



**MINUTES**

**REGULAR CALLED MEETING OF THE  
COMMUNITY DEVELOPMENT (Type B) CORPORATION  
Tuesday, October 10, 2017 at 6:30 PM  
City Council Chambers  
450 Cypress Creek Road, Building Four  
Cedar Park, Texas 78613**

**BOARD OF DIRECTORS**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Vacant, Place 1                   | <input checked="" type="checkbox"/> David Burger, Place 2, President | <input checked="" type="checkbox"/> Bob Lemon, Place 4 (V. P.)    |
| <input checked="" type="checkbox"/> Ramona Kar, Place 5    | <input checked="" type="checkbox"/> Ryan Wood, Place 6               | <input checked="" type="checkbox"/> Mel Kirkland, Place 7 (Sect.) |
| <input checked="" type="checkbox"/> Ginger Goodin, Place 3 |  |   |

**MINUTES**

- A.1 **CALL TO ORDER, QUORUM DETERMINED, MEETING DECLARED OPEN**  
**President Burger called the meeting to order at 6:30 P.M. noting that a quorum was present.**
- A.2 **Citizen Communications**  
*(Not For Items Listed On This Agenda. Three Minutes Each. No Deliberations With 4B. The Board May Respond With Factual Information.)*  
**No Citizen Communications Were Received**
- A.3 **Board Members' Opening Comments.**  
**President Burger welcomed everyone and said he was pleased to meet new member, Director Kar.**
- A.4 **Presentations**  
**No Items Scheduled.**

**STAFF REPORTS**  
**(DISCUSSION ONLY)**

- B.1 **Update And Report On Status Of Bell Boulevard Redevelopment Project. (Katherine Caffrey, Assistant City Manager, Diana Vargas, Senior Redevelopment Project Manager)**  
**Katherine Caffrey, Assistant City Manager, introduced Diana Vargas, Senior Redevelopment Project Manager, and provided the Board with an update on the Bell Blvd Project. She reminded the Board that this is a long term project that is anticipated to take 10-15 years, and that we are**

currently in year 3 of the project. She stated that the project is currently in the planning and implementation phase but she anticipates the project will soon be transitioning to the next phase where things will begin to be pieced together from that planning phase. During public input there were 2 main themes that staff heard repeated consistently. First, people said they wanted a unique gathering place in the community, and second they wanted to see improvements and revitalization come to Bell Blvd.

Katherine reminded the board of some of the funding for this project. This Board funded a Bell Blvd master plan and it is serving as an overall vision and guide for the project. Bond funding was included in the 2015 Streets and Roads Bond for the realignment of Bell Blvd as part of the Bell Boulevard project. Additionally this board has continued to make a strong financial commitment to this project committing to provide \$18 million over 3 years.

Recently the City conducted a market study that revisited project assumptions made based on market research conducted in 2015 at the beginning of the project. The findings were good and current data illustrates that a mixed use center is still very feasible for the area. The city has also made significant progress on the catalyst project that is intended to help jump start this development.

Diana Vargas introduced herself to the Board and provided the Board with some information about her background. She explained the roadway changes related to the project are currently in design and provided a rough timeline for the transportation elements of the project.

- B.2 Update On Plans And Timelines For Community Development Projects And Other Major City Initiatives. (Sam Roberts, Assistant City Manager)  
**Sam Roberts, Assistant City Manager, provided the Board with an update of currently active Community Development Projects and the anticipated timelines for these projects. In total, timelines were shown for twenty-two active 4B projects, and one additional Park project that will require extensive community outreach.**

### **CONSENT AGENDA**

*(Pursuant To Community Development Board Rule, the Consent Agenda consists of all items set forth on Agenda Items C.1 and C.2. The Consent Agenda May Be Approved By A Single Motion.)*

- C.1 Approval Of The Minutes Of The September 12, 2017 Regular Called Meeting.
- C.2 Authorization To Excuse The Absence Of David Burger From The September 12, 2017 Board Meeting. **Vice President Lemon moved to approve the consent agenda as presented. Director Wood seconded the motion and it passed with a 6-0 vote.**

### **PUBLIC HEARINGS**

- D.1 **No Items Scheduled**

### **REGULAR AGENDA** **DISCUSSION AND POSSIBLE ACTION**

- E.1 Consider A Resolution Approving An Amendment To The Dana Limited Economic Development Incentive Agreement.

**Phil Brewer, Director of Economic Development, reminded the Board that the initial agreement with Dana Limited was approved by the Board in December 2013 for \$1,269,035. The incentive was tied to 2 performance factors: capital investment (40,000sf facility at Scottsdale crossing) and job creation (80 employees with payroll of 8 million annually). Dana Limited has notified staff that their new strategic plan includes job numbers that are lower than what is included in the original agreement. The proposed amended agreement now states that by February 2018, they will have 35 FTEs with a combined payroll of \$3.5 million, as opposed to the original 50 FTEs with a combined payroll of \$5.0 million. By February 2019 Dana Limited will have 40 FTEs with a combined annual payroll of 4.0 million, as opposed to the original 80 FTEs with a payroll of \$8.0 million annually. As a result of these proposed changes to the employment numbers, the amended agreement also includes reductions in the incentive payments. In total the newly proposed agreement reduces the incentive payment to \$1,187,512 from the original amount of \$1,269,035.**

The Vice President Lemon suggested that the City include something in future economic agreements regarding what is to happen if performance milestones are not met, so these issues can be addressed up front.

