

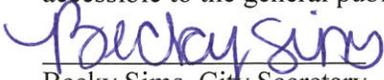
**NOTICE OF REGULAR MEETING OF THE
LAMPASAS ECONOMIC DEVELOPMENT BOARD
OF THE CITY OF LAMPASAS, TEXAS
WEDNESDAY, MAY 18, 2022
JACK CALVERT MUNICIPAL BUILDING
302 EAST THIRD STREET
5:30 PM**

Notice is hereby given that the regular meeting of the Lampasas Economic Development Corporation Board of the City of Lampasas will be held on Wednesday, May 18, 2022 at 5:30 p.m. in the Jack Calvert Municipal Building located at 302 East Third Street, Lampasas, Texas. The Lampasas Economic Development Corporation reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with the attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development)

**REGULAR SESSION
5:30 p.m.**

- I. Call to Order
- II. Open forum for citizen comments and questions (limited to five (5) minutes per person).
- III. Discussion and possible action regarding approval of the minutes dated April 27, 2022.
- IV. Update and possible action regarding April Financial Statements.
- V. Discussion and possible action regarding appointment of (2) LEDC Board members and (1) additional member to the Business Park Architectural Control Committee.
- VI. Discussion and possible action regarding real property development costs and inputs.
- VII. Discussion and possible action regarding naming of Business Park dedicated roads and streets.
- VIII. Discussion and possible action regarding Business Park entrance signage.
- IX. Update on the following:
 - County Update
 - LISD Update
 - Staff Update
 - Business Park
 - Development
 - Website
 - Nextlink
 - Job Fair
 - Downtown Grant
 - Sales Tax
- X. Items that the Board Members may request to be placed on the next agenda.
- XI. Adjourn

I, Becky Sims, City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the 12 day of May 2022 at 4:15pm.


Becky Sims, City Secretary

**MINUTES OF REGULAR MEETING OF THE
LAMPASAS ECONOMIC DEVELOPMENT CORPORATION BOARD
OF THE CITY OF LAMPASAS, TEXAS
JACK CALVERT MUNICIPAL BUILDING BOARD ROOM
302 EAST THIRD STREET
WEDNESDAY APRIL 27, 2022
5:30 P.M.**

The Lampasas Economic Development Corporation of the City of Lampasas met in regular session on the above date with President Misti Talbert presiding.

LEDC Members Present:

Steve Hudson
Neal Leavell
Ryan Shahan
Sid Ball
Roland Schaub
David Millican-Ex-Officio

LEDC Members Absent:

T.J. Monroe
Bobby Carroll- Ex-Officio

City Staff Present:

Finley deGraffenried, City Manager/Executive Director
Mandy Walsh, Economic Development Director
Becky Sims, City Secretary
Lupe Charping, Administrative Secretary

**REGULAR SESSION
5:30 p.m.**

I. Call to Order

President Talbert called the meeting to order at 5:30 p.m.

II. Open forum for citizen comments and questions (limited to five (5) minutes per person)

There were no citizen comments

III. Discussion and possible action regarding approval of the minutes dated February 16, 2022

Board member Schaub moved to approve the minutes as presented, the motion was seconded by Board member Leavell and with a unanimous vote, the motion carried. (Monroe absent)

IV. Update and possible action regarding February/March Financial Statements

Board member Shahan moved to approve the financials as presented, Board member Schaub seconded the motion and with a unanimous vote, the motion carried. (Monroe absent)

V. Discussion and possible action regarding Business Park Covenants, Zoning & Development Standards.

The board reviewed the covenants presented previously, by consensus it was decided to form a subcommittee made up of Roland Schaub, Steve Hudson and Ryan Shahan to finalize and bring back to the board for final approval.

- VI. Discussion and possible action regarding amendment to Business Park Roadway & Utility Improvements Phase I contract with Eckermann Engineering for development of plat for the LEDC Business Park in an amount not to exceed \$10,000.00.

Vice President Hudson moved to approve the amendment to Business Park Roadway & Utility Improvements Phase I contract with Eckermann Engineering for development of plat for the LEDC Business Park in an amount not to exceed \$10,000.00, the motion was seconded by Board member Schaub and with a unanimous vote, the motion carried. (Monroe absent).

