

**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