

STATE OF TEXAS

COUNTY OF BRAZORIA

CITY OF LAKE JACKSON

BE IT KNOWN that the **Lake Jackson Development Corporation** of the City of Lake Jackson met in Regular Session on **Thursday, January 13, 2022, at 11:30 a.m.** with the following present:

Lisa Pauls, Chair
Gerald Roznovsky, Mayor
Pinkey Hartline
Josie LaChance
David Bacica

Modesto Mundo, City Manager
Meagan Borth, Asst. City Manager
Milford John-Williams, Asst. to City Manager
Anamaria Acuña, Asst. City Secretary
Sherri Russell, City Attorney
Robin Hyden, Parks and Recreation Director

ABSENT:

Ariel Lara
Jon Baker, Councilmember

Chair Lisa Pauls called the meeting to order at 12:00 p.m.

VISITORS COMMENTS

There were no visitors present.

APPROVE MINUTES FROM JULY 8, 2021 & JULY 12, 2021


July minutes were approved as presented.

UPDATE ON THE PARKS & RECREATION CAPITAL IMPROVEMENT PROJECTS FUNDED BY THE HALF-CENT SALES TAX FUND

Ms. Hyden went over the table below.

Discussion is noted in the comments section.

SKATE PARK \$675,000 (Sales Tax)	Project # FP-238 Acct# 124-0000-461-8525
<p>Anticipated Start Date: February 2022 Anticipated Completion Date:</p> <ul style="list-style-type: none">▪ Contract approved and signed.▪ Budgeted a 10% contingency for project to reestablish and concrete line the drainage ditch for drainage (like done at dog park) and install security camera. <p>STATUS: Construction is planned to start in February.</p>	
<p>Comments: Ms. Hyden shared that the construction is projected to take 4 – 6 months (Weather permitting). Mayor Roznovsky asked if Ms. Bernard (PIO) could post updates on official City Website and all social media when the Skate Park starts construction. Ms. Hyden asked for suggestions for a grand opening. There was mention of ribbon cutting and / or skate group to perform.</p>	

REC CENTER RENOVATIONS – UV SYSTEM Completed \$80,000 Budgeted (Sales Tax) \$78,250 actual cost (\$1750.00 savings)	Project # FP-1628 Acct # 124-0000-461-8512
<p>Progressive Commercial Pools installed 2 Hanovia UV systems in November. The picture shows the new shiny portion piped into the plumbing. UV system uses ultraviolet light to lower chemical levels, eliminate chlorine by-products, and make the pool safe, healthy by destroying 99.5% of pathogens that enter the pool water. 5-year standard warranty on both systems.</p>  <p>STATUS: Total Cost \$78,250 Completed and systems work great.</p>	
<p>Comments:</p> <p>Ms. Hyden shared that this was completed last year when the funds came through, and it is working nicely.</p>	
POOL PAK REPLACEMENT ENGINEER \$60,000 (Sales Tax)	Project #FP-1628 Acct# 124-0000-461-8513
<p>11/15/21 – Council Approved to execute contract 11/23/21 – Sherri completed contract and it was submitted to Leaf Eng. 12/8/21 – Eng. Set them up as vendor for PO</p> <p>STATUS: Emailed 1/3/22 for a status report.</p>	
<p>Comments:</p> <p>Ms. Hyden shared that the Pool Pak is essentially the dehumidification for the pool area. Predicted to start going after bids by the end of February. Estimated about 6 – 8 months turnaround to receive the material and equipment.</p>	
PEE WEE BALLFIELD FENCES on hold until April \$100,000 (Sales Tax)	Project #FP-1633 Acct #124-0000-461-8507
<p>Engineering has bid specification done. Due to supply issues project will have to wait until after their Spring Season. We will begin the bid process in April/May 2022 depending on Little League Spring season completion date.</p> <p>STATUS: Bid package ready, but on hold until April/May after the Little League Spring Season.</p>	
<p>Comments:</p> <p>Ms. Hyden shared that the fencing was supposed to be done before the Spring season, but due to the supply shortage issues, they had to hold off until the season is over.</p> <p>Mayor Roznovsky asked about the status of restrooms at the fields. Ms. Hyden shared that the restrooms and concession stands will be replaced at the end of the season as well.</p>	
REC CENTER RENOVATIONS – CARPET, FLOORING \$80,000 (Sales Tax)	Project #FP-1628 Acct # 124-0000-461-8506
<p>Replace Carpet - Racquetball Hall, Conference Room, Employee Offices and Kid Zone. Replace Rubber Flooring – Weight Room and hallway outside weight room/aerobics room</p> <p>STATUS: Looked at samples of flooring but have not contacted any contractors yet to get bids</p>	

