



LIBERTY HILL

F R E E D O M T O G R O W

LIBERTY HILL EDC BOARD OF DIRECTORS AGENDA

WEDNESDAY – SEPTEMBER 16, 2020 – 5:00 PM

Location: 2801 Ranch Road 1869 - Liberty Hill

John Johnston - President

Eric Bailey – Director

Jack Harkrider – Director

John Clark – Vice President

Jamie Etzkorn – Director

Steve Snell - Director

Liz Rundzieher – Director

AUDIO ACCESS TO MEETING

FOR AUDIO ACCESS TO THE MEETING:

Dial 1-646-749-3112 using your phone (follow the prompts).

Use access code 341-316-725.

Notice is hereby given that a meeting of the LHEDC Board of Directors will be held Wednesday, September 16, 2020 – 5:00 PM at 2801 Ranch Road 1869 in Liberty Hill to consider items as follows. All items are subject to action.

1. CALL TO ORDER

a) **Establish Quorum**

b) **Invocation**

c) **Pledge of Allegiance**

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with Liberty and Justice for all."

d) **Texas Pledge**

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible."

2. BOARD OPENING COMMENTS

3. PUBLIC COMMENTS

Public comments are welcome by the LHEDC Board. Individuals who wish to speak must complete a Public Comment Form and present the form to the City Secretary before the meeting called to order. Individuals will be allowed to speak up to three (3) minutes.

Alternatively, public comments may be submitted by email to Nancy Sawyer - nsawyer@libertyhilltx.gov - before 3:00 PM on Wednesday, September 16, 2020, for comment(s) to be read at the 5:00 PM meeting.

a) **Public Comments**

4. REGULAR AGENDA

- a) **Discuss and Take Action on approving LHEDC minutes of the meeting held August 12, 2020.** Presented by Johnny Johnston– EDC President
- b) **Overview of financials.** Presented by Eric Bailey, EDC Treasurer
- c) **Discuss and Take Action on authorizing the City Attorney to draft a resolution removing Lance Dean from the LHEDC bank account at Classic Bank and adding Eric Bailey to the account.** Presented by Johnny Johnston, EDC President
- d) **Review, discuss, and consider action on Sign Grant Program application submitted by Hawkins Family Partners, 12701 Hwy. 29.** Presented by Matt Powell, Interim Executive Director
- e) **Discussion and possible action on an office demand study.** Presented by Matt Powell, Interim Executive Director
- f) **Discussion and possible action on an LHEDC branding package.** Presented by Matt Powell, Interim Executive Director

5. INTERIM EXECUTIVE DIRECTOR'S UPDATE

6. EXECUTIVE SESSION

Consultation with Legal Counsel on the following items or any posted agenda item pursuant to Texas Government Code §551.071 (Consultation with Attorney) and to discuss or deliberate economic development information, prospects, negotiations or incentive offers pursuant to Texas Government Code §551.087 (Development).

- a) Updates on the following: (Pursuant to Texas Government Code §551.071 (Consultation with Attorney))
 - 1. Project Hammer
 - 2. Project Fore
 - 3. Project Greenbelt
 - 4. Project Nightingale
 - 5. Project Rock and Roll

7. RETURN TO REGULAR SESSION

President – Johnny Johnson will reconvene the Liberty Hill EDC Board of Directors to Regular Session following Consultation with Legal Counsel on the following items or any posted agenda item pursuant to Texas Government Code §551.071 (Consultation with Attorney) and to discuss or deliberate economic development information,

prospects, negotiations or incentive offers pursuant to Texas Government Code §551.087 (Development).

- a) Updates on the following: (Pursuant to Texas Government Code §551.071 (Consultation with Attorney))
 - 1. Project Hammer
 - 2. Project Fore
 - 3. Project Greenbelt
 - 4. Project Nightingale
 - 5. Project Rock and Roll

8. OTHER BUSINESS

- a) October 2020 LHEDC Meeting

9. BOARD CLOSING COMMENTS

10. ADJOURNMENT

The Liberty Hill EDC Board of Directors reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any item listed above, as authorized by Texas Government Code §551.071 (Consultation with Attorney), §551.072 (Deliberations about Real Property), §551.073 (Deliberations about Gifts & Donations), §551.074 (Personnel Matters), §551.076 (Deliberations about Security Devices), and §551.087 (Development).

