



Economic Development  
Corporation (EDC) Board of  
Directors

Regular Session

September 3, 2020  
6:00 P.M.

**CITY OF CROWLEY**  
**Economic Development Corporation**  
**Board of Directors**  
**September 3, 2020**  
**6:00 P.M.**

**Economic Development Corporation Board**

- President Christine Gilbreath \_\_\_\_\_
- Member Billy P. Davis \_\_\_\_\_
- Member Carl Weber III \_\_\_\_\_
- Member Johnny Shotwell \_\_\_\_\_
- Member Dallas Park \_\_\_\_\_
- Member Jim "Mac" McDonald (VP) \_\_\_\_\_
- Member Alex Hogan \_\_\_\_\_

**EDC Officers**

- Executive Director Robert Loftin \_\_\_\_\_
- Treasurer Lori Watson \_\_\_\_\_
- Secretary Carol Konhauser \_\_\_\_\_

**CITY OF CROWLEY**  
**CERTIFIED AGENDA OF EXECUTIVE/CLOSED SESSION**  
**ECONOMIC DEVELOPMENT BOARD OF DIRECTORS**  
**September 3, 2020**

**I. Statement of Beginning Executive/Closed Session**

President of the Board of Directors of the EDC announced at the beginning of the executive/closed session:

“The EDC Board of Directors on September 3, 2020, beginning at \_\_\_\_\_ p.m., convened in an executive/closed session in accordance with the Texas Open Meetings Act (Local Government Code – Chapter 551).”

**II. The following were present:**

_____ Billy Davis (EDC Board Member)	_____ EDC Board Member Dallas Park
_____ Member Johnny Shotwell (EDC Board President)	_____ EDC Board Member Jim "Mac" McDonald
_____ Member Christine Gilbreath (EDC Board Member)	_____ Member Tina Pace (EDC Board Member)
_____ City Manager Robert Loftin (EDC Exec Director)	_____ EDC Treasurer Lori Watson
_____ City Attorney Rob Allibon	_____ City Secretary Carol Konhauer (EDC Secretary)
_____ Other	_____ Other

**III. Subjects Discussed in the Session Closed to the Public**

Pursuant to Chapter 551, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item to receive advice from its attorney as permitted by law, or to discuss the following:

- A. Pending or Contemplated Litigation or to Seek the Advice of the City Attorney Pursuant to Section 551.071 –**
- B. Possible Purchase, Exchange, Lease, or Value of Real Property Pursuant to Section 551.072-**
- C. Personnel Matters (the Appointment, Employment, Evaluation, Reassignment, Duties, Discipline or Dismissal of Public Officers or Employees) Pursuant to Section 551.074**
- D. Deliberation Regarding Economic Development Negotiations Pursuant to Section 551.087 -**
  - **Discussion of lease negotiation for House of Air.**

**IV. Statement at End of Executive/Closed Session**

President of the Board of Directors announced at the end of the executive/closed session:

“The EDC Board of Directors ended its executive/closed session at \_\_\_\_\_ p.m., on September 3, 2020”

**V. Record of Further Action Taken, if any, on Above Items in the Subsequent Open Session.**

**VI. Certification by Presiding Officer**

I hereby certify that this agenda of the closed session of the EDC Board of Directors of the City of Crowley is a true and correct record of the proceedings pursuant to the Texas Government Code, Chapter 551.