Secretary Kirkland moved to authorize the Board President to execute the resolution approving the amendment to the Dana Limited Economic Development Incentive Agreement and to recommend the amended agreement to City Council for approval. Director Goodin seconded the motion and it passed with a 6-0 vote.

- E.2 Consider A Resolution Approving An Amendment To The Pecan Grove SPVEF Infrastructure Agreement.

**Phil Brewer, Director of Economic Development, reminded the Board that in March 2016 the Board approved an economic development infrastructure reimbursement agreement with Pecan Grove SPVEF in an amount not to exceed \$622,566. The performance based agreement required the developer to construct two "spec" buildings totaling 55,000 square feet; and extend of the western two lanes of Scottsdale Crossing to the southern property line. Both of these performance measures were to be completed by May 31, 2017. The developer ended up deciding to build all four lanes which required additional engineering to mitigate any downstream impact on property owners and as a result they are just completing the road extension. The advantage of having all four lanes completed is that it opens up all of the property on the eastern side of the road for development. As a result, staff recommends amending the agreement to state an infrastructure completion date of November 31, 2017 rather than the original date of May 31, 2017.**

Director Wood moved to authorize the Board President to execute the resolution approving the amendment to the Pecan Grove SPVEF Infrastructure Agreement and to recommend the amended agreement to City Council for approval. Secretary Kirkland seconded the motion and it passed with a 6-0 vote.

- E.3 Consider Board Acceptance Of A Request For Funding Of A Milburn Park Clubhouse Feasibility Study In an Amount Not To Exceed \$15,000

**The President called Items E.3 and E.4 together. Action on both Items are recorded under Item E.4.**

- E.4 Consider Board Acceptance Of A Request For Funding Of Town Center Bridge And Trail Project In an Amount Not To Exceed \$550,000  
**Curt Randa, Parks and Recreation Director** reminded the Board that both the Milburn Clubhouse Feasibility Study and the Town Center Trail and Bridge Project were reviewed with the Board multiple times over the summer and funding for both was included in the FY18 Budget that was approved by City Council. He was available to answer any Board questions on the projects.

Vice President Lemon moved to accept the proposed project to fund the Milburn Park Clubhouse Feasibility Study Project in an amount not to exceed \$15,000 and to authorize staff to set a public hearing and to publish appropriate legal notices for the project and also moved to accept the proposed project to fund the Town Center Bridge and Trail Project in an amount not to exceed \$550,000 and to authorize staff to set a public hearing and to publish appropriate legal notices for the project. Director Kirkland seconded the motion and it passed with a 6-0 vote.

- E.5 Consider Board Acceptance Of A Request For Funding Of The Brushy Creek North Trail Project In an Amount Not To Exceed \$50,000  
**The President** called Items E.5 and E.6 together. Action on both Items are recorded under Item E.6.

- E.6 Consider Board Acceptance Of A Request For Funding Of A Light Pole Banner Project In an Amount Not To Exceed \$15,000.  
**Kimberly Reese, Project Manager**, reminded the Board that both the Brushy Creek North Trail Project and the Light Pole Banner Project were reviewed with the Board multiple times over the summer and funding for both was included in the FY18 Budget that was approved by City Council. She was available to answer any Board questions on the projects.

**Director Kar** asked why the Library and Recreation Center were selected as the two locations for the banner project. Staff explained that these two facilities are very highly utilized facilities with a lot of public visitors, which was why they were selected for this particular project.

**Secretary Kirkland** asked if the banners would be on the light posts on the bridge leading into Town Center. Staff explained that those light poles are HOA maintained, not City maintained, and are not anticipated to be part of the light pole banner project.

**Director Wood** moved to accept the proposed project to fund the Brushy Creek North Trail Project in an amount not to exceed \$50,000 and to authorize staff to set a public hearing and to publish appropriate legal notices for the project and also moved to accept the proposed project to fund the Light Pole Banner Project in an amount not to exceed \$15,000 and to authorize staff to set a public hearing and to publish appropriate legal notices for the project. Director Kirkland seconded the motion and it passed with a 6-0 vote.

- E.7 Consider Board Acceptance Of A Request For Funding Of A Transit Study In an Amount Not To Exceed \$125,000.  
**Vice President Lemon** asked what brought this particular project up. **Sam Roberts, Assistant City Manager** responded saying it came out of discussions at the Summer Council Retreat, he also reminded the Board that this item came before the Board in August and was approved in the Board Budget for FY18.

Vice President Lemon requested copies of the transit studies that have been completed in other neighboring cities. Staff indicated that they are happy to provide the Board with copies of the studies that have been completed in Round Rock and Georgetown.

