

**ROSENBERG DEVELOPMENT CORPORATION
MEETING MINUTES**

On this the 9th day of July, 2015, the Rosenberg Development Corporation (RDC) of the City of Rosenberg, Fort Bend County, Texas, met in Regular Session at the Rosenberg Civic Center, 3825 SH 36S, Rosenberg, Texas.

PRESENT

Teresa Bailey	Secretary, Rosenberg Development Corporation
Amanda J. Barta	Director, Rosenberg Development Corporation
Ted Garcia	Treasurer, Rosenberg Development Corporation
Bill Knesek	President, Rosenberg Development Corporation
Lynn Moses	Director, Rosenberg Development Corporation
Jimmie J. Peña	Director, Rosenberg Development Corporation
Allen Scopel	Vice President, Rosenberg Development Corporation

STAFF PRESENT

Jasmine Bowens	Secretary II
Linda Cernosek	City Secretary
Robert Garcia	City Manager
Dan Kelleher	Main Street Manager
Randall Malik	Executive Director, Rosenberg Development Corporation
Darren McCarthy	Parks and Recreation Director
Travis Tanner	Executive Director of Community Development
Joyce Vasut	Executive Director of Administrative Services

GUESTS PRESENT

Mandi Bronsell	Executive Director, West Fort Bend Management District
Joey Dupuis	Director, West Fort Bend Management District Board
Ron Ewer	Advisory Director, West Fort Bend Management District
Robert Haas	Fire House Consulting, West Fort Bend Management District
Lynn Humphries	Allen Boone Humphries Robinson LLP
Cynthia McConathy	Mayor, City of Rosenberg
Lane Ward	Director, West Fort Bend Management District

CALL TO ORDER.

President Knesek called the meeting to order at 4:01 p.m.

STATEMENT OF RULES PERTAINING TO AUDIENCE COMMENTS.

Jasmine Bowens, Secretary II, read the statement of rules pertaining to audience comments.

COMMENTS FROM THE AUDIENCE.

There were no comments from the audience.

CONSENT AGENDA

- A. CONSIDERATION OF AND ACTION ON THE REGULAR ROSENBERG DEVELOPMENT CORPORATION MEETING MINUTES FOR JUNE 11, 2015.**
- B. CONSIDERATION OF AND ACTION ON THE MONTHLY ROSENBERG DEVELOPMENT CORPORATION FINANCIAL REPORTS FOR THE PERIOD ENDING JUNE 31, 2015.**
Executive Summary: The June 2015 RDC Financial Reports are attached for your review and consideration. Staff recommends approval.

Action: Director Garcia moved, seconded by Director Barta, to approve the Consent Agenda items A and B. The motion carried by a unanimous vote of those present.

REGULAR AGENDA

1. ADMINISTER STATEMENT OF APPOINTED OFFICER AND OATHS OF OFFICE TO NEWLY APPOINTED MEMBERS.

Key discussion points:

Linda Cernosek administered the oaths of office to Board of Directors present.

No action was taken.

2. (This item was taken out of order after Item 5) CONSIDERATION OF AND ACTION ON ELECTION OF OFFICERS TO THE ROSENBERG DEVELOPMENT CORPORATION BOARD OF DIRECTORS.

Executive Summary: The Bylaws of the Rosenberg Development Corporation call for officer elections to be held at the Regular Annual Board Meeting (every July). The Bylaws provide for the positions of President, Vice President, Secretary, and Treasurer. Please find descriptions of each along with the office's duties in the attached Bylaws.

Officer positions are currently held by:

President – Bill Knesek

Vice President – Allen Scopel

Secretary – Teresa Bailey

Treasurer – Ted Garcia

Action: Director Scopel moved, seconded by Director Garcia, to nominate Director Knesek as President, Director Scopel as Vice president, Director Garcia as Treasurer, and Director Bailey as Secretary. The motion passed unanimously.

3. CONSIDERATION OF AND ACTION ON APPOINTMENT OF ROSENBERG DEVELOPMENT CORPORATION BOARD OF DIRECTOR COMMITTEES.

a. FINANCE COMMITTEE

b. POLICY COMMITTEE

Executive Summary: This item provides the Board the opportunity to make appointments and fill vacancies in the Finance Committee and Policy Committee. The current Committees are:

Finance Committee: Amanda Barta, Teresa Bailey, Ted Garcia, Allen Scopel

Policy Committee: Bill Knesek, Cynthia McConathy, Jimmie Peña

Action: Director Barta moved, seconded by Director Bailey, to nominate Director Barta, Director Bailey, Director Garcia, and Director Scopel as the Finance Committee, and Director Knesek, Director Moses, and Director Pena as the Policy Committee. The motion passed unanimously by those present.

4. (This item was taken out of order after Item 2) CONSIDERATION OF AND ACTION ON A RESOLUTION NO. RDC-96 REQUESTING THE DEVELOPMENT CORPORATION OF RICHMOND TO PROVIDE FUNDING FOR THE TEXAS STATE TECHNICAL COLLEGE FORT BEND CAMPUS LOCATED IN ROSENBERG.

