



## **CITY OF ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION MINUTES**

**Monday, November 14, 2022**

The Community Development Corporation of the City of Rollingwood, Texas held a meeting, open to the public, in the Municipal Building at 403 Nixon Drive in Rollingwood, Texas on November 14, 2022. Members of the public and the Community Development Corporation were able to participate in the meeting virtually, as long as a quorum of the Community Development Corporation and the presiding officer were physically present at the Municipal Building, in accordance with the Texas Open Meetings Act. A video recording of the meeting was made and will be posted to the City's website and available to the public in accordance with the Texas Public Information Act upon written request.

### **CALL ROLLINGWOOD COMMUNITY DEVELOPMENT CORPORATION MEETING TO ORDER**

#### **1. Roll Call**

**Colin Harvey called the meeting to order at 12:03 p.m.**

**Present Members:** Colin Harvey, Bobby Hempfling, Barry Delcambre, Pat Sheehan, and Brian Rider.

**Also Present:** City Administrator Ashley Wayman, RCDC Attorney Megan Santee, Council Member Phil McDuffee, Finance Director Abel Campos, and City Secretary Desiree Adair.

**Members Present Virtually:** President Emily Doran

### **PUBLIC COMMENTS**

There were no public comments.

### **CONSENT AGENDA**

All Consent Agenda items listed are considered to be routine by the RCDC and may be enacted by one (1) motion. There will be no separate discussion of Consent Agenda items unless a Board Member has requested that the item be discussed, in which case the item will be removed from the Consent Agenda and considered in its normal sequence on the Regular Agenda.

#### **2. Discussion and possible action on the minutes from the September 12, 2022 RCDC meeting**

**Brian Rider moved to amend the minutes on item 6 to move for approval of the amendment presented to change the date to the second Monday at noon. Barry Delcambre seconded the motion. The motion carried with 6 in favor and 0 against.**

**Brian Rider moved to approve the minutes as modified. Barry Delcambre seconded the motion. The motion carried with 6 in favor and 0 against.**

### **REGULAR AGENDA**

3. Discussion and possible action to approve an Administrative Services Agreement between the Rollingwood Community Development Corporation and the City of Rollingwood, as amended at the September 21, 2022 City Council meeting

City Administrator Ashley Wayman explained that this item and item 4 are back before the RCDC because there was a modification made by City Council. There is a separate legal services agreement with the RCDC. The City Council approved this item without legal services, and there is now a separate line item for legal services. The same total amount is in the budget.

RCDC Attorney Megan Santee explained that the legal services letter of engagement is not a flat fee.

**Pat Sheehan moved to approve the \$72,000 Administrative Services Agreement. Barry Delcambre seconded the motion. The motion carried with 6 in favor and 0 against.**

4. Discussion and possible action on a resolution approving the FY 2022-2023 RCDC budget as amended at the September 21, 2022 City Council meeting

City Administrator Ashley Wayman explained how the budget was amended by City Council.

**Pat Sheehan moved to approve the budget as presented in Exhibit A. President Emily Doran seconded the motion. The motion carried with 5 in favor and 1 against – Barry Delcambre.**

5. Update on City Council action on RCDC items

City Administrator Ashley Wayman updated the RCDC on City Council approvals of the following RCDC projects: MoPac Legal Services Expenses, Commercial Code Update in accordance with the Comprehensive Plan, and the Mobility, Connectivity and Safety plan. The one project that got sent back for further review is the Park Event Amenities and Promotion project.

6. Update and discussion on the RCDC Park Event Amenities and Promotion project

The RCDC discussed the Park Event Amenities and Promotion project. Barry Delcambre and Brian Rider have discussed this in meetings with the Park Commission and citizens of Rollingwood.

Brian Rider provided the update and proposed to use \$8,000 for Park improvements for drainage work in a future meeting. He would amend the project to be a \$3,000 coffee and hot chocolate service.

The RCDC discussed accessibility and location for this project, the schedule for baseball and softball, and the nature of the service.

7. Discussion of intent to continue to serve on the Rollingwood Community Development Corporation

City Administrator Ashley Wayman discussed this annual item for members whose terms are expiring. There is a three-term limit or six years. All agreed to continue to serve.

8. Discussion to consider a program welcoming new businesses to the commercial corridor

Barry Delcambre discussed allocating funds for welcoming new businesses or providing a welcome packet to the neighborhood. Brian Rider volunteered to write this up as a project for the December meeting. President Emily Doran discussed advertisement in Tribeza magazine for specific businesses and clientele in the commercial corridor. President Emily Doran estimated \$2,000 per business to start.

RCDC Attorney Megan Santee interjected that it could be a small business incentive program for reimbursement.

The RCDC discussed having city branding on the project and agreed to bring this item back as a project at the next meeting.

9. RCDC Financials through September 30, 2022

Finance Director Abel Campos discussed the RCDC financial reports through September 30, 2022. He explained that these are unaudited numbers.

The RCDC discussed the allocation of these funds and new ideas for projects promoting business engagement. They would like an update and report from the Retail Coach.

**ADJOURNMENT OF MEETING**

**The meeting was adjourned at 12:46 p.m.**

**Minutes Adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2022.**

\_\_\_\_\_  
**Emily Doran, RCDC President**

**ATTEST:**

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**Desiree Adair, City Secretary**