ROSENBERG DEVELOPMENT CORPORATION
MEETING MINUTES

On this the 12th day of October 2017, the Rosenberg Development Corporation of the City of Rosenberg, Fort Bend County, Texas, met in Regular Session at the Rosenberg Civic Center, located at 3825 Highway 36 South, Rosenberg, Texas.

Present: Chris Martin, President
Allen Scopel, Vice President
Charles Budnik, Treasurer
Teresa Bailey, Director
Alice Jozwiak, Director
Lynn Moses, Director
Jimmie J. Peña, Director

Staff Present: Joyce Vasut, Assistant City Manager
Randall Malik, Executive Director
Jeremy Heath, Assistant Economic Development Director
Isabel Carranza, Senior Administrative Specialist

Call to order: Rosenberg Civic Center
President Martin called the meeting to order at 4:01 p.m.

Statement of rules pertaining to audience comments.

Comments from the audience.

- Ernie Dixon, 16416 Ember Hollow Lane, Sugar Land, Texas, thanked the Board for the support of the Rosenberg Main Street Program and the downtown area. Ms. Dixon asked that the Board consider supporting the proposals regarding the downtown planters.
- Grace Haggerty, 1539 Grayson Run Court, thanked the Board for supporting the downtown planters project and asked that the Board approve the recommendations for the downtown planters.
- Edmund Samora, 4810 Arbor Court, asked the Board to consider approving the recommendations being made by the Rosenberg Main Street Program.

CONSENT AGENDA

A. Consideration of and action on minutes of the Rosenberg Development Corporation for September 14, 2017.


EXECUTIVE SUMMARY
The monthly financial report is attached for review and consideration. Staff recommends approval of the monthly financial report.

ACTION
Motion by Director Jimmie J. Peña, seconded by Vice President Allen Scopel to approve Consent Agenda Items A and B.

Vote: 7 - 0 Carried - Unanimously

REGULAR AGENDA

1. Review and discuss presentation by the Central Fort Bend Chamber of Commerce regarding Chamber activities.

EXECUTIVE SUMMARY
This Agenda Item has been added to provide the Board of Directors with an update on activity carried out by the Central Fort Bend Chamber of Commerce. Chamber President/CEO, Regina Morales, will attend the meeting to provide the activity update.

KEY DISCUSSION
Central Fort Bend Chamber President, Regina Morales, gave an update on activities carried out by the Chamber including the following:

- Working Lunch Series - An opportunity for small businesses to have technical training during lunch hours at a minimal cost.
- Breakfast in the Bend - Creates and provides monthly morning networking along with opportunities for members to learn more about the community at no cost,
- State of the City of Rosenberg - City's annual opportunity to promote the work of the City Leadership and employees plus highlight the improvements to the community,
- Infrastructure Conference - Conference held by both the Central Fort Bend Chamber and the Fort Bend Chamber annually featuring educational sessions regarding engineering and development topics and keynote speakers, and
- Business Expo - Local cost effective business event that allows the area businesses to promote their services to the community and meet them face to face.

2. Review and discuss the Downtown Planters Project, and take action as necessary to direct staff.

EXECUTIVE SUMMARY
At the July 13, 2017 Meeting, the Rosenberg Development Corporation Board of Directors directed staff to research potential options for the Downtown Planters Project. Additionally, staff has coordinated with the Design Committee, a subcommittee of the Rosenberg Main Street Advisory Board, to research the following options: type of planters, type of plants to place in the planters, and preferred location of the planters. Main Street Manager Dan Kelleher will attend the meeting to present the finding of the subcommittee to the Board.

KEY DISCUSSION

- Dan Kelleher explained that a subcommittee with expertise in commercial landscaping came together from the Main Street Design Committee in order to comprise recommendations for planter maintenance, types of plants being used and locations.
- Mr. Kelleher reviewed recommended options with the Board explaining that the purchase of the pots was a one time expense and a decision was made based on quality, durability and size. The decision on the recommended use of plants was based on consistency of maintenance required. Selections were made from the Texas Super Star list which are hybrids of common plants specifically native to the area.
- Director Bailey asked if existing pots would be removed.
- Mr. Kelleher's response was that any existing pots would still remain, but in the future business owners may be encouraged to participate in planters project as well as be encouraged to purchase their own flower pot(s) to match the existing ones.
- President Martin asked what Mr. Kelleher believed to be the biggest difference from initial presentation in July.
- Mr. Kelleher's response was that the Main Street Program committees and subcommittees looked more closely at types of plants and maintenance costs to comprise a more effective and cost efficient plan for the project.

