

**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 AUGUST 17, 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:**

Neal Leavell  
T.J. Monroe  
Ryan Shahan  
Sid Ball  
Steve Hudson

**LEDC Members Absent:**

Roland Schaub  
Bobby Carroll-Ex-Officio

**City Staff Present:**

Finley deGraffenried, City Manager/Executive Director  
Mandy Walsh, Economic Development Director  
Becky Sims, City Secretary  
Ryan Ward, Assistant City Manager  
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 July 20, 2022.

*Board member Monroe moved to approve the minutes as presented, the motion was seconded by Board member Hudson, with Talbert abstaining, the motion carried. (Schaub absent)*

IV. Update and possible action regarding July 2022 Financial Statements and Balance Sheet.

*Board member Shahan moved to approve the Financial Statements and Balance Sheet as presented, Board member Hudson seconded the motion and with a unanimous vote, the motion carried. (Schaub absent)*

V. Discussion and possible action regarding Business Park progress, project accounting and financing, and change orders.

*Derrek Eckermann reviewed his field observation report:*

- *18-inch RCP Storm Drain Line C1 was being installed during observation*
- *Storm Drain Line C1 will all be installed by end of day, July 29<sup>th</sup> once the last curb inlet base is set.*
- *Storm Drain Line C2 has been installed.*
- *SET's entering the detention pond have been formed and are ready to pour*
- *Contractor will finish grouting all connections of RCP to inlets and junction boxes and will install curb inlet tops next week*
- *11 fire hydrants have been set*
- *Contractor is bringing in hammer or rock saw to complete the last sections of wastewater line*

*Ms. Walsh reported the following payment report*

- *Pay App #1 Paid on 05/20/2022 \$189,388.23*
- *Pay App #2 Paid on 6/20/2022 \$84,481.07*

- *We had \$430,360.53 in our BBOT account we moved over to cover Pay App #1 & #2, therefore we did not have to draw any funding from our Business Park Loan at this time.*
- *Pay App #3 Paid on 7/22/2022 \$162,825.21*
  - *The majority of Pay App #3 was covered by the funds from BBOT account, but we did draw \$10,000.00 to cover the difference.*
- *Pay App #4 Paid on 8/12/2022 \$128,657.56*
  - *We made a draw of \$130,000.00 on 8/11/2022 to cover Pay App #4*

*We will draw the full note (ending our interest-only period) by September 12, 2022.*

VI. Discussion and possible action regarding costs, inputs and appraisal of Business Park Tracts 10, 11 & 12.

*Ms. Walsh presented the appraisal report from CBRE*

- *As is- Tract 10 \$520,000*
  - *4 acres/ 174,240 SF*
- *As is- Tract 11 \$440,000*
  - *3.50 acres/ 152,450 SF*
- *As is- Tract 12 \$440,000*
  - *3.50 acres/152/460 SF*

VII. Discussion and possible action regarding Business park entrance signage.

*The Board will wait until the median entering the Business Park has been completed to decide on sign design; however, by consensus the board agreed to a limestone finish with less structure and a more defined sign name for visibility.*

VIII Discussion and possible action regarding compensated time off for Economic Development Director's participation in community service activities and events.

*City Manager deGraffenried reported that compensated time up to 40 hours for community service and events for all city employees has been approved by council.*