Comments:

Ms. Hyden explained that the carpet and flooring is old and has started researching quotes with Ms. Borth.

Ms. LaChance asked what type of flooring is used for the weight room. Ms. Hyden shared that the flooring is like a rubber but they will be switching to what is typically used in a standard weight room.

The kids' room is no longer in use, but it could be a potential party room.

GARLAND PARK TENNIS COURT RENOVATIONS
\$40,000 (Sales Tax)

Project # FP-234
Acct# 124-0000-461-8516

\$11,280 – Classic Sports will resurface 2 tennis courts (Buy Board)
\$16,140 – Straight Fence Co. will straighten existing posts and paint black, install commercial black vinyl coated fencing and gate. Post painted and fence material installed before courts can be resurfaced.

STATUS: The fence replacement needs to be completed first. Contractor is waiting on backordered materials but are ready to start as soon as they are delivered. The project will take approx. 4 weeks to be completed.

Comments:

Ms. Hyden shared that the tennis court renovations will start today (January 13, 2022).
Cannot start to resurface until the weather warms up, which could be until April.

Tennis courts will be closed until they are completed with all renovations.

DUNBAR PARK PARKING LOT ASPHALT OVERLAYS
\$35,000 (Sales Tax)

Project # FP-1903
Acct# 124-0000-461-8511

Public Works is assisting us in repairing the large potholes at the Dunbar Park Anchusa entrances. Work is schedule to begin the first week of January. If all the potholes are repaired, **we will not need county to do anything as the main parking lot is in good shape.**

STATUS: Public Works has a contractor starting 1/5/22 on the Dunbar Park and the work will take a few days to complete.



Comments:

Ms. LaChance asked if the parking lot size is appropriate for the events that are held in Dunbar Park.
Ms. Hyden explained that she has not heard of any complaints, but she is aware that McLean is used for larger events.

MADGE GRIFFITH (PEE WEE FLDS) PARKING LOT
\$50,000 (Sales Tax)

Project # FP-1903
Acct# 124-0000-461-8511

Modesto has submitted a letter to the county requesting assistance with this project. Overlay the existing parking lot with 1.5" HMAC and replace failing base at large potholes at entrance.



STATUS: Asphalt companies closed for winter, so these projects are on hold until spring.

Comments:

Ms. Hyden explained that the main priority is focusing on the entrances.

Mr. Mundo commented that the Pee Wee Fields are getting an over all make over.

Mayor Roznovsky shared that the parking lot is known for the giant potholes. Ms. Hyden shared that they are not that bad right now, but they are working on restoring the asphalt as the entrances that are covered with overgrown grass.

Mr. Mundo shared that the city has submitted all five asphalt projects to the county.

Not all five may be approved by the county, if not the city may go on bid for the other asphalt projects.

**These are including the Monica Brown Trail, Dunbar, The Pee Wee Fields, etc. **

MONICA BROWN TRAIL OVERLAYS

\$100,000 (Sales Tax)

Project # FP-1903

Acct# 124-0000-461-8511

Modesto has submitted a letter to the county requesting assistance with the projects below. Overlay the existing parking lot with 3" HMAC along freshwater canal/river plus RCC base for washout area near middle and beginning of the trail.



STATUS: Asphalt companies closed for winter, so these projects are on hold until spring.