- VII. Discussion and possible action regarding real property development costs and inputs.

The board took the opportunity to discuss market values and comparable commercial land per acre costs including the following:

- *Competitive pricing*
- *Market Value*
- *Assumptions*
- *Minimum square foot per block/per zone*
- *Recoup in Phase I vs Phase II*
- *Brokerage Firms*
- *Frontage*
- *Available sites*

The board will continue to research market to validate costs per acre for Business Park. There was no action taken on this item.

- VIII. Discussion and possible action regarding Life Safety Grant amendments.

Board member Schaub moved to approve the Life Safety Grant amendments to include a contractor lien release, the motion was seconded by Board member Ball and with a unanimous vote, the motion carried. (Monroe absent)

- IX. Update on the following:

- County Update
 - *Commissioner Carroll was not in attendance*
- LISD Update
 - *UIL Sports doing well*
 - *Planning for Graduation*
 - *Teacher/Staff Shortages*
 - *3% raise*
- Staff Update
 - *TEDC- Attended a ZOOM meeting with the partners from the Texas Economic Development Connection and talked through various topics regarding prospects and timing on presenting prospects to the Board. Several cities were in attendance and*

each had a different process. I also learned the TEDC has contracted with Flyer View and will allow partners to access the TEDC portal to update (2) properties to promote through their website as outreach offered to us as a partner. They have asked for industrial sites specifically so the Business Park is the ideal property to promote through this outlet. Additionally, they mentioned other CRM programs to organize leads and prospects such as HubSpot and Salesforce. As far as lead generation, the TEDC specializes in narrowing down exactly what area, and what amenities a business might be looking for, as opposed to some of the leads we receive from the Governor's office that are sent to a very broad area. The TEDC rep visited our community recently and has a package put together for Lampasas they access when having initial conversations with prospects. Before they ever even turn them over to us the TEDC will give them a good view of what Lampasas has to offer their business.

- ***Downtown Development*** *We currently have (3) properties in our CBD that have tenants moving forward with their business plans. One will be a bar at the former Perks building serving mixed beverages, but highlighting bourbon specifically. The other two are separate businesses on each side of the former Rutland's building; one has a distillery/tasting room concept, with the upstairs as an event rental space, while the other is beginning the process of rehabbing the building and bringing up to code for Wings of Eagles to occupy the 2nd floor, as well as an apartment (AirBnB concept) and still working through various ideas for the 1st floor, but potentially partnering with the adjacent business owner to expand the tasting room. Not in downtown, but close on 4th and Key Ave. staff has met with a new tenant to discuss a gourmet popcorn, candy and gelato shop concept.*
- ***Sales Tax*** *Sales tax is still trending upward for Lampasas. For April, the City received \$185,328.96 in sales tax compared to \$157,398.33 for this month last year. This represents an increase of 17.74%. The year-to-date receipts show an increase of 14.60%, collecting \$887,774.84 YTD versus \$774,617.50 last year.*
- ***Business Park*** *The pre-construction meeting was held on April 5th with the notice to proceed set for April 11th. Eckermann Engineering has engaged Cuplin about doing the platting for the property. We will plat in three large tracts for the time being. Cuplin was on site Saturday, April 9th, setting additional control and doing boundary verification. Gage & Cade have already mobilized at the Business Park. They have their construction entrance off of the county road and silt fence installed. Mike Blair has been on site to provide oversight, inspections and daily logs, as well as multiple City public works staff that will continue to be on site throughout the project timeline. Per the Board's direction we have an individual removing all of the rodeo arena equipment, fencing and small barn from the site. Staff developed a formal agreement for the work, i.e. a "demised property/removal contract" with the individual offering services to remove demised property from the LEDC land in exchange for the demised materials. Demolition began April 4th.*
- ***Coffee with EDC-*** *As we continue the Business Park Phase 1 project, staff is considering hosting a bi-weekly informal meeting open to the public, and any citizens that may have questions regarding the Business Park, or economic development projects and goals in general. The thought is to have the Director, and (when available) one board member, to meet for coffee and spend an hour*

discussing current, and possible future, projects for the City, as well as fielding any comments, questions or concerns.

