

CITY OF DEER PARK

CDC 1-198

710 EAST SAN AUGUSTINE STREET

DEER PARK, TEXAS 77536

Minutes

of

THE REGULAR MEETING OF THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION BOARD OF DIRECTORS HELD AT THE DEER PARK COUNCIL CHAMBERS, 710 EAST SAN AUGUSTINE STREET, DEER PARK, TEXAS, JANUARY 28, 2019 AT 5:30 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

T.J. HAIGHT	PRESIDENT
GEORGETTE FORD	VICE PRESIDENT
SUE MAUK	MEMBER
LES ELLARD	MEMBER
DOUG BURGESS	MEMBER
LAURA HICKS	MEMBER

OTHER OFFICIALS PRESENT:

JAY STOKES	CITY MANAGER
GARY JACKSON	ASSISTANT CITY MANAGER
SHANNON BENNETT	BOARD SECRETARY
DONNA TODD	TREASURER

1. MEETING CALLED TO ORDER – President T.J. Haight called the meeting to order at 5:30 p.m.
2. APPROVAL OF MINUTES OF JOINT WORKSHOP MEETING ON SEPTEMBER 24, 2018 – Motion was made by Georgette Ford and seconded by Sue Mauk to approve the minutes of the joint workshop held on September 24, 2018. Motion carried unanimously.
3. APPROVAL OF MINUTES OF REGULAR MEETING ON OCTOBER 22, 2018 – Motion was made by Doug Burgess and seconded by Laura Hicks to approve the minutes of regular meeting held on October 22, 2018. Motion carried unanimously.
4. APPROVAL OF MINUTES OF SPECIAL MEETING ON JANUARY 7, 2019 – Motion was made by Sue Mauk and seconded by Georgette Ford to approve the minutes of special meeting held on January 7, 2019. Motion carried unanimously.

5. DISCUSSION AND POSSIBLE RECOMMENDATION TO CITY COUNCIL ON ENTERING INTO AN AGREEMENT WITH BURDITT CONSULTANTS, LLC FOR PROFESSIONAL SERVICES FOR THE DEVELOPMENT OF THE TYPE B HIKE AND BIKE TRAILS – Parks and Recreation Director, Charlie Sandberg gave an overview of the potential architectural firm that is being recommended to be hired for professional services for the development of the Hike & Bike Trails. The scope of work will include design, consultation, project management and other services as required to perform and complete the project.

Motion was made by Georgette Ford and seconded by Laura Hicks to recommend to Council to enter into an agreement with Burditt Consultants LLC for professional services for the development of the Type B Hike and Bike Trails. Motion carried unanimously.

6. DISCUSSION AND POSSIBLE RECOMMENDATION TO CITY COUNCIL TO PURCHASE A DOUBLE FACE, INTERNALLY ILLUMINATED MONUMENT SIGN FOR THE MAXWELL ADULT CENTER – Parks and Recreation Director, Charlie Sandberg discussed the old existing Maxwell Adult Center sign and the fact that it is outdated. It is proposed that a new sign be purchased to reflect the new construction and new look of the Maxwell Adult Center. The funding would come out of the unencumbered funds. for the Maxwell Adult Center.

Georgette Ford, Board member asked, “Is it pretty much the same kind of sign except for it is lighted?”

Mr. Sandberg responded, “Yes. It will be illuminated with a new fresher look to it.”

Les Ellard, Board member asked, “Is the sign for the Library very expensive?”

Assistant City Manager, Gary Jackson responded, “I am thinking it was in the \$40,000 range. This sign it about \$11,000.”

Mr. Sandberg commented, “In the unencumbered funds, we only had about \$11,600 left. We thought that could be put to good use in purchasing the sign.”

Laura Hicks, Board member asked, “Have we looked into any theme for the sign?”

Mr. Sandberg responded, “No. On most of our way finding signs, they don’t have the deer on it.”

Motion was made by Sue Mauk and seconded by Doug Burgess to recommend to Council to purchase a double face, illuminated monument sign for the Maxwell Adult Center. Motion carried unanimously.

7. DISCUSSION OF ISSUES RELATING TO THE CURRENT STATUS OF DEER PARK COMMUNITY DEVELOPMENT CORPORATION PROJECTS – Parks and Recreation Director, Charlie Sandberg gave an overview of focal points and summarized the current status of the projects. (Exhibit A1)

Ms. Ford asked, “Do you have a proposed additional amount for the dirt?”

Mr. Sandberg responded, “They have put some numbers together, it is not exact yet. It is a larger number.”

Sue Mauk, Board member asked, “Why do they want to postpone the sprigging?”

Mr. Sandberg responded, “It will grow better.”

Doug Burgess, Board member asked, “Are you all comfortable with the drainage issue?”

Mr. Sandberg responded, “They are addressing some of those issues right now.”

T.J. Haight, President asked, “If we do sprig early and we happen to have a freeze, will that void any kind of warranty from the recommendation in March?”

Mr. Sandberg responded, “No, I do not think so.”

8. CONSIDERATION OF AND POSSIBLE ACTION ON THE QUARTERLY REPORT FOR THE PERIOD OF OCTOBER 1, 2018 - DECEMBER 31, 2018 – Assistant City Manager, Gary Jackson gave an overview of the bylaws that states that the Board shall prepare a quarterly activity report, detailing the projects and work accomplished during the previous quarter.

Motion was made by Georgette Ford and seconded by Sue Mauk to accept the quarterly report for the period of October 1, 2018 through December 31, 2018. Motion carried unanimously.

9. CONSIDERATION OF AND POSSIBLE ACTION ON THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION’S ANNUAL REPORT TO THE STATE COMPTROLLER FOR FISCAL YEAR 2018 – Assistant City Manager, Gary Jackson, gave an overview of the annual report that was submitted as required by the State Comptroller. It reflects the expenditures that were made over the past year, and the revenues that were received.

Motion was made by Sue Mauk and seconded by Georgette Ford to accept the annual report to the State Comptroller for FY 2018. Motion carried unanimously.

10. ANNOUNCEMENT OF DATE AND TIME OF THE NEXT DEER PARK COMMUNITY DEVELOPMENT CORPORATION'S REGULAR BOARD MEETING: APRIL 22, 2019 AT 5:30 PM – President Haight announced the next regular DPCDC meeting on April 22, 2019 at 5:30 p.m.
11. ADJOURN – Motion was made by Georgette Ford and seconded by Doug Burgess to adjourn the meeting at 5:53 p.m.

ATTEST:

APPROVED:

Shannon Bennett
Board Secretary

T.J. Haight, President
Deer Park Community Development Corporation