

**Bastrop Economic Development Corporation**  
**Board of Directors - Meeting Agenda**  
**Bastrop City Hall City Council Chambers**  
1311 Chestnut Street  
Bastrop, TX 78602  
(512) 332-8870



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**Monday, November 18, 2024**

**5:00 PM**

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*Bastrop Economic Development Corporation (BEDC) meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary at (512) 332-8800 or write 1311 Chestnut Street, 78602, or by calling through a T.D.D. (Telecommunication Device for the Deaf) to Relay Texas at 1-800-735-2989 at least 48 hours in advance of the meeting.*

The BEDC Board reserves the right to reconvene, recess, or realign the Regular Session or call Executive Session or order of business at any time prior to adjournment.

**1. CALL TO ORDER**

**2. BOARD APPOINTMENTS**

[2.A](#) Welcome new BEDC board members T.J. Finn, Gary Blake, and Chris McCool and thank former board members Connie Schroeder and Amberley Palmer for their service.

Submitted by: Angela Ryan, BEDC Operations Manager

[2.B](#) The BEDC Board will have a short recess for a reception for outgoing board members.

Submitted by: Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

**3. PUBLIC COMMENT(S)**

*At this time, three (3) minute comments will be taken from the audience on any topic. Anyone in attendance wishing to address the BEDC Board must complete a citizen comment form prior to the start of the meeting. In accordance with the Texas Open Meetings Act, if a citizen discusses any item not on the agenda, the BEDC Board cannot discuss issues raised or make any decision at this time. Instead, the Board is limited to making a statement of specific factual information or a recitation of existing policy in response to the inquiry.*

**4. WORKSHOP - BOARD TRAINING - 5:30 PM**

[4.A](#) BEDC Board Training by Charlie Zech, Law Firm of Denton Navarro Rodriguez Bernal Santee & Zech, P.C.

Submitted by: Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

## 5. DIRECTOR'S REPORT

[5.A](#) Introduction of Dori Kelley, Business Attraction, Retention, and Expansion (BARE) Director.

Submitted by: Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

[5.B](#) Update on Joint Meeting with the City Council on December 3, 2024.

Submitted by: Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

[5.C](#) Update on the Bastrop Regional Business Summit, November 13, 2024, at the Bastrop Convention Center.

Submitted by: Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

## 6. REGULAR BUSINESS & PRESENTATIONS

[6.A](#) Presentation from Roscoe Bank for the donation of funds to the BEDC in the amount of \$20,000.

Submitted by: Angela Ryan, BEDC Operations Manager

[6.B](#) Presentation by Hunden Partners about the Sports Complex Feasibility Study.

Submitted by: Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

[6.C](#) Approval of meeting minutes from Regular BEDC Board Meeting of September 25, 2024.

Submitted by: Angela Ryan, BEDC Operations Manager

[6.D](#) Consideration, discussion and possible action on election of FY 2024/2025 BEDC Officers: Chair, Vice Chair, Secretary/Treasurer.

Submitted by: Angela Ryan, BEDC Operations Manager

[6.E](#) Consideration, discussion and possible action on schedule for upcoming board meetings, including date and time of meetings.

Submitted by: Angela Ryan, BEDC Operations Manager

[6.F](#) Consideration and possible action approving Resolution R-2024-0010 suspending the sale of property in the Bastrop Business and Industrial Park until Hunden Partners has completed the feasibility study for the sports complex.

Submitted by: Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

[6.G](#) Consideration and possible action on Resolution R-2024-0011 approving the bid(s) for the completion of the renovations at City Hall for the BEDC office.

Submitted by: Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

## 7. EXECUTIVE SESSION

7.A The Bastrop EDC Board of Directors will meet in a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:

(1) Section 551.071 Consultation with Attorney regarding the termination of the Performance Agreement with Project Fiesta (aka Coltzin, LLC)

(2) Section 551.087 Economic Development Negotiations to deliberate offer of financial incentive to BRP EAST, L.P.

(3) Section 551.972 Deliberation regarding real property - west of Jackson Street and south of South Street.

7.B The Bastrop EDC Board of Directors will reconvene into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein.

## 8. ADJOURNMENT

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***Notice is hereby given of the possibility of a quorum of the Bastrop City Council or of any of the City of Bastrop Boards and Commissions at this BEDC Board Meeting.***

***NO City Council or Board/Commission action will be taken; NO deliberations will be held; and NO City Council or Board/Commission business will be conducted.***

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## CERTIFICATE

I, the undersigned authority, do hereby certify that this Notice of Meeting as posted in accordance with the regulations of the Texas Open Meetings Act on the bulletin board located at the entrance to the City of Bastrop City Hall, a place convenient and readily accessible to the general public, as well as to the BEDC's website, [www.bastropedc.org/about/board-materials](http://www.bastropedc.org/about/board-materials) and said Notice was posted on the following date and time: November 14, 2024, at 5:00 p.m. and remained posted for at least two hours after said meeting was convened.