In compliance with the Americans with Disabilities Act, the City of Liberty Hill will provide reasonable accommodation for persons attending City Council meetings. To better serve you, requests should be received 48 hours prior to the meeting. Contact the City Secretary at 512-778-5449.

POSTING CERTIFICATION: I, Nancy Sawyer – City Secretary for the City of Liberty Hill, certify that the attached Notice of Meeting for the Liberty Hill EDC Board of Directors was duly posted on the bulletin board at Council Chambers located at 2801 Ranch Road 1869 in Liberty Hill, Texas on the 11th day of September, 2020 at 5:00 PM. Nancy Sawyer – City Secretary _____

REMOVAL CERTIFICATION: I, Nancy Sawyer – City Secretary for the City of Liberty Hill, certify that the attached notice of meeting was removed from the bulletin board at Municipal Court / Council Chambers located at 2801 Ranch Road 1869 in Liberty Hill, Texas on the _____ day of September, 2020 at _____. Nancy Sawyer – City Secretary _____

**ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS AGENDA
WEDNESDAY- SEPTEMBER 16, 2020 – 5:00 PM**

AGENDA ITEM

4.a)



LIBERTY HILL ECONOMIC DEVELOPMENT CORPORATION BOARD

MINUTES

Wednesday – August 12, 2020 – 5:00 PM

2801 Ranch Road 1869 – Council Chambers - Liberty Hill

CALL TO ORDER

John Johnston – LHEDC Board President called the meeting of the Liberty Hill Economic Development Corporation Board of Directors to order at 5:01 PM at 2801 Ranch Road 1869 in Liberty Hill, Texas. Invocation was given by Eric Bailey, followed by reciting the Pledge of Allegiance and Texas Pledge.

LHEDC Board members present: Johnny Johnston; John Clark, Eric Bailey, and Liz Rundzieher.

Others present: Matt Powell – Executive Director; Lacie Hale – Chief Operating Officer; and Nancy Sawyer – City Secretary.

BOARD COMMENTS

There were no board comments.

PUBLIC COMMENTS

There were no public comments.

REGULAR AGENDA

Discuss and take action to approve minutes of the LHEDC meeting held July 15, 2020.

OUTCOME: On motion by John Clark and second by Eric Bailey, the minutes of the July 15, 2020 EDC meeting were approved.

Motion passed on vote of 4 ayes, 0 nays, and 0 abstentions.

Discuss and consider approval of the Hawkins Sign Grant Application.

OUTCOME: Matt Powell, Interim Executive Director stated the application meets all criteria for the grant. Following discussion, John Clark made a motion to approve the sign grant application for Hawkins, seconded by Liz Rundzieher.

Motion passed on vote of 4 ayes, 0 nays, and 0 abstentions.

Discuss and consider approval of the Economic Development Corporation's FY 2020-2021 Budget.

OUTCOME: Matt Powell – Interim Executive Director of the EDC addressed the EDC members stated one change he would like to make is to move \$10,000 from Training to the EDC Grants fund. No other changes were suggested from the previous workshop. Following discussion, Liz Rundzieher made a motion, seconded by John Clark, to approve the Economic Development Corporation's FY 2020-2021 Budget.

Motion passed on vote of 4 ayes, 0 nays, and 0 abstentions.

INTERIM EXECUTIVE DIRECTOR'S UPDATE

Matt Powell – Interim Executive Director presented to the EDC stating work has begun on putting together a prospector website, a draft of which might be ready by October 1st. Mr. Powell stated that EDC needs its own website – he has obtained a website named LibertyHillWorks.com. After meeting with other EDC directors, they said this was the first step toward potential partnerships.

EXECUTIVE SESSION

John Johnston convened the EDC to Executive Session at 5:10 PM for Consultation with Legal Counsel on the following items or any posted agenda item pursuant to Texas Government Code §551.071 (Consultation with Attorney) and to discuss or deliberate economic development information, prospects, negotiations, or incentive offers pursuant to Texas Government Code §551.087 (Development).

- Project Cutis
- Project Rock and Roll
- Project Greenbelt
- Project Fore

OUTCOME: No action was taken during executive session.