ACTION
Motion by Director Jimmie J. Peña, seconded by Treasurer Charles Budnik to approve the planters, plant species, and preferred location of the planters for the Downtown Planters Project as recommended by the Rosenberg Main Street Program.

Vote: 7 - 0 Carried - Unanimously

3. Consideration of and action on authorization for the RDC Executive Director to submit the Rosenberg Development Corporation Fiscal Year 2016-2017 Annual Report to City Council.

EXECUTIVE SUMMARY
Section 3.02(b) of the RDC Bylaws requires the RDC to submit an annual report to the Rosenberg City Council. Staff recommends authorizing the RDC Executive Director to submit the Rosenberg Development Corporation Annual Report to City Council.

KEY DISCUSSION

- Randall Malik presented the item and reviewed the Executive Summary.

ACTION
Motion by Director Jimmie J. Peña, seconded by Vice President Allen Scopel to approve the Rosenberg Development Corporation Fiscal Year 2016-2017 Annual Report, and to authorize the RDC Executive Director to submit said Report to City Council.

Vote: 7 - 0 Carried - Unanimously
4. Consideration of and action on Resolution No. RDC-112, a Resolution of the Rosenberg Development Corporation authorizing the RDC President to execute, for and on behalf of the RDC, a Professional Services Consulting Agreement, by and between the RDC and Transportation Economics and Management Systems (TEMS), Inc., for a Rosenberg Multi-Modal Study in an amount not to exceed $125,000.

EXECUTIVE SUMMARY
Following the October 2015 completion of the State Highway 36A Development Corridor Feasibility Study prepared for Fort Bend County, the Port of Freeport, and Brazoria County, the RDC Board of Directors directed staff to research the feasibility of a short-line rail study for Rosenberg. At the RDC Meeting on April 14, 2016, the author of the State Highway 36A Development Corridor Feasibility Study, Dr. Alex Metcalf, presented a proposed scope of work for a Rosenberg Hub Multi-Modal Study.

The Rosenberg Multi-Modal Study was incorporated into the RDC 3-Year Strategic Plan for 2017-2019, and the RDC Board allocated $125,000 in the Fiscal Year 2017-2018 Budget to undertake the Multi-Modal Study. At the RDC Meeting on September 14, 2017, RDC President Chris Martin requested that the Multi-Modal Study be placed on the next RDC Board Agenda for consideration.

Resolution No. RDC-112 would authorize the RDC President to execute an Agreement, included as Exhibit "A" to Resolution No. RDC-112, with Transportation Economics and Management Systems (TEMS), Inc., for a Multi-Modal Study in an amount not to exceed $125,000. The Agreement provides for approximately five months to complete the tasks identified in the Scope of Services, and delivery of the Multi-Modal Study is anticipated in February 2018. Staff recommends approval of Resolution No. RDC-112 as presented.

KEY DISCUSSION
- Randall Malik presented the item and reviewed the Executive Summary.

ACTION
Motion by Director Jimmie J. Peña, seconded by Vice President Allen Scopel to approve Resolution No. RDC-112, a Resolution of the Rosenberg Development Corporation authorizing the RDC President to execute, for and on behalf of the RDC, a Professional Services Consulting Agreement, by and between the RDC and Transportation Economics and Management Systems (TEMS), Inc., for a Rosenberg Multi-Modal Study in an amount not to exceed $125,000.

Vote: 7 - 0 Carried - Unanimously

5. Consideration of and action on Resolution No. RDC-113, a Resolution awarding Bid No. 2017-14 for the Rosenberg Development Corporation Transportation Gateways Enhanced Grounds Maintenance Rough Cut Areas: I-69 from FM 762 to Spur 10; and, authorizing the RDC President to negotiate and execute, for and on behalf of the Rosenberg Development Corporation, appropriate documents and/or agreements regarding same.

EXECUTIVE SUMMARY
A Notice to Bid for the RDC Transportation Gateways Enhanced Grounds Maintenance Finish Cut Areas was advertised in the Fort Bend Herald on September 9 and 17, 2017. Three (3) sealed bids were received on Wednesday, September 27, 2017. The bids were opened and tabulated as indicated on the attached bid summary.

Staff recommends Bid No. 2017-14 be awarded to the low bidder, David Williams and Son Land Services, LLC, in the amount of $22,503.60, contingent upon receipt of current insurance certificate(s) and a completed Conflict of Interest Questionnaire (CIQ). Staff has checked the bidder's references and found them to be satisfactory.

Resolution No. RDC-113 would award the bid and authorize the RDC President to negotiate and executed a contract for these services. The contract term is for one (1) year, with an option to extend the contract for one (1) additional one-year term at the same rate.

