

**Belton City Council Workshop Meeting  
November 27, 2018 – 4:00 P.M.**

The Belton City Council met in workshop session in the Smith Room at the Harris Community Center with the following members present: Mayor Marion Grayson, Mayor Pro Tem Craig Pearson and Councilmembers David K. Leigh, Dan Kirkley, Guy O'Banion, John R. Holmes, Sr. and Wayne Carpenter. Staff present included Sam Listi, Amy Casey, Gene Ellis, Brandon Bozon, Paul Romer, Angellia Points, Cheryl Maxwell, Bruce Pritchard and Jeremy Allamon.

1. **Call to order.** Mayor Marion Grayson called the meeting to order at 4:00 p.m.
2. **Discuss TDHCA Tax Credit Program proposal for the Commerce Street Apartments by Homestead Development south of the southwest corner of Sparta Road and Commerce Drive.**

City Manager Sam Listi explained that Wade Bienski of Homestead Development is once again proposing a TDHCA tax credit project for a low to moderate income, multifamily apartment complex in Belton. The complex is proposed to be located south of the southwest corner of Sparta Road and Commerce Drive, and will include 80 units, an increase from 64 units in the original project previously proposed. The 5 acre site was zoned in 2012 for multi-family use.

Mr. Listi stated the project will include 20 1-bedroom/1-bath, 44 2-bedroom/2-bath and 16 3-bedroom/2-bath units. The development will result in a density of 16.0 dwelling units per acre. On-site management and on-site property maintenance personnel will be provided.

Listi added that the affordable housing tax credit program is administered in Texas by the TDHCA and is extremely competitive. To maximize the points for potential funding, a community is asked to pass a resolution of support and make a minimum financial commitment of \$500. A resolution of support is included in the Council packet, and Staff recommends a proposed reduction of \$1,000 in the building permit fee, estimated at \$10,000. All other normal building permit and utility fees will be required.

Homestead Development proposes an investment of \$15 million and will meet all City of Belton design/development standards. Mr. Listi said that once the development is completed, it will generate annual property taxes estimated at between \$9,500 and \$13,200 per year, depending on assessed property value.

Mr. Bienski said that this project has been presented at least three times, and there really hasn't been much change in the development proposal. The only change this year is an increase in the number of units proposed, but everything else remains unchanged. Over the years, changes in the rules of the program have caused other projects to be scored higher than this proposed project. However, Mr. Bienski said his company would continue to pursue this project each year until it is funded, as long as Council support remains.

Councilmember Kirkley asked how large the area was that Belton is competing with. Mr. Bienski said that it includes all the cities in Region 8 which include larger cities such as Bryan, College Station, Killeen, Temple and Waco. Region 8 only has funding for one project. Mr. Kirkley said, "Our need is huge... make it work."

Councilmember Carpenter asked if the amount of the City's contribution makes a difference in the scoring. Mr. Bienski said that only a \$500 contribution is required to receive the points.

Mr. Listi asked if the increased number of units helped with the scoring. Mr. Bienski said yes, that with the increased number of units, they are able to lower their percentage for costs related to development which increases the number of points awarded.

Mayor Pro Tem Pearson asked for a refresher on how the management works. Mr. Bienski said that the development company will manage the property for the life of the property. The investors, as well as the State, perform annual inspections.

Mr. Listi reminded the Council that this item is on the Consent Agenda at the regular meeting at 5:30 p.m.

3. **Receive a presentation and discuss remediation services at Central Fire Station, as well as other available information on building renovations.**

City Manager Sam Listi said he wants to provide an update on Staff efforts to bring the Central Fire Station back to normal operating conditions. He explained that Director of Public Works, Angellia Points, will provide background on the issues with Central Fire Station, and then she will also discuss the two-step process for resolution of the issues. He also introduced Melissa Schmidt of Farmer Environmental and William Justice of Eikon, the two companies involved in the analysis of the existing conditions and design of solutions to the problems.