RETURN TO REGULAR SESSION

President – Johnny Johnson reconvene the Liberty Hill EDC Board of Directors to Regular Session at 5:56 PM following Consultation with Legal Counsel on the following items or any posted agenda item pursuant to Texas Government Code §551.071 (Consultation with Attorney) and to discuss or deliberate economic development information, prospects, negotiations, or incentive offers pursuant to Texas Government Code §551.087 (Development).

- Project Cutis
- Project Rock and Roll
- Project Greenbelt
- Project Fore

OUTCOME: Project Rock and Roll was not discussed. The other three items were with no action taken during Regular Session.

OTHER BUSINESS

- Eric Bailey, EDC treasurer stated the EDC received a check from the City in the amount of \$31,514.06 to true up the EDC account.
- The next meeting of the EDC is scheduled for September 16, 2020 at 5:00 pm.

ADJOURNMENT

OUTCOME: On motion by Liz Rundzieher and second by John Clark, the Liberty Hill Economic Development Corporation Board meeting was adjourned at 6:00 PM. **MOTION PASSED ON VOTE OF 4 AYES, 0 NAYS, AND 0 ABSTENTIONS.**

PASSED and APPROVED on September 16, 2020 BY THE LIBERTY HILL ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS ON VOTE OF ____ AYES, ____ NAYS, AND ____ ABSTENTIONS.

Nancy Sawyer
City Secretary
LHEDC Board of Directors

**ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS AGENDA
WEDNESDAY- SEPTEMBER 16, 2020 – 5:00 PM**

AGENDA ITEM

4.b)



1064

LIBERTY HILL ECONOMIC DEVELOPMENT CORP.
PO BOX 1920
LIBERTY HILL TX 78642-1920

City of Liberty Hill

AUG 06 2020

RECEIVED

Last statement: June 30, 2020
This statement: July 31, 2020
Total days in statement period: 31

Page 1
0064931132
(0)

Direct inquiries to:
254-697-6461

Classic Bank, NA
P O Box 835
Cameron TX 76520

CALL CLASSIC BANK'S 24/7 BANK BY PHONE 1-866-421-2289 CHECK BALANCES,
TRANSFER FUNDS, REVIEW WITHDRAWAL HISTORY

Classic Bus Interest Checking

Account number	0064931132	Beginning balance	\$1,109,685.40
Low balance	\$1,109,685.40	Total additions	47.12
Average balance	\$1,109,685.40	Total subtractions	.00
Avg collected balance	\$1,109,685	Ending balance	\$1,109,732.52

CREDITS

Date	Description	Additions
07-31	Interest Credit	47.12

DAILY BALANCES

Date	Amount	Date	Amount	Date	Amount
06-30	1,109,685.40	07-31	1,109,732.52		

INTEREST INFORMATION

Annual percentage yield earned	0.05%
Interest-bearing days	31
Average balance for APY	\$1,109,685.40
Interest earned	\$47.12

** No activity this statement period **

NOTICE: SEE REVERSE SIDE FOR IMPORTANT INFORMATION

LIBERTY HILL ECONOMIC DEVELOPMENT CORP.
July 31, 2020

Page 2
0064931132

OVERDRAFT/RETURN ITEM FEES

	Total for this period	Total year-to-date
Total Overdraft Fees	\$0.00	\$0.00
Total Returned Item Fees	\$0.00	\$0.00

Thank you for banking with Classic Bank, NA

**ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS AGENDA
WEDNESDAY- SEPTEMBER 16, 2020 – 5:00 PM**

AGENDA ITEM

4.c)



City of Liberty Hill

926 Loop 332 – P.O. Box 1920
Liberty Hill, Texas 78642

Liberty Hill EDC

Phone (512) 778-5449
Fax (512) 778-5418

April 3, 2020

Classic Bank – Liberty Hill Branch
Highway 29
Liberty Hill, Texas 78642
Attention: Mariella Norman

RE: Liberty Hill Economic Development Corporation

Dear Mariella,

LHEDC President – Johnny Johnston and LHEDC Board of Directors are providing notification to Classic Bank that their Agreement with Lance Dean - Executive Director was terminated effective March 27, 2020. Attached you will find a copy of the termination agreement.