Director Goodin moved to accept the proposed project to fund the Transit Study Project in an amount not to exceed \$125,000 and to authorize staff to set a public hearing and to publish appropriate legal notices. Director Kar seconded the motion and it passed with a 5-1 vote.

- E.8 Consider Board Acceptance Of A Request For Funding The City Logo Pole Mounted Street Sign Project In An Amount Not To Exceed \$300,000.

**Secretary Kirkland moved to accept the proposed project to fund the City Logo Pole Mounted Street Sign Project in an amount not to exceed \$300,000 and to authorize staff to set a public hearing and to publish appropriate legal notices. Director Wood seconded the motion and it passed with a 6-0 vote.**

- E.9 Consider Election Of The Community Development (Type) Corporation Board Officers For 2018.

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

**Director Wood moved to appoint David Burger as Board President for 2018. Vice President Lemon seconded the motion and it passed with a 6-0 vote.**

**Secretary Kirkland moved to appoint Bob Lemon as Board Vice President for 2018. President Burger seconded the motion and it passed with a 6-0 vote.**

**Director Wood moved to appoint Mel Kirkland as Board Secretary for 2018. Director Goodin seconded the motion and it passed with a 6-0 vote.**

**Director Wood moved to appoint Kent Meredith as Board Treasurer for 2018. Secretary Kirkland seconded the motion and it passed with a 6-0 vote.**

- E.10 Consider Board Attendance At The November 14<sup>th</sup> Bell Boulevard Public Workshop And Cancellation Of the November 14<sup>th</sup> Regular Scheduled Board Meeting.

**Director Wood moved to cancel the November 14, 2017 regularly scheduled Board meeting to allow for Board attendance at the Bell Boulevard Public Workshop, also scheduled for November 14<sup>th</sup>. President Burger seconded the motion and it passed with a 6-0 vote.**

F.0

#### EXECUTIVE SESSION

*In accordance with Chapter 551, Government Code, Vernon's Texas Code Annotated (V.T.C.A.) (Open Meetings Law), "The Community Development (Type B) Corporation Board may meet in a Closed Executive Meeting pursuant to provisions of the Open Meetings Law, Chapter 551, Government Code, V.T.C.A. in accordance with the authority contained in the following sections":*

- F.1 Section § 551.071 (2) Consultation With Attorney Regarding Matters In Which The Duty Of The Attorney To The Governmental Body Under The Texas Disciplinary Rules Of Professional Conduct Of The State

Bar Of Texas Clearly Conflict With This Chapter, and Section § 551.072 Deliberation Of The Purchase, Exchange, Lease, Or Value Of Real Property

- a. Legal Issues Concerning Implementation And Development Related To The Bell Boulevard Redevelopment Plan.

**The Board recessed into Executive Session at 7:09 PM.**

**The Board Reconvened into an open meeting at 7:44 PM.**

**No action on items in Executive Session.**

*The Community Development Corporation (Type B) Board reconvenes into Open Session.*

### Open Meeting

*Reconvene into Open Meeting and consider action, if any, on items discussed in Executive Session.*

### ADMINISTRATIVE ITEMS

*(Board members and staff may discuss items related to the board member's general duties and responsibilities. The Board may not take a vote or other action on any item other than to obtain a consensus regarding how items are to be placed on future agendas for formal action.)*

- G.1 Report on City Council Actions Related to Board Items On September 14 and September 28, 2017.  
**Vice President Lemon told the board that the Dog Park was considered and funding for the project was approved at the September 14, 2017 council meeting.**
- G.2 Board Member Closing Comments.  
**Director Goodin asked about the council workshop on November 1<sup>st</sup>, and whether Board attendance needed to be coordinated. Staff indicated that a Council workshop will be held on November 1<sup>st</sup> and confirmed that it will be an open meeting, though they stated that no Board attendance is required, nor is it intended to serve as a joint meeting between the Board and Council.**

**Secretary Kirkland requested an update on drainage issues, and suggested that the Board consider setting aside a portion of the board budget in the future for drainage related projects.**

**Vice President Lemon asked to also discuss allowable scope of drainage related projects.**

**Director Goodin requested item to discuss framework for how projects are identified and how projects tie with Council goals.**

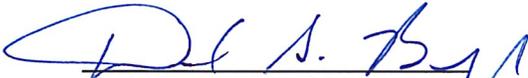
**President Burger mentioned that a Community Development Corporation training is typically available in December for Board members that might be a good learning opportunity for newer members.**

**Vice President Lemon asked for an item to discuss a splash pad at a new park location.**

Next Regular Scheduled Board Meeting **Tuesday, November 14, 2017 At 6:30 P.M.** In The Cedar Park Council Chambers At 450 Cypress Creek Road, Building Four.

H.1 Adjournment  
**The meeting adjourned at 9:15 PM.**

PASSED AND APPROVED THIS THE 12<sup>th</sup> DAY OF DECEMBER, 2017.

  
\_\_\_\_\_  
David Burger, President

ATTEST:

  
\_\_\_\_\_  
Mel Kirkland, Secretary