Director of Public Works Angellia Points provided a history of Central Fire Station including issues with moisture and humidity (see Exhibit "A"). She explained that Staff received three proposals for the mold remediation portion of the project, and the lowest qualified bid was provided by E-Logic. Their bid totaled \$19,990.

Councilmember O'Banion asked the square footage of the area that will be remediated. Mr. Justice said that the area is approximately 1,200 – 1,400 square feet.

Mrs. Points also discussed the second portion of the project in detail which includes addressing the mechanical issues and attic air flow/temperature issues. It is currently proposed that the City's Building Maintenance crew perform this work in order to minimize costs.


Points explained that a mobile home has been rented for \$1,000 per month, and it will be located at the Public Works facility to house firefighters assigned to Central Fire Station. The firefighters will be located there as long as it takes to complete the work. This location provides adequate coverage for the South Belton area.

Funding for this project is available in General Fund - Capital Projects, and Mrs. Points estimates the second portion of the project will cost approximately \$200,000 with additional funds available for the new HVAC system coming from the HVAC Replacement Fund.

Councilmember Leigh thanked Staff for all their hard work in getting this situation taken care of. He asked if there are truly “savings” if Staff is redirected from normal work tasks in order to complete this project. Mrs. Points said that Department Heads will be notified that low priority projects will be delayed. She added that some types of work may need to be contracted out. Mr. Leigh suggested that Staff complete an internal bid sheet and compare that total to bids received from external companies for the total work to ensure best value is achieved.

Mayor Grayson said that this project needs to resolve the issues since these problems have been addressed more than once in previous years. Mr. Justice explained how this design should solve the issues that Central Fire Station is experiencing at this time.

4. **Adjourn.** There being no further business, the Mayor adjourned the meeting at 4:49 p.m.

  
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Marion Grayson, Mayor

ATTEST:

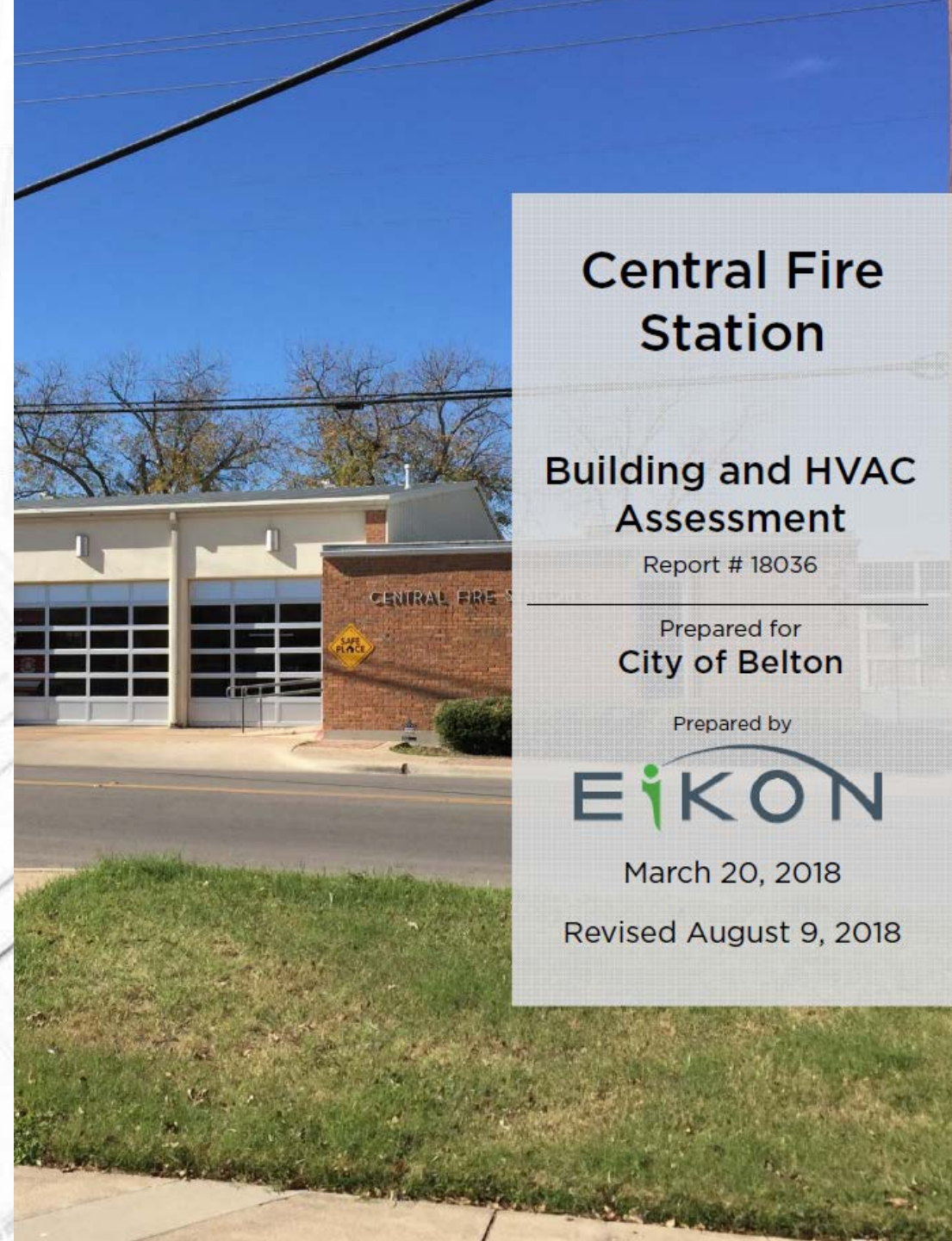
  
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Amy M. Casey, City Clerk



EXHIBIT "A"