/s/ Angela Ryan  
Angela Ryan, Operations Manager



# STAFF REPORT

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**MEETING DATE:** November 18, 2024

**TITLE:**

Welcome new BEDC board members T.J. Finn, Gary Blake, and Chris McCool and thank former board members Connie Schroeder and Amberley Palmer for their service.

**AGENDA ITEM SUBMITTED BY:**

Angela Ryan, BEDC Operations Manager

**BACKGROUND/HISTORY:**

Please welcome new board members Gary Blake to Seat 2 and T.J. Finn to Seat 6, and Chris McCool to complete the unfilled term of Seat 7. We will have a short recess to thank Connie and Amberley for their time on the BEDC Board.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

None; item presented for informational purposes.

**ATTACHMENT:**

None



# STAFF REPORT

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**MEETING DATE:** November 18, 2024

**TITLE:**

The BEDC Board will have a short recess for a reception for outgoing board members.

**AGENDA ITEM SUBMITTED BY:**

Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

**BACKGROUND/HISTORY:**

We will have a short recess to thank Connie Schroeder and Amberley Palmer for their time on the BEDC Board.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

None; item presented for informational purposes.

**ATTACHMENT:**

None



# STAFF REPORT

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**MEETING DATE:** November 18, 2024

**TITLE:**

BEDC Board Training by Charlie Zech, Law Firm of Denton Navarro Rodriguez Bernal Santee & Zech, P.C

**AGENDA ITEM SUBMITTED BY:**

Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

**BACKGROUND/HISTORY:**

With new board members being appointed, it is a good time for BEDC's legal counsel to go over some of the Local Government Codes that govern economic development organizations. It will also be a good refresher for those already on the BEDC Board.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

None.

**ATTACHMENT:**

None



# STAFF REPORT

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**MEETING DATE:** November 18, 2024

**TITLE:**

Introduction of Dori Kelley, Business Attraction, Retention, and Expansion (BARE) Director.

**AGENDA ITEM SUBMITTED BY:**

Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

**BACKGROUND/HISTORY:**

Please welcome new BARE Director Dori Kelley to the BEDC Staff.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

None; item presented for informational purposes.

**ATTACHMENT:**

None



# STAFF REPORT

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**MEETING DATE:** November 18, 2024

**TITLE:**

Update on Joint Meeting with the City Council on December 3, 2024.

**AGENDA ITEM SUBMITTED BY:**

Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

**BACKGROUND/HISTORY:**

Interim BEDC Director Sylvia Carrillo will give an update about the joint meeting with City Council scheduled for December 3, 2024.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

None; item presented for informational purposes.

**ATTACHMENT:**

None





# STAFF REPORT

**MEETING DATE:** November 18, 2024

**TITLE:**

Update on the Bastrop Regional Business Summit, November 13, 2024, at the Bastrop Convention Center.

**AGENDA ITEM SUBMITTED BY:**

Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

**BACKGROUND/HISTORY:**

The purpose of the Bastrop Regional Business Summit was to bring together entrepreneurs, business owners, policymakers, and industry leaders to foster collaboration, innovation, and growth within the Bastrop region. With a focus on workforce initiatives, financial literacy, business development, and growth, the summit offers a platform for knowledge exchange, networking, and actionable insights.

The BEDC was the Innovator Sponsorship of the event.

**FISCAL IMPACT:**

\$10,000 sponsorship included in BEDC's FY25 budget.

**RECOMMENDATION:**

None; item for informational purposes.

**ATTACHMENT:**

None



**Overview**

The Bastrop Regional Business Summit brings together entrepreneurs, business owners, policymakers, and industry leaders to foster collaboration, innovation, and growth within the Bastrop region.

With a focus on workforce initiatives, financial literacy, business development, and growth, the summit offers a platform for knowledge exchange, networking, and actionable insights.



# STAFF REPORT

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**MEETING DATE:** November 18, 2024

**TITLE:**

Presentation from Roscoe Bank for the donation of funds to the BEDC in the amount of \$20,000.

**AGENDA ITEM SUBMITTED BY:**

Angela Ryan, BEDC Operations Manager

**BACKGROUND/HISTORY:**

When Roscoe Bank completed their merger with Cornerstone Home Lending in 2022, part of the agreement was to make a donation of funds to local non-profit organizations, including the BEDC.

This is the third of five years that the BEDC will receive a donation. These funds are being used as part of the BEDC's Revolving Loan Fund.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

None.

**ATTACHMENT:**

None



# STAFF REPORT

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**MEETING DATE:** November 18, 2024

**TITLE:** Presentation by Hunden Partners about the Sports Complex Feasibility Study.

**AGENDA ITEM SUBMITTED BY:**

Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

**BACKGROUND/HISTORY:**

A representative from Hunden Partners will be making a presentation about the Sports Complex Feasibility Study.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

None.

