

Minutes of Tax Increment Reinvestment Zone (TIRZ) Number One & Number Two Meeting

Regular Meeting
March 5, 2018

Call to Order: 4:09 pm

I. CALL TO ORDER AND ROLL CALL

Board Members TIRZ 1 & 2

Dave Edwards – Chair *Present*

Mim James - Vice Chair *Present*

Missy Atwood *Present*

Mike Figer *Absent*

Dr. Bruce Gearing *Present*

John McIntosh *Absent*

Ray Whisenant *Absent*

City Staff/Officials

Michelle Fischer, City Administrator *Present*

Ginger Faught, Deputy City Administrator *Absent*

Keenan Smith, TIRZ Project Manager *Present*

Laura Mueller, Assistant City Attorney *Present*

Council Member Taline Manassian *Present*

Council Member John Kroll *Present*

II. PRESENTATION OF CITIZENS

Floor open to discussion on any subject. No action may be taken by law. Citizens wishing to speak shall do so after being recognized by the Chair. The Chair may establish a time limit as necessary.

III. MINUTES

Consideration and possible action on:

A. **Approval of the regular meeting minutes of the TIRZ No. 1 & No. 2 Board of February 5, 2018**

School and City will be parties sharing cost of Studies.

End Roman Number 4 remove reference to Pain-Paid

IV. BUSINESS (TIRZ #1 and TIRZ #2)

Consideration and possible action on:

A. **TIRZ Priority Projects Update - Keenan Smith**

1. Old Fitzhugh Road Concept Plan - Issue Resolution

Keenan presented update on projects. Concept Plan has been presented to the board.

- a. Preliminary Draft Concept Plan - Staff Review
- b. Previews & Issues with Key Property Owners
Prescriptive Easements: Meeting with three property owners to ask for formal easements. First meeting is this week. Three options: (1) fee simple; (2) easement; or (3) condemnation.
Drainage strategies are being worked on.
Keenan is familiarizing city staff on this project including the planner and City Engineer.
- c. Final Concept Plan Revision
Hope to be back with the stakeholders in April.
Finalize concept plan in late April.
- d. Concept Plan Approval - Boards & Commissions
Go to Boards and Commissions in May

2. Town Center Next Steps

- a. Property Appraisals Update - City, DSISD and Library District
All appraisals are being done by the parties. They will be funded by each individual owner.
- b. Draft Interlocal Agreements Update - Laura Mueller
Laura presented the draft interlocal agreement to the TIRZ Board.
Discussed Term and extension of Agreement School District has concerns regarding the September 1st date and requested the unilateral ability to extend the Agreement.

Mim James discussed the issue of when or how expenses will be reimbursed. Separate cost sharing and reimbursement agreement.
Discussed issue related to School's bond package's effect on the MOU and Town Center Project. Discussion regarding whether school district property will still be available if the School's bond package fails.

Bob Richardson commented on the important of the market and real estate study to all parties.

Mim James discussed how the Library's current contribution will be used and what the Library's potential future contributions would be.

The stakeholders directed Laura Mueller to change the date to December 2018 in the interlocal. Laura Mueller stated she would redraft the new Interlocal and work with the stakeholder's attorneys to bring a draft back to the TIRZ Board.

- c. Market Study and P3 Advisor Update and Solicitation
Waiting on Draft Interlocal Agreement in order to finalize cost participation.

Dr. Gearing stated that Heritage may have to improve the line that the School is using.

MJ: There is a Wastewater Agreement in place.

B. TIRZ Priority Projects Cost Participation, Expenditures and Reimbursements Framework - Laura Mueller

Laura will create a Cost Sharing and Reimbursement Agreement.

Motion to use funds contributed by the County and Library pursuant to the MOU and the County Interlocal to reimburse the City for the costs expended after the MOU was entered into but before the Library and County funds were received.

Missy moved/Dr. Gearing seconded. The Vote passed 2 to 1.

C. TIRZ Administrator Work Plan and Cost Accounting - Mim James

- 1. Income: TIRZ No. 1 & No.2, TIF Funds (2016 and 2017), City and County
TIRZ Administrator will be here in April and discuss what will happen with the income.

- 2. Expenditures: TIRZ Priority Projects Accounting Reconciliation
Mim led the discussion on what the City has spent and what the County and the Library has contributed to the TIRZ. Effective dates of the contributions to the TIRZ.

Projects and Project Management cost sharing. What happens when we exhaust all of the funding in the TIRZ.

Reimbursement Options:

- 1. City and County withhold increment and Library waits for reimbursement;
- 2. Proportionate reimbursement so Library gets reimbursed faster.

TIRZ Administrator:

- 1. Figure out what was spent on each project and administrative cost;
- 2. Look at all contributions;
- 3. Long Range Plan.

Dave suggested the Cost Sharing issue be handled in a working group. Would include Gina Gillis, City Treasurer and Michelle Fischer. Mike Figer was also suggested. Not necessarily board members, but financial experts from each stakeholder.

Motion to create a working group with representatives from the key stakeholders on cost sharing and expenditures with the TIRZ Administrator to develop a long

range plan, accounting . . . [Michelle has wording]. Mim moved to create the working group. Dr. Gearing seconded. Approved unanimously,

3. Long-Range: Financial Plan, Budgets and Forecasts

D. Ongoing TIRZ Support - Dave Edwards

1. TIRZ Public Outreach - PR and Media Plan

Dave lead the discussion.

Tessa works at PEC and assists community projects. She is active on economic development boards and projects in the City of Dripping Springs. Can assist with a communications plan for the TIRZ. The Greater San Marcos Partnership (Ashley) may be able to help. They met with Keenan and Dave.

1. Develop a committee to manage communications for the TIRZs (Ashley and Tessa). More representatives from the stakeholders can participate as well.
2. Educate the community on what a TIRZ is.
3. Communicate timelines and deadlines.
4. Serve as the media contact for the TIRZ.
5. Manage and communicate any concerns or issues.
6. Talking Points
7. Avenues of communication.

Would use Keenan, Taussig, and other board contacts for substantive information. Bonnie (City) and Dale (School) would also be contacted to be involved.

Mim: Taussig may be able to help based on their experience with TIRZs.

2. Bob Richardson - TIRZ Advisory Role

Dave: Bob Richardson has been involved in the TIRZ and has relevant experience.

Move to appoint Bob as an advisor to the TIRZ board. Mim moves. Missy seconds. Unanimous approval.

V. EXECUTIVE SESSION

The Planning and Zoning Commission for the City of Dripping Springs has the right to adjourn into executive session at any time during the course of this meeting to discuss any matter as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices), and 551.086 (Economic Development). The Planning and Zoning Commission for the City of Dripping Springs may act on any item listed in Executive Session in Open Session or move any item from Executive Session to Open Session for action.

VII. **ADJOURN**

Mim moved to adjourn. Missy seconded.

Adjourn: 5:56 pm