

**NOTICE OF REGULAR MEETING OF BOARD OF DIRECTORS OF  
 BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)  
 Monday, April 17, 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. Approval of meeting minutes of the Regular Board Meeting of March 20, 2017. **(page 3)**
- 3.2. Acceptance of the Bastrop EDC’s financial summary report for period ending March 31, 2017. **(page 6)**
- 3.3. Presentation and discussion on the EDC’s sales tax rebates, incentives schedule, and debt service schedule. **(page 7)**
- 3.4. Presentation and discussion related to the 921 Main Street Request for Qualifications and Proposals. **(page 12)**
- 3.5. Consideration, discussion and possible action on a resolution approving the expenditure of 2013 Certificate of Obligation bond proceeds to fund the comprehensive drainage study for Pine Forest Unit 6. **(page 22)**
- 3.6. Consideration, discussion and possible action on approving a Business Incentive Grant Agreement for the building(s) located at 903 and 905 Main Street (Maxine’s Café & Bakery), owned by ZinTek Properties, in the amount of \$2,577.80. **(page 25)**
- 3.7. Consideration, discussion and possible action on approving a Business Incentive Grant Agreement for the building located at 711 Spring Street (Bastrop Opera House), in the amount of \$10,000. **(page 36)**
- 3.8. Report on Bastrop EDC projects/events: **(page 47)**
  - (1) April 24<sup>th</sup> Workshop
  - (2) Trail Expansion Route Planning
  - (3) Business and Industrial Park Planning, Engineering and Site Improvements
  - (4) Small Business Workshop
  - (5) Coffee Chat
  - (6) FiberLight Project
  - (7) 2017 Bastrop Youth Career Day
  - (8) FY2017/2018 Budget Timeline
- 3.9. Requests from Board of Directors for future agenda items. **(page 49)**

**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, ‘iPilot’, ‘Sinkhole’, and/or ‘Big Dog’.
  - (2) **Section 551.087** – Deliberation regarding economic development negotiations: Projects ‘Apothecary II’, ‘Valley Stays’, ‘Goat Farm’, ‘Hot Market’, ‘iPilot’, ‘Be Well’, and/or ‘Big Dog’.
  - (3) **Section 551.074** – Personnel Matters – Executive Director’s Review.
- 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.
- 4.3. Consideration, discussion and possible action on the Executive Director’s annual performance review. **(page 50)**

## 5. 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 13th day of April 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: April 17, 2017

Agenda Item: Approval of meeting minutes of the Regular Board Meeting of March 20, 2017.

Prepared by: Angela Ryan, Assistant Director

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The draft minutes from the 03/20/17 Regular Board Meeting are attached for the Board's review.

Attachment:

Draft minutes from the Board Meeting of March 20, 2017.

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### Recommendation

Approve the minutes as submitted.

**[Sample Motion]** I move to approve the minutes from the March 20, 2017, Board Meeting as submitted.

**BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)**  
**BOARD OF DIRECTORS**  
**Minutes of Monthly Meeting, March 20, 2017**  
**Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas**

The Bastrop Economic Development Corporation (BEDC) met on Monday, March 20, 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, Drusilla Rogers, Joe Beal and Mayor Ken Kesselus. Board member Cam Chavez was absent. Staff members present: Shawn Kirkpatrick, Angela Ryan, Jean Riemenschneider, and Kathy Merrifield. Charlie Zech, BEDC Attorney, was also present.

1. **CALL TO ORDER** – Board Vice-Chair Kristi Koch called the Board Meeting to order at 6:02 p.m.
2. **PUBLIC COMMENT(S)** – Herb Goldsmith spoke about the Hotel Feasibility Study that is currently being conducted and his agreement with the process.

**3. REGULAR BUSINESS & PRESENTATIONS**

- 3.1. Approval of meeting minutes of the Regular Board Meeting of February 27, 2017. Mr. Beal made the motion to approve the minutes as submitted, Mr. Plunkett seconded and the motion passed.
- 3.2. Acceptance of the Bastrop EDC's financial summary report for period ending February 28, 2017. Mr. Kirkpatrick briefly reviewed the financials. When asked why Bastrop's sales tax reviews had declined, Mr. Kirkpatrick replied that surrounding communities were opening more retail and restaurants, resulting in those residents coming to Bastrop less often. Mr. Plunkett made the motion to accept the financials as submitted, Mr. Beal seconded and the motion passed.
- 3.3. Consideration, discussion and possible acceptance of the City of Bastrop's Comprehensive Annual Financial Report for FY2016. Finance Director Tracy Waldron presented the EDC's portion of the audit. She said in her opinion this was a very clean audit. Mr. Beal made the motion to accept the Comprehensive Annual Financial Report as submitted, Ms. Rogers seconded and the motion passed.
- 3.4. Consideration, discussion and possible action on expending 2013 Certificate of Obligation bond funds to extend dark fiber into the Bastrop Business and Industrial Park. Mr. Kirkpatrick explained that extending dark fiber into the Park is a selling feature and another tool to market Bastrop for new businesses. Mr. Kirkpatrick said that although the EDC has agreed to cover the maintenance costs until September 2018, the cost will decrease as new users come onboard, and by September 2018 the EDC would no longer need to pay the maintenance costs. Mayor Kesselus made the motion to approve the Executive Director entering into an agreement with FiberLight to extend fiber trunk mains and provide for maintenance until September 2018 in an amount not to exceed \$154,800, utilizing 2013 Certificate of Obligation bond funds. Mr. Plunkett seconded and the motion passed.
- 3.5. **Workshop Session:** The Bastrop EDC Board of Directors conducted a workshop session with Alysia Cook of Opportunity Strategies to set three to five year goals, metrics, and known performance indicators for the Bastrop EDC. Ms. Cook spent the day interviewing various business owners, property owners and stakeholders to learn the public perception of the EDC. Interviewees were asked what the EDC does well and what can be done better. Ms. Cook explained this workshop session will be an abbreviated strategic planning session, looking at what is important for the next three to five years. The Board Members participated in a SWOT (Strengths, Weaknesses, Opportunities, Threats) Analysis, listing 10 to 15 items

in each category. After the SWOT Analysis was completed, Ms. Cook led the Board Members to identify six categories of goals. These were business retention and expansion, workforce development, primary job creation, EDC involvement with housing solutions, further development of the Bastrop brand, and improving communication, both internally and externally. Ms. Cook will take the information she gathered and will return in April for a three-hour workshop to present her findings and assist with developing which goals, metrics and performance indicators the EDC should be using for the next three to five years.

- 3.6. Requests from Board of Directors for future agenda items. There were no agenda item requests.

#### 4. EXECUTIVE SESSION

- 4.1. At 7:37 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: 921 Main Street, ‘iPilot’, and/or ‘Sinkhole’.
- (2) **Section 551.087** – Deliberation regarding economic development negotiations: Projects ‘Apothecary II’, ‘Big Ben’, ‘Valley Stays’, ‘Goat Farm’, ‘Hot Market’, ‘iPilot’ and/or ‘Curious George’.
- (3) **Section 551.074** – Personnel Matters – Executive Director’s Review

- 4.2. At 8:21 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. No further action was taken.

#### 5. ADJOURNMENT – Board Vice-Chair Kristi Koch adjourned the meeting at 8:22 p.m.



## Agenda Item: 3.2

# AGENDA MEMORANDUM

Meeting Date: April 17, 2017

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

Prepared by: Shawn Kirkpatrick, Executive Director

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The BEDC financial summary report for March 2017 was not available at the time the Board packets were assembled.

If the report is received on Monday, April 17, it will be distributed to the Board at the meeting.

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### Recommendation

Accept the financial report as submitted.