**ATTACHMENT:**

None



# STAFF REPORT

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**MEETING DATE:** November 18, 2024

**TITLE:**

Approval of meeting minutes from Regular BEDC Board Meeting of September 25, 2024.

**AGENDA ITEM SUBMITTED BY:**

Angela Ryan, BEDC Operations Manager

**BACKGROUND/HISTORY:**

The minutes from the September 25, 2024, Regular BEDC Board Meeting are attached for the Board's review and approval.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

Approve the meeting minutes as submitted.

**ATTACHMENT:**

1. Draft Board Meeting Minutes from September 25, 2024

**Bastrop Economic Development Corporation**  
**Board of Directors – Meeting Minutes**  
 September 25, 2024



The Bastrop Economic Development Corporation (BEDC) met on Wednesday, September 25, 2024, at 5:00 p.m. for a Regular Board Meeting at Bastrop City Hall, 1311 Chestnut Street. Board members present: Ron Spencer, Connie Schroeder, Frank Urbanek, Cheryl Lee, John Kirkland and Amberley Palmer. Staff members present: Interim Executive Director Sylvia Carrillo-Trevino and Angela Ryan. BEDC attorney Charles Zech was also in attendance.

1. **CALL TO ORDER** – Board Chair Spencer called the meeting to order at 5:00 p.m.
2. **PUBLIC COMMENT(S)** – There were no public comments.
3. **DIRECTOR'S REPORT**
  - 3.A. Provide an update to the Bastrop Economic Development Corporation (BEDC) Board regarding changes to the Navis Consulting contract. Ms. Carrillo gave an update about a change in the point of contact for the consulting company.
  - 3.B. Provide an update to the BEDC Board on the sports complex feasibility study and a potential visit by Hunden Partners on October 8, 2024. Ms. Carrillo said that Hunden would be making an onsite visit on October 8<sup>th</sup> as part of the feasibility study.
4. **REGULAR BUSINESS & PRESENTATIONS**
  - 4.A. Approval of meeting minutes from Regular BEDC Board Meeting of August 26, 2024. Ms. Lee made the motion to approve the minutes as submitted, Ms. Palmer seconded, and the motion passed.
  - 4.B. Receive financial report for the period ending August 2024. CFO Edi McIlwain reviewed the financial report with the Board, including an explanation about the Intersection Improvement Study that the Board had previously asked about.
  - 4.C. Consider and act on giving E&M Properties official notice of the intend to not renew the lease at the current BEDC office effective October 1, 2024. Ms. Schroeder made the motion to give official notice to E&M Properties as soon as possible that the BEDC will not be renewing their lease. Mr. Kirkland seconded, and the motion passed.
5. **EXECUTIVE SESSION**
  - 5.A. At 5:26 p.m., the Bastrop EDC Board of Directors met in a closed/executive session pursuant to the Texas Government Code, Chapter 551, to discuss the following:

- (1) Section 551.087 Economic Development Negotiations regarding Project Electric Lion
- (2) Section 551.071 Consultation with Attorney regarding the potential termination of the Performance Agreement with Project Fiesta (aka Coltzin, LLC)
- (3) Section 551.071 Consultation with Attorney regarding the Performance Agreement with Moca Ventures Nebraska, LLC
- (4) Section 551.071 Consultation with Attorney; Section 551.087 Economic Development Negotiations; and Section 551.072 Deliberation regarding real property regarding LS Electric, a property owner in the Bastrop Business and Industrial Park.
- (5) Section 551.087 Economic Development Negotiations to deliberate offer of financial incentive to BRP EAST, L.P.

5.B. At 6:32 p.m., the Bastrop EDC Board of Directors reconvened into open session to discuss, consider and/or take any action necessary related to the executive sessions noted herein. No action was taken.

6. **ADJOURNMENT** – Ms. Schroeder made the motion to adjourn the meeting and Ms. Lee seconded. The meeting was adjourned at 6:32 p.m.

APPROVED: \_\_\_\_\_  
Ron Spencer, Board Chair

ATTEST: \_\_\_\_\_  
Angela Ryan, Operations Manager



# STAFF REPORT

**MEETING DATE:** November 18, 2024

**TITLE:**

Consideration, discussion and possible action on election of FY 2024/2025 BEDC Officers: Chair, Vice Chair, Secretary/Treasurer.

**AGENDA ITEM SUBMITTED BY:**

Angela Ryan, BEDC Operations Manager

**BACKGROUND/HISTORY:**

The annual election of board officers needs to be held for the upcoming year.

