NOTICE OF SPECIAL MEETING OF BOARD OF DIRECTORS OF
BASTROP ECONOMIC DEVELOPMENT CORPORATION (BEDC)
Monday, April 24, 2017 – 6:00 P.M.
Bastrop City Hall, 1311 Chestnut Street, Bastrop, Texas

1. CALL TO ORDER

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.

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. 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 21)

3.4. 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 24)

3.5. 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 35)

3.6. Recognition of Jean Riemenschneider and Angela Ryan for their work on the 2017 Bastrop Youth Career Day. (page 46)

3.7. **Workshop Session:** The Bastrop EDC Board of Directors will conduct a workshop session with Alysia Cook of Opportunity Strategies to set 3-5 year goals, metrics, and known performance indicators for the Bastrop EDC. (page 47)

3.8. Video presentation from Mayor Ken Kesselus. (page 48)

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 551.074** – 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 possible action on the Executive Director’s annual performance review. (page 49)
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 21st 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 MEMORANDUM

Meeting Date: April 24, 2017

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

Prepared by: Angela Ryan, Assistant Director

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.

Recommendation

Approve the minutes as submitted.

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


   (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 MEMORANDUM

Meeting Date: April 24, 2017


Prepared by: Shawn Kirkpatrick, Executive Director

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

Attachments:
Financial Summary for period ending March 31, 2017

Recommendation

Accept the financial report as submitted.

[Sample Motion] I move to accept the March BEDC financial summary report as submitted.
FISCAL YEAR 2017 IS 50% COMPLETE AS OF MAR. 31, 2017. THESE REPORTS PROVIDE AN UNAUDITED AND PRELIMINARY SNAPSHOT OF THE BEDC FINANCIAL INFORMATION.

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

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Expenditures</th>
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<tr>
<td>FY 2017 Budget</td>
<td>$2,234,800</td>
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<tr>
<td>FY 2017 Actual</td>
<td>$1,097,193</td>
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<tr>
<td>% of Budget</td>
<td></td>
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</tbody>
</table>
Expenditure Charts
AS OF MAR. 31, 2017

* Chart reflects FY2017 Fiscal Year-to Date expenses. Data provided by City of Bastrop Finance Department records.
EXPENSES: THE LINE GRAPH MAKES A COMPARISON OF THE CURRENT FISCAL YEAR EXPENSES TO THE LAST TWO FISCAL YEAR ON A YEAR TO DATE BASIS. THE FUNDS’ BASIC OPERATIONS OR FIXED EXPENSES SHOULD STAY RELATIVELY FLAT OR FIXED ON THE LINE GRAPH.
BASTROP ECONOMIC DEVELOPMENT CORPORATION FUND
FY 2016-2017 BUDGET

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Audited Fund Balance 9-30-2016</td>
<td>$3,879,949</td>
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<td><strong>FY 2016-2017</strong></td>
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<tr>
<td>Budgeted Revenues</td>
<td>$2,234,800</td>
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<tr>
<td>Total FY 2017 Resources</td>
<td>$6,114,749</td>
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<tr>
<td>Budgeted Expenditures:</td>
<td></td>
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<tr>
<td>Operating Expenses</td>
<td>$(1,445,775)</td>
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<tr>
<td>Capital Expenses</td>
<td>$(280,000)</td>
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<tr>
<td>Debt Service</td>
<td>$(693,063)</td>
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<tr>
<td>Total Budgeted Expenditures</td>
<td>$(2,418,838)</td>
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<tr>
<td>Projected Ending Gross Fund Balance 09-30-2017</td>
<td>$3,695,911</td>
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<tr>
<td>Reserve 25% of Operating Expense</td>
<td>$361,444</td>
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</table>

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

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

- FY17: $300,000
- FY18: $320,000
- FY19: $280,000
- FY20: $300,000
- FY21: $340,000
- FY22: $320,000
- FY23: $300,000
- FY24: $280,000
- FY25: $300,000
- FY26: $320,000
- FY27: $340,000
- FY28: $320,000
- FY29: $300,000
- FY30: $280,000
- FY31: $300,000
- FY32: $320,000
- FY33: $340,000
BEDC FINANCIAL STATEMENTS ATTACHED
# Financial Statement