**WITNESS MY HAND** this the \_\_\_\_\_ day of \_\_\_\_\_ 2020.

**CITY OF CROWLEY**

\_\_\_\_\_  
**EDC Board of Directors President**



**AGENDA  
CROWLEY ECONOMIC  
DEVELOPMENT CORPORATION  
SEPTEMBER 3, 2020  
REGULAR SESSION - 6:00 p.m.**

**Crowley City Hall  
201 E. Main Street  
Crowley TX 76028**

*Citizens may address the board members by filling out a blue "Citizen Participation" card to discuss any issue that is on the Agenda. Please turn in cards to the City Secretary. Speakers are limited to three minutes (if using a translator, the time limit will be doubled).*

**REGULAR CALLED MEETING – September 3, 2020- 6:00 P.M.**

**I. CALL TO ORDER OF THE EDC / ROLL CALL**

**II. EDC BUSINESS**

1. Discuss and consider approving the minutes from the EDC meeting held on June 4, 2020.
2. Discuss proposed EDC Budget and announce the date, time and place of the public hearing on the proposed FY 2020-21 EDC Operating Budget.
3. Nominate and elect a President, Vice President, and Secretary for the coming year, effective October 1, 2020, in accordance with City of Crowley Ordinance, Chapter 2 Administration, Article IV. Boards and Commissions, Division 6 Economic Development Corporation Board, Section 2-137 Officers.

**III. EXECUTIVE SESSION**

Pursuant to Chapter 551, Texas Government Code, the Council reserves the right to convene in Executive Session(s), from time to time as deemed necessary during this meeting for any posted agenda item to receive advice from its attorney as permitted by law, or to discuss the following:

1. **Section 551.071 (Consultation with Attorney)**
2. **Section 551.072 (Deliberations about Real Property)**
3. **Section 551.074 (Personnel Matters)**
4. **Section 551.087 (Business Prospect/Economic Development)**
  - a. *Discussion of lease negotiation for House of Air.*

**IV. ADJOURNMENT**

**I, the undersigned authority, do hereby certify that this Agenda of the Economic Development Corporation to be held on Sep 3, 2020, meeting of the governing body of City of Crowley is a true and correct copy posted on \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ am/ pm at Crowley City Hall, a place convenient and readily accessible to the public at all times.**

\_\_\_\_\_  
Carol C. Konhauser, City Secretary

THE EDC AND CITY COUNCIL RESERVES THE RIGHT OF THE FOLLOWING:

1. ITEMS DO NOT HAVE TO BE CONSIDERED IN THE SAME ORDER AS SHOWN ON THIS AGENDA;
2. THE COUNCIL MAY CONTINUE OR RECESS ITS DELIBERATIONS TO THE NEXT CALENDAR DAY IF IT DEEMS IT NECESSARY. The Crowley City Hall is wheelchair accessible and accessible parking spaces are available. Requests for accommodations must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (817) 297-2201 ext. 4000, or email ckonhauser@ci.crowley.tx.us for further information.

**NOTICE:** A quorum of the Crime Control and Prevention District Board of Directors will be present at this meeting; however, neither Board will take action on any items on this posted agenda.

*\*\*\*An agenda information packet is available for public inspection in the Crowley Library and on the City website, under Agenda Packets\*\*\**



## Crowley EDC Board

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### AGENDA REPORT

**Meeting Date:** September 3, 2020

**Agenda Item:** II-1

**Staff Contact:** Carol C. Konhauser  
City Secretary

**E-mail:** [ckonhauser@ci.crowley.tx.us](mailto:ckonhauser@ci.crowley.tx.us)

**Phone:** 817-297-2201-X 4000

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**SUBJECT:** Discuss and consider approving the minutes from the EDC meeting held on June 4, 2020.

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#### **BACKGROUND/DISCUSSION**

Consider approval of minutes as presented.

#### **FINANCIAL IMPACT**

None

#### **RECOMMENDATION**

Staff recommends approval of the minutes as presented; council consideration is respectfully requested.

#### **ATTACHMENTS**

- Minutes

**MINUTES OF THE ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS  
HELD Thursday, June 4, 2020.**

The Economic Development Corporation Board of Directors met on Thursday, June 4, 2020, at 6:00p.m. in the City Council Chambers, 201 East Main Street, Crowley City Hall, Crowley, Texas.

**CALL TO ORDER/ ROLL CALL**

President Christine Gilbreath called the Session to order for the Economic Development Corporation at 6:00p.m. City Secretary Carol Konhauser called roll and noted a quorum was present.

