion passed.

9. ACTIONS ITEMS

9.1 Consideration, discussion and possible action on a request by Laurie Schneider, owner of the Best Lil' Hair House, for final approval of a façade grant in the amount of \$5,000, for renovations to the building

at 1005 Chestnut Street, with a total project cost estimate of \$12,000. Mayor Kesselus made the motion to give final approval to all three grants as submitted, Mr. DeLaRosa seconded, and the motion passed.

9.2 Consideration, discussion and possible action on a request by Becki Womble of the Bastrop Chamber of Commerce for final approval of a mega-grant in the amount of \$15,000, for renovations to the building at 927 Main Street, with a total project cost estimate \$60,000. Approved under 9.1.

9.3 Consideration, discussion, and possible action on a request by Dr. Frederic Taylor, owner of Taylor Family Chiropractic, for final approval of a façade grant in the amount of \$2,950, for renovations to the building at 909 Main Street, with a total project cost estimate of \$5,900. Approved under 9.1.

9.4 Consideration, discussion and possible action on approval of a Resolution authorizing signatures for financial and accounting services performed by the City of Bastrop on behalf of the Bastrop Economic Development Corporation. Mr. Kirkpatrick explained that due to changes at the Finance Department, the BEDC now needs a resolution authorizing financial and accounting services provided by the City of Bastrop on behalf of the BEDC. Mr. Schiff made the motion to approve the resolution, Mr. DeLaRosa seconded, and the motion passed.

9.5 Consideration, discussion and possible action on approval of a proposed Internal Financial Control Policy for the BEDC. Mr. Kirkpatrick reminded the Board that at the last budget workshop, they had requested an internal financial control policy as it relates to the contingency fund. He summarized the policy: (1) The BEDC Board Chair has authorization to transfer funds from contingency in amounts not exceeding \$1,000, and (2) Any transfer over \$1,000 would require Board approval. Mr. DeLaRosa made the motion to approve the policy as submitted, Mr. Schiff seconded, and the motion passed.

9.6 Consideration, discussion and possible action on acceptance of the Multi-Family Feasibility Report prepared by Capitol Market Research (CMR), Inc. Mr. Kirkpatrick gave a summary of the report which stated that Bastrop can absorb 175 – 200 multi-family units annually for the next five years, with an estimated market rate of \$1.15. Mr. Kirkpatrick recommended Board approval. Mr. Schiff made the motion to accept the report as submitted, Mr. Liriano seconded, and the motion passed.

9.7 Consideration, discussion and possible action on a request for the BEDC to participate in an Assessment and Demand Analysis for the Healthcare Sector in Bastrop, Texas. Mr. Schiff explained that Johnny Burns, the CEO of the Family Health Center of Bastrop, had informed him about a medial study that Pflugerville did which was beneficial in attracting medical businesses to their community. Mr. Schiff wanted to discuss the possibility of sponsoring a similar medical survey for Bastrop, to help identify needs and issues. Mr. Burns said he had spoken with Judge Pape, who indicated that the County might also contribute to such a study because he feels it is a county-wide issue. Mr. Burns explained it would help determine what other types of medical care Bastrop needs, such as a hospital or surgery center, making it easier to attract needed types of care. Mr. Burns introduced Mark Clayton, a senior executive with St. David's Healthcare in Austin. He said one of the benefits of undertaking an independent study, as opposed to St. David's or Seton having one performed, is that it would be considered unbiased. Another reason would be to have the accountability not to any one particular healthcare group. They would do a community survey and interview key leaders and members of the community, look at the data, and then potentially work with the BEDC to broker other healthcare groups to be part of the plan. Mr. Kirkpatrick said Phase 1 is \$21,000, Phase 2 is \$30,000, and Phase 3 is \$20,000, but the third phase may not be necessary. The Board members discussed the possibility of incorporating a healthcare study into the Comprehensive Plan. The Board concurred that it would need to be done on a regional level, and that it would need to be determined what organization would take the lead on it. It was decided that Mr. Mills would speak to Judge Pape and the next step would be identifying partners. No action was necessary at this time.

9.8 Consideration, discussion and possible action on a request for reconsideration of Board action related to the Bastrop Business and Industrial Park Infrastructure Project. Mayor Kesselus and Mr. DeLaRosa expressed their desire for the Board to consider other projects, on a more global level and not just in the

Business Park prior to committing resources for the Park infrastructure. Mr. Liriano and Ms. Koch expressed their need for additional information as to the importance of the infrastructure in the Park. Mr. Mills and Mr. Schiff referred to the speaker at last year's Bluebonnet Economic Development Forum and how he said having shovel-ready sites was critical to bringing in primary employers and creating jobs. Ms. Brown commented that the BEDC's statutory authority per the 4B Act is for primary job creation, not retail, which is typically covered through a 380 agreement. Mr. Talbot added that when Bastrop's citizens voted to enact the 4B, it was presented to the voters that it would be used for the creation of primary jobs. Action was postponed until after executive session.

10. EXECUTIVE SESSION

10.1 At 9:36, Mr. Mills convened the Board of Directors a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:

- (1) **Section 551.071(1)(A) and Section 551.071(2)** – Consultations with Attorney: (1) threatened and/or contemplated litigation, and (2) matters upon which the Attorney has a duty and/or responsibility to report to the governmental body.
- (2) **Section 551.072** – Deliberation about real property: including, but not limited to, potential sales, acquisitions, exchanges, leases, dispositions or values of real property.
- (3) **Section 551.087** – Deliberation regarding economic development negotiations: 'Project Footloose/Quench', 'Project Bronze Star', and/or 'Project Lighthouse Point'.
- (4) **Section 551.074** – Personnel Matters: BEDC staff.

10.2 At 10:01, the Bastrop Economic Development Corporation Board of Directors reconvened into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein, or regular agenda items, noted above, and/or related items.

Mayor Kesselus made the motion to rescind the previous vote to build out the infrastructure in the Business Park. Mr. DeLaRosa seconded, and the motion passed, with Mr. Schiff and Mr. Mills opposed.

11. BOARD INPUT ON FUTURE AGENDAS

Inviting input from the Board of Directors related to issues for possible inclusion on future agendas, related to (but not limited to) issues such as BEDC projects, property, economic development prospects, community events, and BEDC business. Mr. Kirkpatrick requested that Board members have their agenda items into him no later than noon on Wednesday prior to a Board meeting.

12. **ADJOURNMENT** – Gary Schiff made the motion to adjourn and Cam Chavez seconded. The BEDC Board of Directors adjourned the meeting at 10:16 p.m.