



TIRZ No. 1 & No. 2 Board of Directors Regular Meeting

City of Dripping Springs Council Chambers

511 Mercer Street – Dripping Springs, Texas

Monday, December 11, 2023, at 4:00 PM

AGENDA

CALL TO ORDER AND ROLL CALL

Board Members

Place 1 Dave Edwards, Chair

Place 3 Taline Manassian, Vice Chair

Place 2 Craig Starcher

Place 4 James Alexander

Place 5 Missy Atwood

Place 6 Susan Kimball

Place 7 Walt Smith

Advisory Member Bob Richardson

Staff, Consultants & Appointed/Elected Officials

City Administrator Michelle Fischer

Deputy City Administrator Shawn Cox

City Attorney Laura Mueller

Deputy City Secretary Cathy Gieselman

TIRZ Project Manager Keenan Smith, AIA

TIRZ Administrator Jon Snyder

PRESENTATION OF CITIZENS

A member of the public that wishes to address the Board on any issue, regardless of whether it is posted on this agenda, may do so during Presentation of Citizens. It is the request of the Board that individuals wishing to speak on agenda items with a public hearing hold their comments until the item is being considered. Individuals are allowed two (2) minutes each to speak and may not cede or pool time. Those requiring the assistance of a translator will be allowed additional time to speak. Individuals are not required to sign in; however, it is encouraged. Individuals that wish to share documents with the Board must present the documents to the City Secretary or City Attorney providing at least nine (9) copies; if nine (9) copies are not provided, the Board will receive the documents the following day. Audio Video presentations will not be accepted during Presentation of Citizens. By law no action shall be taken during Presentation of Citizens; however, the Chair may provide a statement of specific factual information, recitation of existing policy, or direction or referral to staff.

PRESENTATIONS

Presentations are for discussion only and no action shall be taken.

MINUTES

- 1. Discuss and consider approval of the November 13, 2023, TIRZ No. 1 & No. 2 Board regular meeting minutes.**

BUSINESS AGENDA

- 2. Update and discussion regarding priority projects and initiatives.**
 - Old Fitzhugh Road Project
 - Stephenson Building / Parking Lot
 - Downtown Drainage Studies Project
- 3. Discussion regarding TIRZ Board No. 1 & No. 2 seat expirations.**
 - At-Large Seat (1)
 - Hays County Representative (Susan Kimball)

EXECUTIVE SESSION

The Commission has the right to adjourn into executive session on any item on this agenda and at any time during the course of this meeting to discuss any matter as authorized by law or by the Open Meetings Act, Texas Government Code Sections 551.071 (Consultation With Attorney), 551.072 (Deliberation Regarding Real Property), 551.073 (Deliberation Regarding Prospective Gifts), 551.074 (Personnel Matters), 551.076 (Deliberation Regarding Security Devices or Security Audits), and 551.087 (Deliberation Regarding Economic Development Negotiations), and 551.089 (Deliberation Regarding Security Devices or Security Audits). Any final action or vote on any Executive Session item will be taken in Open Session.

UPCOMING MEETINGS

TIRZ No. 1 & No. 2 Board Meetings

January 8, 2024, at 4:00 p.m.

February 12, 2024, at 4:00 p.m.

March 18, 2024, at 4:00 p.m.

City Council Meetings

December 19, 2023, at 6:00 p.m.

January 2, 2024, at 6:00 p.m.

January 16, 2024, at 6:00 p.m.

February 6, 2024, at 6:00 p.m.

ADJOURN

TEXAS OPEN MEETINGS ACT PUBLIC NOTIFICATION OF MEETING

*I certify that this public meeting is posted in accordance with Texas Government Code Chapter 551, Open Meetings. This meeting agenda is posted on the bulletin board at the City of Dripping Springs City Hall, located at 511 Mercer Street, and on the City website at, www.cityofdrippingsprings.com, on **December 8, 2023, at 10:15 AM.***

Cathy Gieselman, Deputy City Secretary

This facility is wheelchair accessible. Accessible parking spaces are available. Requests for auxiliary aids and services must be made 48 hours prior to this meeting by calling (512) 858-4725.



