

CITY OF DEER PARK

CDC 1-40

710 EAST SAN AUGUSTINE STREET

DEER PARK, TEXAS 77536

Minutes

of

THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION BOARD OF DIRECTORS MEETING HELD AT THE DEER PARK COUNCIL CHAMBERS, 710 EAST SAN AUGUSTINE STREET, DEER PARK, TEXAS, JANUARY 23, 2017 AT 5:30 P.M., WITH THE FOLLOWING MEMBERS PRESENT:

T.J. HAIGHT	PRESIDENT
GEORGETTE FORD	VICE-PRESIDENT
DOUG BURGESS	MEMBER
SCOTT SOTELO	MEMBER
SUE MAUK	MEMBER
JEFF LAWTHOR	MEMBER

OTHER OFFICIALS PRESENT:

JAY STOKES	CITY MANAGER
GARY JACKSON	ASSISTANT CITY MANAGER
SONIA ACOSTA	RECORDS TECHNICIAN
DONNA TODD	ACTING 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 REGULAR MEETING ON OCTOBER 24, 2016 – Motion was made by Georgette Ford and seconded by Doug Burgess to approve the minutes of the regular meeting on October 24, 2016. Motion carried unanimously.
3. PRESENTATION AND DISCUSSION OF ISSUES RELATED TO THE SALE OF CERTIFICATES OF OBLIGATION, SERIES 2017 FOR THE CONSTRUCTION OF DPCDC IMPROVEMENTS – Donna Todd gave an overview of the bonds that were approved by City Council for the 2.7 million dollars being issued for the Girls Softball renovations at the Youth Sports Complex. President Haight of the DPCDC signed an addendum to agree to fund the debt service payments. The debt has been issued and will be funded on February 14, 2017.

4. CONSIDERATION OF AND POSSIBLE ACTION ON THE QUARTERLY REPORT FOR THE PERIOD OF October 1, 2016 – December 31, 2016 – Gary Jackson commented, “Subsequent report for the year will be cumulative, so they will include these actions as well

as the upcoming quarters. The by-laws state that this report after being approved by this board, then is submitted to Council which we will have on the first meeting in February. Basically, it has to pass council actions, all of the Ad- Hoc Committee meetings that are looking at projects and any project activity as well as financial transactions.”

Motion was made by Doug Burgess and seconded by Sue Mauk to approve the quarterly report for the period of October 1, 2016 – December 31, 2016. Motion carried unanimously.

5. CONSIDERATION OF AND POSSIBLE ACTION ON THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION'S ANNUAL REPORT TO THE STATE COMPTROLLER FOR FISCAL YEAR 2016 – Motion was made by Doug Burgess and seconded by Sue Mauk to authorize submittal of the annual report to the State Comptroller for Fiscal Year 2016. Motion carried unanimously.

6. ACCEPTANCE OF AND RECOMMENDATION ON PROPOSED DESIGN FOR DEER PARK COMMUNITY DEVELOPMENT CORPORATION MAXWELL CENTER RENOVATION AND EXPANSION PROJECT – Parks and Recreation Director Scott Swigert advised the Council, on February 16, 2016 the City Council Approved Task Order #4 with Halff Associates for the Maxwell Center Expansion and Parking Lot Expansion - Phase 1 Programming. On June 29th, Halff Associates and BSW met with the Ad-Hoc Committee to finalize the programming recommendation which was approved and recommended by the DPCDC on July 25th and approved by the City Council on August 2nd. Since then, the architects, ad-hoc committee and Staff have been working through the design process to finalize a proposed design.

Christina Moon of Halff Associates gave an overview of the Maxwell Center Renovation and Expansion project and highlighted the Maxwell Center Design Development (site & building additions), total parking spaces, covering the handicap ramp and the stairs leading into the building, windows, landscaping, storage, interior and exterior elevations and the cost estimate. (Exhibits A1 – A3)

Jeff Lawther asked “What’s the square footage?”

Ms. Moon answered, “About a thousand, like ten eighty three.”

Mr. Lawther asked, “Is the contingency just the percent of the total cost?”

Ms. Moon responded, “Yes.”

Mr. Lawther asked, "Why did it go up and the total cost went down?"

Ms. Moon answered, "We got some other money from the roof and canopy. Those numbers went down, so we just moved that money that was saved in contingency."

Mr. Burgess asked, "You mentioned the roof. Did you have to do anything to the existing roof? I know it used to leak really bad."

Ms. Moon responded, "I think they are going to resurface the whole roof."

Scott Swigert commented, "Another thing we are doing to the interior is make it more of an open plan. We are adding windows and it will look bigger with the natural light."

Mr. Burgess asked, "Are the Seniors happy with the plans?"

