



Economic Development
Corporation (EDC) Board of
Directors

Regular Session

March 21, 2024
6:00 P.M.

CITY OF CROWLEY
Economic Development Corporation
Board of Directors
March 21, 2024

Economic Development Corporation Board

Member Jesse Johnson (Pres)	_____	_____
Member Jerry Beck (VP)	_____	_____
Member Billy Davis	_____	_____
Member Johnny Shotwell	_____	_____
Member Tina Pace	_____	_____
Member Carl Weber III	_____	_____
Member Mike Winterbank	_____	_____

EDC Officers

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



**AGENDA
CROWLEY ECONOMIC
DEVELOPMENT CORPORATION
MARCH 21, 2024
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 – March 21, 2024 - 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 March 7, 2024.
2. Discuss the proposed guidelines for the Crowley Crossing Plaza and Gerry Teeter & Marilyn Hargrave Dog Park.
3. Discuss and consider 2023-24 EDC Budget Amendment #1 for the installation of street lights for the public parking lot and allocate money for the Grand Opening of the Crowley Crossing.
4. Appoint new city manager to the position of Executive Director and Heather Gwin to Treasurer, effective 1 April, 2024, 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)**

Discuss an amendment to the EDC Performance Agreement with Four Train Days Development, LLC.

IV. RECONVENE AND TAKE ACTION FROM EXECUTIVE SESSION

V. ADJOURNMENT

I, the undersigned authority, do hereby certify that this Agenda of the Economic Development Corporation to be held on March 21, 2024, 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.

CITY OF CROWLEY
CERTIFIED AGENDA OF EXECUTIVE/CLOSED SESSION
ECONOMIC DEVELOPMENT BOARD OF DIRECTORS
MARCH 21, 2024

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 March 21, 2024, 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:

Member Jesse Johnson (EDC President)

Member Jerry Beck (EDC Board Member)

Member Johnny Shotwell (EDC Member)

Member Mike Winterbank (EDC Board Member)

Member Billy Davis (EDC Board Member)

Member Tina Pace (EDC Board Member)

Member Carl Weber III (EDC Board Member)

City Manager Robert Loftin (EDC Exec Director)

EDC Treasurer Lori Watson

City Attorney Rob Allibon

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 -***
Discuss an amendment to the EDC Performance Agreement with Four Train Days Development, LLC.

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 March 21, 2024”

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 _____ 2024.

CITY OF CROWLEY

EDC Board of Directors President



Economic Development Corporation Board of Directors Agenda Report

PRESENTER: Carol C. Konhauser City Secretary				MEETING DATE: March 21, 2024				
DEPARTMENT: Administration				AGENDA ITEM: II-1				
SUBJECT:				Discuss and consider approving the minutes from the EDC meetings held on March 7, 2024.				
COORDINATION:	Finance		City Sec	cck	Comm Dev		PW	
	Dept Director		HR		Comm Services		EDC:	
	City Attorney		PD		FD		Admin:	

BACKGROUND:

Consider approval of minutes as presented.

RECOMMENDATION:

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

FINANCIAL INFORMATION:

None

ATTACHMENTS:

1. Minutes

**MINUTES OF THE ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS
HELD Thursday, March 7, 2024.**

The Economic Development Corporation Board of Directors met on Thursday, March 7, 2024, at 6:00p.m. in the City Council Chambers, 201 East Main Street, Crowley City Hall, Crowley, Texas.

CALL TO ORDER/ ROLL CALL

President Jesse Johnson 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 Jesse Johnson
 Member Jerry Beck
 Member Billy P. Davis
 Member Mike Winterbank
 Member Johnny Shotwell
 Member Carl Weber III
 Member Tina Pace

Absent: None

EDC BUSINESS

1. Discuss and consider approving the minutes from the EDC meeting held on February 15, 2024.

Member Billy Davis made the motion to approve the minutes as presented, second by Member Jerry Beck, the EDC Board of Directors voted unanimously to approve the motion as presented. Motion carried 7-0

2. Discuss and consider approval of a Master Agreement for Event Production Services with Epicenter Productions.

Member Billy Davis made the motion to approve the Master Agreement for Event Production Services with Epicenter Productions; second by Member Carl Weber III; the EDC Board of Directors voted unanimously to approve the motion as presented. Motion carried 7-0.