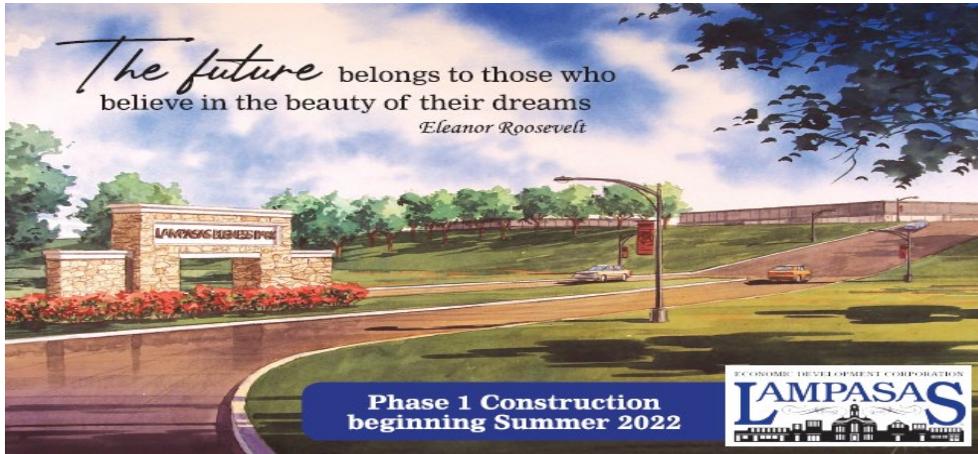
IX Update on the following

- County Update  
*Commissioner Carroll was not present.*
- LISD Update
  - *Due to vacancy not being filled, Board member Shahan provided updates*
  - *New school year is in progress with no issues, enrollment appears to be higher*
  - *Making progress with the City to finalize interlocal agreement and hire additional SRO's*
  - *Auto/Tech Building is moving slow, original deadline was in July. Contractor could be assessed Liquidated Damages depending on new agreed upon completion date.*
  - *School budget looks good, State funding has gone down.*
- Staff Update  
***Business Park** Eckermann Engineering was on-site at the Business Park recently and discussed the pavement section with Gage & Cade, and the use of geogrid and/or lime stabilized subgrade. The base bid included the geogrid and is required. As a reminder we discussed possibly removing the grid, thickening the base section and adding lime stabilized subgrade, but due to higher costs we opted for the base bid. Included in this packet is the description of Change order No. 1, which is:*
  1. *Added the removal of a concrete slab to accommodate the water line alignment adjustment north of the BP entrance (water line was adjusted to eliminate the bore and avoid the trees)*
  2. *Removed all bores under trees in base bid*
  3. *Removed 18" PVC casing by open cut in add alternate bid*
  4. *Added 15" RCP and 2-curb inlets to Add Alternate 1 near the 48" culvert*
  5. *(these were called for in the plans, but were not included as a line item in the bid form-the cost of \$75/If was a negotiated price instead of using the bid amount of \$430 /If from the base bid) to be installed.*

*After reviewing with Eckermann and staff, there was an overall savings in the Change Order, but the savings are water/wastewater specific so it reduces the funds allocated by the City through the American Rescue Plan Act. The costs for the curb inlet and concrete slab demo will fall under the LEDC costs and will be an increase of approximately \$23,250. Construction has continued on schedule with the exception of the spine road (East-West) which has had portions being delayed due to availability of pre-cast storm drains. We inquired about the timeline for the box culverts, as discussed in the July meeting, and Derrek mentioned when he was onsite G&C said the culverts wouldn't be in until October.*

**Marketing** *I am wrapping up the digital map and print-out piece with Flyer View Group. We have gone through many revisions, but we are close to wrapping up. We wanted this piece to be more development and workforce driven to appeal to prospects, and less about retail and quality life. We also held off until we received all professional photos from photographer hired by the city and LEDC to use for both website redesigns. The cost will decrease this year as the information has been created and built into digital map. This year's cost will be for maintaining and updating the map/demographics as needed. I've also engaged Neon Cloud to create another Lampasas promo video. The last one was created in 2018 and it was more focused on Lampasas as a Whole, quality of life, parks, amenities, etc. My goal with this video is to still feature those, but focus heavier on the Business Park development, workforce, transportation and growth. If you recall when we engaged Neon Cloud in 2018 we were able to use funding from Hotel Occupancy Tax for a portion of the promo video; our plan is to explore this same option, particularly for any segments related to parks, quality of life, downtown and /or events. Additionally, I spoke with Site Selection Magazine regarding an ad for their September Texas issue (print & digital). I've included their distribution which consists of 42,000 corporate leaders and site selectors. This issue specifically features Texas development and infrastructure which will be perfect time for us to showcase the Business Park Phase I development. Deadline for artwork is Friday 8/19, but I may use the ad created for the Dispatch Visitors Guide (seen below), with some minor adjustments. They have a creative team that can assist in edits to a current ad.*

Media	Distribution	Cost	Description
Neon Cloud	Email, Website, Social Media	\$10,000 *	2:00-3:00 min promotional video featuring Business Park, location, workforce, downtown, growth, transportation, quality of life.
Site Selection	42,000 CEOs, Site Selectors	\$2,950 **	1/3 page print & digital ad in September-TEXAS edition, e-blasted in the digital edition, which links back to our LEDC website.
Flyerview	Email, Mail, Meeting Handout, Website, Social Media	\$2,195	Digital & Print Map featuring Business Park, Location, Demographics, Target Industries, Transportation, Downtown, Quality of Life, Fort Hood
* Could utilize HOT Funds for a portion, specifically Quality of Life piece ** Will utilize remaining FY 21-22 marketing budget for a portion			



**Zoning/Covenants-** *The Subcommittee met on 8/12 and determined the need for the Architectural Control Committee isn't necessary. We collectively agreed with proper zoning ordinances the LEDC will be able to meet the intent of this committee by creating standards within the Business Park Zoning Districts. The subcommittee is working off of a completely new document, inspired by much of what the Tomball EDC has implemented into their Business Park restrictions & covenants. The document is being broken down into sections, comparing to our City Zoning regs, and then reworked to fit our needs at the Business Park. Once we have completed this, we will bring back to the Board for any additional suggestions or comments before allowing our legal counsel to give the final approval.*

**Sales Tax** *Sales Tax has increased 10.97% for the month of July. Last year's July payments totaled \$237,474.51 compared to this year's receipt of \$263,537.84. Overall year-to-date is \$1,881,333.13 versus last year's YTD at \$1,723,625.48, reflecting a 9.14% increase*

VIII. Items that the Board Members may request to be place on the next agenda.

- *Renewals*

IX. *Adjourn -Board member Hudson moved to adjourn the meeting at 6:27 p.m.; Board member Monroe seconded the motion and with a unanimous vote, the motion carried.*

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

\_\_\_\_\_  
Misti Talbert, President

\_\_\_\_\_  
Becky Sims, City Secretary