



Economic Development
Corporation (EDC) Board of
Directors

Regular Session

September 19, 2019
6:00 P.M.

CITY OF CROWLEY
Economic Development Corporation
Board of Directors
September 19, 2019
6:00 P.M.

Economic Development Corporation Board

- President Johnny Shotwell _____
- Member Billy P. Davis _____
- Member Tina Pace _____
- Member Christine Gilbreath _____
- Member Dallas Park _____
- Member Jim "Mac" McDonald _____
- Member Alex Hogan _____

EDC Officers

- Executive Director Robert Loftin _____
- Treasurer Lori Watson _____
- Secretary Carol Konhauser _____



**AGENDA
CROWLEY ECONOMIC
DEVELOPMENT CORPORATION
SEPTEMBER 19, 2019
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 19, 2019- 6:00 P.M.

I. CALL TO ORDER OF THE EDC / ROLL CALL

II. PUBLIC HEARINGS

1. (a) Hold a Public Hearing on the proposed Crowley Economic Development 4B FY2019-2020 Operating Budget.
- (b) Discuss and consider adopting the Crowley Economic Development 4B FY2019-2020 Operating Budget.

III. EDC BUSINESS / ACTION ITEMS

1. Discuss and consider approving the minutes from the EDC meeting held on September 5, 2019.
2. Discuss and consider permitting a mobile food vehicle to operate on EDC-owned property at 320 E Main St and consider authorizing city staff to negotiate and approve an agreement with the owners of the mobile food vehicle.

IV. 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)**

V. RECONVENE AND TAKE ACTION FROM EXECUTIVE SESSION

Reconvene into open session and take any necessary action resulting from items posted and legally discussed in Closed Session

VI. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Agenda of the Economic Development Corporation to be held on Sep 19, 2019, 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

AGENDA REPORT

Meeting Date:	September 19, 2019	Staff Contact:	Lori Watson Finance Director
Agenda Item:	II - 1(a) and 1(b)	E-mail:	lwatson@ci.crowley.tx.us
		Phone:	817-297-2201-X 4900

SUBJECT: Hold a Public Hearing on the proposed Crowley Economic Development 4B FY2019-2020 Operating Budget and discuss and consider adopting the Crowley Economic Development 4B FY2019-2020 Operating Budget.

BACKGROUND/DISCUSSION

Pursuant to the Texas Local Government Code 501.073, the corporation's authorizing unit will approve all programs and expenditures of the corporation and annually review any financial statements of the corporation.

FINANCIAL IMPACT

See the attached proposed FY2019-20 EDC Operating Budget

RECOMMENDATION

Staff recommends holding a public hearing to receive public input and approving the EDC 4B proposed FY2019-2020 Operating Budget.

ATTACHMENTS

- FY2019-2020 EDC Operating Budget

Economic Development Corporation 2019-20 Budget

Revenues:

Sales Tax Revenue	910,000	
Rental Income	20,000	
Interest Income	<u>8,000</u>	
Total Revenue		938,000

Expenses:

Salary & Payroll Taxes	126,000	
Office Supplies	2,500	
Training	18,000	
Electric Service	2,200	
Professional Fees	17,000	
Attorney Fees	10,000	
Mobile Telephone Services	1,399	
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	<u>17,000</u>	
Total		255,239

Bond Payments

Revenue Bond 2016 Principal	125,000	
Revenue Bond 2016 Interest	81,900	
2018 CO Bond Principal	135,000	
2018 CO Bond Interest	<u>159,625</u>	
Total		501,525

One Time Purchases:

Total		-
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Total Expenses		<u>756,764</u>
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Revenues over (under) expenses	181,236
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Crowley EDC Board

AGENDA REPORT

Meeting Date: September 19, 2019

Agenda Item: III-1

Staff Contact: Carol C. Konhauser
City Secretary

E-mail: ckonhauser@ci.crowley.tx.us

Phone: 817-297-2201-X 4000

SUBJECT: Discuss and consider approving the minutes from the EDC meeting held on September 5, 2019.

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, September 5, 2019.**

The Economic Development Corporation Board of Directors met on Thursday, September 5, 2019, at 6:00p.m. in the City Council Chambers, 201 East Main Street, Crowley City Hall, Crowley, Texas.

CALL TO ORDER/ ROLL CALL

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

Present were President Johnny Shotwell
 Member Billy P. Davis
 Member Tina Pace
 Member Christine Gilbreath
 Member Jim "Mac" McDonald
 Vice President Dallas Park
 Place 3 Vacant

Absent: None

EDC BUSINESS / ACTION ITEMS

1. Discuss and consider approving the minutes from the EDC meeting held on May 2, 2019.

Member Billy Davis made the motion to approve the minutes as presented, second by Member Tina Pace, the EDC Board of Directors voted unanimously to approve the motion as presented. Motion carried 6-0.