According to the current BEDC’s Bylaws, neither the office of Chair or Vice Chair may be held by a member of the City Council. All Board members are eligible to serve as Secretary or Treasurer. The offices of Vice Chair, Secretary, and Treasurer may be combined. (Typically, the Bastrop EDC officers have consisted of a Chair, Vice Chair, and Secretary/Treasurer.) It is not defined within the Bylaws how to conduct Officer Elections, so it is at the Board’s discretion to decide among its members the format of the annual Officer Elections.

Last year’s officers were Ron Spencer, Chair; Connie Schroeder, Vice Chair; and Frank Urbanek, Secretary/Treasurer. A list of current board members is included below.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

A board member can make a nomination for the current officers to continue to serve for the upcoming year. However, the position of Vice Chair is currently vacant and needs to be filled.

**ATTACHMENT:**

None

### FY 2025 BEDC Board Members

Seat #	Board Member	Term Expiration
Seat 1	Frank Urbanek	September 2025
Seat 2	Gary Blake	September 2026
Seat 3	John Kirkland	September 2025
Seat 4	Cheryl Lee	September 2026
Seat 5	Ron Spencer	September 2025
Seat 6	T.J. Finn	September 2026
Seat 7	Chris McCool	September 2025



# STAFF REPORT

**MEETING DATE:** November 18, 2024

**TITLE:**

Consideration, discussion and possible action on schedule for upcoming board meetings, including date and time of meetings.

**AGENDA ITEM SUBMITTED BY:**

Angela Ryan, BEDC Operations Manager

**BACKGROUND/HISTORY:**

The BEDC Board meets at City Hall, traditionally on the third Monday of the month at 5:00 p.m., unless the date is a holiday. The date and time of the meetings are at the Board’s discretion.

Below is the proposed board meeting schedule for the remainder of FY 2024/2025.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

The Board may leave the Board Meetings on the third Monday of every month or change the date and/or time of the meetings.

**ATTACHMENT:**

None

December 16, 2024	
January 27, 2025	(Third Monday is MLK Day)
February 24, 2025	(Third Monday is Presidents Day)
March 17, 2025	
April 21, 2025	
May 19, 2025	
June 16, 2025	
July 21, 2025	
August 18, 2025	
September 15, 2025	





# STAFF REPORT

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**MEETING DATE:** November 18, 2024

**TITLE:**

Consideration and possible action approving Resolution R-2024-0010 suspending the sale of property in the Bastrop Business and Industrial Park until Hunden Partners has completed the feasibility study for the sports complex.

**AGENDA ITEM SUBMITTED BY:**

Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

**BACKGROUND/HISTORY:**

As part of the overall review of the Business Park, Hunden Partners has asked that no additional projects move forward until after the feasibility study is completed.

**FISCAL IMPACT:**

N/A

**RECOMMENDATION:**

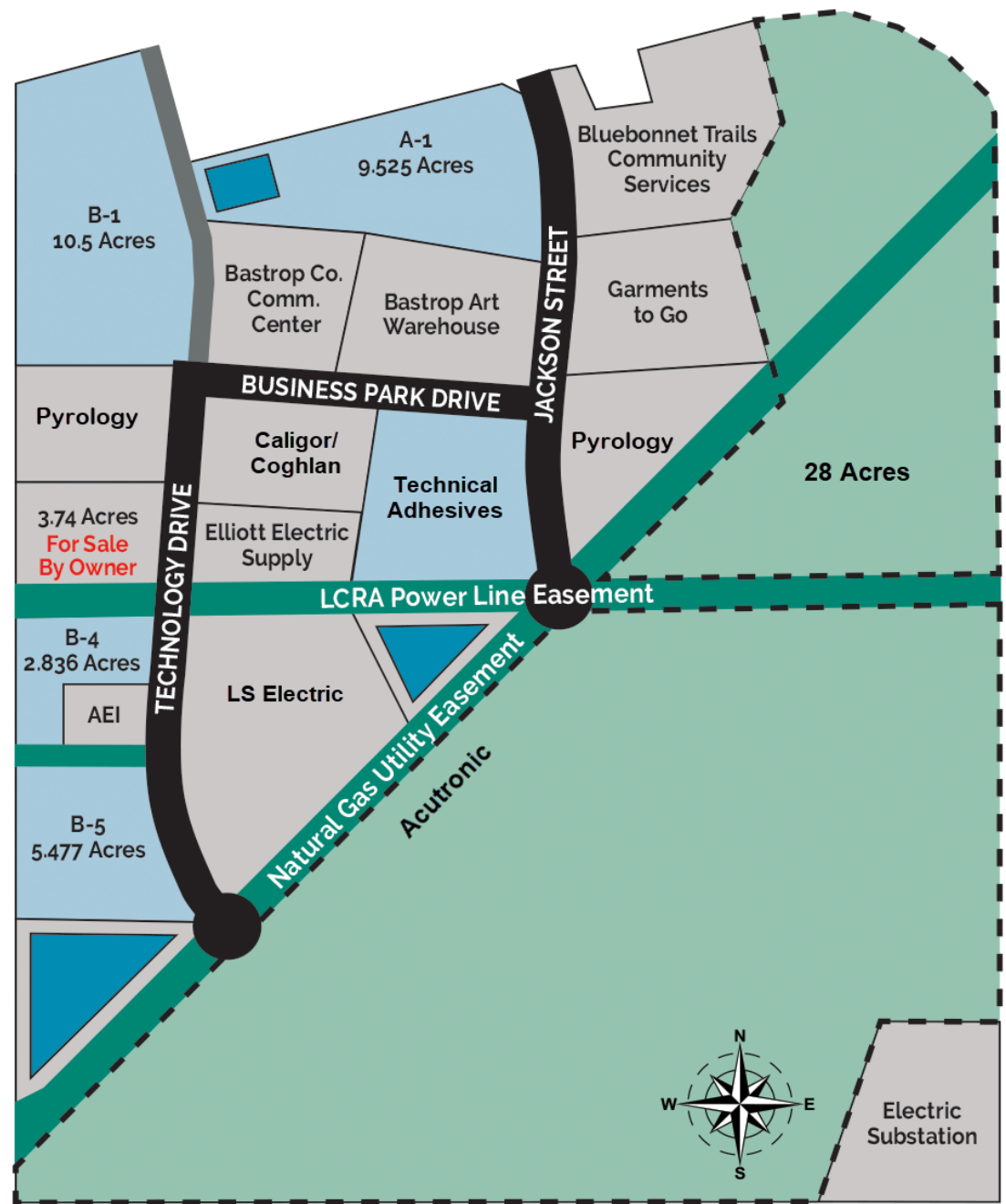
Approve Hunden Partner's recommendation.