Present were                    President Christine Gilbreath  
   Member Billy P. Davis  
   Member Carl Weber  
   Member Johnny Shotwell  
   Member Alex Hogan  
   Member Jim "Mac" McDonald

Absent:                            Member Dallas Park

**EDC BUSINESS**

**1. Discuss and consider approving the minutes from the EDC meeting held on May 7, 2020.**

Member Jim McDonald made the motion to approve the minutes as presented, second by Member Alex Hogan, the EDC Board of Directors voted unanimously to approve the motion as presented. Motion carried 6-0.

**2. Discuss and consider approval of expenditures for the purchase of property in the downtown district.**

City Manager Robert Loftin explained that the amount is only the purchase price and he suggested approving the amount to include closing costs and additional incidentals associated with the purchase of the property.

President Christine Gilbreath asked if the amount included demolition and paving costs and City Manager stated it did not.

Member Jim McDonald made the motion to approve purchase of the property located at 230 E Main St in the amount of \$1.7 million and authorize the Executive Director of the EDC to execute the contract as well as expend up to an additional \$50,000 for closing costs and incidentals; second by Member Billy Davis, the EDC Board of Directors voted unanimously to approve the motion as presented. Motion carried 6-0.

As there was no further business, President Christine Gilbreath adjourned the meeting at 6:06 p.m.

ATTEST:

\_\_\_\_\_  
Christine Gilbreath  
President EDC Board of Directors

\_\_\_\_\_  
Carol C. Konhauser  
EDC Secretary



## Crowley EDC Board

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### AGENDA REPORT

<b>Meeting Date:</b>	September 3, 2020	<b>Staff Contact:</b>	Lori Watson ACM/Finance Director
<b>Agenda Item:</b>	II-2	<b>E-mail:</b>	<a href="mailto:lwatson@ci.crowley.tx.us">lwatson@ci.crowley.tx.us</a>
		<b>Phone:</b>	817-297-2201 x4900

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**SUBJECT:** Discuss proposed EDC Budget and announce the date, time and place of the public hearing on the proposed FY 2020-21 EDC Operating Budget.

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#### **BACKGROUND/DISCUSSION**

Pursuant to the Local Government Code, the governing body shall in an open meeting announce the date, time and place of the public hearing on the proposed fiscal year budget.

The public hearing for the FY 2020-21 EDC Operating Budget will be held on Thursday, September 17, 2020 at 7:00pm, City Council Chambers at 201 East Main Street, Crowley, TX 76036

#### **FINANCIAL IMPACT**

The total proposed revenues for the EDC for 2020-21 is \$1,299,668. The total proposed expenditures is \$959,235. The proposed revenue over expenditures is \$340,433.

#### **RECOMMENDATION**

No action other than announcing the public hearing date, time and place.

#### **ATTACHMENTS**

- Proposed EDC Operating Budget for FY 2020-21
- Proposed EDC Budget Summary for FY 2020-21

## Economic Development Corporation 2020-21 Budget

Revenues:

Sales Tax Revenue	1,025,000	
Rental Income	266,668	
Interest Income	8,000	
	Total Revenue	1,299,668

Expenses:

Salary & Payroll Taxes	159,644	
Office Supplies	2,500	
Training	18,000	
Electric Service	2,200	
Professional Fees	17,000	
Attorney Fees	10,000	
Mobile Telephone Services	1,026	
Advertising	3,000	
Service Contracts	42,000	
Subscriptions & Publications	6,300	
Dues & Memberships	3,440	
Printing & Reproduction	3,000	
Other Materials & Supplies	3,400	
Building Maintenance & Taxes	17,000	
	Total	288,510
Bond Payments		
Revenue Bond 2016 Principal	130,000	
Revenue Bond 2016 Interest	78,150	
2018 CO Bond Principal	145,000	
2018 CO Bond Interest	152,875	
2020 CO Bond Principal	50,000	
2020 CO Bond Interest	114,700	
	Total	670,725
One Time Purchases:		
	Total	-
	Total Expenses	959,235