# Central Fire Station Update

City Council Workshop  
November 27, 2018



## Central Fire Station

### Building and HVAC Assessment

Report # 18036

Prepared for  
City of Belton

Prepared by

**EIKON**

March 20, 2018

Revised August 9, 2018

# Background

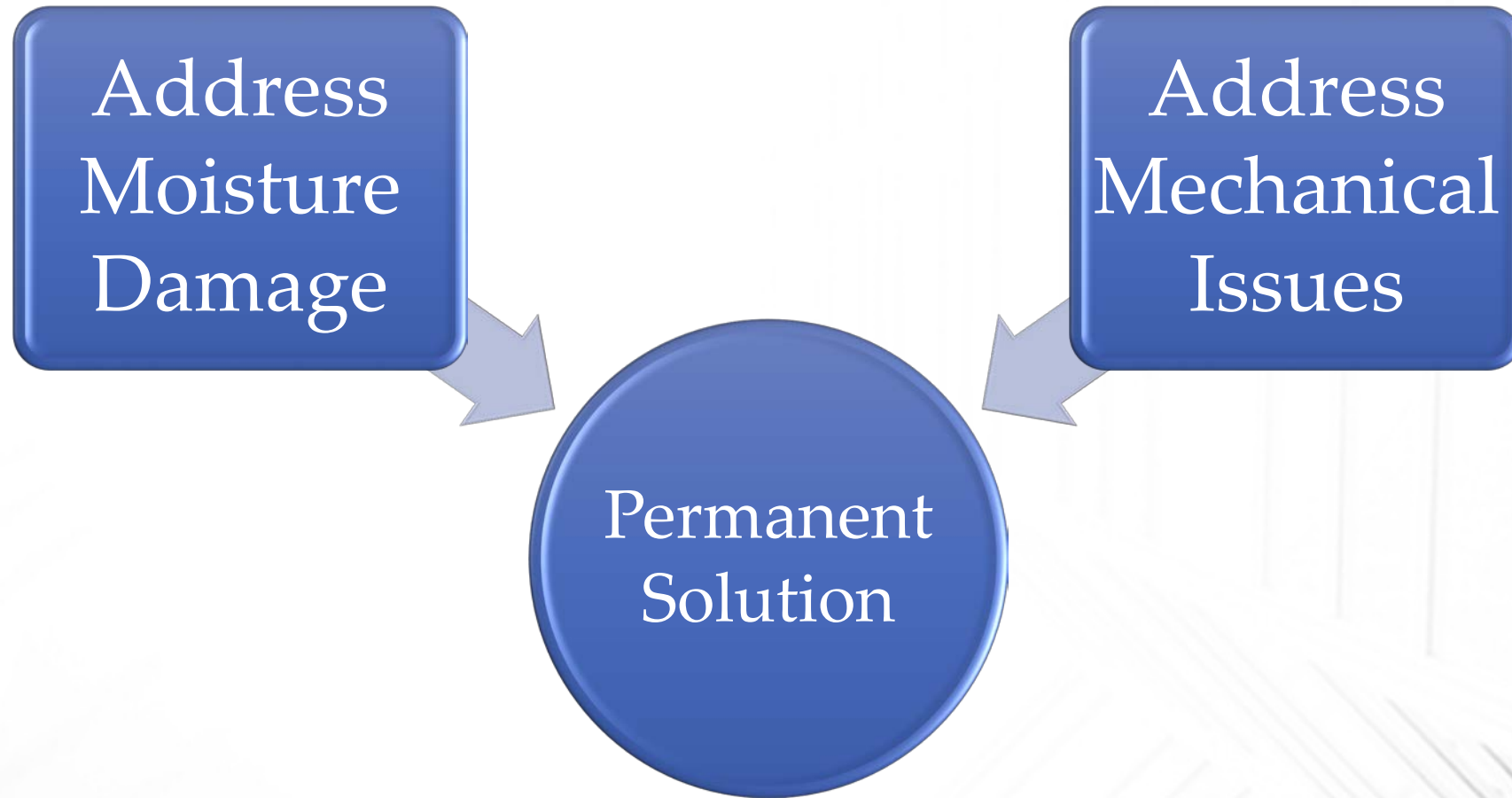
- 2004 - Central Fire Station was renovated to convert the bay area to a bunk area and restrooms.
- 2007 - Humidity and mold issues were discovered. Two firms (HMG and NAE) were consulted to determine the cause of the issues. The issue was determined by HMG and confirmed by NAE to be the negative pressure in the attic space, the lack of outside make-up air, and inadequate insulation of ductwork and ceiling.
- 2008 - City and architect (BRW) agreed upon a settlement. The City hired HMG to design the proposed solutions: insulate the ducting, design a new unit to treat outside air (AAON), and balance the HVAC units. Rabroker A/C performed the work.
- Humidity continues to be an issue at the Central Fire Station, and Staff has worked with a qualified mechanical, electrical, and plumbing engineering firm (EIKON Consulting Group, LLC) and their team of engineers to design a permanent solution.

# What are the causes and concerns?

- EIKON has identified some areas which are contributing to the humidity issues:
  - RTUs are single-phase, constant volume with no capacity control other than on/off.
  - Sheet rock ceiling is trapping moisture in attic space.
  - Outside air is partially treated and sent into attic space with little to no venting.
  - The attic space is not sealed.
  - There is not a traditional vapor barrier in the walls of the bunk area. (Vapor barrier in floor was confirmed.)
  - The bathroom walls extend above the ceiling and exhaust is restricted.
- Existing HVAC units are 15 and 23 years old, at the end of their life span.
- The AAON is 10 years old but has required frequent, and often expensive, maintenance. Maintenance on the unit is proprietary in nature, and in turn, unit down times are extended due to availability of technicians.
- Staff visually inspected the area inside of the walls in late September 2018. Moisture damage was discovered.