**As of: March 31st, 2017**

## 601-Bastrop E.D.C. Fund

<table>
<thead>
<tr>
<th>Revenues</th>
<th>Prior (Y-T-D)</th>
<th>Current (M-T-D)</th>
<th>M-T-D</th>
<th>Y-T-D</th>
<th>Budget</th>
<th>% of Budget</th>
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<tr>
<td><strong>Taxes &amp; Penalties</strong></td>
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<td></td>
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<tr>
<td>00-00-4005 Sales Tax</td>
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<td>159,074.16</td>
<td>1,075,763.73</td>
<td>1,133,736.27</td>
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<td><strong>Total Taxes &amp; Penalties</strong></td>
<td>1,045,025.28</td>
<td>2,209,500.00</td>
<td>159,074.16</td>
<td>1,075,763.73</td>
<td>1,133,736.27</td>
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<td><strong>Charges for Services</strong></td>
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<tr>
<td>00-00-4047 Lease Agreement</td>
<td>6,900.00</td>
<td>13,800.00</td>
<td>1,150.00</td>
<td>6,900.00</td>
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<td><strong>Total Charges for Services</strong></td>
<td>6,900.00</td>
<td>13,800.00</td>
<td>1,150.00</td>
<td>6,900.00</td>
<td>6,900.00</td>
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<td><strong>Other Revenues</strong></td>
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<tr>
<td><strong>Interest Income</strong></td>
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<tr>
<td>00-00-4400 Interest Income</td>
<td>3,922.53</td>
<td>10,000.00</td>
<td>3,506.68</td>
<td>14,038.61</td>
<td>(4,038.61)</td>
<td>140.39</td>
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<td>00-00-4401 Interest Received on Notes</td>
<td>792.22</td>
<td>1,500.00</td>
<td>0.00</td>
<td>490.49</td>
<td>1,009.51</td>
<td>32.70</td>
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<td><strong>Total Interest Income</strong></td>
<td>4,714.75</td>
<td>11,500.00</td>
<td>3,506.68</td>
<td>14,529.10</td>
<td>(3,029.10)</td>
<td>126.34</td>
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<td><strong>Miscellaneous</strong></td>
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<td><strong>Transfers-In</strong></td>
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<td><strong>Other Sources</strong></td>
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<td><strong>Total Revenue</strong></td>
<td>1,056,640.03</td>
<td>2,234,800.00</td>
<td>163,730.84</td>
<td>1,097,192.83</td>
<td>1,137,607.17</td>
<td>49.10</td>
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## Financial Statement

**City of Bastrop**  
**601-Bastrop E.D.C. Fund**  
**As of: March 31st, 2017**

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<td><strong>BEDC Administration</strong></td>
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<td><strong>Personnel Costs</strong></td>
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<td>600-5101 BEDC OPERATIONAL SALARIES</td>
<td>86,365.74</td>
<td>233,478.00</td>
<td>28,070.55</td>
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<td>112,852.45</td>
<td>308,396.00</td>
<td>35,537.36</td>
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<td>156,075.80</td>
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<td>600-5201 OPERATIONAL SUPPLIES (OFFIC</td>
<td>2,021.02</td>
<td>7,000.00</td>
<td>150.74</td>
<td>2,302.52</td>
<td>4,697.48</td>
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<td>10,200.00</td>
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<td><strong>Total Supplies &amp; Materials</strong></td>
<td>4,454.37</td>
<td>17,560.00</td>
<td>1,608.73</td>
<td>5,070.67</td>
<td>5,129.33</td>
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<td><strong>Maintenance &amp; Repairs</strong></td>
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<td>600-5301 MAINT OF EQUIPMENT</td>
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<td>600-5345 BUILDING REPAIRS &amp; MAINT.</td>
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<td>3,600.00</td>
<td>254.02</td>
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<td><strong>Total Maintenance &amp; Repairs</strong></td>
<td>11,797.24</td>
<td>4,600.00</td>
<td>254.02</td>
<td>1,470.02</td>
<td>3,129.98</td>
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<td>600-5401 COMMUNICATIONS</td>
<td>4,565.51</td>
<td>11,550.00</td>
<td>630.71</td>
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<td>7,401.17</td>
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<td>600-5403 UTILITIES</td>
<td>2,153.45</td>
<td>4,880.00</td>
<td>160.44</td>
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<td>3,668.93</td>
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<td><strong>Total Occupancy</strong></td>
<td>27,718.96</td>
<td>52,230.00</td>
<td>791.15</td>
<td>23,159.00</td>
<td>29,070.10</td>
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### CONTRACTUAL SERVICES