**[Sample Motion]** I move to accept the March BEDC financial summary report as submitted.



## Agenda Item: 3.3

# AGENDA MEMORANDUM

Meeting Date: April 17, 2017

Agenda Item: Presentation and discussion on the EDC's sales tax rebates, incentives schedule, and debt service schedule.

Prepared by: Shawn Kirkpatrick, Executive Director

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At the start of every budget year, EDC staff updates the Board on three components that make up an important part of our mission and budget. The EDC has two outstanding sales tax rebates, one with Burleson Crossing and the other with Buc-ee's. Each is performing ahead of expectations.

The incentive schedule shows future performance agreement obligations to provide financial forecasting for current and contemplated projects. The EDC has taken steps to reduce future debt service obligations to free up cash flow to provide the opportunity for the EDC to be more aggressive in our Type A, or primary job, recruiting. You will see that debt service reached a high of 25% of sales tax revenue a couple years ago and in FY 2017/2018 it is anticipated to be in the 13% range of sales tax revenue. This equates to a positive swing of \$400,000+ of additional annual cash flow from a reduction in annual debt service payments and sales tax revenue growth.

Staff will provide a preliminary sale tax chart for the coming years which is very conservative with a 3% annual growth rate. At this point, FY 2017/2018 is not showing any indication of internal or external factors that will significantly increase sales tax revenue. In FY 2018/2019 and beyond, the local, regional, and national economy are very difficult to predict, with several social and political factors in flux. Locally, the addition of new housing, success of the DMO, and addition of sales and use tax businesses that fill a gap in our local market would provide a boost in sales tax revenues. Regionally, the 130/Hwy 71 development and maturing Elgin and Smithville markets provide challenges for Bastrop to attract regional shoppers. Nationally, my current take is the uncertainty of consumer confidence and spending. My recommendation is to be cautious in planning future sales revenues above the 3-4% range until more certainty develops.

Attachments: Sales Tax Chart, Sales Tax Rebates, Incentive Schedule, and Debt Service Schedule

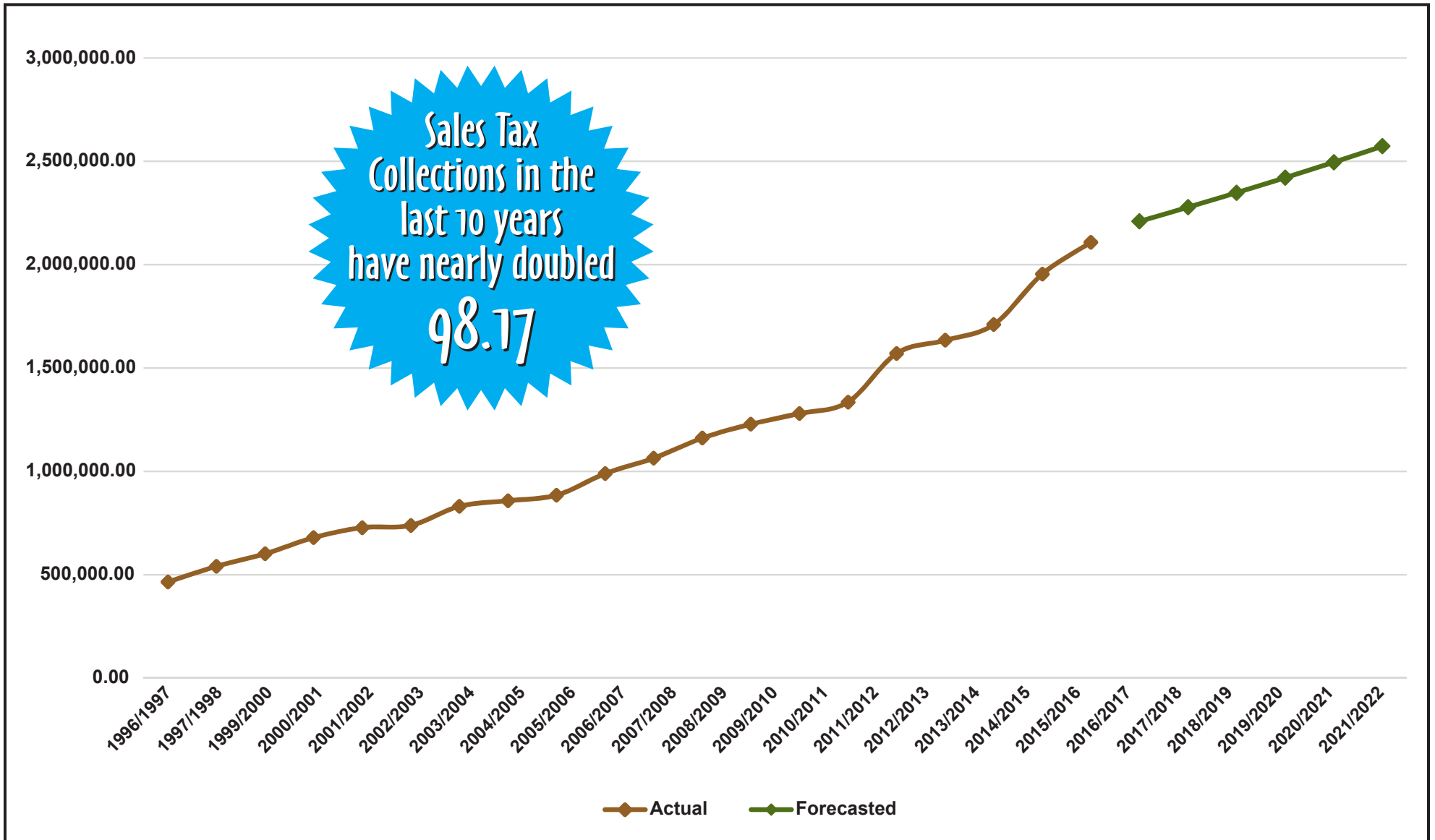
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### Recommendation

No recommendation – no action required.



# Sales Tax Collections







## SALES TAX REBATES

**APRIL 5, 2017**

The EDC has two outstanding Sales Tax Rebate Agreements with Burleson Crossing and Buc-ee's. The Burleson Crossing agreement is 15 years or \$2.5 million, and the Buc-ee's agreement is 10 years or \$700,000, whichever comes first. Each according to projections will reimburse prior to the end of the terms in 2022 and 2020, respectively.

### Sales Tax Rebates

Fiscal Year	Burleson Crossing	Buc-ee's	Fiscal Year Total
2008/2009	35,985		35,985
2009/2010	94,441		94,441
2010/2011	79,224		79,224
2011/2012	131,358		131,358
2012/2013	139,330	51,854	191,184
2013/2014	148,706	82,503	231,209
2014/2015	201,477	88,370	289,847
2015/2016	230,777	92,914	323,691
2016/2017	235,000	94,000	329,000
2017/2018	254,054	98,947	360,000
2018/2019	274,653	104,155	380,000
2019/2020	296,922	87,256	390,000
2020/2021	320,997		330,000
2021/2022	57,075		60,000
2022/2023			
2023/2024			
	\$ 2,500,000	\$ 700,000	\$ 3,200,000



# INCENTIVE SCHEDULE

APRIL 5, 2017

This chart is critically important within any economic development organization. It shows incentive commitments of the EDC allowing the cash flow planning for current and future agreements.