Comments:

Mr. Mundo shared that this project may not be approved by the county because the size may be too large.

Ms. Hyden shared that it may also be difficult to have any machinery or equipment due to the width of the trail.

Ms. LaChance asked if the projects would be on the list of upcoming projects even if they are not approved by the county. Mr. Mundo confirmed that each project will still happen regardless of the county's approval because they have budgeted for these projects.

SUGGS WILLIOW DR ENTRANCE

\$ (Sales Tax)

Project # FP-1903

Acct# 124-0000-461-8511

Modesto has submitted a letter to the county requesting assistance with the projects below. Overlay the existing driveway with 3" HMA, replace failing base.

STATUS: Asphalt companies closed for winter, so these projects are on hold until spring.



**YOUTH SPORTS COMPLEX SIGN (LITTLE LEAGUE FIELDS) JOSIAH MCINTRYE PLAQUE)
\$11,000 – (Sales Tax)**

**Project # FP-2107/
Harry Blevins Acct# 124-0000-461-8514**

Anticipated Start Date: tentatively set for January 2022

Anticipated Completion Date:

\$8,240 – Harry Blevins sign (\$4120 down payment pd 10/1/21 PO#23020)

\$2,360 – Masonry column and mounting for bronze plaque

\$3,680 – Josiah McIntyre Plaque - Josiah McIntyre Plaque – Meagan designed and ordered plaque.

The Youth Sports Complex will be renamed in dedication of Harry Blevins.
The current field dedicated to Harry Blevins will be dedicated to Josiah McIntyre.

Signs are being made by 4D Signworx

- 4D Signworks will build a masonry column to mount plaque on when they install Harry Blevins sign.
- Established a location for Josiah plaque placement. 9/9/21
- Ordered construction of masonry column for J. M. plaque when park sign installed 10/31/21

STATUS: Emailed 1/5/22 for an update. Waiting for installation manager to get back with me to confirm dates. Dedication is tentatively scheduled during Opening Ceremonies which will be held after Spring Break (Tentatively set for Friday, March 25).

Comments:

Ms. Hyden shared the start of the new sign will start next week (January 18, 2022).
The signage and message board will take approximately two weeks.

**CIVIC CENTER MESSAGE BOARD
\$55,000 – (Sales Tax)**

**Project# FP-1906
Acct# 124-0000-461-8515**

Anticipated Start Date:

Anticipated Completion Date:

The Civic Center will be renamed in dedication to Doris Williams which will be displayed on the new electronic message board. Signs are being made by 4D Signworx

Jeremy emailed to go ahead with designs for Option 2B for Civic Center and Harry Blevins design. 9/9/21

- \$41,125 – Civic Center Marquee (\$20,562.50 down payment pd 10/1/21 PO#23021)
- Signworks stated signs they should be done making signs by end of the month and after the first of the year schedule an installation date. 12/17/21
- Contacted electricians to double check power at Civic Center for message board.
-

STATUS: Emailed 1/5/22 for an update. Waiting for installation manager to get back with me to confirm starts date. As soon as we know the date, we can schedule the dedication/groundbreaking ceremony for Doris Williams family.

Ms. Hyden explained that she left the Wilderness Park project (near the Golf Course) on her list but informed the commission that the focus of the project is to clear out the brush and update the entrance.

Ms. LaChance asked if there is a green space requirement for parks. More specifically she asked what will come of Timbercreek Park as it is a mostly green lot. Mayor Roznovsky shared that it will be going to the voters' approval to sell.

Ms. Hyden mentioned that the park will be moved into the new subdivision.

Ms. Hyden also mentioned that she left the golf course off her list but there were no updates done. She shared that the revenue is still going well.

Ms. LaChance asked what the increasing factor was for the revenue within the month. Mr. Mundo shared that the revenue is correlated to the weather and rainfall.

Ms. LaChance asked Ms. Hyden to notate quarterly reports to make it easier to read the golf course revenue. Ms. Hyden answered that she will do so for the upcoming meetings.