EXECUTIVE SESSION

President Jesse Johnson announced that the Economic Development Board of Directors would convene into Executive Session at 6:27 p.m. to discuss an amendment to the EDC Performance Agreement for RHGLTD, LLC, pursuant to Section 551.087 of the Texas Government Code.

RECONVENE AND TAKE ACTION FROM EXECUTIVE SESSION

At 6:57 p.m. President Johnson announced the EDC Board of Directors would reconvene into open session.

Member Tina Pace made the motion to reject the amendment to the EDC Performance Agreement for RHGLTD, LLC.; second by Member Billy Davis, the EDC Board of Directors voted unanimously to approve the motion as presented. Motion carried 7-0.

As there was no further business, President Jesse Johnson adjourned the meeting at 6:58 p.m.

ATTEST:

Jesse Johnson
President EDC Board of Directors

Carol C. Konhauser
EDC Secretary



Economic Development Corporation Board of Directors Agenda Report

PRESENTER: Cristina Winner					MEETING DATE: March 7, 2024			
DEPARTMENT: Main Street					AGENDA ITEM: II-2			
SUBJECT: Discuss the proposed guidelines for the Crowley Crossing Plaza and Gerry Teeter & Marilyn Hargrave Dog Park								
COORDINATION:	Finance		City Sec		Comm Dev		PW	ME
	Dept Director	RC	HR		Comm Services	CW	EDC:	
	City Attorney		PD		FD		Admin:	LW

BACKGROUND:

The Crowley Crossing Plaza encompasses various amenities including a greenspace, restrooms, playscape, dining areas, a dog park, performance stage, and splash pad, located between Hampton Drive, E. Main Street, and Roberts Drive. Reservations for certain areas are not available, and the Plaza operates from 7 A.M. to 11 P.M. daily, except during special events or for maintenance purposes.

Key Points:

Private reservations are not currently permitted, though recurring events may be arranged through city contracts. Set-up for approved events must adhere to specific guidelines, and organizers must ensure compliance with city ordinances. Certain events may require a Special Events Permit if the event meets the criteria as outlined in Ch. 58, Sec. 19 of the code of ordinances.

Food and beverage sales are allowed with appropriate permits, prioritizing nearby businesses when possible. Alcohol sales must comply with TABC regulations. Smoking, open flames, fireworks, and motorized vehicles are prohibited within the Plaza.

Pets must be leashed unless in the enclosed dog park area, where specific rules apply. Owners are responsible for waste disposal and must report any incidents to Crowley Animal Control.

Conclusion:

The guidelines aim to ensure the safe and inclusive use of the Plaza, fostering community interaction while maintaining cleanliness and adherence to regulations. The rules outlined promote responsible behavior among Plaza users and event organizers, enhancing the overall experience for residents and visitors alike.

ATTACHMENTS:

Proposed Guidelines



Crowley Crossing Plaza Guidelines

General Information

The Main Street Coordinator, in collaboration with the ¹Special Events Committee, manages and approves events within the Crowley Crossing Plaza on Main Street. This plaza is purposefully designed as a vibrant public space, fostering community gatherings and meaningful engagement.

For purposes of this policy, Plaza includes: the greenspace/lawn area, restroom facilities, playscape, dining areas, dog park, performance stage and splash pad located in front of City Hall and between the cross streets of Hampton Drive, E. Main Street and Roberts Drive. The playscape, dining areas, splash pad, picnic tables and pavilion areas are not available for standalone reservation and operate on a “first come, first serve” basis.

Hours of Operation

The Plaza is open to the general public from 7 A.M. to 11 P.M. except for qualifying events in which the Plaza hours may be modified due to reasons listed below.

The City Manager or their designee, City Council, or Main Street Coordinator may approve temporary closure of all or part of the Plaza for reasons including but not limited to: special event, maintenance, public safety concerns, or inclement weather.

Private Reservations/Events

At this time, the Plaza is not available for private reservations. The City *may* contract, on a case-by-case basis, with vendors to provide recurring weekly, bi-weekly, or monthly events. These recurring events are scheduled within a specific date range (E.G. Farmer’s Market, Holiday Market, etc.) and does not include city sponsored annual events.

Set up for an approved event may begin no more than two (2) hours prior to the event start time and no earlier than 7 A.M. If an organizer of an event seeks to begin set up outside of these parameters, written permission from City management and/or City Council is required. A Special Event Permit may be required if the event meets the standards as outlined in the City of Crowley Code of Ordinances, Article III of Ch. 58, Sec. 19.