		FY 2013 2012/2013	FY 2014 2013/2014	FY 2015 2014/2015	FY 2016 2015/2016	FY 2017 2016/2017	FY 2018 2017/2018	FY 2019 2018/2019	FY 2020 2019/2020	FY 2021 2020/2021	FY 2022 2021/2022
70-00-5640	Spl Projects/Redev't Grants				\$ 2,608	\$ 50,000	\$ 50,000	\$ 50,000			
70-00-5644	380 Agreements	\$ 191,184	\$ 231,209	\$ 289,847	\$ 323,691	\$ 329,000	\$ 360,000	\$ 380,000	\$ 390,000	\$ 330,000	\$ 60,000
70-00-5645	Water Rights	\$ -		\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
70-00-5646	Spl Projects/Incentives	\$ 58,598	\$ 15,601	\$ 73,646	\$ 42,494	\$ 49,204	\$ 28,050	\$ 88,010	\$ 9,364		
	Other				\$ 121						
	JAMCo							\$ 73,646			
	The Coghlan Group				\$ 5,000			\$ 5,000			
	Good Soul Brewing Co.					\$ 2,425					
	Elliot Electric Supply				\$ 37,373	\$ 18,686	\$ 18,686				
	AEI Technologies					\$ 28,093	\$ 9,364	\$ 9,364	\$ 9,364		
<b>Total Annual Incentive Obligation</b>		<b>\$ 313,005</b>	<b>\$ 264,715</b>	<b>\$ 509,917</b>	<b>\$ 428,793</b>	<b>\$ 488,204</b>	<b>\$ 498,050</b>	<b>\$ 578,010</b>	<b>\$ 459,364</b>	<b>\$ 390,000</b>	<b>\$ 120,000</b>
<b>Percent of Sales Tax (%)</b>		<b>18.85%</b>	<b>15.23%</b>	<b>25.43%</b>	<b>19.57%</b>	<b>22.10%</b>	<b>21.87%</b>	<b>24.61%</b>	<b>18.97%</b>	<b>15.63%</b>	<b>4.66%</b>



# DEBT SERVICE SCHEDULE

APRIL 6, 2017

	Fiscal Year Budget Year	FY 2013 2012-2013 Actual	FY 2014 2013-2014 Actual	FY 2015 2014-2015 Actual	FY 2016 2015-2016 Actual	FY 2017 2016-2017 Budget	FY 2018 2017-2018 Forecasting	FY 2019 2018-2019 Forecasting	FY 2020 2019-2020 Forecasting	FY 2021 2020-2021 Forecasting
601-70-00-5610 (Debt) Issuance Cost				6,372.50						
601-70-00-7002 Interest Expense		494.27								
601-70-00-7133 C of O Series 2013 principal	24.20%	-	-	41,140.00	35,860.00	70,000.00	71,390.00	76,230.00	78,650.00	78,650.00
601-70-00-7134 C of O Series 2013 Interest	FY 2033	-	73,499.00	102,160.30	101,008.74	98,700.00	96,533.80	94,392.10	91,342.90	88,196.90
601-70-00-7137 C of O Series 2010 principal	13.88%	38,170.00	38,864.00	41,640.00	42,334.00	45,110.00	46,498.00	49,274.00	49,968.00	58,990.00
601-70-00-7138 C of O Series 2010 Interest	FY 2029	38,061.00	36,311.99	34,951.74	33,494.38	32,013.00	30,433.84	28,806.27	27,081.82	25,332.94
601-70-00-7151 GO Refunding Series 2014 principal	7.94%	-	-	-	-	-	-	-	-	-
601-70-00-7152 GO Refunding Series 2014 Interest	FY 2031	-	-	4,445.28	-	-	-	-	-	-
601-70-00-7501 C of O Series 2008A principal	12.15%	18,225.00	19,440.00	20,655.00	20,000.00	370,000.00				
601-70-00-7502 C of O Series 2008A Interest	FY 2028	21,100.00	20,188.16	11,969.43	18,005.84	16,828.00				
601-70-10-7097 Interest Expense on FNB Notes		494.27	36.39	1,754.91	3,145.13					
601-70-10-7135 Bond Principal 2008A										
601-70-10-7136 Bond Interest 2008A										
601-70-10-7601 Bond Principal-Rev 1996										
601-70-10-7602 Bond Interest-Rev 1996										
601-70-10-7603 Bond Principal 2006	100%	200,000.00	215,000.00	220,000.00	235,000.00	50,000.00	55,000.00	55,000.00	55,000.00	
601-70-10-7604 Bond Interest 2006	FY 2020	50,018.36	40,798.50	30,887.00	20,746.00	9,912.00	7,607.00	5,071.00	2,536.00	
601-70-10-7999 Fiscal Agent Fees		-	-	-						
<b>Total Annual Debt Service (I&amp;S)</b>		<b>366,562.90</b>	<b>444,138.04</b>	<b>515,976.16</b>	<b>509,594.09</b>	<b>692,563.00</b>	<b>307,462.64</b>	<b>308,773.37</b>	<b>304,578.72</b>	<b>251,169.84</b>
<b>Percent of Sales Tax (%)</b>		<b>22.07%</b>	<b>25.55%</b>	<b>25.74%</b>	<b>24.06%</b>	<b>31.34%</b>	<b>13.50%</b>	<b>13.15%</b>	<b>12.58%</b>	<b>10.06%</b>



## Agenda Item: 3.4

# AGENDA MEMORANDUM

Meeting Date: April 17, 2017

Agenda Item: Presentation and discussion related to the 921 Main Street Request for Qualifications and Proposals.

Prepared by: Shawn Kirkpatrick, Executive Director

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EDC staff has prepared the RFQ/P for the 921 Main Street redevelopment. A draft copy was previously provided to the Board through a BCC email for comments. In order to maintain transparency with the community for this project, the draft is included in the packet.

Attachments: RFQ/P for 921 Main Street

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### **Recommendation**

No recommendation – no action required.

# Introductions and Summary

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## Summary

The Bastrop Economic Development Corporation (BEDC) seeks a highly-qualified Development Partner to redevelop 921 Main Street (Site), a vacant lot, in downtown Bastrop, Texas (BastropTX). The BEDC desires to partner with a private developer on a project to enhance the vibrancy of Main Street with a mixed-use redevelopment.

## Bastrop EDC Background Information

*THE BEDC'S MISSION:* "To enhance the quality of life in Bastrop by providing the appropriate infrastructure as required. The BEDC will promote and assist economic development which will provide our residents meaningful and rewarding employment opportunities and greater access to desirable goods and services."

The BEDC is a Type "B" economic development corporation formed under the Texas Development Corporation Act of 1979, as amended and codified, and the Texas Non-profit Corporation Act, operating as a 501(c)3 non-profit Texas corporation. The purpose of the BEDC is to use economic development resources, including revenues generated by sales taxes assessed for this purpose, to enhance employment opportunities in the community and to promote the general economic welfare of the City, its residents, and businesses, as authorized by the Act and the BEDC's Articles of Incorporation. The day-to-day business of the BEDC is managed by an Executive Director, through the oversight and direction of its seven (7) member Board of Directors (the "Board"). The BEDC is subject to the applicable Statutes, its Articles of Incorporation and its BEDC Bylaws. The Board exercises all of the powers of the Corporation in accordance with State law, including the Open Meetings Act and the Public Information Act.

Bastrop, Texas, has a population of 8,911, according to the 2017 US Census American Community Survey, and is located 32 miles southeast of Austin, Texas. The Board holds its regular meetings on the third (3rd) Monday of each month at Bastrop City Hall and, when necessary, convenes special meetings at various times throughout the year. The Board sets its calendar annually, but meeting dates, times and locations are subject to change.

## Submission Guidelines

Responses are solicited in accordance with terms, conditions, and instructions as set forth in this Request for Qualification and Proposals (RFQ).

The deadline for submitting the response to this RFQ is 5:00 p.m. (CST) **[Insert Date]**.