KEY DISCUSSION
- Randall Malik presented the item and reviewed the Executive Summary.

Action was taken to approve both Resolution No. RDC-113 and Resolution No. RDC-114 in one motion in the subsequent Agenda Item. The action has been separated in the minutes for clarity.

ACTION
Motion by Director Jimmie J. Peña, seconded by Director Teresa Bailey to approve Resolution No. RDC-113, a Resolution awarding Bid No. 2017-14 to David Williams and Son Land Services, LLC, in the amount of $22,503.60, for the Rosenberg Development Corporation Transportation Gateways Enhanced Grounds Maintenance Rough Cut Areas: I-69 from FM 762 to Spur 10; and, authorizing the RDC President to negotiate and execute, for and on behalf of the Rosenberg Development Corporation, appropriate documents and/or agreements regarding same.

Vote: 7 - 0 Carried - Unanimously
6. Consideration of and action on Resolution No. RDC-114, a Resolution awarding Bid No. 2017-15 for the Rosenberg Development Corporation Transportation Gateways Enhanced Grounds Maintenance Finish Cut Areas: FM 2218, US 90A and Lane Avenue, north side of Avenue F from 3rd to 6th Street and corner lot at Avenue G and 4th Street, and State Highway 36 at US Highway 90A; and, authorizing the RDC President to negotiate and execute for and on behalf of the Rosenberg Development Corporation, appropriate documents and/or agreements regarding same.

EXECUTIVE SUMMARY
A Notice to Bidders for the RDC Transportation Gateways Enhanced Grounds Maintenance Finish Cut Areas was advertised in the Fort Bend Herald on September 9 and 17, 2017. Sealed bids were received on Wednesday, September 27, 2017. A total of five (5) bids were opened and tabulated as indicated on the attached bid summary form.

Staff recommends Bid No. 2017-15 be awarded to Landscape Professionals of Texas in the amount of $16,575.00, contingent upon receipt of current insurance certificate(s) and a completed Conflict of Interest questionnaire (CIQ). Landscape Professionals of Texas have performed satisfactorily under a current contract with the City’s Parks and Recreation Department. Resolution No. RDC-114 would award the bid and authorize the RDC President to negotiate and execute a contract for these services.

KEY DISCUSSION
- Randall Malik presented the item and reviewed the Executive Summary.

ACTION
Motion by Director Jimmie J. Peña, seconded by Director Teresa Bailey to approve Resolution No. RDC-114, a Resolution awarding Bid No. 2017-15 to Landscape Professionals of Texas in the amount of $16,575.00, for the Rosenberg Development Corporation Transportation Gateways Enhanced Grounds Maintenance Finish Cut Areas: FM 2218, Hwy 90A & Lane Avenue, North Side of Ave. F from 3rd to 6th St. and Corner Lot at Ave. G and 4th St. and State Highway 36 at U.S. Highway 90A; and, authorizing the RDC President to negotiate and execute for and on behalf of the Rosenberg Development Corporation, appropriate documents and/or agreements regarding same.

Vote: 7 - 0 Carried - Unanimously

7. Hold Executive Session to consult with City Attorney regarding dispute with Imperial Performing Arts, Inc., pursuant to Section 551.071 of the Texas Government Code; and, to deliberate economic development negotiations pursuant to Section 551.087 of the Texas Government Code.

The RDC adjourned to Executive Session at approximately 5:04 p.m.

8. Adjourn Executive Session, reconvene Regular Session, and take action as necessary as a result of Executive Session.

The RDC reconvened Regular Session at approximately 5:15 p.m.

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 updates on the following:
   a. Economic Indicators;
   b. Business Retention Visits;
   c. Upcoming Recruitment Calendar;
   d. New and Expanded Businesses; and,
   e. RDC Projects.

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
- Randall Malik explained that there was a meeting with Marco Ruiz of the South Business Development Center and staff where possible funding was discussed if the State were to not fund the South Business Development Center any further.
- Mr. Malik acknowledged that at the RDC Policy Committee meeting, there were two changes made to the Bylaws that will be presented in the November monthly meeting.
- Mr. Malik also stated that the Director of the Parks Department noted that the Handball Court at Brazos Park has been completed.

No action taken.
10. **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**
   - Director Bailey requested a quarterly update from the Main Street Program Manager in regards to the downtown planters.

11. **Announcements.**
   There were no announcements.

12. **Adjournment.**
   There being no further business, President Martin adjourned the Regular Meeting of the Rosenberg Development Corporation at 5:39 p.m.

   [Signature]
   Isabel Carranza
   Senior Administrative Specialist