DRIPPING SPRINGS
Texas

TIRZ NO. 1 & NO. 2 BOARD REGULAR MEETING

City of Dripping Springs

Council Chambers, 511 Mercer St, Dripping Springs, TX

Monday, November 13, 2023, at 4:00 PM

MINUTES

CALL TO ORDER AND ROLL CALL

With a quorum of the Board present, Chair Edwards called the meeting to order at 4:02 p.m.

Board Members present were:

Dave Edwards, Chair
Taline Manassian, Vice Chair
James Alexander
Missy Atwood
Susan Kimball
Craig Starcher
Bob Richardson (Advisory Board Member)

Board Member absent was:

Walt Smith

Staff, Consultants & Appointed/Elected Officials present were:

Mayor Bill Foulds, Jr.
City Administrator Michelle Fischer
City Attorney Laura Mueller
City Treasurer Shawn Cox
Public Works Director Aaron Reed
Deputy City Secretary Cathy Gieselman
TIRZ Project Manager Keenan Smith
Traffic Engineering Consultant Leslie Pollack P.E., HDR Engineering

PRESENTATION OF CITIZENS

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No one spoke during Presentation of Citizens.

MINUTES

1. **Discuss and consider approval of the October 16, 2023, TIRZ No. 1 & No. 2 Board regular meeting minutes.**

A motion was made by Board Member Kimball to approve the October 16, 2023, TIRZ No. 1 & No. 2 Board regular meeting minutes with the correction to item #4 on the Business Agenda to strike, “to include items such as downtown drainage”. Board Member Starcher seconded the motion which carried unanimously 6 to 0.

BUSINESS

2. **Update and discussion regarding priority projects and initiatives.**

- a. Old Fitzhugh Road Project
- b. Downtown Drainage Studies Project

Keenan Smith and Aaron Reed provided a presentation which is on file. Due to grant requirements and timelines, plans are to bring a PSA Amendment to include scope, deliverables, and timeline to the Board in December for consideration of a recommendation to City Council to split the two projects.

Leslie Pollack noted the reason there is no set schedule at this time is that the utilities must be moved, and more conversations need to be had before setting a realistic timeline.

3. **Discuss and consider possible action regarding the TIRZ Stephenson Building Project related to Task Order No. 2: Construction Documents Phase.**

Keenan Smith provided a presentation which is on file. Staff recommends acceptance of the Architectural Design Development (DD) Progress and requests that the TIRZ No. 1 & No. 2 Board recommend to City Council the authorization to issue Notice to Proceed with the Construction Documents Phase (Task Order #2).

A motion was made by Vice Chair Manassian to recommend to City Council the TIRZ Stephenson Building Project acceptance of the Architectural Design Development (DD) Progress and the authorization to issue Notice to Proceed with the Construction Documents Phase (Task Order #2). Board Member Starcher seconded the motion which carried 6 to 0.

4. **Discuss and consider possible action regarding the TIRZ Downtown Parking Project related to a Professional Services Agreement between the City of Dripping Springs and Atlas Technical Consulting for Supplemental Geotechnical Investigations.**

Keenan Smith noted the \$8,900 for the Supplemental Geotechnical Investigation would be the first draw out of the miscellaneous consulting budget. Staff recommends approval.

A motion was made by Board Member Alexander to recommend approval to City Council the TIRZ Downtown Parking Project Professional Services Agreement between the City of Dripping Springs and Atlas Technical Consulting for \$8,900 for Supplemental Geotechnical Investigations. Board Member Kimball seconded the motion which carried 6 to 0.

5. Update and discussion regarding seat expirations.

Cathy Gieselman presented the staff report which is on file. Staff recommends Craig Starcher, James Alexander, and Susan Kimball provide the City Secretary with appointment status. Should Susan seek reappointment, Walt Smith will need to provide the Commissioners Court minutes approving the appointment.