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<th>Code</th>
<th>Description</th>
<th>PRIOR</th>
<th>CURRENT</th>
<th>M-T-D</th>
<th>Y-T-D</th>
<th>BUDGET</th>
<th>% OF BUDGET</th>
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<td>70-00-5505</td>
<td>PROFESSIONAL SERVICES</td>
<td>33,618.40</td>
<td>66,300.00</td>
<td>1,267.00</td>
<td>40,811.00</td>
<td>25,489.00</td>
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<td>70-00-5525</td>
<td>LEGALS</td>
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<td>30,000.00</td>
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<td>70-00-5530</td>
<td>ENGINEERING</td>
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**TOTAL CONTRACTUAL SERVICES** 118,379.72 347,500.00 16,687.73 133,515.43 213,984.57 38.42

### OTHER CHARGES

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<tr>
<th>Code</th>
<th>Description</th>
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<th>M-T-D</th>
<th>Y-T-D</th>
<th>BUDGET</th>
<th>% OF BUDGET</th>
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**TOTAL OTHER CHARGES** 127,296.23 347,500.00 16,687.73 133,515.43 213,984.57 38.42

### CONTINGENCY

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<td>0.00</td>
<td>0.00</td>
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<td></td>
</tr>
</tbody>
</table>

**TOTAL OTHER CHARGES** 127,296.23 347,500.00 16,687.73 133,515.43 213,984.57 38.42

### CONCLUSION

The financial statement for the City of Bastrop as of March 31st, 2017, shows a balanced budget with various expenditures and revenues detailed across different categories. The overall budget is well managed, reflecting the prudent financial planning of the city.
<table>
<thead>
<tr>
<th></th>
<th>PRIOR</th>
<th>CURRENT</th>
<th>M-T-D</th>
<th>Y-T-D</th>
<th>BUDGET</th>
<th>% OF ACTUAL</th>
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<tr>
<td><strong>CAPITAL OUTLAY</strong></td>
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<td><strong>DEBT SERVICE</strong></td>
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<td>TOTAL DEBT SERVICE</td>
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<td>60,412.00</td>
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<td><strong>TOTAL ADMINISTRATION</strong></td>
<td>131,018.09</td>
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<td>29,955.72</td>
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<tr>
<td><strong>TOTAL 00-NON-PROGRAM</strong></td>
<td>679,186.74</td>
<td>2,418,838.00</td>
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<td>1,160,022.42</td>
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*** TOTAL EXPENSES ***

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<tr>
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<th>PRIOR</th>
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<th>M-T-D</th>
<th>Y-T-D</th>
<th>BUDGET</th>
<th>% OF ACTUAL</th>
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<td>1,160,022.42</td>
<td>1,258,815.58</td>
<td>47.96</td>
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*** END OF REPORT ***
# BALANCE SHEET

**AS OF: MARCH 31ST, 2017**

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**TOTAL ASSETS**  
6,682,189.92
### BALANCE SHEET
AS OF: MARCH 31ST, 2017

**601-BASTROP E.D.C. FUND**

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<td>TAX/REV 2006 BOND PAYABLE</td>
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**TOTAL LIABILITIES** | **4,806,921.79**

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**TOTAL EQUITY** | **1,875,268.13**

**TOTAL LIABILITIES & FUND EQUITY** | **6,682,189.92**
Meeting Date: April 24, 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

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

**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 60th 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 MEMORANDUM

Meeting Date: April 24, 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

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

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
ZNTK MANAGEMENT, LLC - GEN PARTNER
MAXINE’S CON MAN, LLC - SEC MEMBER LLC

Applicant's Mailing Address: 494 HWY 71 WEST
SUITE 140-218
BASTROP, TX 78602

Federal Tax ID Number:
20-2821163 - ZINTEK PROPERTIES, LTD
20-2813978 - ZNTK 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

2NTK MANAGEMENT, LLC

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

Trust (attach copy of Trust Agreement)

Other, please explain:

Length of ownership: 2NTK Prop.
12 YRS
10 YRS - MAXINE'S ON MAIN

Date Purchased: 2/21/2007 - MAXINE'S

Property Information
MAXINE'S CAFE & BAKERY @ 905 MAIN ST
EXPANDING TO 903 MAIN ST - FORMERLY BEOC

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: 1,700 - APPROX.