- ***Sales Tax Workshop*** Staff will be attending the Texas Economic Development Council's Sales Tax Workshop in Waco on May 13th from 8 a.m. – 4 p.m. This TEDC workshop will include a discussion of changes to the Economic Development Sales Tax law that occurred during the 87th session of the Texas Legislature. Workshop attendees will receive Open Meetings Act and Public Information Act certification as a part of this course. The 2022 Economic Development Sales Tax Workshops are for EDC Board Members and local elected officials and include information about economic and community development in general, as well as any changes to the ED Sales Tax Law. If any Board members wish to join, let me know so I may complete the registration.
- ***BRE*** The Chamber Director and I are discussing another business development series as one of the LEDC's BRE initiatives. We worked with a gentleman last year that was able to kick it off and gauge interest level by offering free workshops to our businesses. This year we are proposing a five-part seminar series, one every other week running a total of ten weeks. Topics will include job descriptions that fit your business & hiring practices that work; real profitability; understanding profit & awareness of pitfalls; plans that translate to action & implementation with available resources; how to market BIG on a small budget; powerful listening skills to move you ahead & questioning technique to uncover critical information. Each session would run 1.5 hours with 45 minutes lecture and 45 minutes of hands-on exercises with real life situations (in small group sessions). We had a great turnout when we hosted later in the afternoon and followed with a networking mixer so we will look to design these in the same manner with the session first and a happy hour/networking post-seminar. Cost per session, and cost for the complete series, are both still under discussion.
- ***Veteran Employer Summit*** The Central Texas Council of Governments is partnering with the Texas Veterans Commission and the Workforce Solutions of Central Texas to host a Veteran Employer Summit on May 17th from 9 a.m. to 12 p.m. at the CTCOG offices. The target audience is employers who want to hire and retain veterans. The CTCOG has asked me to be on the panel of EDCs and Chambers that is called, "Strategies for Engaging Veteran Talent." We will meet at the end of April to discuss the topic, and possibly any other topics we might wish to include.
- ***GIS Mapping*** 3cGeo has completed the LEDC's Interactive Web Map with layers specific to economic development (traffic count, available properties, retail data, etc.). The IWM is a map viewing and publishing site designed to allow people to build their own maps and review the data that is attached to the elements of that map. Users of the IWM cannot damage, harm, edit or erase the data displayed in the IWM – it is a read-only site that will be a useful marketing tool when having discussions with real estate developers, brokers and business prospects. This will be a great (marketing) addition to the work we are completing with Flyer View. We are continuing work with Flyer View on building our digital portal and printed maps, but hope to have everything designed, reviewed and completed within the next 30-45 days.

- *Website Staff held a Zoom meeting with the Civic Plus web team on April 13th. The layout and color scheme has a much cleaner, more professional appearance to it, with informational tabs that are easy to navigate. I will send a few edits to them following our review today. We will have our design concept review requests due by April 22nd and host another Zoom meeting for final approval on April 29th. I have some information on internal pages I'd like to relocate based on the ease in which a user finds certain information, but I will be able to do that in-house once the design and launch are complete.*

X. Items that the Board Members may request to be placed on the next agenda

- *Architecture Committee*
- *Naming of roads (Business Park)*
- *Business Park Entrance Signage*

XI. Adjourn

Vice President Hudson moved to adjourn the meeting at 6:40 p.m.; Board member Schaub seconded the motion and with a unanimous vote, the motion was carried.

PASSED AND APPROVED this _____ day of _____, 2022.