Mr. Dean is no longer employed by the Liberty Hill Economic Development Corporation or the City of Liberty Hill. This is notification that his name is to be removed from any and all checking accounts; savings accounts and Certificates of Deposit relating to Liberty Hill Economic Development Corporation.

Effective immediately, he is to be removed from LHEDC Account #0037235057 and Certificate of Deposit for LHEDC.

Respectfully,

ERIC BAILEY - Treasurer
Liberty Economic Development Corporation

Copies to:
LHEDC Board of Directors
Rick Hall - Mayor
Becky Wilkins - Finance Director

EB:bz

**ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS AGENDA
WEDNESDAY- SEPTEMBER 16, 2020 – 5:00 PM**

AGENDA ITEM

4.d)

Print

Matching Sign Grant Program Application - Submission #1316

Date Submitted: 9/4/2020

LIBERTY HILL ECONOMIC DEVELOPMENT CORPORATION
MATCHING SIGN GRANT PROGRAM

APPLICATION

IMPORTANT
INFORMATION and ELIGIBILITY GUIDELINES

Before completing application, please review Matching Sign Grant Program INFORMATION and ELIGIBILITY GUIDELINES.

Submit the completed application with necessary attachments and signatures to City Hall (926 Loop 332) no later than 12:00 PM (noon) on the first business day of the month.

Name*

Date*

Eric Hampy

9/4/2020

Business Name*

Hawkins Family Partners

Mailing Address*

5716 Hwy 290 W #200

Phone Number*

15128926000

Email Address*

Eric@hawkinsfamilypartners.com

Building Owner (if different from applicant)

Florestan and SAKH Partners, LLC

Physical Building Address*

12701 Hwy 29

.....
Provide project details for Matching Sign Grant. (Upload materials list and colors to be used, sign design, as well as photographs of the project site.)*

see uploaded files

For Uploading list of materials, colors, etc.

200266-7 Liberty Meadows Plaza-5.pdf

Please combine all associated documents into one file to scan and upload here.

TOTAL COST OF PROPOSED PROJECT*

\$17,950

GRANT AMOUNT REQUESTED (50% or up to \$5,000 MAX)*

\$5,000

DATES TO REMEMBER

- Work must commence within 60 days after final approval.
- Work must be completed within 3 months after final approval.

.....
Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I agree.

Electronic Signature*

Eric J Hampy

Date*

9/4/2020

LHEDC BOARD REVIEW

Signature _____

Date _____

Amount Recommended

\$ _____

Approved

Rejected

CITY COUNCIL REVIEW

Signature _____

Date _____

Amount Granted \$ _____

- Approved
- Rejected

AGREEMENT

I have met with*

Matt Powell

and fully understand the Matching Sign Grant program established by the LHEDC Board. I intend to use these grant funds for the aforementioned renovation project(s) in support of the City's Highway 29 corridor revitalization efforts. I have not received, nor will I receive, insurance monies for this revitalization project.

I have read the Matching Sign Grant Introduction, Eligibility Guidelines, Application and Agreement.

I understand that if I am awarded a Matching Sign Grant, any deviation from the approved project may result in partial or total withdrawal of the grant. Further, I understand the materials and processes involved and have been given an opportunity to ask questions regarding the grant program. If the sign is altered for any reason within six (6) months from construction, I may be required to reimburse the EDC immediately for the full amount of any funds from the Matching Grant.

Business Name

Florestan and SAKH Partners, LLC

.....

Applicant's Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I agree.

Applicant's Electronic Signature*

Date*

Eric J Hampy

9/4/2020

.....

Building Owner's Electronic Signature Agreement (if different from Applicant)

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I agree.

Builder Owner's Electronic Signature (if different from Applicant)

Florestan and SAKH Partners, LLC

EDC BOARD REPRESENTATIVE

Signature _____

Date _____

Printed Name _____

.....