**ATTACHMENT:**

1. Overall Business Park plan
2. Resolution R-2024-0010



# Bastrop Business & Industrial Park



- Available
- Future Development
- Existing Roads
- Regional Detention
- Utility Easement
- Future Roads



**bastrop**  
E D C

**A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION APPROVING THE SUSPENSION OF THE SALE OF PROPERTY IN THE BASTROP BUSINESS AND INDUSTRIAL PARK UNTIL HUNDEN PARTNERS HAS COMPLETED THE FEASIBILITY STUDY FOR THE SPORTS COMPLEX, AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, the Bastrop Economic Development Corporation (“BEDC”) is a public instrumentality and non-profit industrial development corporation duly established and operating under Texas Local Government Code, Chapters 501 and 505, *et seq.*, as amended, known as the Development Corporation Act of 1979 (the “Act”); and

**WHEREAS**, the BEDC is the owner of over fifty-one percent (51%) of that certain 265.403-acre tract of real property in Bastrop County, Texas, known as the Bastrop Business and Industrial Park (“Park”); and

**WHEREAS**, the BEDC has engaged Hunden Partners to conduct a study concerning the feasibility of building a sports complex in the undeveloped portion of the Park.

**WHEREAS**, representatives from Hunden Partners visited the Park on October 8, 2024, and requested that the BEDC temporarily suspend selling any additional property in the Park until the feasibility study has been completed.

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose at which it was read was given in accordance with Chapter 551, Texas Government Code.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION THAT:**

**SECTION 1.** The Board hereby finds that all of the recitals above are true and correct and are incorporated herein as if restated in full.

**SECTION 2.** The Board approves suspending the sale of any additional property in the Bastrop Business and Industrial Park until such time as the feasibility study being conducted by Hunden Partners is complete.

**SECTION 3.** The Board authorizes BEDC’s Interim Executive Director to take all necessary actions related to this Resolution.

**SECTION 4.** This Resolution is effective upon passage.

**PASSED AND APPROVED** on the \_\_\_\_\_ day of \_\_\_\_\_ 2024 by the Board of Directors of the Bastrop Economic Development Corporation.

BASTROP ECONOMIC  
DEVELOPMENT CORPORATION

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Ron Spencer, Board Chair

ATTEST:

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Frank Urbanek, Board Secretary

APPROVED AS TO FORM:

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Denton, Navarro, Rocha, Bernal & Zech, P.C

DRAFT



# STAFF REPORT

**MEETING DATE:** November 18, 2024

**TITLE:**

Consideration and possible action on Resolution R-2024-0011 approving the bid(s) for the completion of the renovations at City Hall for the BEDC office.

**AGENDA ITEM SUBMITTED BY:**

Sylvia Carrillo-Trevino, Interim BEDC Director and City Manager

**BACKGROUND/HISTORY:**

After the BEDC's budget reduction, the board made the decision to reduce expenses and move the BEDC office to City Hall where the Utility Business Office was previously housed.

At the beginning of the project, two offices were identified along with a conference room. After discussion with the Chair, Ron Spencer, a third office was proposed to house a future Executive Director.