REVIEW OF END OF YEAR FY 2021 BUDGET

Mr. Mundo went over the proposed Economic Development Fund Budget Summary below and compared the June expected report versus what has occurred.

JUNE – EXPECTED:

ECONOMIC DEVELOPMENT FUND				
RESOURCES	ACTUAL	BUDGET	ESTIMATED¹	ADOPTED
	2019-20	2020-21	2020-21	2021-22
Fund Balance	\$ 1,357,987	\$ 2,115,750	\$ 2,115,750	3,508,628
Revenues				
Half Cent Sales Tax	\$ 3,398,613	\$ 3,114,429	\$ 3,750,451	3,450,000
Miscellaneous	180,986	0	0	0
Interest Income	12,414	12,000	3,441	0
	<u>\$ 3,592,013</u>	<u>\$ 3,126,429</u>	<u>\$ 3,753,892</u>	<u>3,450,000</u>
Total Resources	\$ 4,950,000	\$ 5,242,179	\$ 5,869,642	6,958,628
EXPENDITURES	ACTUAL	BUDGET	ESTIMATED¹	ADOPTED
	2019-20	2020-21	2020-21	2021-22
Transfer to Econ. Devl. Debt Serv.	\$ 1,349,141	\$ 1,326,074	\$ 1,326,074	1,341,239
Landscaping Maintenance	66,428	70,000	42,340	70,000
New Skate Park at MacLean/ Repairs (\$605,000)	0	302,500		372,500
Dog Park	4,250			0
Golf Course Lake Dredging	0	157,760	18,000	0
Misc Repairs at Golf Course	54,570			50,000
Rec Center Pool Slide	40,725			0
Parking Lot / Trails Asphalt Overlays	11,142			0
Playground Replacement	100,100			0
Golf Course Pump House	11,594			0
Recreation Center				220,000
Ballfield Fence Replacement				100,000
Playground Replacements				
Parking Lot Resurfacing				127,000
Misc Park Projects				106,000
Hike, Bike and Water Trails				100,000
Transfer to Golf Debt Service	471,300	459,600	459,600	428,100
Golf Course Operating	375,000	500,000	165,000	500,000
Transfer to General Fund	350,000	350,000	350,000	400,000
	<u>\$ 2,834,250</u>	<u>\$ 3,165,934</u>	<u>\$ 2,361,014</u>	<u>3,814,839</u>
Ending Fund Balance	\$ 2,115,750	\$ 2,076,245	\$ 3,508,628	3,143,789

¹ - Estimates as of 1/6/2022; FY2021 actuals have not been finalized.

OCCURRED

ECONOMIC DEVELOPMENT FUND				
<i>RESOURCES</i>	ACTUAL	BUDGET	ESTIMATED ¹	AVAILABLE ²
	2019-20	2020-21	2020-21	2021-22
Fund Balance	\$ 1,357,987	\$ 2,115,750	\$ 2,115,750	3,508,628
Revenues				
Half Cent Sales Tax	\$ 3,398,613	\$ 3,114,429	\$ 3,750,451	3,450,000
Miscellaneous	180,986	0	0	0
Interest Income	12,414	12,000	3,441	0
	<u>\$ 3,592,013</u>	<u>\$ 3,126,429</u>	<u>\$ 3,753,892</u>	<u>3,450,000</u>
Total Resources	<u>\$ 4,950,000</u>	<u>\$ 5,242,179</u>	<u>\$ 5,869,642</u>	<u>6,958,628</u>
<i>EXPENDITURES</i>	ACTUAL	BUDGET	ESTIMATED ¹	AVAILABLE ²
	2019-20	2020-21	2020-21	2021-22
Transfer to Econ. Devl. Debt Serv.	\$ 1,349,141	\$ 1,326,074	\$ 1,326,074	1,341,239
Landscaping Maintenance	66,428	70,000	42,340	70,000
New Skate Park at MacLean/ Repairs (\$605,000)	0	302,500		675,000
Dog Park	4,250			0
Golf Course Lake Dredging	0	157,760	18,000	139,760
Misc Repairs at Golf Course	54,570			50,000
Rec Center Pool Slide	40,725			0
Parking Lot / Trails Asphalt Overlays	11,142			0
Playground Replacement	100,100			0
Golf Course Pump House	11,594			0
Recreation Center				220,000
Ballfield Fence Replacement				100,000
Playground Replacements				
Parking Lot Resurfacing				127,000
Misc Park Projects				106,000
Hike, Bike and Water Trail				100,000
Transfer to Golf Debt Service	471,300	459,600	459,600	428,100
Golf Course Operating	375,000	500,000	165,000	500,000
Transfer to General Fund	350,000	350,000	350,000	400,000
Total Expenditures	<u>\$ 2,834,250</u>	<u>\$ 3,165,934</u>	<u>\$ 2,361,014</u>	<u>4,257,099</u>
Ending Fund Balance	<u>\$ 2,115,750</u>	<u>\$ 2,076,245</u>	<u>\$ 3,508,628</u>	<u>2,701,529</u>

