



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

**Monday, June 12, 2023**

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 June 12, 2023. 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 is 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

**President Emily Doran called the meeting to order at 12:30 p.m.**

**Present Members:** President Emily Doran, Bobby Hempfling, Pat Sheehan, and Colin Harvey.

**Also Present:** City Administrator Ashley Wayman, RCDC Attorney Megan Santee, Council Member Phil McDuffee, Council Member Kevin Glasheen, Finance Director Abel Campos, City Secretary Desiree Adair, and Assistant to the City Administrator Makayla Rodriguez.

### **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 April 10, 2023 RCDC meeting

**Pat Sheehan moved to approve the minutes. Colin Harvey seconded the motion. The motion carried with 4 in favor and 0 against.**

### **REGULAR AGENDA**

3. Discussion and possible action on the deliverables of Phase 2 of the Retail Coach

Colin Harvey discussed the draft professional services agreement for Phase 2 with the Retail Coach. He covered consistent messaging from RCDC to the commercial community, comprehensive listing of properties and leases, strategies and opportunities for development, establishing a commercial exchange, and developing and defining an incentive policy framework. President Emily Doran discussed the timeline.

**Colin Harvey moved to approve the scope as outlined for the Phase 2 work and for the contract to be finalized by Emily and Megan. Bobby Hempfling seconded the motion. The motion carried with 4 in favor and 0 against.**

4. Discussion on City Council's request for the use of RCDC funds to make capital expenditures for trail, drainage, parking lot or other park improvements

Council Member Kevin Glasheen reported on the City Council discussion regarding this item. He discussed a sidewalk, a walkway, and the next step of a proposal for design services from a landscape architect for a plan. He encouraged RCDC to continue brainstorming ideas that could be addressed.

The RCDC discussed the backing of the Comprehensive Plan and the Master Park Plan.

5. Discussion and possible action regarding the Administrative Services Agreement with the City of Rollingwood

City Administrator Ashley Wayman discussed the current amount for the Administrative Services Agreement of \$72,000. The RCDC unanimously agreed with this amount.

6. Discussion regarding the RCDC Budget for Fiscal Year 2023-2024

City Administrator Ashley Wayman and the RCDC discussed the draft FY 23-24 RCDC Budget documents.

Council Member Kevin Glasheen spoke regarding obtaining a proposal for landscape design services for a trail project and asked if RCDC would be willing to fund this type of project. The RCDC would like to work on this in conjunction with City Council. They discussed a list of landscape architect firms to contact for proposals.

7. Discussion and possible action regarding availability for the July 10th and August 14th RCDC meeting dates

**President Emily Doran moved to cancel the July meeting and have the August 14<sup>th</sup> meeting. Colin Harvey seconded the motion. The motion carried with 4 in favor and 0 against.**

8. RCDC Financials through May, 2023

Finance Director Abel Campos discussed sales tax revenues and possible investment in TexPool.

The RCDC discussed moving money to TexPool.

**ADJOURNMENT OF MEETING**

The meeting was adjourned at 1:04 p.m.

Minutes Adopted on the 14<sup>th</sup> day of August, 2023.

  
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Emily Doran, RCDC President

ATTEST:

  
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Pat Sheehan, RCDC Secretary