

## BRC Meeting Notes

January 18, 2012

Texas Bank Board Room – 2:15 pm-2:50 pm

Attendees: Dave Erickson, Phil Neighbors, Cathy Ballard, John Dugan, Vance Jones, Jamie Rainey, Johnny Griffin, Hope Barron, Robert Schneeman, Donna Osborne, Bill Cullins, and Cindy Hartin

Absent: Shawn Lewis

**MOU Update** – Donna Osborne provided an update for the group on the MOU process. Donna reported that a formal legal request has been made to the City Attorney's office. No estimated delivery date.

**Construction Update** - Donna Osborne reported that the City Council passed to execute the contract for the construction of the BRC. The contract will be drafted in the next 30 days with the clause for construction to be completed in 180 days or be charged \$500/day. The construction will include the storefront area, a new roof with contingencies.

**Parking Lot** – special events, lighting, etc. – Cindy Hartin explained that she and Bob Schneeman have evaluated the parking lot for the number of cars and the needs of the staff in the BRC. According to an estimate, the parking lot will allow for 33 parking spaces. Bob reported that there will need to be at least two handicap parking spaces, one for a van for lots up to 50 total spaces. It is possible that the handicap parking can be located on Chadbourne Street directly in front of the building. A cut out for the sidewalk will need to be budgeted to allow for wheelchair access.

The group discussed the need for the BRC staff to have parking available at all times in the parking lot. Dave Erickson expressed concern for the number of spaces allowable for clients, SBDC staff and training attendees. Donna and Bob stated that there may be additional space available in the city employee parking lot. The group also discussed on street parking on First Street and the need to have at least three hour parking on Chadbourne for clients.

Bob also added that First Street behind City Hall will be blocked for traffic once the City Hall project is complete. (Correction: As a result of a plat review meeting held 1/19/2012 regarding City Hall, 1st Street will remain as open through to its intersection with Gillis St.)

Dave also mentioned there may be additional parking available once the Performing Arts Center is developed.

Lighting of the parking lot was not discussed.

**Utility costs estimate** – Dave stated that he was working with Ron Lewis from the city to determine the city rates for utilities for the BRC. The hope is to get an accurate number for the partners to budget for utilities. Bob Schneeman stated that the city pays the same water rate as everyone else.

**Ground breaking** - Phil Neighbors and John Dugan stated that they would help organize a ground breaking ceremony for the building once construction begins. The group discussed

various options for the ceremony besides dirt and shovels. Possibly have a plank of wood and the partners saw part of it or to have a tree topping ceremony. The ceremony will be planned for March/April timeframe.

**Outdoor Signage** – Donna Osborne stated that TIRZ grant for \$7500 will cover \$3000 for the storefront look as well as \$4500 of the signage estimate. The group discussed possibly having a welding class take on the signage project.

**Additional Items** – Donna Osborne addressed the idea of having VoIP phones for Incubator clients. She stated that it will be necessary to have a common platform for phone systems for ease of installation.

**Road Show for the BRC was tabled for discussion.**