The City does not rent, lease, or provide any of the following supplies and equipment: tents, canopies, portable restrooms, hand-washing stations, additional trash receptacles, dumpsters, water hoses, extension cords, temporary fencing, generators, propane heaters, etc.

The event organizer or a representative with whom the City has entered into a contract for recurring events, must be present at such time equipment or supplies for a recurring event is delivered to the plaza to ensure proper placement. The City will not orchestrate setup of recurring contracted events. The event organizer or a representative with whom the City has entered into a contract for recurring events is responsible for cleaning up after the event and disposal of trash in the designated receptacles.

Food and Beverage Sales

1. Food and beverage vendors are permitted in affiliation with a permit so long as all appropriate health/environmental permits are acquired and City ordinances are met in conjunction with sales.
2. Temporary Special Event Permit must be obtained by the Tarrant County Health Department 21 days prior to event and submitted to Main Street Coordinator.
3. Businesses located in close proximity to the Plaza should be given preference when possible.
4. Standalone concession sales of any kind (bottled water, candy, chips, etc.) shall not be permitted without a qualifying permit.
5. Additional Food Truck rules and regulations may apply, as outlined in city ordinances.
6. Events proposing alcohol sales shall comply with all TABC regulations in which are not governed and/or monitored by the City of Crowley.

Prohibited Actions

1. Smoking, including the use of e-cigarettes, within the plaza is prohibited at all times.
2. Materials and/or decorations of any kind may not be affixed to permanent fixtures within the plaza. Decorations or materials may not be nailed, stapled, taped or otherwise attached to any part of the premises without explicit approval from the Main Street Coordinator. All decorative material must be flameproof.



3. No open flames (including grills) are allowed within the plaza unless approved in affiliation with a city sponsored event.
4. Fireworks of any kind are strictly prohibited unless approval is granted by City Management in affiliation with a city sponsored event.
5. No motorized vehicles of any kind are permitted within the Plaza. An exception for vehicles may be made in affiliation with a city sponsored event. This includes the use of motorized scooters, bikes, ATVs, UTVs, etc.
6. Pets must be on at a leash at all times within the Plaza, with the exception of those utilizing the enclosed dog park. ²The ADA Act does allow for some exclusions to the leash requirement.
7. Pet owners are required to dispose of pet waste and trash in the designated pet waste receptacle.
8. The use of A/V equipment, including speakers, is prohibited in the plaza unless in conjunction with a city sponsored or city sanctioned event.
9. Skateboarding is prohibited in the plaza.
10. When applicable, all rules and regulations outlined in Section 58-56 regarding the conduct of individuals with the park are also enforced.



Gerry Teeter and Marilyn Hargrave Dog Park

General Information

The dog park features a 4,000 sq. foot paddock for dogs visiting the plaza with their owners. The dog park is open during the normal hours of operation for the plaza, which is daily from 7 A.M. to 11 P.M. except for qualifying events in which the hours may be modified due to special events, maintenance, public safety concerns or inclement weather.

General Rules & Guidelines

All general park rules and city ordinances must be obeyed.

Failure to comply with rules may result in a fine up to \$500.

Please be advised that the surface of the dog park may present hazards, including dog waste, parasites and other contaminants.

Park users and dog owners assume all risk related to use of the dog park.

Not allowed in the dog park are: more than 3 dogs per owner, known aggressive dogs or dogs in heat.

Please keep dogs on a leash in the plaza until inside the designated dog park area.

Owner should have visible leash at all times.

Dispose of pet waste and trash in the nearby trash receptacle.

Children should be accompanied and monitored by an adult at all times while in the dog park area.

Any scratch or bite to a person must be reported to Crowley Animal Control at 817-297-5160.

For emergencies, dial 9-1-1.

All dogs must display current rabies tag on collar.

No smoking allowed in the dog park, including vaping.

No glass bottles allowed in the dog park.

No food or drink for humans or dogs allowed, including dog treats.

Spike, prong and pinch collars must be removed.

Owners are to stay within the park and within view of their dogs.



Dogs are to be under the voice control of their owners at all times.

Puppies under fourth months of age are not permitted at the park.

Dogs exhibiting aggressive behavior must be removed immediately.

Owners shall repair any damage done by their dog (i.e., holes dug by their dog).