The change to three offices sent the design back to the drawing board, and as a result, bids have been delayed. The vast majority of the work can occur within 30 days, or before the end of the year.

If the office is not complete for occupancy by December 31<sup>st</sup>, there are two extra offices at City Hall which can be occupied, as well as shared conference space.

The last remaining issues are two-fold:

- 1) Sale/auction of the existing furniture that will not be used.
- 2) Storage rental for boxes of documents not yet completely scanned in.

The sale and auction can occur pretty quickly after the board acts. (Action is expected in December after an inventory is completed.)

The rental of storage space is also a pretty simple solution that will require logistics of either Public Works staff or an outside moving company. At the time of the agenda posting, staff was investigating costs and will be presented to the board on Monday.

The proposed office remodel will require a budget amendment, and the amount will be moved from fund balance into operations.

**FISCAL IMPACT:**

\$84,449

Fund balance is approximately \$8.6M with an additional \$2M being held back for the Accutronic land purchase rebate and the \$1M incentive for infrastructure.

**RECOMMENDATION:**

Approve the layout and bid cost.

**ATTACHMENT:**

1. Bid documents
2. Resolution R-2024-0011

**A RESOLUTION OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION APPROVING THE BID(S) FOR THE COMPLETION OF THE RENOVATIONS AT CITY HALL FOR THE NEW BEDC OFFICES; AUTHORIZING ALL NECESSARY ACTIONS, INCLUDING EXECUTION OF NECESSARY DOCUMENTATION; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Bastrop Economic Development Corporation (“BEDC”) is a public instrumentality and non-profit industrial development corporation duly established and operating under Texas Local Government Code, Chapters 501 and 505, *et seq.*, as amended, known as the Development Corporation Act of 1979 (the “Act”); and

**WHEREAS**, during budget discussions for fiscal year 2025, the BEDC Board of Directors approved the BEDC relocating their offices to City Hall upon the expiration of the current lease on December 31, 2024; and

**WHEREAS**, the BEDC will be relocating their offices to the area formerly occupied by the Utilities Department at City Hall; and

**WHEREAS**, in order for the City Hall space to accommodate the BEDC offices, a substantial amount of renovation must first be completed; and

**WHEREAS**, the City of Bastrop Fleet and Facilities Manager (“Fleet Manager”) has developed a proposed office layout for the BEDC at the new City Hall location; and

**WHEREAS**, the Fleet Manager has also obtained bids for the renovation of the space at City Hall; and

**WHEREAS**, it is hereby officially found and determined that the meeting at which this Resolution was passed was open to the public, and public notice of the time, place and purpose at which it was read was given in accordance with Chapter 551, Texas Government Code.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE BASTROP ECONOMIC DEVELOPMENT CORPORATION THAT:**

**SECTION 1.** The Board hereby finds that all of the recitals above are true and correct and are incorporated herein as if restated in full.

**SECTION 2.** The Board approves the proposed bid(s) for the finish-out of the new BEDC offices at City Hall.

**SECTION 3.** The Board authorizes BEDC’s Interim Executive Director to take all necessary actions related to this Resolution, including the execution of necessary documentation.

**SECTION 4.** This Resolution is effective upon passage.

**PASSED AND APPROVED** on the \_\_\_\_\_ day of \_\_\_\_\_ 2024 by the Board of Directors of the Bastrop Economic Development Corporation.

BASTROP ECONOMIC  
DEVELOPMENT CORPORATION

\_\_\_\_\_  
Ron Spencer, Board Chair

ATTEST:

\_\_\_\_\_  
Frank Urbanek, Board Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Denton, Navarro, Rocha, Bernal & Zech, P.C



**From:** [Doug Haggerty](#)  
**To:** [Sylvia Carrillo](#); [Angela Ryan](#)  
**Subject:** EDC Office Remodel Bid Recommendation  
**Date:** Thursday, November 14, 2024 10:00:08 AM  
**Attachments:** [EDC Remodel - Estimate 1443 from Home Hand Design LLC.pdf](#)  
[Segura Interiors - City of Bastrop Remodel Bid - Copy.pdf](#)  
[MOAB Construction - Estimate #1368.pdf](#)  
[Outlook-mhdukru.png](#)  
**Importance:** High

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Sylvia and Angela,

We have carefully reviewed three bids for the remodel of your new office space. Each bid offers a unique approach and timeline. However, given the importance of meeting the December 31, 2024 deadline, we recommend MOAB Construction as the most suitable choice.

I've attached the bids from all three contractors for your review. While all bids are competitive, I believe MOAB Construction offers the best combination of value and experience.

Please let us know if you have any questions or require further clarification.

