



Economic Development
Corporation (EDC) Board of
Directors

Regular Session

September 5, 2019
6:00 P.M.

CITY OF CROWLEY
Economic Development Corporation
Board of Directors
September 5, 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	_____	_____
Vacant	_____	_____

EDC Officers

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



**AGENDA
CROWLEY ECONOMIC
DEVELOPMENT CORPORATION
SEPTEMBER 5, 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 5, 2019- 6:00 P.M.

I. CALL TO ORDER OF THE EDC / ROLL CALL

II. EDC BUSINESS / ACTION ITEMS

1. Discuss and consider approving the minutes from the EDC meeting held on May 2, 2019.
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.
3. Discuss cancelling the leases for the businesses operating out of the Roberts Street Property.
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.

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

IV. 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

V. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Agenda of the Economic Development Corporation to be held on Sep 5, 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*****

CITY OF CROWLEY
CERTIFIED AGENDA OF EXECUTIVE/CLOSED SESSION
ECONOMIC DEVELOPMENT BOARD OF DIRECTORS
September 5, 2019

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 5, 2019, 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 Konhauser (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-*
 - *Discussion of Potential Purchase of various downtown properties.*
- 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 -*

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 5, 2019”

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 _____ 2019.

CITY OF CROWLEY

EDC Board of Directors President



Crowley EDC Board

AGENDA REPORT

Meeting Date: September 5, 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 May 2, 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, May 2, 2019.

The Economic Development Corporation Board of Directors met on Thursday, May 2, 2019, at 6:15 p.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 6:15 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 February 7, 2019.

Member Christine Gilbreath 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 and consider authorizing the EDC Executive Director to sign and execute an updated development agreement and associated documents with Boo-Ray's.

Member Tina Pace made the motion to authorize the EDC Executive Director to sign and execute an updated development agreement and associated documents with Boo-Ray's; second by Member Dallas Park, the 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 6:23 p.m.

ATTEST:

Johnny Shotwell
President EDC Board of Directors

Carol C. Konhauser
EDC Secretary



Crowley EDC Board

AGENDA REPORT

Meeting Date: September 5, 2019

Agenda Item: III - 2

Staff

Contact: Robert Loftin, EDC Director

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

Phone: 817-297-2201 ext. 5290

SUBJECT: 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.

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 2019-20 EDC Operating Budget will be held on Thursday, September 19, 2019 at 7:00pm, City Council Chambers at 201 East Main Street, Crowley, Texas.

FINANCIAL IMPACT

N/A

RECOMMENDATION

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

ATTACHMENTS

- Proposed EDC Budget for FY2019-20

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		756,764
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Revenues over (under) expenses	181,236
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Crowley EDC Board

AGENDA REPORT

Meeting Date: September 5, 2019

Agenda Item: III - 3

Staff

Contact: Lori Watson,

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

Phone: 817-297-2201 ext. 4900

SUBJECT: Discuss and consider notifying the tenants at 101 Roberts Street, 109 Roberts Street, and 300 E. Mission Street to vacate the properties by April 3, 2020 to prepare for the construction of the Plaza.

BACKGROUND/DISCUSSION

These properties were purchased for the Plaza. The tenants were all informed that eventually the buildings would be torn down for the construction of the plaza. In order to give the businesses ample time to find new places to rent, we would like to notify them now to vacate the properties by April 3, 2020. This would give them about 7 months to find alternative locations and should not interfere with the construction of the Plaza.

FINANCIAL IMPACT

N/A

RECOMMENDATION

Direct the Executive Director to proceed with notifying the tenants to vacate the properties by April 3, 2020.

ATTACHMENTS

None



Crowley EDC Board

AGENDA REPORT

Meeting Date:	September 5, 2019	Staff Contact:	Carol C. Konhauser City Secretary
Agenda Item:	III - 4	E-mail:	ckonhauser@ci.crowley.tx.us
		Phone:	817-297-2201-X 4000

SUBJECT: 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.

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.

FINANCIAL IMPACT

None

RECOMMENDATION

Staff recommends appointing members to the above listed positions to become effective Oct 1, 2019.

ATTACHMENTS

None