EXECUTIVE SESSION

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The Board did not meet in Executive Session.

UPCOMING MEETINGS

TIRZ No. 1 & No. 2 Board

December 11, 2023, at 4:00 p.m.

January 8, 2024, at 4:00 p.m.

February 12, 2024, at 4:00 p.m.

City Council Meetings

~~November 21, 2023, at 6:00 p.m.~~ – **Moved to November 14, 2023**

December 5, 2023, at 6:00 p.m.

January 2, 2024, at 6:00 p.m.

January 16, 2024, at 6:00 p.m.

ADJOURN

A motion was made by Board Member Atwood to adjourn the meeting. Board Member Starcher seconded the motion which carried unanimously 6 to 0.

This regular meeting adjourned at 4:56 p.m.

Progress Report

Old Fitzhugh Road PS&E

November 2023

Description of Work Performed During the Past Period – November 2023

PROJECT MANAGEMENT

- Project management and administration
- Subconsultant coordination

ROADWAY DESIGN / TRAFFIC CALMING / TRAFFIC CONTROL / PAVEMENT MARKING AND SIGNING

- Modifications to driveway profiles
- Address City comments on 60% Design

DRAINAGE DESIGN

- Address City comments on 60% Design

ILLUMINATION

- No illumination tasks this period

UTILITY COORDINATION

- Internal utility coordination meeting
- Continue proposed utility assignments

ENVIRONMENTAL

- No environmental tasks this period

ROW SURVEYING

- Minor surveying for drainage on east side of Old Fitzhugh Road

LANDSCAPE, STREETScape, URBAN DESIGN

- Address City comments on 60% Design

GEOTECHNICAL ENGINEERING AND PAVEMENT DESIGN

- No geotechnical tasks this period

PS&E PREPARATION

- No PS&E tasks this period

PUBLIC ENGAGEMENT

- No Public Engagement tasks this period

Anticipated Work to be Performed Next Period – December 2023

PROJECT MANAGEMENT

- Project management and administration
- Subconsultant coordination

ROADWAY DESIGN / TRAFFIC CALMING / TRAFFIC CONTROL / PAVEMENT MARKING AND SIGNING

- Finalize driveway designs

DRAINAGE DESIGN

- Coordination with City on drainage design – follow up meeting
- Address City comments on 60% Design
- Exhibit updates for Drainage Basins A and B

ILLUMINATION

- No tasks anticipated next period

UTILITY COORDINATION

- Continue proposed utility assignments
- Coordination with drainage plans

ENVIRONMENTAL

- No tasks anticipated next period

ROW SURVEYING

- No tasks anticipated next period

LANDSCAPE, STREETScape, URBAN DESIGN

- Address HDR comments on 60% Design

GEOTECHNICAL ENGINEERING AND PAVEMENT DESIGN

- No tasks anticipated next period

PS&E PREPARATION

- Compile updated sheets from subs

PUBLIC ENGAGEMENT

- No tasks anticipated next period

Project Needs – *This Period*

- None this period

Project Challenges and Resolutions – *This Period*

- Drainage concepts on the east side of Old Fitzhugh Road are under reevaluation. Confirmation with City of Dripping Springs on required design approach this period.

This progress report reflects work performed during the given month. Invoice periods may vary slightly. Subconsultant invoices may be delayed in the invoicing process.



DRIPPING SPRINGS
Texas

**TIRZ No. 1 & No. 2
Board**

Regular Meeting

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ROLL CALL AND CALL TO ORDER

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Taline Manassian, Vice Chair

James Alexander

Missy Atwood

Susan Kimball

Walt Smith

Craig Starcher

Bob Richardson (Advisory Member)



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ADJOURN

For a recording of this meeting, please contact the City Secretary at acunningham@cityofdrippingsprings.com or file a Public Information Request on the city's website at www.cityofdrippingsprings.com.