Misti Talbert, President

Becky Sims, City Secretary

Lampasas Economic Development Corporation				
FY 2019 to FY 2022				
Month to Date and Year to Date Comparison				
Month to Date: April				
	Apr-19	Apr-20	Apr-21	Apr-22
Income				
Tax Revenue	\$24,078.62	\$24,754.22	\$26,233.05	\$30,888.16
Service Revenue				
Interest	\$459.99	\$1.02	\$141.13	\$229.16
Bond Fund Revenue	\$670.67	\$123.83	\$60.51	\$20.42
Total Income	\$25,209.28	\$24,879.07	\$26,434.69	\$31,137.74
Expense				
Supplies	\$0.00			\$17.60
Contract Services	\$1,672.99	\$1,537.99	\$1,537.99	\$4,482.99
Maintenance				
Other Expenses	\$19.34	\$84,000.00	\$79.00	\$400.00
Capital Expenditures				
Contingency				
Transfers				
Debt Service				
Bond Fund Expense				\$5,060.50
Total Expense	\$1,692.33	\$85,537.99	\$1,616.99	\$9,961.09
Net Surplus/(deficit)	\$23,516.95	(\$60,658.92)	\$24,817.70	\$21,176.65
Year to Date: October through April				
	FY 2019	FY 2020	FY 2021	FY 2022
Income				
Tax Revenue	\$178,690.13	\$191,888.73	\$227,163.84	\$259,622.86
Service Revenue			\$100,000.00	
Interest	\$2,959.92	\$979.35	\$792.52	\$1,258.74
Bond Fund Revenue	\$5,330.36	\$2,880.01	\$427.45	\$144.67
Total Income	\$186,980.41	\$195,748.09	\$328,383.81	\$261,026.27
Expense				
Supplies	\$627.85	\$273.19	\$107.03	\$148.56
Contract Services	\$14,168.96	\$11,324.33	\$14,161.66	\$19,816.66
Maintenance	\$1,973.26	\$2,071.92	\$2,175.52	\$2,284.29
Other Expenses	\$23,653.04	\$109,085.42	\$11,722.83	\$2,736.50
Capital Expenditures				
Contingency				
Transfers				

Debt Service	\$77,403.64	\$77,403.64	\$77,403.64	\$51,203.02
Bond Fund Expense		\$51,788.00		\$50,911.50
<i>Total Expense</i>	\$117,826.75	\$251,946.50	\$105,570.68	\$127,100.53
Net Surplus/(deficit)	\$69,153.66	-\$56,198.41	\$222,813.13	\$133,925.74

BALANCE SHEET

AS OF: APRIL 30TH, 2022

-LAMPASAS ECONOMIC DEV CRP

ACCT# ACCOUNT NAME

SETS

=====		
1020	FSB CHECKING 7001092 LEDC	598,530.26
1021	FSB CAPITAL FD CHECKING7002363	13,324.42
1025	FSB LEDC LOAN 2678	0.00
1026	BUSINESS BANK OF TX 4001561	430,354.05
1030	CLAIM ON CASH	256,539.30
1210	ACCOUNTS RECEIVABLE	0.00
1222	ACCOUNTS RECEIVABLE	0.00
1235	NOTE RECEIVABLE BACHMAYER	0.00
1236	NOTE RECEIVABLE-PECAN CRK HVM	0.00
1300	LAND PURCHASE/IMPROVEMENTS	1,725,616.61
1310	FAG-BUILDINGS & IMPROVEMENTS	17,975.00
1396	ACCUMULATED DEPRECIATION	(171,876.00)
1499	DUE FROM CASH & CONCENTRATION	0.00
1999	LEDC CLEARING ACCOUNT	<u>0.00</u>
	TOTAL ASSETS	2,870,463.64
		=====

LIABILITIES & FUND BALANCE

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2209	ACCOUNTS PAYABLE CAPITAL ACCT	5,045.50
2210	ACCOUNTS PAYABLE	3,500.59
2220	ACCOUNTS PAYABLE PENDING	0.00
2225	ACCRUED INTEREST PAYABLE	2,890.42
2283	UNAPPLIED CREDIT	0.00
2284	BONDS PAYABLE	1,117,938.81
3009	DESIGNATED RE/DONATIONS	0.00
3010	UNASSIGNED FUND BALANCE	1,426,432.11
3030	ASSIGNED FUND BALANCE	180,730.47
	PERCENT INCREASE / (DECREASE) IN FUND BALANCE	<u>133,925.74</u>
	TOTAL LIABILITIES & FUND EQUITY	2,870,463.64
		=====

Lampasas Economic Development Corporation

From: Mandy Walsh

Re: Staff Report

Date: May 18, 2022



Business Park

Gage & Cade are moving fairly quickly and seem to be a few weeks ahead of schedule. The sewer line was being installed beginning May 9th. The sub-grade is to elevation and will be ready for base after installation of water, wastewater and drainage. The detention pond designed seemed to perform well after the recent rain. We met with our engineer recently and ran through cost details on what has been installed and what materials are on-hand. The contractor is bringing in additional equipment to handle some of the areas with more rock, but the project overall has been running at a good pace.