# Two Step Process



# Step 1: Addressing the Moisture Damage

- After visually identifying moisture damage, Staff sought out the recommended environmental firms and selected Farmer Environmental to perform a mold assessment.
- On Oct 22<sup>nd</sup>, Firefighters were temporarily relocated to Sparta Station.
- On Oct 23<sup>rd</sup>, Farmer performed physical and air tests for asbestos and mold.
- The findings were submitted to the City on Nov 7<sup>th</sup>.
  - The air quality in the living spaces was found to be acceptable with mold and allergens less than the outside air.
  - However, mold was identified within the walls and in the attic space of the sleeping quarters. The mold was present but not airborne.
  - The Farmer Environmental report also came with a protocol to remediate the mold.
  - On Nov 8<sup>th</sup> – Farmer began reaching out to specialized and licensed contractors to get quotes for the remediation work.



# Step 1: Moisture Damage Summary

- As of November 26, 2018, 3 bids were received from licensed remediation contractors.
- Lowest, qualified bidder was E-Logic, Inc. of Southlake, Texas for \$19,990, and we are satisfied with the proposal. E-Logic has visited the site.
- Staff will authorize the contractor to begin as soon as they are set up as a vendor and the PO is approved.
- The abatement work will take approximately 5 business days. Sampling will be required post-removal and cleaning.
  - Remediation limited to bunk area only.
  - Removal of north, south, and west walls. Brick and studs to remain during remediation. Removal of interior partition walls and lockers. Removal of ceiling in bunk area and bathrooms.
  - Clean metal supports.
  - Removal of all material by contractor.

## Step 2: Addressing the Mechanical Issues

EIKON to finalize HVAC design. Staff to execute the HVAC improvements and finish out bunk area.

1. Install a vapor barrier in the walls.
2. Replace the two roof-top units (RTUs) with new equipment using part load and humidity control operation.
3. Replace the AAON system with a new energy recovery ventilator (ERV). Duct the outside air from the ERV directly into the intakes of the two RTUs.
4. Seal the attic space and remove the return ductwork in the attic so that it acts as a return air plenum.
5. Remove bathroom walls above the ceiling to open the areas up to the plenum.
6. Replace supply ductwork with properly sized and sealed ducting.
7. Replace the hard ceiling with a drop-in type ceiling, as well as lights.
8. Finish out with architectural items: drywall, fixtures, carpet, cabinetry, shelving, workstations, paint, etc.

## Step 2: Mechanical Solution Summary

- This solution makes use of the insulated ceiling cavity as a return air plenum. This allows conditioned air (heated, cooled, dehumidified, etc.) to circulate into the attic space along with the occupied areas below the ceiling.
- This solution replaces both RTUs that are beyond their typical, expected life span.
- This solution replaces the AAON system with an ERV, which will be more energy efficient, will require less maintenance, and be ducted directly into the RTUs, not the attic space.
- OPCC = \$200,000 to \$260,000 (if done by a contractor)



# Staff Recommendation

- Remediate the mold and moisture damage: \$19,900.
- Staff proposes to take on project internally with the Building Maintenance Staff. Staff is capable and willing to perform the mechanical and architectural improvements, with some help from vendors and contractors for certain tasks.
  - The project is expected to take approximately 6 months to complete after the remediation is done.
  - The estimated cost is expected to be less than \$200,000.
- If the project is bid and fully contracted out, the project is estimated to take 3 months and will cost between \$200,000 and \$260,000.
- Regardless, a temporary facility has been set up at Public Works for placement of fire fighters in South Belton for as long as needed. The monthly rental for the mobile home is \$1,000 per month.
- Recommendation: Proceed with mold remediation and then proceed with construction in-house.
- Funding source for mold remediation and construction: General Fund Capital Project Fund of \$200,000. Partial funding for HVAC units can be purchased out of the HVAC Replacement Fund.