Executive Summary: Section 501.159 of the Texas Local Government Code allows the Development Corporation of Richmond to participate in funding the TSTC Fort Bend Campus if the Rosenberg Development Corporation requests the Development Corporation of Richmond to participate in the project. The Development Corporation of Richmond has executed a performance agreement with the Texas State Technical Foundation to provide funding of \$1,000,000 for a 105,000 square foot TSTC campus. This resolution allows for the expenditure of funds from the Development Corporation of Richmond towards the TSTC campus.

Staff recommends approval of Resolution Number RDC-96.

Key discussion points:

Randall Malik explained the purpose of Resolution no RDC-96 is to authorize the Development Corporation of Richmond to expend funds within Rosenberg.

Action: Director Barta moved, seconded by Director Scopel, to approve Resolution No. RDC-96, a Resolution

requesting the Development Corporation of Richmond to provide funding for the Texas State Technical College Fort Bend Campus located in Rosenberg. The motion passed unanimously.

5. **REVIEW AND DISCUSS A PRESENTATION ON THE SCOPE OF SERVICES PROVIDED BY THE WEST FORT BEND MANAGEMENT DISTRICT FROM LANE WARD, RICHMOND-ROSENBERG JOINT REPRESENTATIVE TO THE WEST FORT BEND MANAGEMENT DISTRICT BOARD OF DIRECTORS.**

Executive Summary: Lane Ward, Richmond-Rosenberg joint representative to the West Fort Bend Management District board of directors will provide an overview of services offered by the West Fort Bend Management District.

Key discussion points:

- President Knesek stated that he supports West Fort Bend Management District (WFBMD) to protect the extraterritorial jurisdiction (ETJ) in Rosenberg.
- Director Barta stated that the improvements of the standards are evident, but WFBMD needs to come to a point of independence as initially intended.
- Director Garcia mentioned Rosenberg Development Corporation (RDC) does not have direct representation on the WFBMD.

Questions/Answers:

- Director Barta asked what WFBMD has done to get to the point of being self-funded.
- Lane Ward explained that WFBMD will probably always need some support from RDC.
- President Knesek asked about the proper procedure for electing a representative of the City of Rosenberg for the WFBMD Board of Directors.
- Lynne Humphries replied there are certain qualifications that must be met. If qualified, an application must be submitted to West Fort Bend Management District Board of Directors, which is then presented the City of Rosenberg.

No action was taken.

6. **CONSIDERATION OF AND ACTION ON THE RDC FISCAL YEAR 2016 BUDGET.**

Executive Summary: The RDC Finance Committee met on May 5th and May 19th to discuss the RDC Fiscal Year 16 Budget. Further, the RDC Board discussed the FY 16 Budget during the June 11th RDC Board Meeting. The following changes were made to the Budget after the June 11th RDC Board Meeting:

Sales Tax Projections

Total FY 16 sales tax revenue projections decreased from \$4,320,166 to 4,313,246 to reflect the June sales tax numbers.

RDC Memberships

RDC Memberships increased by \$2,000. The increase was a result of increasing funding towards Fort Bend Corps from \$3,000 to \$5,000. RDC Memberships also includes \$40,000 allocated to the West Fort Bend Management District. The Board had requested the opportunity to discuss funding associated with the West Fort Bend Management District after a presentation from the West Fort Bend Management District at the July RDC Board Meeting. The total amount for RDC Memberships is \$90,200.

Professional Services

Professional Services increased by \$10,000. The increase was a result of increasing funding towards engineering services from \$25,000 to \$35,000. The total amount for Professional Services is \$75,000.

Marketing

Marketing decreased by \$7,500. The decrease was a result of savings in the costs of producing the City Newsletter by shifting from a quarterly publication back to a monthly publication. The Printing and Binding line item was adjusted from \$12,000 to \$4,500. The total amount for Marketing is \$46,800.

Park Improvements

Park Improvements increased by \$25,000. The increase was a result of providing \$25,000 towards the operations of the Master Naturalists for their work at Seabourne Creek Nature Park. Total line amount for Park Improvements is \$125,000.

Business Retention & Expansion

At the request of the Board, a new category called Business Retention and Expansion was created. The

prospective business incentives and business appreciation reception were included the Business Retention and Expansion category.

The Fiscal Year 16 Budget anticipates \$4,313,245 in projected revenue for the year. Further, the Budget calls for \$5,497,068 of expenditures. The proposed budget would result is an Unreserved Fund balance of \$3,393,601.

Once approved by the RDC Board, the Budget would be presented to City Council at the first meeting in August. Contingent upon approval from City Council, a public hearing would be held on August 13th to start the required 60-day public notice period.

Key discussion points:

- President Knesek stated that he supports funding the West Fort Bend Management District (WFBMD) for Fiscal Year 2016.
- Director Bailey stated she supports WFBMD, but would like to reduce the allocated funds. Director Garcia agreed.
- Director Barta suggested to reduce the RDC Membership line item from \$40,000 allocated to the West WFBMD to \$30,000.
- Director Pena stated if WFBMD is willing to meet and adjust their parameters, he does not feel a need to reduce the funds.