Thanks,  
Doug



Doug Haggerty  
Manager  
Fleet & Facility Department  
City of Bastrop, TX

Main 512-332-8800 Cell 512-718-5322  
[dhaggerty@cityofbastrop.org](mailto:dhaggerty@cityofbastrop.org) | [www.cityofbastrop.org](http://www.cityofbastrop.org)  
300 Water Street, Bastrop, Texas 78602

**ESTIMATE**

MOAB Construction  
499 Highway 71 W Ste 102  
Bastrop, TX 78602

info@moabbuilders.com  
+1 (512) 777-1145  
www.moabbuilders.com

**Bill to**

Bastrop Economic Development  
Corporation  
301 Hwy 71 West #214  
Bastrop, TX 78602

**Estimate details**

Estimate no.: 1368  
Estimate date: 11/04/2024

#	Product or service	Description
1.	<b>Commercial - Preparation</b>	<p>Company undertakes to perform the following work, which can be summarized as:</p> <p>Remodeling approx. 1,100 sf of the City of Bastrop City Hall to create three offices, including one executive office, and one conference room.</p>
2.	<b>Commercial - General Conditions</b>	<ul style="list-style-type: none"> <li>- Prepare plan set, materials list, and permit application, submit permit packet and obtain permits for project (No permit fee per City of Bastrop)</li> <li>- Dumpsters and Haul-off of refuse and debris</li> <li>- Dust and noise protection for occupied work site</li> <li>- Site Security</li> <li>- Site Cleaning</li> <li>- Admin Costs</li> </ul>
3.	<b>Commercial - Demolition</b>	<ul style="list-style-type: none"> <li>- Disassemble existing office cubicles and store in location approved by Client</li> <li>- Demolish approx. 14.25' of a 10' tall steel framed wall, sheetrock, and base molding at office wall, between NEW EDC Office #2 and existing main lobby</li> <li>- Demolish approx. 3' of 10' tall steel framed wall, sheetrock, and base molding at bump out near teller window</li> <li>- Demolish part of wall to allow for new door installation into new BEDC area from Main Hallway</li> <li>- Demolish but preserve doors at: main hallway x1, copy room x2, office x1</li> <li>- Demolish approx. 1,000 sf of carpet at new BEDC space and office</li> <li>- Demolish approx. 14' of countertop/cabinetry and glass</li> <li>- Remove but preserve ceiling tiles for use at end of project</li> <li>- Where required, demolish drop ceiling in new BEDC area to accommodate new wall framing</li> </ul>

4. **Commercial - Framing**

- Frame one 20' wall at main lobby area to block opening left by cabinetry demolition and create one wall plane at south side of BEDC space (steel studs per prior plans)
- Frame two 14.25' walls at main lobby area to create two new offices, including one opening (steel studs per prior plans)
- Frame walls to create one executive office and one conference room in the new BEDC area (approx. 48' of wall, including two door openings)(steel studs per prior plans)
- Frame to fill-in existing doorways that will be deleted, x2 in conference room (steel studs per prior plans)
- Frame out new doorway from main hallway into BEDC space to receive door (steel studs per prior plans)

Item 6.G

5. **Commercial - Electrical**

- Where required, move, adjust, or alter existing lighting to be congruent with new layout
- Where required, move, adjust, or alter existing emergency lighting, fire alarm hardware and warning devices to meet code requirements
- Where required, move, adjust, or alter existing low-voltage hardware to be congruent with new layouts (cameras, access controls, thermostat, etc.)
- Add code-compliant receptacles, switches, and lights to newly created and designed offices and conference room

6. **Commercial - HVAC**

- Where required, move, adjust, or alter existing HVAC system and layout to be congruent with new layout and provide each new space with sufficient flow and return
- Repair any damaged HVAC areas created during renovations

7. **Commercial - Fire Sprinklers**

- Cause fire sprinkler system in area of renovations to be decommissioned for duration of project and made safe to operate near
- Where required, move, adjust, or alter existing sprinkler system to be congruent with new layout
- Ensure placement of sprinklers post construction are within current City of Bastrop fire codes
- \* Up to 10 sprinklers
- \* Fire sprinkler is assumed to support the moving and addition of extra sprinklers to accommodate new layout

8. **Commercial - Sheetrock**

- Where new walls are constructed, install 5/8" Type X Gypsum board on all sides to match existing walls per original city hall plans (approx. 70 sheets)
- Cause new sheetrock to be taped, floated, and textured similar to existing walls
- Where existing sheetrock is damaged, repair and prep for paint

9. **Commercial - Paint**

- Protect existing finishes and prepare for paint
- Provide the following painting, Primer (1 coat), Paint (2 coats) on all new walls
- Paint touch-up throughout in work areas

10. **Commercial - Flooring**

- In all areas where flooring was demolished, prepare concrete slab to receive new carpet, which includes chemically treating residue from existing floor coverings
- In all areas where flooring was demolished, install 24" x 24" carpet tiles according to manufacturer specifications