Development

SCC Development has hired their GC and begun construction. They will be building out the shell and hope to have it ready for Starbucks to come in and do the finish-out by September. Eco-Strong has begun operating their U.S. headquarters in Lampasas, temporarily manufacturing and shipping from their warehouse on Pecan St. Eco-Strong is the #1 Texas distribution center for Eco-Flex, an industry leader in the recycling of Canadian passenger car tires and the manufacturing of high value, end use, recycled rubber products. A new coffee shop is moving into the front portion of the Beer Market building on 4th and Pecan St. The former Perks Coffee Shop will be a new bar soon; they have applied and received their TABC license. The former Rutland's building has a new owner who has pulled a demo permit and will be bringing a distillery and tasting room. Gillen's Candies & Wine has officially opened next to Areawide Locksmith. Staff has also had initial development conversations regarding the former Lisa's Schnitzel House and downtown property where the County Jail was located. Staff continues to receive daily calls from developers and real estate brokers looking for property in Lampasas.

Website

Staff approved the final design concept for the LEDC website. The redesign will have a more professional look. Staff is working on some of the internal pages, including additional information and shifting certain subpages to other areas of the



website to make it easier to navigate. The Civic Plus Design and Web Development teams will prepare and program the approved design to a hidden page on our current site. All of this work will be done over the next several weeks and then they will reveal the designs on our current site during the Design Configuration Preview meeting on Tuesday, June 14th. The site will go LIVE within 2-4 weeks following this final design configuration meeting.

Nextlink

Staff met with Nextlink to discuss Phase 4 of their buildout within the City. This phase will encompass the Diamond Ridge neighborhood and surrounding subdivisions. It will also include the new subdivision under development, Hidden Oaks, which is located just east of Diamond Ridge along the southside of Naruna Rd. They will be calling in locates and beginning construction in the next few weeks. Staff discussed the service needs for the homes along West Howe from 6th Street on to Naruna Rd. Nextlink plans to execute a rooftop study for that area with their GIS team. They have also upgraded their service packages and are now offering free installations and waiving the wireless router fee. Additionally, they have decreased pricing and now offer 500MB service at only \$59/month and 100MB for \$40/month. They also reported they have grown to 150-170 installations per week in the past month, versus 60-80 per week prior to April.

Job Fair

Staff has confirmed the next Job Fair. We will be hosting along with the Texas Veterans Commission and Workforce Solutions of Central Texas in an effort to broaden our outreach and marketing efforts. The date is Thursday, June 16th from 10 a.m. to 1 p.m. at the Lampasas Middle School Cafeteria.

Downtown Grant

Staff is considering a few projects that may be eligible for the Texas Department of Agriculture's Downtown Revitalization Program. The DRP program objective is to provide infrastructure improvements to address the conditions that contribute to the deterioration in an area designated as slum or blighted in the applicant community's downtown or main street area. Staff has reached out to Langford Community Management and reviewed the scoring criteria. Based on the criteria, they believe Lampasas would score well. Staff is considering the extension of the sidewalk and roadway improvements for Third St. beginning where it was left off on Western and continuing into downtown. Award amounts are \$250,000 to \$500,000, with matching funds anticipated based on community size. The turnaround time will be fairly quick with the grant application deadline on July 8th.



Sales Tax

The City's Sales & Use Tax Comparison Summary from the Comptroller's Office for May 2022 shows an increase of 5.36% from this time last year, collecting \$258,987.59 for this period versus \$245,804.96 this time last year. The year-to-date increase is 12.38%, collecting \$1,146,762.43 YTD versus \$1,020,422.46.