¹ - Estimates as of 1/6/2022; FY2021 actuals have not been finalized.
² - Available Budget includes carryover of New Skate Park at MacLean/Repairs and Golf Course Lake Dredging.

REVIEW OF NEW BUSINESS DEVELOPMENTS AND CITY PROJECTS

Ms. Borth shared that the downtown project has officially started.

- Utility updates are starting typically takes a couple of weeks
- Downtown Revitalization will be starting on Oyster Creek Drive and That Way (near the CVS and Walgreens entrance)
- Bidding for 365 days (possibly up to a year and a half)
- All updates will be posted on the official City website

Ms. LaChance asked how the city is publicizing the new changes. Ms. Borth shared that Mayor Roznovsky gave updates on the downtown revitalization in a video posted by Ms. Bernard on the official City website and Facebook page.

Ms. Borth shared that there will be business changes near Downtown.

- There will be a new Italian restaurant named Grazia.
 - Grazia has an existing location in Pearland.
 - They will be creating a restaurant in Lake Jackson this March.
- There are two tentative small local businesses contracts that have not signed.

Mayor Roznovsky mentioned the recent zoning amendment that now includes tattoo studios. Ms. Borth shared the address for the new tattoo studio will be on 20 Circle Way. Mayor Roznovsky also shared that there will be a tattoo removal next door to the studio.

ITEMS OF COMMUNITY INTEREST

- Mayor Roznovsky asked Ms. Hyden if all -inclusive components could be added to parks
 - Mayor Roznovsky asked if we could add the components to Shy Pond Park because it is a popular park
 - Ms. Hyden mentioned that McLean has some inclusions such as the big swing
- Ms. LaChance asked for information regarding liquor and how to have it approved for the city
 - Ms. Russell stated that it would be a tight timeline for having a liquor petition for this election
 - Ms. Russell will send an email to Ms. LaChance with the information and requirements
 - Debriefed that the City Secretary will have to review the signed petition
- Annual Daddy/ Daughter Dance – sold out for February 11, 2022
 - Sells out every year they have one
 - Due to COVID last year there was not one
 - \$30 a couple / additional \$10 per extra child
- Senior Fest will be held on January 29, 2022, at the Civic Center
- Ms. Pauls mentioned the Rotary Shrimp Boil will be a drive-thru again (on January 22, 2022)
- Mayor Roznovsky mentioned the Huisache property (for the single-family homes) will start breaking ground within the next month
 - Mr. Mundo mentioned the project is behind schedule with CenterPoint on utilities
- Mr. Aplin has requested an early bid for Phase 4 of North Wood but still needs more information before starting a bid
- Next meeting to be held in April 2022.

ADJOURNMENT

There being no further business Lake Jackson Development Corporation adjourned at 1:30 p.m. These minutes read and approved this, the ____ day of _____, 2022.

Lisa Pauls, Chair

Sally Villarreal, City Secretary