\*Carpet to be Shaw Go Getter 24-in x 24-in Commercial Adhesive Indoor Carpet Tile, lesser quality flooring may be substituted for cost savings

11. **Commercial - Trim**

- In areas where wall base is missing from construction or new wall  
install wall base that matches existing wall base (approx. 314 LF)  
- In areas where drop ceiling had to be demolished for framing, install  
new drop ceiling to bring ceiling back to pre-project condition  
(approx. 200 sf)

**Item 6.G**

12. **Commercial - Doors**

- Re-install preserved doors in the following locations:  
\* One at newly created office in lobby  
\* One at newly created executive office  
\* One at newly created conference room  
\* One at the entry into new BEDC area from hallway

**Total**

**\$84,449.00**

Accepted date

Accepted by

Home + Hand Design LLC  
 489 Agnes St., Ste 112, #102  
 Bastrop, TX 78602 US  
 info@homeandhand.com



**ADDRESS**

doug haggerty  
 300 Water Street  
 Bastrop, Texas 7860w2

**Estimate 1443**

**DATE 11/13/2024**

**EXPIRATION DATE 12/30/2024**

DATE	DESCRIPTION	QTY	RATE	AMOUNT
<b>Scope of Work</b>	Create New offices spaces for the EDC. budling new walls following plans provided. Demolition of service windows ,cabinetry & drive thru desk Rebuilding new drive true station desk with Formica finish Removing existing doors & Reinstalling in new designated areas Relocating of existing lighting, Vent lines Installing new carpet tile flooring & cove base trim Reconditioning celling tiles grid & tiles Paint walls Relocating fire sprinklers		0.00	0.00
<b>demolition</b>	Removal of existing designated walls Removal of existing flooring Disposal of all construction debri from remodel	1	8,000.00	8,000.00
<b>Remodel</b>	Install new metal frame walls insulation fire code 5/8 sheetrock with smooth finish	1	23,500.00	23,500.00
<b>Flooring</b>	Install new tile carpet flooring in new office space	1	15,500.00	15,500.00

DATE	DESCRIPTION	QTY	RATE	AMOUNT
	<b>Installation</b> Install 3 existing doors in new designated walls Install new Formica counter top for drive thru window	1	9,800.00	9,800.00
	<b>Drop Ceilings</b> Remove ceiling tiles & grids for new walls Reframe ceiling grids to accept new walls Install ceiling tiles	1	3,500.00	3,500.00
	<b>Paint</b> Paint office walls with similar colors with no VOC paints	1	6,500.00	6,500.00
	<b>Fire Sprinklers</b> Relocate sprinkler heads & add new head	1	13,600.00	13,600.00
	<b>Electric</b> Relocate lighting panels to new office spaces	1	4,500.00	4,500.00

Pay by Credit Card or Electronic Check.  
 We also offer Financing Options in partnership with Hearth  
 (click link below for financing)  
<https://app.gethearth.com/partners/home-in-hand-design-llc/oscar/apply>  
 Prefer to break this project into payments or need help funding your next project? We offer financing too!  
 Go to: <https://app.gethearth.com/partners/home-in-hand-design-llc/oscar/apply>

**TOTAL \$84,900.00**

Accepted By

Accepted Date

# Segura Interiors and Exteriors

# ESTIMATE

INVOICE # 136  
DATE: 11/03/2024

**TO:**  
Doug Haggerty  
City of Bastrop  
1311 Chestnut Street  
Bastrop, TX 78602

**COMMENTS OR SPECIAL INSTRUCTIONS:**  
Please reply to email to confirm project start

P.O. NUMBER	REQUISITIONER	TERMS
1311 Chestnut	Doug Haggerty	Due on receipt

QUANTITY	DESCRIPTION
1	Remove all the walls and floor around the work area so that new walls can be installed, remove the ceiling for new walls, remove all the cabinets and glass at the front
1	Frame new metal stud walls and block off doors that are being removed. Make three offices and conference room.
1	Talk to electrician about running electrical to the new offices, fixing lights, and all code items for fire and escape.
1	Talk to AC guy and have him fix AC in the new offices so that temperatures are normal
1	Fire sprinklers will need to be removed before construction, so it doesn't accidentally get hit and go off, then new sprinklers moved to the new spaces.
1	Sheetrock all the new walls and repair damaged sheetrock
1	Paint all new walls with new paint and primer
1	Install new carpet tiles with glue in all the new areas
1	Fix all the molding by the floor and wall with new molding
1	Fix all ceiling metals and tiles so that it looks like before construction
1	Install all the old doors into the new door spots and make sure they swing and work correctly

<b>SUBTOTAL</b>	<b>\$91,500</b>
SALES TAX	No City Tax
SHIPPING & HANDLING	None
<b>TOTAL DUE</b>	<b>\$91,500</b>

Make all checks payable to Segura Interiors and Exteriors