Owner waives liability to the city for any injury or damage caused to or by pets while in the park.

Owners are liable for damage or injury inflicted by their dogs.

Playing recreational sports is prohibited inside the dog park.

¹The Special Events Committee shall consist of an ACM, Main Street Coordinator, City Event Coordinator & Recreation Manager.

²Under the Americans With Disabilities Act, service animals must be harnessed, leashed or tethered at all times, unless these devices interfere with the service animal's work, or unless the individual's disability prevents the use of these devices. In that case, the individual must maintain control of the animal through voice, signal or other effective controls.



Economic Development Corporation Board of Directors Agenda Report

PRESENTER:		Lori Watson Deputy City Manager			MEETING DATE: March 21, 2024			
DEPARTMENT:		Administration			AGENDA ITEM: II-3			
SUBJECT:		Discuss and consider 2023-24 EDC Budget Amendment #1 for the installation of street lights for the Public parking lot and allocate money for the Grand Opening of the Crowley Crossing.						
COORDINATION:	Finance		City Sec	cck	Comm Dev		PW	
	Dept Director		HR		Comm Services		EDC:	
	City Attorney		PD		FD		Admin:	

BACKGROUND:

The Economic Development Corporation owns the public parking lot on Hampton Drive. With the Crowley Crossing's recent completion, more citizens will utilize this parking lot for events and visits to the park and Main Street businesses. Two light poles will be added to this parking lot for increased safety.

On March 7, 2024, the board discussed contracting with a production company to secure talent for Crowley Crossing's upcoming Grand Opening.

RECOMMENDATION:

Staff recommends approval of Budget Amendment #1.

FINANCIAL INFORMATION:

The proposal for the two light poles is \$31,830. The maximum cost for the production company is \$100,000. After these two additional costs, the remaining revenues over expenditures will be \$51,878.

ATTACHMENTS:

1. Budget Amendment #1
2. 2023-24 EDC Budget (Amended)

Economic Development Corporation 2023-24 Budget

Revenues:

Sales Tax Revenue	1,500,000	
Interest Income	<u>8,000</u>	
Total Revenue		1,508,000

Expenses:

Salary Expense	232,993	
Fica	14,446	
Med	3,378	
TMRS	28,495	
Health insurance	20,565	
Office Supplies	2,500	
Training	18,000	
Ground Lease (parking lot)	15,000	
Professional Fees	17,000	
Attorney Fees	10,000	
Mobile Telephone Services	3,200	
Advertising	6,000	
Service Contracts	63,000	
Subscriptions & Publications	6,300	
Dues & Memberships	4,440	
Printing & Reproduction	3,000	
Other Materials & Supplies	<u>3,400</u>	
Total		451,717

Bond Payments

Revenue Bond 2016 Principal	145,000	
Revenue Bond 2016 Interest	63,250	
2018 CO Bond Principal	165,000	
2018 CO Bond Interest	130,375	
2020 CO Bond Principal	115,000	
2020 CO Bond Interest	<u>98,950</u>	
Total		717,575

One Time Purchases:

Laptop for Downtown Coordinator	3,000	
Office Furniture and Equipment	2,000	
Additional Christmas Decorations	150,000	
Plaza Opening-Entertainment etc	100,000	
Parking Lot lights	<u>31,830</u>	
Total		286,830

Total Expenses **1,456,122**

Revenues over (under) expenses	51,878
--------------------------------	---------------

Economic Development Corporation
FY 2023-24 Budget

Budget Amendment #1

Budget Revenues over Expenditures	\$	183,708
Opening of Crowley Crossing		100,000
Street Lights for Public Parking Lot		<u>31,830</u>
Revenues over Expenditures	\$	51,878



Economic Development Corporation Board of Directors Agenda Report

PRESENTER:		Carol C. Konhauser City Secretary				MEETING DATE: March 21, 2024		
DEPARTMENT:		Administration				AGENDA ITEM: II-4		
SUBJECT:		Appoint new city manager to the position of Executive Director and Heather Gwin to Treasurer, effective 1 April, 2024, 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.						
COORDINATION:	Finance		City Sec	cck	Comm Dev		PW	
	Dept Director		HR		Comm Services		EDC:	
	City Attorney		PD		FD		Admin:	

BACKGROUND:

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.

.

RECOMMENDATION:

Staff recommends appointment.

FINANCIAL INFORMATION:

None

ATTACHMENTS:

None