Responses will be time stamped upon receipt and should be sent to:

Bastrop Economic Development Corporation  
Attention: Shawn A. Kirkpatrick, Executive Director  
301 Hwy 71 West, Suite 214  
Bastrop, Texas 78602

NO FACSIMILES, EMAILS OR LATE SUBMISSIONS WILL BE ACCEPTED OR CONSIDERED.

**Transmittal Note: In the past, the BEDC has had problems receiving responses on the submission date through USPS and other ‘overnight delivery carriers’ including, but not limited to, “first delivery” and “by 10:00 a.m.” services. Therefore, we do not recommend that you rely on this form of delivery to meet the deadline for submission. Responders do so at their own risk. A response not received by the cut-off time will be returned unopened and will not be considered, regardless of the time of posting.**

Questions regarding this RFQ must be submitted in writing to the BEDC.

Respondents to this RFQ must submit an original and four (4) printed copies and one (1) electronic copy (Adobe PDF on a USB flash drive is preferred) of their response in a sealed package labeled “Bastrop EDC – 921 Main Street Project.”

The BEDC reserves the right to reject any and all responses or to accept any response deemed to be in its best interest. The BEDC shall not be obligated to enter into any contract with any respondent on any terms or conditions.

Questions regarding this RFQ should be sent in writing or by email per respondent by **[Insert Date]**. Responses to respondent questions will be provided by **[Insert Date]**. Questions should be directed to:

Shawn A. Kirkpatrick, Executive Director  
 Bastrop Economic Development Corporation  
 301 Hwy 71 West, Suite 214  
 Bastrop, Texas 78602  
[shawn@bastropedc.org](mailto:shawn@bastropedc.org)

#### **Procurement Schedule**

The following constitutes the BEDC process for procurement for this RFQ. These steps and timelines may be adjusted as required by the BEDC, at its sole discretion.

<b>[Insert Date]</b>	RFQ release date
<b>[Insert Date]</b>	Project orientation (optional)
<b>[Insert Date]</b>	Deadline for respondent question(s) related to this RFQ
<b>[Insert Date]</b>	Responses to respondent question(s)
<b>[Insert Date]</b>	Responses to REQ are due by 5:00 p.m.

# Community Profile and Background

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## **About BastropTX**

BastropTX offers historic charm and natural appeal in the heart of Central Texas' Lost Pines Forest eco-region. Established in 1832 as one of Stephen F. Austin's original colonies, it has more than 130 registered historic sites and beautifully restored 19th and early 20th century homes. Its picturesque Main Street downtown district bustles with an eclectic mix of retail shops and restaurants. In 2010, the National Trust for Historic Preservation named Bastrop one of its Dozen Distinctive Destinations™. It has been recognized as a Texas Cultural Arts District by the Texas Commission on the Arts since 2012.

Nestled on the tranquil banks of the Colorado River, Bastrop's extensive river frontage creates abundant recreational opportunities. These include kayaking, biking and bird watching. Outdoor enthusiasts also take advantage of three world-class, 18-hole golf courses; two state parks; McKinney Roughs Nature Preserve; and Lake Bastrop for boating, fishing and camping.

BastropTX is rich in small-town character and big-city conveniences with a strong sense of community. It is rapidly becoming a retail hub in the southeast Austin area that attracts increasing numbers of national stores and services. BastropTX provides the modern shopping amenities that residents of a suburban community expect without the congestion. Today, Bastrop's retail trade area population exceeds 180,000 with up to 56,000 vehicles driving through its commercial district every day.

## **Downtown BastropTX Improvements**

BastropTX has a vibrant Main Street District (Main Street) with a mix of retail, restaurant, residential, and professional services which occupy historically significant structures. Since the BEDC's inception in 1995, it along with the City have invested millions of dollars into infrastructure to improve and enhance Main Street. Currently, ongoing projects include the Alley D parking lot project, expansion and rehabilitation at the intersection of Pine and Water Street (located to the rear of the Site), and the Main Street Improvement Project which is funded and being engineered to widen the downtown sidewalks, including addressing ADA issues, resurfacing the street, and replacing necessary water and wastewater infrastructure. Concurrently, the BEDC is planning a downtown trail loop starting at the historic iron bridge over the Colorado River, looping southwest to State Highway 71, east along Highway 71 over the planned multi-modal TxDOT frontage road bridge connecting east and west Bastrop, and turning north onto Water Street and at the y-intersection following Main Street into downtown.

The BEDC has continuously provided grant funding to downtown building owners to preserve historical structures and improve exterior facades. The current Business Improvement Grant (BIG) Program matches building owner investments for historical preservation, façade improvements, building mechanicals, ADA issues, and other approved expenditures. To date, the EDC has provided over \$500,000 in matching funds for building improvements in downtown.

## **Visit BastropTX**

In 2006, the Hyatt Regency Lost Pines opened a destination resort and spa in the Bastrop Extraterritorial Jurisdiction (ETJ). The City entered into a reimbursement agreement of Hotel Occupancy Tax (HOT) to

fund the Bastrop Marketing Corporation (BMC) to market Bastrop and the region for conferences, meetings, and leisure travel. That agreement expired in 2016 with the City and BMC continuing to cooperatively promote Bastrop as a destination for visitors and guests during this interim period.

In 2017, the City of Bastrop is supporting the creation of a non-profit Destination Marketing Organization (DMO) to be funded through HOT. The DMO will be governed by a stakeholder Board of Directors to promote Bastrop as a destination for visitors and guests. The Bastrop County Historical Society operates a museum and visitor center on Main Street.

The City operates the Bastrop Convention and Exhibit Center (BCEC), a 26,000 square foot facility, located at 1408 Chestnut Street. The BCEC is located half a mile from Main Street along Chestnut Street, with a brick-lined sidewalk inlaid with historical medallions. Currently, the City has engaged DP Consulting to perform a convention center hotel feasibility study. This study is examining the market potential for a full-service hotel to be located at the convention center.

Within the greater Bastrop market area, 1,002 hotel, bed & breakfast, and other nightly accommodations are available, according to the Texas Comptroller 4Q2017 hotel occupancy tax report. In addition to hotels, Bastrop and Buescher State Parks, LCRA Lake Bastrop, and numerous private RV parks are located in the community and market area.

Major regional tourism attractions include the Colorado River, Circuit of the Americas - home to U.S. Grand Prix Formula One racing, NLand Surf Park, Lost Pines Zip Line, McKinney Roughs Nature Preserve, Scream Hollow, and three 18-hole golf courses.



# Project Background

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## Project Location

921 Main Street is located in the northern of the two cornerstone downtown blocks at the intersection of Main Street and Chestnut Street (Texas State Highway Loop 150).

The original site configuration ran the depth of the block from Main Street to Water Street. The Site has been re-platted with the Water Street frontage added to the Alley D Parking lot to the rear of the Site. The portion facing Main Street is the focus of this RFQ for a private developer to partner with the community as an infill mixed-use development.

## Supplemental Reports

The Bastrop Main Street Program made application to the Texas Historical Commission (THC) for the Town Square Initiative (TSI) program to review the Site. TSI is a new approach by the THC to holistically address the challenge of vacant and underutilized historic properties.

The EDC engaged KSA Engineering to conduct a Phase I Assessment and Conceptual Planning for the Site. KSA architects and engineers examined and reviewed the existing site conditions, proposing four options for remediation. As a sub-contractor to KSA, Terracon Engineering completed a Phase I Environmental Site Assessment and Geotechnical Investigation.

Each of these reports is available on the EDC website at <http://www.bastropedc.org/current-projects>.

## Site History – *As prepared by the Texas Historical Commission – Town Square Initiative Report*

**1866**—Cayton Erhard relocated Texas' first drugstore, C. Erhard and Son Drug Store, from San Marcos to this location in 1866. Early photos show a plain arched façade with a metal pole-supported canopy.