CITY COUNCIL REPRESENTATIVE

Signature _____

Date _____

Printed Name _____



LIBERTY MEADOWS PLAZA

512.888.9788 | 5213 Tucker Hill Ln., Cedar Creek TX 78612 | www.CNDSigns.com



A/ MULTI-TENANT POLE SIGN

FONT:
 SO. FOOTAGE
 SCALE:

SCOPE OF WORK: REDESIGN **ONE (1)** EXISTING SIGN CABINET TO HOLD 9 TENANTS SPACES ALL ILLUMINATED BY WHITE LED TO SPECIFICATIONS

9 TENANTS CABINET:

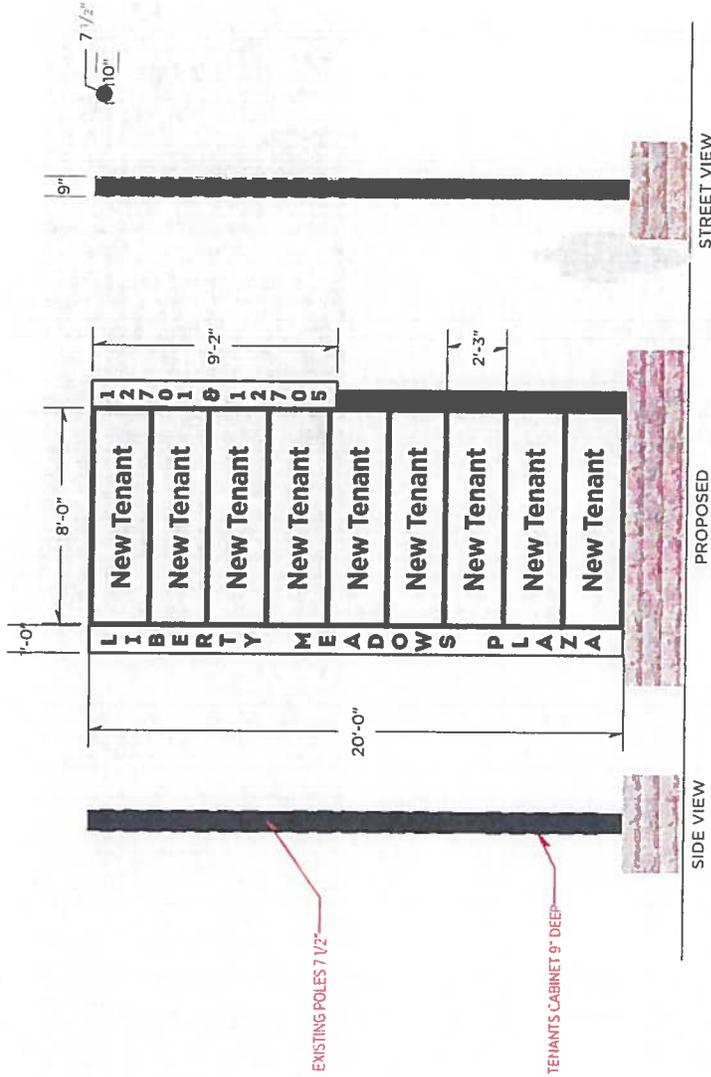
- 3/16 WHITE ACRYLIC FACES WITH BLACK VINYL GRAPHICS APPLIED TO FIRST SURFACE
 - 2" RETAINERS AND DIVIDERS BARS FINISHED MP BLACK
 - ILLUMINATED WITH WHITE LEDS
 - INTERIORS FINISHED MP WHITE FOR LIGHT ENHANCEMENT
 - EXISTING POLES FINISHED MP BLACK
- NAME AND ADDRESS:
- FOUR (4) 1/4" WHITE PRE FINISHED DIBOND PANELS
 - 1/4" FCO CLEAR ACRYLIC NUMBERS FINISHED MP BLACK
 - REPLACE ALL ELECTRICAL, CONVERT SIGN TO LED ILLUMINATION

PAGE 2	OF 5
ART VERSION	200266-7
DATE	07/22/2020
SALES	Paul
PM	PM
DESIGN	Capo
DATE REVISION	NOE

MINIMUM ELECTRICAL REQUIREMENTS:
 QTY. TBD 120V 20A DEDICATED CIRCUITS WITHIN 6' OF SIGN.
 INSTALLED BY OTHERS
 NOTE: CONFIRM NUMBER OF CIRCUITS PRIOR TO INSTALLATION



EXISTING



END SIGNS DOES NOT provide primary electrical to sign. Power to the sign must be done by a licensed electrical contractor or licensed electrician. Each sign must have: 1. A minimum of two dedicated 120V 20A circuits 2. Junction box installed within 6 feet of sign. 3. Three wires: Line, Ground, Neutral
 TECL 185894 - REGULATED BY THE TEXAS DEPARTMENT OF LICENSING AND REGULATION P.O. BOX 12157, AUSTIN, TEXAS 78711, 1-800-803-9202, 512-463-6599; WEBSITE: WWW.LICENSE.STATE.TX.US/COMPLAINTS





