

BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)
BOARD OF DIRECTORS
Minutes of Monthly Meeting, March 21, 2016
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas

The Bastrop Economic Development Corporation (BEDC) met on Monday, March 21, 2016, at 6:00 p.m. at Bastrop City Hall, 1311 Chestnut Street, for the Regular Monthly Meeting.

Board members present were: Steve Mills, Kristi Koch, Gary Schiff, Mayor Ken Kesselus, Willie DeLaRosa, and Joe Beal. Board member Cam Chavez was absent. 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 6:03 p.m.

2. PUBLIC COMMENT(S) – None.

3. REGULAR BUSINESS & PRESENTATIONS

3.1. Approval of meeting minutes of the Regular Board Meeting of February 22, 2016. Mr. Beal made the motion to approve the minutes as submitted, Mr. DeLaRosa seconded, and the motion passed.

3.2. Consideration, discussion and possible action on acceptance of the BEDC's financial summary report for period ending February 29, 2016. Mr. Kirkpatrick reviewed the financial report included in the Board packets. Mr. Schiff made the motion to accept the financial report as submitted, Mr. DeLaRosa seconded, and the motion passed.

3.3. Consideration, discussion and possible action on the City of Bastrop's Comprehensive Annual Financial Report for FY2015. The City of Bastrop's Chief Financial Officer, Tracy Waldron, handed out a report to the Board showing BEDC's portion of the City of Bastrop's audit for FY 2015. She explained the report showed BEDC's assets, cash, liabilities, and capital assets, as well as the unearned revenue from the tower lease and bond payments. \$93,000 is restricted for committed future incentives, such as JAMCo and Elliott Electric. Mr. Talbot said it was a clean audit with no material differences identified and no management comments. Mr. Schiff made the motion to acknowledge acceptance of the report as presented, Mayor Kesselus seconded, and the motion passed.

3.4. Consideration, discussion and possible action on presentation and update on BEDC's Education and Workforce Development Programs. Mr. Kirkpatrick said that an educated workforce remains the number one criterion for site search consultants, and Ms. Riemenschneider is heading up the Education and Workforce Development program at BEDC. Ms. Riemenschneider explained House Bill 5 (HB5) requires that school districts implement five specific programs by 2017, in order to offer additional career opportunities for students. She said the program actually starts at the 7th grade level, when students are required to choose a career pathway. Ms. Riemenschneider has been working with the Bastrop school district and local industry on ways to bring them together, such as internships, mentorship programs, and starting a career day at the middle schools. She reported this year's Youth Career Day for high school juniors and seniors will be held on May 18th at the Performing Arts Center, with an increased effort to bring in businesses who fit within the HB5 career clusters to interact with the students.

Ms. Riemenschneider said BEDC has been working with BISD and ACC to offer additional programs so students can graduate high school with college credits or certifications in a particular field, such as the ASE certifications now being offered to automotive tech students. She explained this involvement will help build our workforce as well as provide opportunities to the students they may not otherwise have, especially those who are economically disadvantaged. Their goal is that

eventually, adult education programs will also be offered. Ms. Riemenschneider's full presentation can be viewed at this [link](#). No Board action was required.

4. ACTION ITEMS

4.1. Consideration, discussion and possible action on disposition of real property owned by BEDC located at 903 Main Street, as it relates to a potential economic development project for expansion of a local business, i.e., Zintek Properties (a.k.a. Maxine's Café Project). Mr. Kirkpatrick reported that the remediation of the building was complete and the certification had been received. Mr. Sartain can access the building when needed. Ms. Brown is currently reviewing the economic development agreement. Mr. Kirkpatrick recommended the Board hold a special meeting to review the contract once all parties are agreeable to the terms. He explained that a Board resolution would also be needed at that time. Mr. Kirkpatrick reported that he had ordered an economic impact analysis. No Board action was required.

4.2. Consideration, discussion and possible action regarding including two members of the Bastrop community on the BEDC's *ad hoc* Bylaws Committee. Mr. Kirkpatrick handed out a list of members from the community who had interest in serving on the committee. Mr. Mills will appoint the two community members. No Board action was required.

4.3. Consideration, discussion and possible action related to an overview of the status of the existing BEDC grant and Performance Agreement between the Bastrop Fine Arts Guild and the BEDC, dated July 20, 2011, and amended thereafter on August 25, 2014, and October 20, 2014. Mr. Kirkpatrick explained the Guild's last extension on the agreement with the BEDC expired on January 31, 2015, and they broke ground on the project on October 12, 2015. Karol Rice plans to give a presentation and update on the project at the April Board meeting. Mr. Kirkpatrick recommended that the Board members review the documents included in the Board packet and prepare to ask questions at that meeting. No Board action was required.

5. **UPDATE(S), REPORT(S), AND/OR ANNOUNCEMENT(S)** – The BEDC and City of Bastrop provided written reports (includes items for update, discussion, and/or possible action by the Board of the BEDC).

5.1. BEDC Projects and/or Business – Mr. Kirkpatrick's report was included in the Board packet. He reported the Staff has been doing a lot more BRE, with a total of ten visits during the month of February. Mr. Kirkpatrick reported that Elliott Electric has broken ground on their project and Coghlan is close to finishing his new building.

5.2. Main Street Program Monthly Report – A memo announcing the new Main Street Director was included in the Board packet. Ms. Wood added that a new website, BastropDowntown.com, is a combined website of Main Street and the DBA. They are also updating the Bastrop visitor app.

5.3. City Manager's Report – Excerpts from the City Manager's report to City Council were included. Mr. Talbot explained there had been some inaccurate numbers in his report concerning the Alley D project, and they actually have approximately \$400,000 for the project and are only about \$200,000 short. He said the water permit hearing is scheduled for later in the week. Mr. Talbot said he has been working with the County and the school district on the Pine Forest litigation and they seem to be making progress. He reported that at the last Council meeting, they approved starting the design work for a one million gallon elevated tank on the west side of town, which would create a balanced system. He said they continue to work with West Bastrop Village and their pro-rata share of the new wastewater plant.

5.4. City of Bastrop Comprehensive Plan – No update.

5.5. City of Bastrop Construction Projects – The update was included in the packet.

6. EXECUTIVE SESSION

6.1. At 7:14 p.m., Mr. Mills convened the BEDC Board of Directors into 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 advise or 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: ‘Project Bronze Star’, ‘Project Gold Steel’, and/or disposition of 903 Main Street – Maxine’s Café Project.

(3) **Section 551.087** – Deliberation regarding economic development negotiations: ‘Project Bronze Star’, ‘Project Gold Steel’, ‘Project Apothecary’, and/or 903 Main Street – Maxine’s Café Project.

(4) **Section 551.074** – Personnel Matters: Executive Director’s Performance Review.

6.2. At 8:17 p.m., the BEDC 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.

Mr. Schiff made the motion to provide a raise for Mr. Kirkpatrick retroactive to his six month anniversary date in the amount of \$6,000 per year, and upon passing the certified economic developer examination, Mr. Kirkpatrick will receive another annual raise of \$6,000, and his contract will be extended by one year from the expiration date. Mayor Kesselus seconded, and the motion passed.

7. BOARD INPUT ON FUTURE AGENDAS

7.1. 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. The Board reviewed the items already on the list. Mr. Schiff asked about the BEDC Board attendance policy, and Ms. Brown said she would double check to make sure it falls under the City Council.

8. ADJOURNMENT – Willie DeLaRosa made the motion to adjourn and Mayor Kesselus seconded. The BEDC Board of Directors adjourned the meeting at 8:19 p.m.