**1980**—The store remained in operation until January 26, 1980, when an early morning fire began in the adjacent meat market and spread to the drug store. Both buildings were gutted; the Italianate façade of the meat market remained standing while the entire drug store, including its Spanish colonial façade, was consumed. Both buildings were restored: the meat market, now home to Baxter's on Main, looks much the same as it did at the time of the fire. The drug store was rebuilt.

**2003**—The building continued in use until May 13, 2003, when an early morning fire again caused extensive damage to the building. After several years in which no effort was made to demolish/rebuild, the City requested and the owner undertook demolition. The then-stable back wall was left standing and a concrete slab was poured at sidewalk level over the old foundation.

**2009**—The site remained in that condition until 2009 when the City acquired the entire tract, running the full depth from Main Street to Water Street, with the intention of expanding the City parking lot on Water Street. No plans were made for the use of the western portion, the site of the demolished building.

**2010**—The Bastrop Main Street Program proposed the building site be repurposed for a public gathering space as well as a gateway from the heart of Main Street to Water Street parking. The Main Street Program proposed a site development plan that included construction of a stylized metal framework resembling

the earliest façade. At the same time, the BEDC proposed that the site be sold for commercial development. City Council took no action on either request.

**2013**—The Bastrop Downtown Business Alliance was permitted to use the vacant lot for public events. A lease agreement was signed and, for a time, the site saw several instances of such use. Electrical service was upgraded; a stage was set up; metal uprights were installed on the perimeter to support lighting and possible sail shades, and a movable iron decorative fencing was added to the Main Street side of the lot to close access to the lot when not in use.

**2016**—Progressive deterioration of the rear wall and the discovery of site drainage issues negatively affecting the structures on both sides of the lot prompted the City to rescind the use contract and bar access. The BEDC purchased the lot from the city in summer 2016 and the Main Street Program and the Downtown Business Alliance are both pressing for mitigation of issues and redevelopment.

**City of Bastrop Codes** – *Verify with the City of Bastrop Planning Development office*

**Zoning:** Form Based Code - Historic Main Street

**Building Codes:**

- 2009 International Building Code
- 2009 International Mechanical Code
- 2009 International Plumbing Code
- 2011 National Electrical Code

**Local Codes**

- 2015 Form Based Code
- Historic Landmark Commission

# Project Scope

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## Overview

The BEDC seeks a highly-qualified Development Partner to redevelop 921 Main Street (Site), a vacant lot, in downtown Bastrop, Texas. The BEDC desires to partner with a private developer on a project to enhance the vibrancy of Main Street with a mixed-use redevelopment.

The BEDC envisions a Partner that will own and manage the building, attracting tenants to Main Street that provide an economic benefit to the community.

## Evaluation Criteria

Responses are expected to vary in design and use. The selection Committee will compare all Responses according to the criteria described in this RFQ.

- Demonstrate successful experience of the development entity in planning, designing and developing infill mixed-use commercial/residential projects.
- Demonstrate successful experience of the development entity in negotiating win-win public-private partnerships.
- Experience working with the public in a collaborative, non-confrontational manner.
- Evidence of financial capacity and track record in securing financing for projects with development in the range of \$2 million or more.
- Background and accomplishments of key members in the development group in comparable projects.
- Quality and responsiveness to the BEDC's RFQ and development approach.

## Public Investment and Resources

The respondent should propose an approach to financing the project that is feasible and achievable. The BEDC recognizes that some level of public participation may be necessary and will consider all reasonable available economic development tools. There is no expectation that the City of Bastrop General Fund resources will be available for consideration. The BEDC will evaluate responses on the economic return on investment from the overall project a ten (10) year period.

## RFQ Selection Committee

The initial RFQ Selection Committee shall be comprised of two (2) members of the EDC Board (as appointed by the Board Chair), BEDC Executive Director, and City of Bastrop Main Street Director.

## Selection Process

Respondents should submit with the initial response their qualifications showing successful experience redeveloping mixed-use infill projects, experience in working with public entities, working with the community, proposed financing approach and capacity, and relevant successful projects.

Please include additional materials demonstrating the respondent's proposed redevelopment to include initial renderings and floor planning, project cost estimates, development schedule, architectural and engineering team, and financing plan, including any public participation.

The RFQ Selection Committee will review respondent's submittals and may interview selected firms prior to selecting the project finalist(s). Selected respondents may be asked to submit additional material within a **[Number of Days]**.

The RFQ Selection Committee will select project finalist(s) who should be prepared to present their proposed redevelopment plan to the BEDC Board of Directors (Board) in open session. The BEDC reserves the right to select a single finalist, multiple finalists or reject all proposals. Should the BEDC Board select a respondent, it will negotiate in good faith to reach a mutual agreeable Performance Agreement and seek the necessary approvals. The BEDC, through its staff, will champion the project's approval with the City.

### **Submittal Requirements**

Please provide the required original and four (4) printed copies and one electronic copy (Adobe PDF on a USB flash drive is preferred) of the following information (only) in the submittal of your qualifications, organized as follows:

1. **Project Understanding:** Provide a narrative regarding the project concept and illustrative plan that demonstrates your understanding and response to development issues and the project, in general. The narrative should be no more than five pages, not counting illustrative materials, financial estimates, or similar accompaniments. The response should include a description of how you would work with the BEDC to refine the illustrative concept provided in this solicitation, how the commercial component would be implemented, and any other matters that you wish to call to the attention of the BEDC.
2. **Key Entity / Team:** Identity of the entity that would be the developer of the project: Company name, legal status, address, phone, email, and the primary contact for this solicitation, providing information for each member of the venture and an indication of the lead entity for the project. Identify the project architect and engineering firm(s), including a brief synopsis of their qualifications.
3. **Background and Experience:** Overall background and experience of the development entity (and any joint ventures) and statement as to why that entity is best qualified to undertake this project.
4. **Completed Projects:** Identify three completed projects developed by the development entity / team that best exemplify the capabilities of that entity / team to successfully complete the 921 Main Street project. For each project, provide the following: Name, location, architect/engineer, mix of uses, background/history, key tenants, and current status. Provide photographs or other renderings and public agency contacts, if applicable.

5. Key Personnel: Identify key personnel who would be involved in the project and their proposed roles. Provide résumés and professional references.
6. Financial Capability: Describe your capacity to finance this project. Provide specific examples of comparable financings. Note: If the respondent is selected to proceed beyond the RFQ stage, the BEDC will require a financial review of the developer's capacity along with details relating to anticipated funding sources.
7. Project Financing: Identify hurdle rates of return that you will require to develop the project.
8. References: Provide five references, including two public sector references and two financial references, who can attest to the ability of your group to implement this project. Include name, contact information, and nature of the association. At least two of the references provided should be for individuals associated with any of the three projects noted in item 4, above.

#### **Limitation and Waiver of Protest**

By responding to this RFQ, each respondent voluntarily and knowingly agrees as follows:

The BEDC may amend or terminate selection procedures at any time at its sole discretion. Selection is at the sole discretion of the BEDC.

The BEDC is not obligated to enter into any agreement with any entity as a result of this process or provide any type of assistance (financial or otherwise) to any entity.

The BEDC is not, under any circumstances, responsible for costs borne by respondents for preparing responses to this solicitation, or any costs associated with the selection process. **Each respondent shall bear its own costs.**

**EACH RESPONDENT SHALL INDEMNIFY AND HOLD THE BEDC HARMLESS FROM ANY AND ALL LIABILITY, DAMAGE, CLAIM, LOSS AND/OR EXPENSE INCURRED BY OR ON BEHALF OF THE PROPOSER IN CONNECTION WITH OR RELATIVE TO THIS RFQ.**

The BEDC will not pay a finder's or brokerage fee to any entity representing or purporting to represent respondents.