Revenues over (under) expenses	340,433
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**Economic Development Fund  
Revenue & Expenditures  
2020-21 Budget**

	<b>2018-19 Actual Revenues</b>	<b>2019-20 Current Budget</b>	<b>2019-20 Projected Year End</b>	<b>2020-21 Budget Request</b>	<b>Difference in 2019-20 &amp; 2020-21 Budget</b>	<b>% Change</b>
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**Revenues**

Tax Receipts	\$ 952,787	\$ 910,000	\$ 802,059	\$ 1,025,000		
Other Income	161,499	28,000	92,804	274,668		
Bond & Lease Proceeds	-	-	3,079,351	-		

<b>Grand Total</b>	<b>\$ 1,114,286</b>	<b>\$ 938,000</b>	<b>\$ 3,974,214</b>	<b>\$ 1,299,668</b>	<b>\$ 361,668</b>	<b>39%</b>
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**Expenditures**

**Debt Services**

Debt Services	512,573	501,525	620,009	670,725		
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<b>Total</b>	<b>\$ 512,573</b>	<b>\$ 501,525</b>	<b>\$ 620,009</b>	<b>\$ 670,725</b>	<b>\$ 169,200</b>	<b>34%</b>
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**Non Departmental**

Personnel Services	\$ 125,821	\$ 126,000	\$ 119,561	\$ 159,644		
Materials & Supplies	4,676	12,200	4,789	12,200		
Services	71,940	78,599	103,785	78,226		
Maintenance & Repair	3,082	17,000	2,987	17,000		
Capital Outlay	81,564	-	1,649,110	-		
Miscellaneous	27,044	21,440	197,333	21,440		

<b>Total</b>	<b>\$ 314,127</b>	<b>\$ 255,239</b>	<b>\$ 2,077,565</b>	<b>\$ 288,510</b>	<b>\$ 33,271</b>	<b>13%</b>
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<b>Grand Total</b>	<b>\$ 826,700</b>	<b>\$ 756,764</b>	<b>\$ 2,697,574</b>	<b>\$ 959,235</b>	<b>\$ 202,471</b>	<b>27%</b>
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## Crowley EDC Board

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### AGENDA REPORT

**Meeting Date:** September 3, 2020  
**Agenda Item:** III - 3

**Staff Contact:** Carol C. Konhauser  
City Secretary  
**E-mail:** [ckonhauser@ci.crowley.tx.us](mailto:ckonhauser@ci.crowley.tx.us)  
**Phone:** 817-297-2201-X 4000

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**SUBJECT:** Nominate and elect a President, Vice President, and Secretary for the coming year, effective October 1, 2020, in accordance with City of Crowley Ordinance, Chapter 2 Administration, Article IV. Boards and Commissions, Division 6 Economic Development Corporation Board, Section 2-137 Officers.

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#### **BACKGROUND/DISCUSSION**

City of Crowley Ordinance Chapter 2 Administration, Article IV. Boards and Commissions, Division 6 Economic Development Corporation Board, Section 2-136 Officers, states:

The board of directors shall elect a president, vice-president, secretary and any other officers that the Economic Development Corporation considers necessary, to serve as executive officers of the Economic Development Corporation. The term of each officer's office shall expire on September 30 of each year. The city manager, or his designee, shall serve as the executive director of the corporation to provide administrative support services for the corporation, but the executive director shall not be a member of the board of directors.

The Current President is: President Christine Gilbreath  
The Current Vice President is: Vice President Jim McDonald

#### **FINANCIAL IMPACT**

None

#### **RECOMMENDATION**

Staff recommends appointing members to the above listed positions to become effective Oct 1, 2020.

#### **ATTACHMENTS**

None