Action: Director Barta moved, seconded by Director Bailey, to reduce the RDC Membership line item by \$10,000, which would reflect a decrease in funding to the West Fort Bend Management District from \$40,000 to \$30,000, contingent upon approval by the City Council. The motion passed unanimously.

7. CONSIDERATION OF AND ACTION ON REPAINTING ROSENBERG WELCOME SIGNS.

Executive Summary: At the May RDC Meeting, the RDC Board directed staff to provide an estimate to repaint the "Welcome to Rosenberg" signs. Staff estimates the cost to paint the three (3) signs at \$2,610. The RDC currently has \$66,949 in remaining funds in the Transportation Gateway Improvements line item.

Key discussion points:

Jeremy Heath explained the estimated price to refurbish the three signs.

Action: Director Garcia moved, seconded by Director Moses, to approve funding in an amount not to exceed \$3,000 for the refurbishing of three (3) "Welcome to Rosenberg" signs. The motion passed unanimously.

8. CONSIDERATION OF AND ACTION RDC SIDEWALK PROJECT FOR FISCAL YEAR 2016.

Executive Summary: At the January and February RDC Meetings the Board discussed allocating funding to construct new sidewalks in the FY 16 RDC Budget. The proposed RDC FY 16 Budget allocates \$200,000 towards sidewalk projects. This agenda item provides the opportunity for the Board to discuss the proposed locations for the new sidewalks.

Key discussion points:

- Randall Malik presented a sidewalk proposal for community connectivity.
- Director Pena suggested sidewalks should be constructed near Reading Road and FM 1640 due to young children walking to a nearby school.
- President Knesek proposed that any remaining funds would be offered to the City of Rosenberg to decide how to allocate the money towards sidewalks.

Action: Director Bailey moved, seconded by Director Garcia, to allocate a total of \$200,000 towards funding three (3) sidewalk segments as follows:

- \$13925.00 on 8th Street
- \$36,125.00 on Damon Street
- \$120,725.00 on Avenue N

The motion passed unanimously.

9. CONSIDERATION OF AND ACTION ON A REPORT FROM THE ROSENBERG DEVELOPMENT CORPORATION EXECUTIVE DIRECTOR REGARDING THE PREVIOUS MONTH'S ECONOMIC DEVELOPMENT ACTIVITIES AND CONTACTS, WHICH INCLUDES THE FOLLOWING:

a. UPDATE ON ECONOMIC INDICATORS

- b. UPDATE ON BUSINESS RETENTION VISITS
- c. UPDATE ON LIVABLE CENTERS STUDY
- d. UPDATE ON BNSF DOWNTOWN PROPERTY
- e. UPDATE ON RICHMOND-ROSENBERG BUS ROUTE
- f. UPDATE ON NEW AND EXPANDED BUSINESSES
- g. UPDATE ON EXISTING BUSINESSES

Executive Summary: This item has been included to provide the Executive Director the opportunity to update the Board on the previous month's activities, contacts, and projects.

Key discussion points:

Randall Malik updated the Board on economic development activities.

No action was taken.

10. **HOLD EXECUTIVE SESSION TO RECEIVE LEGAL ADVICE FROM THE CITY ATTORNEY CONCERNING PENDING LITIGATION, NAMELY DISPUTE WITH IMPERIAL PERFORMING ARTS, INC., PURSUANT TO SECTION 551.071 OF THE TEXAS GOVERNMENT CODE; TO DELIBERATE THE POTENTIAL PURCHASE, EXCHANGE, LEASE, OR VALUE OF REAL PROPERTY PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.072; AND REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS PURSUANT TO SECTION 551.087 OF THE TEXAS GOVERNMENT CODE.**

Regular Session was adjourned for Executive Session at approximately 6:16 p.m.

11. **ADJOURN EXECUTIVE SESSION, RECONVENE REGULAR SESSION, AND TAKE ACTION AS NECESSARY AS A RESULT OF EXECUTIVE SESSION.**

Executive Session: The Executive Session was adjourned and the RDC Board reconvened Regular Session at approximately 6:32 p.m.

Action: Director Bailey moved, seconded by Director Garcia, to authorize Randall Malik to begin developing a performance agreement with summer park to bring back for approval. The motion carried by a unanimous vote of those present.

12. **REVIEW AND DISCUSS REQUESTS FOR FUTURE AGENDA ITEMS, AND TAKE ACTION AS NECESSARY.**

Executive Summary: This item provides the RDC Board the opportunity to request future agenda items.

Key discussion points:

- Landscaping
- Mowing and Maintenance of Highway 36 90A Gateway
- Quarterly Breakfast Meeting to create a dialog forum with Businesses

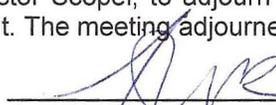
No action was taken.

13. **ANNOUNCEMENTS.**

No Announcements.

14. **ADJOURNMENT.**

Action: Director Garcia moved, seconded by Director Scopel, to adjourn the RDC Board Meeting. The motion carried by a unanimous vote of those present. The meeting adjourned at 6:37p.m.



 Jasmine Bowers
 Secretary II