All materials submitted in response to this solicitation will become the property of the BEDC.

By responding to this RFQ, each responder expressly waives any and all rights that it may have to object, protest or seek any legal remedies whatsoever regarding any aspect of this RFQ including, without limitation, the BEDC's selection of a developer, the BEDC's rejection of any or all submittals, and any subsequent agreement that might be entered into as a result of this RFQ.



## Agenda Item: 3.5

# AGENDA MEMORANDUM

Meeting Date: April 17, 2017

Agenda Item: Consideration, discussion and possible action on a resolution approving the expenditure of 2013 Certificate of Obligation bond proceeds to fund the comprehensive drainage study for Pine Forest Unit 6.

Prepared by: Shawn Kirkpatrick, Executive Director

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The attached resolution will allow the EDC to use 2013 Certificate of Obligation bond funds to fund the comprehensive drainage study for Pine Forest Unit 6. Should the Board not wish to use the 2013 CO funds, EDC staff will prepare and bring back to the Board a budget amendment for FY 2016/2017 at the May meeting.

Attachments: Resolution 2017-0007

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### Recommendation

**[Sample Motion]** I move to approve Resolution 2017-0007 to expend 2013 Certificate of Obligation bond proceeds to fund the comprehensive drainage study for Pine Forest Unit 6, in an amount not to exceed \$75,100.

**RESOLUTION NO. R-2017-0007****A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION  
AUTHORIZING THE EXPENDITURE OF 2013 CERTIFICATE OF OBLIGATION  
BOND PROCEEDS TO FUND A COMPREHENSIVE DRAINAGE STUDY FOR PINE  
FOREST UNIT 6.**

**WHEREAS**, on January 23, 2017, the BEDC preliminarily approved funding a Comprehensive Drainage Study for Pine Forest Unit 6; and,

**WHEREAS**, the BEDC published notice in the *Bastrop Advertiser* on February 25, 2017, to receive public input on the BEDC's consideration to fund the Comprehensive Drainage Study for Pine Forest Unit 6; and,

**WHEREAS**, the BEDC Board of Directors approved Resolution 2017-0006 on February 27, 2017, making certain findings regarding eligible expenditures of the corporation; authorizing eligible expenditures; and establishing requirements for reimbursements pursuant thereto, to fund the Comprehensive Drainage Study for Pine Forest Unit 6; and,

**WHEREAS**, the City Council of the City of Bastrop, Texas, approved Resolution 2017-12 on April 11, 2017, approving a project using funds provided by the Bastrop Economic Development Corporation in an amount exceeding \$10,000, after two separate readings on March 28, 2017, and April 11, 2017; and,

**WHEREAS**, pursuant to Local Government Code Section 505.159, the BEDC held the required public hearing prior to making an expenditure on the proposed project on February 27, 2017; and,

**WHEREAS**, pursuant to Local Government Code Section 505.160, the BEDC may undertake a project no sooner than the 60<sup>th</sup> day after the date of publishing public notice; 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. Approval**

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 using proceeds from 2013 Certificates of Obligation. Funding authorized by this Resolution shall not occur sooner than April 27, 2017.

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

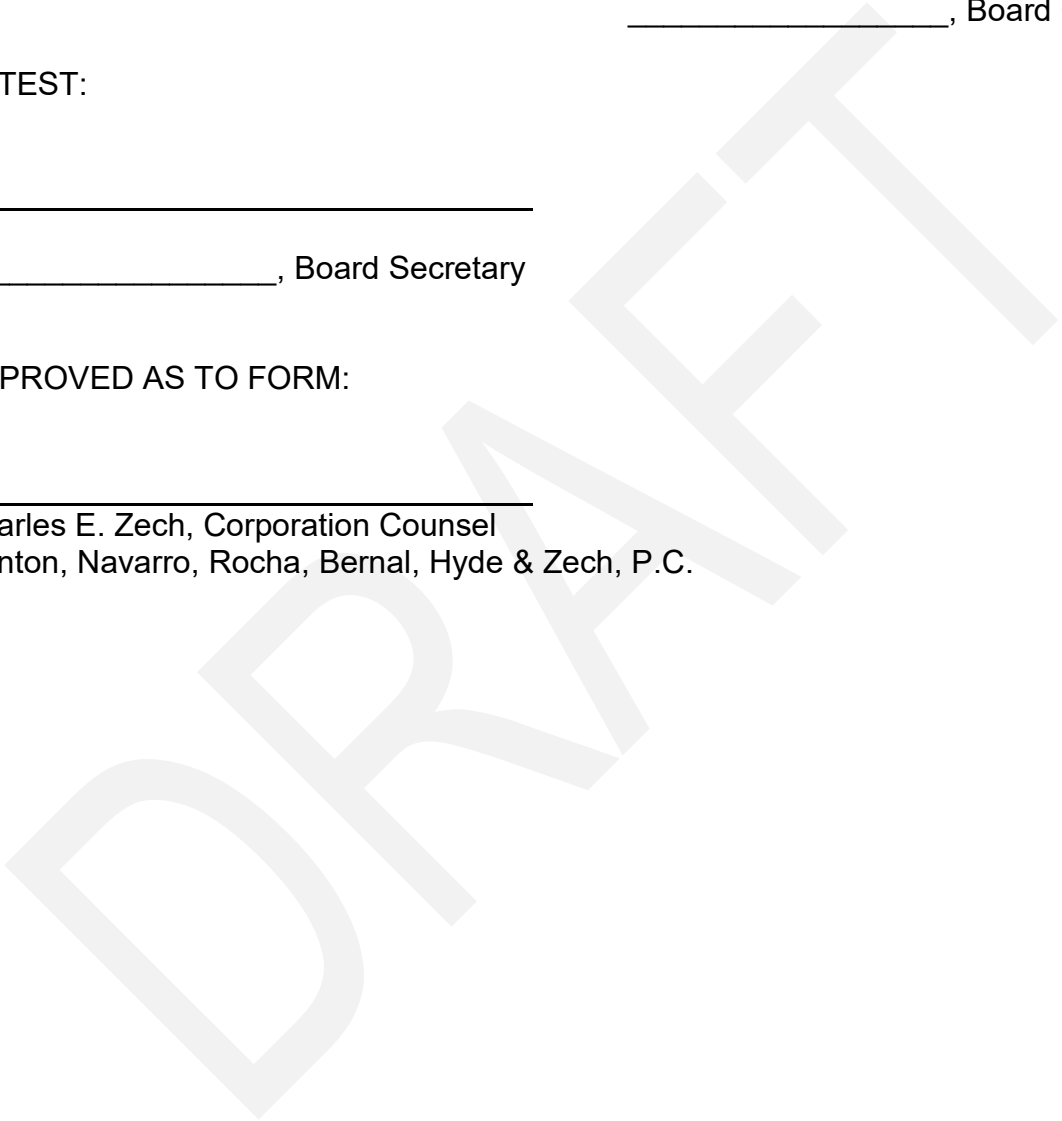
\_\_\_\_\_  
\_\_\_\_\_, Board Chair

ATTEST:

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

APPROVED AS TO FORM:

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







## Agenda Item: 3.6

# AGENDA MEMORANDUM

Meeting Date: April 17, 2017

Agenda Item: Consideration, discussion and possible action on approving a Business Incentive Grant Agreement for the building(s) located at 903 and 905 Main Street (Maxine's Café & Bakery), owned by Zintek Properties, in the amount of \$2,577.80.