Historic Bldg.

Name and phone number of current tenant(s), if applicable:
MAXINE'S CAFE & BAKERY
MAXINE'S ON MAIN, LLC
512-303-0919

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 wheelchair access - A.D.A.

See area marked in green on attached floor plan.

Please obtain the following documentation to accompany your application:

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: [Signature]
Date: April 19, 2017
Bastrop BIG Program FY 16-17 Scoring Application

SCORING CATEGORIES

Select one entry per category if applicable

Possible Points 35

Location
Located in the Historic Main Street Area 5
Located in the Main Street Program Area 4
Located along a commercial corridor leading downtown 3
Located along a commercial corridor 2
Other location 0

Points Earned

Local Landmark Designation
Designated by Historic Landmark Commission as a Historic Landmark
Designated by Historic Landmark Commission as a Significant Landmark 4

Points Earned

Economic Impact of future use

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

Points Earned

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

Three or more years 5
Two to three years 4
One to two years 3
Less than a year 2
Structure is currently occupied 0

Points Earned

Age of Structure as of October 1 of current fiscal year
Over 50 years 5
40-49 years 4
30-39 years 3
20-29 years  2
10-19 years   1
Less than 9  0

**Points Earned**

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

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

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

Structure is not in danger: Project is cosmetic. 2

**Points Earned**

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

Applicant has applied before and satisfactorily completed the project. 4

**Points Earned**

**Total Points** 27
BASTROP ECONOMIC DEVELOPMENT CORPORATION
BUSINESS INCENTIVE GRANT PROGRAM STANDARD AGREEMENT

THE STATE OF TEXAS §
COUNTY OF BASTROP §

KNOW ALL MEN BY THESE PRESENTS:

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.

WITNESSETH:

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.

**NOW THEREFORE**, 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 MEMORANDUM

Meeting Date: April 24, 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

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

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

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, 512.922.11!

Planned use of building after improvements are made:

The Opera House will continue to serve as space for live perfo
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:

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: [Signature]
Date: 4-7-17
Bastrop BIG Program FY 16-17 Scoring Application

**SCORING CATEGORIES**

Select one entry per category if applicable

<table>
<thead>
<tr>
<th>Possible Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>35</td>
</tr>
</tbody>
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**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: 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: 9*

**Economic Impact of future use**

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

*Points Earned: 12*

**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  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.

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.

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

Structure is not in danger: Project is cosmetic.

Points Earned  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.

Applicant has applied before and satisfactorily completed the project.

Points Earned  5

Total Points
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.

NOW THEREFORE, 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.

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(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%
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- 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 MEMORANDUM

Meeting Date: April 24, 2017

Agenda Item: Recognition of Jean Riemenschneider and Angela Ryan for their work on the 2017 Bastrop Youth Career Day.

Prepared by: Shawn A. Kirkpatrick, Executive Director

The Board and Executive Director would like to recognize Jean and Angela for their hard work and excellence on the 2017 Youth Career Day.

Recommendation

None – no action required.
Agenda Item: Workshop Session

The Bastrop EDC Board of Directors will conduct a workshop session with Alysia Cook of Opportunity Strategies to set 3-5 year goals, metrics, and known performance indicators for the Bastrop EDC.

Prepared by: Shawn A. Kirkpatrick, Executive Director

The EDC Board will hold a workshop with Alysia Cook of Opportunity Strategies to discuss 3-5 year goals, metrics, and known performance indicators. These measures will help gauge the performance and success of the EDC and its programs.

The Board had a workshop with Alysia during the March 20th meeting, after she had met with individuals and focus groups in the community about their expectations and direction for the EDC.

Information gathered on March 20th was used by Alysia to develop goals, metrics, and known performance indicators. She is returning tonight to review her findings and share her recommendations with the Board.

Recommendation

None - no action required.
AGENDA MEMORANDUM

Meeting Date: April 24, 2017

Agenda Item: Video presentation from Mayor Ken Kesselus.

Prepared by: Shawn A. Kirkpatrick, Executive Director

Mayor Kesselus has prepared a video message for the Board.

Recommendation

None – no action required.
AGENDA MEMORANDUM

Meeting Date: April 24, 2017

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

Prepared by: Shawn A. Kirkpatrick, Executive Director

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

Recommendation

Staff provides no recommendation.