5213 Tucker Hill Ln.
Cedar Creek, TX 78612
512.888.9788
WWW.CNDSIGNS.COM

Liberty Meadows
Plaza

12701 HWY 29
Liberty Hill, TX 78642

PAGE 3 OF 5

ART VERSION 200266-7

DATE 07/22/2020

SALES Paul

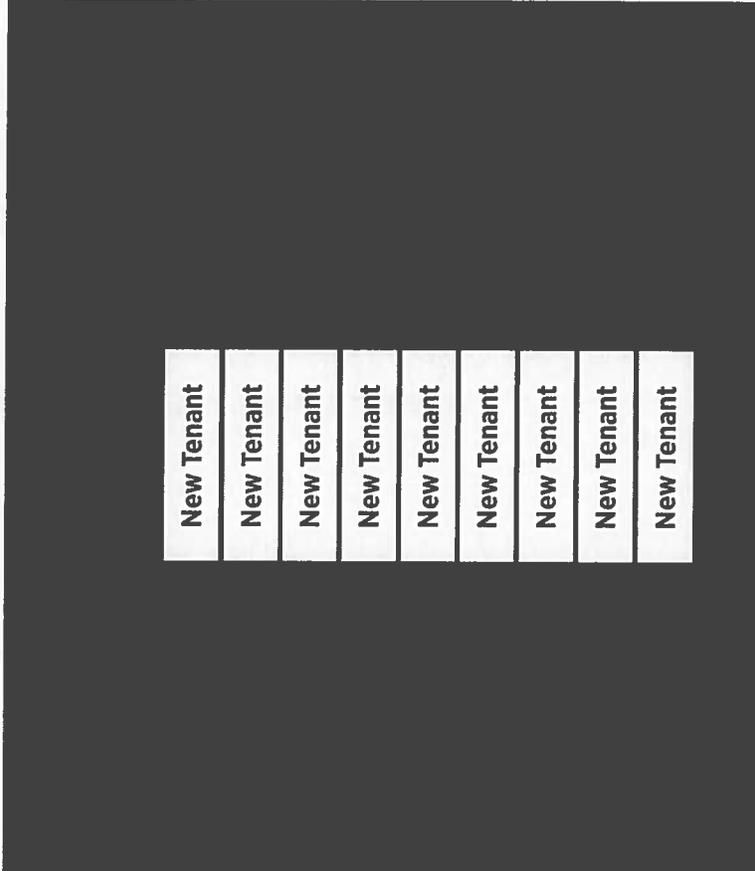
PM PM

DESIGN Capo

DATE REVISION/NOTE

CONCEPTUAL DESIGN ONLY FINAL
DIMENSIONS DETERMINED AT
PRODUCTION.

ALL SIGNS ARE FACED BY CONTRACTOR.
THE HOLDER OF THESE SIGNS AND SIGNS
RESERVED TO ALL RIGHTS.
THESE SIGNS ARE THE PROPERTY OF CND SIGNS.
WHILE CONTRACTOR HAS AGREEMENT
SIGNED BY CONTRACTOR, IT IS UNDERSTOOD
THAT CONTRACTOR IS NOT RESPONSIBLE FOR
DESIGN OR THAT A SIGN HAS BEEN
DAMAGED OR CRASHED OR REPLACED
WITHOUT APPROPRIATE REPAIRS OR



NIGHT VIEW



CND SIGNS DOES NOT provide primary electrical to sign. Power to the sign must be done by a licensed electrical contractor or licensed electrician. Each sign must have: 1. A minimum of two dedicated 120V 20A circuit. 2. Junction box installed within 6 feet of sign. 3. Three wires: Line, Ground, Neutral
TECL 18581 - REGULATED BY THE TEXAS DEPARTMENT OF LICENSING AND REGULATION P.O. BOX 12157, AUSTIN, TEXAS 78711, 1-800-903-9202. 512-463-6895; WEBSITE: WWW.LICENSE.STATE.TX.US/COMPLAINTS