Prepared by: Shawn A. Kirkpatrick, Executive Director

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David Sartain, Managing Partner of ZinTek Properties, has submitted a BIG application (BIG # 2017-003) for a portion of the renovations of the buildings at 903 and 905 Main Street, Maxine's Café and Bakery. Mr. Sartain purchased the former BEDC office and is currently renovating it in order to expand his existing restaurant and move his bakery and catering operations to that location.

The application was reviewed by the Main Street Design committee and accepted as complete and program-eligible to install an ADA compliant restroom. This request covers the electrical and plumbing portion of the project for a total cost of \$5,155.61, with the EDC reimbursing \$2,577.80. Under the BIG program guidelines, the applicant is required to enter into a performance agreement with the EDC.

Attachments:

Performance Agreement [Draft]

BIG Application

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### Recommendation

Approve the attached performance agreement.

**[RECOMMENDED MOTION]** I move to approve a Bastrop Economic Development Corporation Business Incentive Grant Agreement (BIG #2017-003) for the building(s) located at 903 and 905 Main Street, owned by ZinTek Properties, 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: ZINTEK PROPERTIES, LTD  
ZINTK MANAGEMENT, LLC - GEN PARTNER  
MAXINE'S ON MAIN, LLC - SGL E MEMBER LLC

Applicant's Mailing Address: 494 HWY 71 WEST

SUITE 140-218  
Federal Tax ID Number: BASTROP, TX 78602

20-2821163 - ZINTEK PROPERTIES, LTD  
20-2813978 - ZINTK MANAGEMENT, LLC.

Daytime Phone Number: 512-718-2950  
Cell Phone: SAME

Email Address: DAVID@ZINTEKPROPERTIES.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) SEE ATTACHED - ZINTEK PROP. LTD

✓ Corporation/profit (attach copy of Articles of Incorporation) SEE ATTACHED - ZINTK MANAGEMENT, LLC

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

Trust (attach copy of Trust Agreement)

Other, please explain:

Length of ownership: ZINTEK PROP. 12 YRS Date Purchased: 2/21/2007 - MAXINE'S

10 YRS - MAXINE'S ON MAIN - aka MAXINE'S CAFE

Property Information MAXINE'S CAFE + BAKERY @ 905 MAIN ST EXPANDING TO 903 MAIN ST. - FORMERLY - B.F.D.C.

Address of property to be improved: 905 MAIN ST. - RESTROOM EXPANSION - PHASE 2 OF ONGOING EXPANSION INTO 903 MAIN BUILDING

Legal Description of subject property: SEE ATTACHMENT

Tax Assessor Parcel Number (s): R33103

Year built: ? Square footage: 6,700 - APPROX. HISTORIC BLDG

Name and phone number of current tenant(s), if applicable:

MAXINE'S CAFE + BAKERY  
MAXINE'S ON MAIN, LLC  
517-303-0919

Planned use of building after improvements are made:

FULL SERVICE COFFEE AND BAKERY RETAIL SALES AND EXPANDED DINING

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

PHASE 2 OF A 3 PHASE EXPANSION PROJECT  
TO EXPAND EXISTING RESTROOM IN THE  
905 MAIN ST. BUILDING TO ACCOMMODATE  
WHEEL CHAIR ACCESS - A.D.A.  
SEE AREA MARKED IN GREEN ON ATTACHED  
FLOOR PLAN

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.

## 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: DAVID SARTAIN, MANAGING PARTNER

Applicant Signature: David Sartain

Date: April 7, 2017

# 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
- Located in the Main Street Program Area
- Located along a commercial corridor leading downtown
- Located along a commercial corridor
- Other location

5  
4  
3  
2  
0

*Points Earned*

**Local Landmark Designation**

- Designated by Historic Landmark Commission as a Historic Landmark
- Designated by Historic Landmark Commission as a Significant Landmark

5  
4

*Points Earned*

**Economic Impact of future use**

- Retail/Restaurant/Tourism
- Public or Non-Profit
- Professional Service

5  
4  
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
- Two to three years
- One to two years
- Less than a year
- Structure is currently occupied

5  
4  
3  
2  
0

*Points Earned*

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

- Over 50 years
- 40-49 years
- 30-39 years

5  
4  
3

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

*Points Earned*

20

**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
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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
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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
--	---

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
---	---

5

Applicant has applied before and satisfactorily completed the project.	4
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*Points Earned*

7

**Total Points**

27

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

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**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, ZinTek Properties, Ltd, 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 \$2,577.80 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(s) at 903 and 905 Main 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.

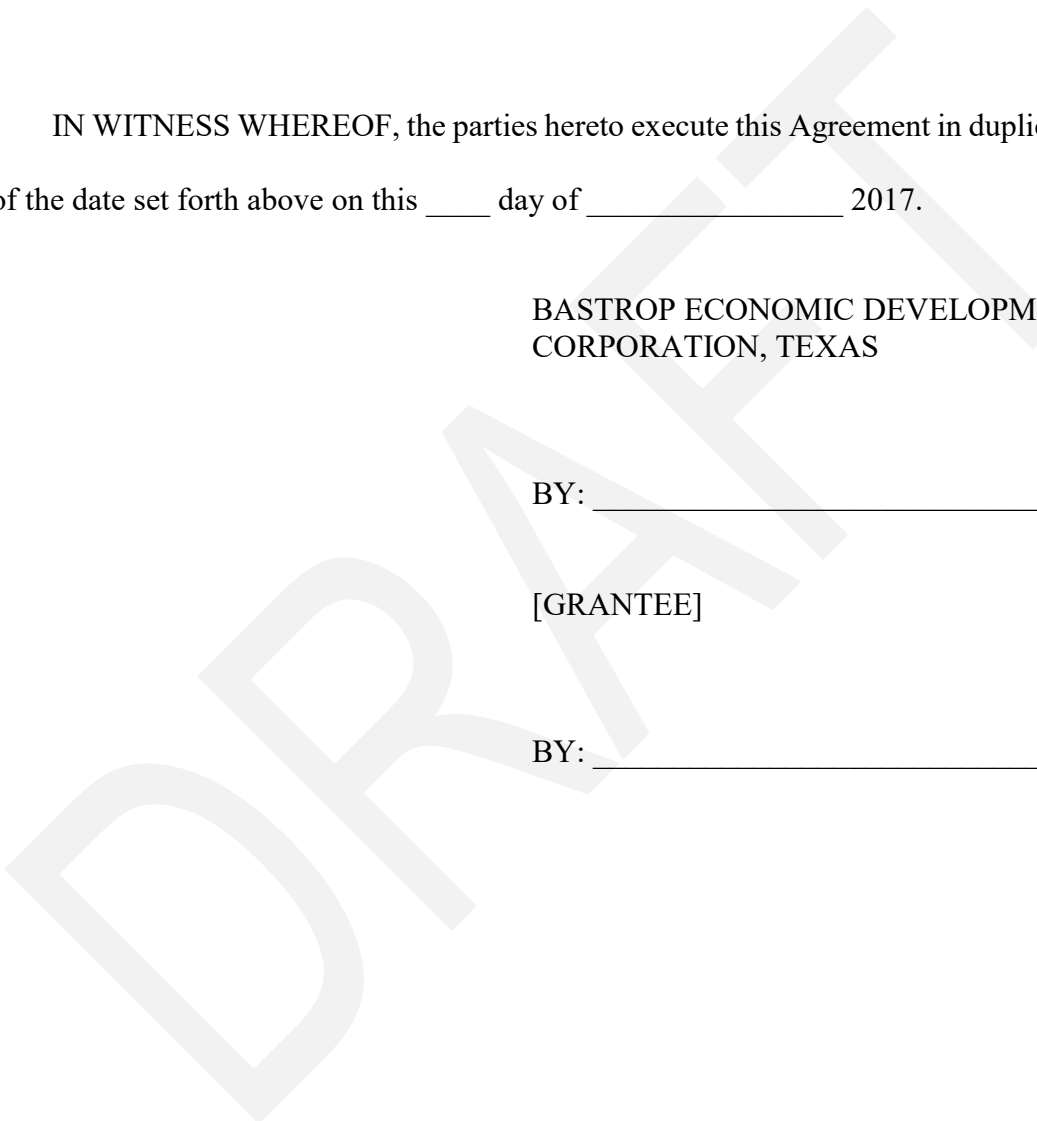
IN WITNESS WHEREOF, the parties hereto execute this Agreement in duplicate originals as of the date set forth above on this \_\_\_\_ day of \_\_\_\_\_ 2017.