Scott Swigert responded, "Of all the concerns we have, was the overhang. Making sure that we have the covered ramp, the extra space and additional parking. We will be moving the building maintenance division out of there during the renovations and that will eliminate some of the parking. One of the issues we have, is some of the parking from our neighbors across the street. Hopefully we can address some of that as well. Hopefully they will get into the habit of parking somewhere else. Also, by adding additional parking spots out there, but not a whole lot."

Ms. Mauk asked, "So why are we putting an extra handicap spot at the back end of the parking lot?"

Ms. Moon responded, "There is one space for the park."

Ms. Mauk, "So, is that going to be enough parking for them?"

Scott Swigert responded, "We talked about doing some of our programming outside of this facility as well. This facility obviously can't handle big groups. We need to start utilizing the Jimmy Burke Activity Center and the Community Center for some of the bigger functions."

Mr. Burgess asked, "What days do they use it? You're talking about the church I assume."

Scott Swigert answered, "No, the residents. The church uses the parking lot some on Wednesday nights and Sundays."

Sue Mauk commented, "We try to be friendly because we are all neighbors."

Mr. Lawther asked, "Is the parking lot pretty full on a typical day?"

Scott Swigert responded, "Lunch is pretty full. We have a big lunch crowd. It's when we have big special events that we have a parking issue. Trying to get some of those larger programs out of there will accommodate some of that. We just don't have enough space out there. Having that transition to where they are going to spend roughly a year outside of the Maxwell Center and having to utilize other facilities for those programs will help them get used to that. Majority of the programs will be at the Community Center."

Ms. Mauk asked, "Is a kitchen at the Jimmy Burke?"

Scott Swigert responded, "We are going to use the Community Center, Room 12 for their lunch program."

Mr. Lawther asked, "Is the construction expected to take a year?"

Scott Swigert answered, "That is what I am guessing."

Ms. Ford asked, "So where are we transferring them for that year?"

Scott Swigert responded, "To the Jimmy Burke and Community Center. We have Avon and the Burgess as well that we will be utilizing."

Motion was made by Georgette Ford and seconded by Sue Mauk to accept and recommend for approval to the City Council the proposed design for the Deer Park Community Development Corporation of the Maxwell Center renovations and expansion project. Motion passed unanimously.

7. CONSIDERATION OF AND ACTION ON A RECOMMENDATION ON THE TASK ORDER NO. 7 AGREEMENT WITH HALFF ASSOCIATES, INC. FOR ARCHITECTURAL SERVICES FOR THE DEER PARK COMMUNITY DEVELOPMENT CORPORATION DEVELOPMENT OF THE HIKE AND BIKE TRAILS
Parks and Recreation Director Scott Swigert commented, "We did an agreement with Halff and Associates for all of the Type B Projects. We are now on Task No. 7 which is the final task order for the final project. We want to enter into the agreement so we can start the process of working with the hike and bike trails. This will allow us to work with them. There is a lot in the agreement but we may not have to utilize all of that. It is in there just in case. We are looking at an overall picture of about one hundred thousand dollars a year for five years to fulfill the hike and bike trails."

Ms. Mauk asked, "Where are the trails going to begin?"

Scott Swigert responded, "We currently have a grant with Texas Parks and Wildlife for our Phase One hike and bike trail. We have gotten word from Texas Parks and Wildlife of a final

agreement to start the project at Park Green Park and goes down the drainage ditch then goes all the way into Winfield Park and ends at Running Brook. One idea is to expand and hopefully tie in some of the Type B Projects together if we can.”

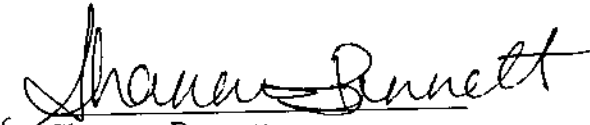
Mr. Lawther asked, “Is there going to have to be any parking lots built or just going to access from neighborhoods?”

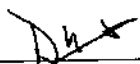
Scott Swigert responded, “Access from neighborhoods.”

Motion was made by Sue Mauk and seconded by Jeff Lawther to approve the recommendation to City Council to authorize Task Order No. 7 with Halff Associates, Inc. for architectural services for the Deer Park Community Development Corporation (DPCDC) development of hike and bike trails. Motion carried unanimously.

8. DISCUSSION OF ISSUES RELATING TO A SPECIAL MEETING DEER PARK COMMUNITY DEVELOPMENT CORPORATION MEETING – Scott Swigert, Parks and Recreation Director advised the Board of setting a tentative date of March 27, 2017 to finalize the projects of the Maxwell Center renovation and expansion, the Softball Complex design and the soccer development projects to get approval from the Board and go to Council on April 4th, and get approval of the plans and specs to go out to bid.

9. ADJOURN – President Haight adjourned the meeting at 6:05 p.m.


Shannon Bennett
Acting City Secretary


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