2. Discuss proposed EDC Budget and President to announce the date, time and place of the public hearing on the proposed FY 2019-20 EDC Operating Budget.

President Johnny Shotwell announced the Public Hearing for the Economic Development Corporation FY 2019-2020 would be held on September 19, 2019 at 7:00 pm in City Council Chambers at 201 E Main Street, Crowley, Texas.

3. Discuss cancelling the leases for the businesses operating out of the Roberts Street Property.

EDC Director Robert Loftin explained that when the EDC purchased the property, they allowed the businesses to continue their leases and explained to them that the EDC was not sure how long they would be allowed to continue to lease the facilities. The EDC would now like to give the businesses ample notice that their leases will not be continued so that the businesses may have sufficient time to find a new location.

Member Christine Gilbreath made the motion to authorize the City Manager to contact the management company and have them send notification of lease cancellation to the businesses located in the Roberts Street Property, second by Member Jim McDonald, the EDC Board of Directors voted unanimously to approve the motion as presented. Motion carried 6-0.

4. Nominate and elect a President, Vice President, and Secretary for the coming year, effective October 1, 2019, 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.

Member Tina Pace made the motion to nominate Member Christine Gilbreath as President; nominated Member Jim McDonald as Vice President; and nominated Carol Konhauser as Secretary; Member Christine Gilbreath made the motion to approve the nominations; second by Member Billy Davis, the EDC Board of Directors voted unanimously as to the appointments. Motion carried 6-0.

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)**
 - a. Discussion of Potential Purchase of various downtown properties.*
- 3. Section 551.074 (Personnel Matters)**
- 4. Section 551.087 (Business Prospect/Economic Development)**

President Johnny Shotwell announced the EDC Board of Directors would convene into Executive Session at 6:13 pm to deliberate about real property 1) discussion of potential purchase of various downtown property, pursuant to Section 551.072 of the Texas Government Code.

At 6:48 pm President Johnny Shotwell announced the EDC Board of Directors would reconvene into open session.

As there was no further business, President Johnny Shotwell adjourned the meeting at 6:49 p.m.

REOPEN MEETING

President Johnny Shotwell announced and reopened the meeting of the EDC Board of Directors at 7:25.

EXECUTIVE SESSION

President Johnny Shotwell announced the EDC Board of Directors would again convene into Executive Session at 7:25 pm to deliberate about real property 1) discussion of potential purchase of various downtown property, pursuant to Section 551.072 of the Texas Government Code.

At 7:35 pm President Johnny Shotwell announced the EDC Board of Directors would reconvene into open session.

Member Christine Gilbreath made the motion to approve the contract of sale between Park Dale Enterprises, LLC as seller and the Crowley Economic Development Corporation as purchaser for the property located at 229 E Main St, Crowley, TX and authorize the EDC Executive Director Robert Loftin to execute the same; second by Member Jim McDonald; EDC Board of Directors voted unanimously to approve the motion as presented. Motion carried 6-0.

As there was no further business, President Johnny Shotwell adjourned the meeting at 7:37 p.m.

ATTEST:

Johnny Shotwell
President EDC Board of Directors

Carol C. Konhauser
EDC Secretary



Crowley Economic Development Corporation

AGENDA REPORT

Meeting Date: September 19, 2019

Agenda Item: III-2

Staff

Contact: Jack Thompson

E-mail: jthompson@ci.crowley.tx.us

Phone: 817/297-2201 x 4300

SUBJECT: Discuss and consider permitting a mobile food vehicle to operate on EDC-owned property at 320 E Main St and consider authorizing city staff to negotiate and approve an agreement with the owners of the mobile food vehicle

BACKGROUND/DISCUSSION

Crowley residents Jim and Mandi Lero own a food truck, Lillian's BBQ, and are interested in operating in Crowley. Food trucks are permitted only in the downtown overlay district, and only on properties with an existing business that will let the food truck employees and customers use on-site bathrooms. Because of these and other food truck regulations, there are only a few good locations for this kind of operation in downtown.

The Leros are interested in operating on the EDC property at 320 E Main St on two Saturdays a month. Their hours would be from 11:30 until they sold out, which they estimate would be around 2:00 or 3:00 PM most days. The Leros have talked with Daniel Furney from the House of Air about setting up along the side of House of Air, and House of Air is willing to sub-lease part of the parking lot to them (the portion on the east side of the building). The two businesses have also already begun working on cross-promotional ideas. Before they can proceed, though, the Leros will also need permission from the landowner (the EDC) as required by city code. City staff is requesting the EDC to (1) determine whether permission should be granted and, if so, under what parameters and (2) if approval is given, to authorize staff to negotiate and sign an agreement with Lillian's BBQ.