BASTROP ECONOMIC DEVELOPMENT CORPORATION, TEXAS

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

[GRANTEE]

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





## Agenda Item: 3.7

# AGENDA MEMORANDUM

Meeting Date: April 17, 2017

Agenda Item: Consideration, discussion and possible action on approving a Business Incentive Grant Agreement for the building located at 711 Spring Street (Bastrop Opera House), in the amount of \$10,000.

Prepared by: Shawn A. Kirkpatrick, Executive Director

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Bastrop Opera House Board Member Terry Moore has submitted a BIG application (BIG # 2017-004) for renovations to the front exterior of the Bastrop Opera House.

The application was reviewed by the Main Street Design committee and accepted as complete and program-eligible. The total cost of the project is \$22,500, 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

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### Recommendation

Approve the attached performance agreement.

**[RECOMMENDED MOTION]** I move to approve a Bastrop Economic Development Corporation Business Incentive Grant Agreement (BIG #2017-004) for the Bastrop Opera House, located at 711 Spring Street, 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: Bastrop Opera House

Applicant's Mailing Address: 711 Spring Street, Bastrop, Texas 78602

Federal Tax ID Number: 74-2161743

Daytime Phone Number: 512.321.6283

Cell Phone: 512.922.1159

Email Address: chestereitze@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: n/a                      Date Purchased: Organization formed 1979.

Property Information

Address of property to be improved: 711 Spring Street

Legal Description of subject property: BUILDING BLOCK 5 W W S

Tax Assessor Parcel Number (s):              Property ID: 47694

Year built: 1889                      Square footage: 5,808

Name and phone number of current tenant(s), if applicable:

Chester Eitze, Opera House Executive Director, 512.922.1111

Planned use of building after improvements are made:

The Opera House will continue to serve as space for live performance

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

The work required to be covered with this grant: 1) Remove paint so that surface is back



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.

## 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: Bastrop Opera House

Applicant Signature: Jerry Moore, Board member

Date: 4-7-17



## 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 ~~0~~ 5

#### Local Landmark Designation

Designated by Historic Landmark Commission as a Historic Landmark	5
Designated by Historic Landmark Commission as a Significant Landmark	4

Points Earned ~~0~~ 5

#### Economic Impact of future use

Retail/Restaurant/Tourism	5
Public or Non-Profit	4
Professional Service	3

Points Earned ~~0~~ 4.5 5

#### 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 0

#### 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 ~~0~~ 5

**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 ~~0~~ 3

**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 ~~0~~ 5

**Total Points**

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

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**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, Bastrop Opera House, 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 711 Spring 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: 3.8

# AGENDA MEMORANDUM

Meeting Date: April 17, 2017

Report on Bastrop EDC projects/events:

- (1) April 24<sup>th</sup> Workshop
- (2) Trail Expansion Route Planning
- (3) Business and Industrial Park Planning, Engineering and Site Improvements
- (4) Small Business Workshop
- (5) Coffee Chat
- (6) FiberLight Project
- (7) 2017 Bastrop Youth Career Day
- (8) FY2017/2018 Budget Timeline

Prepared by: Shawn A. Kirkpatrick, Executive Director

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### **(1) April 24<sup>th</sup> Workshop**

The EDC has a special workshop scheduled for 6:00 p.m. on Monday, April 24<sup>th</sup> in the Bastrop City Council Chambers. Alysia Cook will be facilitating a workshop with the Board and community to review and set goals, metrics and known performance indicators for the EDC. This will incorporate the 2013 Strategic Plan, primary job strategies developed with Mike Barnes, and Alysia's work to define measurable goals and metrics for the EDC moving forward.

### **(2) Trail Expansion Route Planning**

Following a meeting with TxDOT on March 30<sup>th</sup>, Bowman Consulting has completed the research phase of the project and is preparing a preliminary plan. The EDC will be hosting a public input session at 6:30 p.m. on Wednesday, May 10<sup>th</sup>, in the Bastrop City Council Chambers. EDC staff will seek input from the Main Street Design Committee and Parks Board as part of the community input process. The proposed plan will be presented to the EDC Board at its regular meeting on Monday, May 15<sup>th</sup>.

### **(3) Business and Industrial Park Planning, Engineering and Site Improvements**

Engineering has an end of April deadline for its preliminary work on Business Park lots A-1 and B-1. Bowman Consulting will provide an update and options to the EDC Board at its regular meeting on Monday, May 15<sup>th</sup>.

#### **(4) Small Business Workshop**

The Bastrop EDC is partnering with small business resource providers to host an educational event on how to launch, market, and finance a small business. Whether you're an existing small business entrepreneur or ready to start a new venture, this is the workshop for you.

April 30th - May 6th is National Small Business Week, and the EDC and our partners want to help you realize your dream of starting your own business. We have partnered with Woodforest National Bank, the Bastrop Chamber of Commerce, the Bastrop Main Street Program, and the Texas State Small Business Development Center to bring you this informative event.

Sessions are on May 1st starting at 10:15 a.m., 11:00 a.m., and noon at the Bastrop Convention & Exhibit Center, 1408 Chestnut Street in Bastrop, Texas.

#### **(5) Coffee Chat**

The City of Bastrop Main Street Program and the Bastrop Economic Development Corporation would like to invite you to our second Coffee Chat of 2017! We would love for you to come and let us know what is on your mind and how we might be able to help you. This will be an open discussion with no formal agenda. Our second Chat is scheduled for Friday, June 16<sup>th</sup>, at 7:30 a.m. at the Bastrop EDC Office.

#### **(6) FiberLight Project**

EDC staff and legal worked with FiberLight to agree to terms and have executed the necessary contracts. Work is proceeding and construction should occur within the next couple of months.

#### **(7) 2017 Bastrop Youth Career Day**

The Third Annual Bastrop Youth Career Day for Bastrop ISD High Schools was held on Thursday, April 13th, at the Performing Arts Center. This year's event hosted 500+ juniors and seniors and 50+ employers. Kevin Koym from Tech Ranch was the keynote speaker. EDC Executive Director will be making a brief presentation.

#### **(8) FY2017/2018 Budget Timeline**

Monday, April 17 <sup>th</sup>	Review sales tax rebates, incentive schedules, and debt service schedules
Monday, May 15 <sup>th</sup>	Review capital projects and special projects
Monday, June 19 <sup>th</sup>	Budget Workshop
Monday, July 17 <sup>th</sup>	Budget Workshop
Monday, August 21 <sup>st</sup>	Budget Workshop & Adoption
September 12 <sup>th</sup> & 26 <sup>th</sup>	Two Readings of City Council

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## Agenda Item: 3.9

# AGENDA MEMORANDUM

Meeting Date: April 17, 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: 4.3

# AGENDA MEMORANDUM

Meeting Date: April 17, 2017

Agenda Item: Consideration, discussion and possible action related to the Executive Director's annual review.

Prepared by: Shawn A. Kirkpatrick, Executive Director

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This is the opportunity for the Board to take action on the Executive Director's annual review.

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### **Recommendation**

Staff provides no recommendation.