



LIBERTY HILL ECONOMIC DEVELOPMENT CORPORATION BOARD

MINUTES

Wednesday – May 20, 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 5:03 PM at 2801 Ranch Road 1869 in Liberty Hill, Texas. Mr. Johnston welcomed Matt Powell as Interim Executive Director of the EDC. Invocation was given, followed by reciting the Pledge of Allegiance and Texas Pledge.

LHEDC Board members present: John Johnston; John Clark; Eric Bailey; Jamie Etzkorn; Steve Snell; and Liz Rundzieher in person; Jack Harkrider by telephone.

Others present: Matt Powell – Executive Director; Rick Hall – Mayor; Lacie Hale – Chief Operating Officer; and Nancy Sawyer – Deputy City Clerk.

PUBLIC COMMENTS

There were no public comments.

REGULAR AGENDA

Discuss and take action to approve minutes of the Special LHEDC meeting held April 30, 2020.

OUTCOME: The minutes of the April 30, 2020 had not been produced prior to this meeting; will postpone until the next EDC meeting.

Discussion and possible action regarding LHEDC COVID-19 Stimulus application and eligibility criteria for local businesses. OUTCOME: John Clark, Vice President of EDC, stated the form he created is in the same format as other EDC forms. After a review of the form, two changes were deemed necessary before approval of the application form. Mayor Hall suggested EDC set a special called meeting on June 3rd to review the applications currently in. John Johnston made a motion to approve the LHEDC COVID-19 Stimulus application and eligibility criteria with an amendment of adding the dollar amount requested with a special called meeting on June 3, 2020 to review applications. Eric Bailey seconded the motion. **MOTION PASSED ON VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS.**

Discuss and possible action on approval of a 2020 COVID-19 Emergency Relief Grant application. OUTCOME: Jamie Etzkorn stated she believes the current two applicants need to reapply with the amended approved application form. Ms. Etzkorn moved to table the two applications in until the June 3, 2020 special meeting. Eric Bailey seconded the motion. **MOTION PASSED ON VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS.**

Discussion and possible action on presentation and approval of a Façade Grant application in Liberty Hill. OUTCOME: Clint DeBusque had submitted a grant application in the amount of \$5,000 with an estimated total cost of the sign at around \$10,000. Following discussion of requirements of signs within the City, Liz Rundzieher made a motion to approve the application with the stipulation that the base be constructed of limestone. Motion died for lack of a second. John Clark stated the application did not include a bid, which is required by the grant application form. He stated he knows it is going to be a nice sign, however. John Clark made a motion to table the item and ask the applicant to re-submit with the required bid. Eric Bailey seconded the motion. **Motion passed on vote of 7 AYES, 0 NAYS, AND 0 ABSTENTIONS.** Mr. Johnston stated the other applicant who had filed for a grant had withdrawn their application.

Discussion and possible action regarding LHEDC financial report. OUTCOME: Eric Bailey provided an overview of the bank accounts and financial status of the EDC. Mayor Hall stated that financials will be provided to Mr. Bailey on a monthly basis. City Hall will most likely be delivering a check each month to the EDC. Mayor Hall stated that previously the City was charging the EDC \$20,000 per year for office space. However, Council recently approved an EDC legal counsel agreement and changed that annual amount to \$5,000. Mayor Hall stated City staff is here to partner with the EDC.

CONVENE TO EXECUTIVE SESSION

John Johnston – President convened the Liberty Hill EDC Board of Directors to Executive Session at 5:31 PM for Consultation with Legal Counsel – Texas Government Code §551.071; Deliberation Regarding Economic Development Negotiations – Texas Government Code §551.087; and Personnel Matters – Texas Government Code §551.074. No action was taken during Executive Session.

- Consultation with Legal Counsel regarding appointment of an Interim Executive Director for Liberty Hill EDC. (Personnel Matters– Texas Government Code §551.074).
- Consideration and possible action related to the job description and job duties of the Liberty Hill Economic Development Corporation’s Executive Director position. (Personnel Matters– Texas Government Code §551.074).
- Discussion or deliberation regarding commercial or financial information that the board has received from a business prospect that the board seeks to have locate, stay, or expand in or near Liberty Hill and with which the board is conducting economic development negotiations, and to deliberate the offer of a financial or other incentive to a business prospect:
 - Project Hammer
(Deliberation Regarding Economic Development Negotiations – Texas Government Code §551.087).

RECONVENE TO REGULAR SESSION

John Johnston – President reconvened the Liberty Hill EDC Board of Directors to Regular Session at 6:29 PM for Consultation with Legal Counsel – Texas Government Code §551.071; and Personnel Matters – Texas Government Code §551.074.

- Consultation with Legal Counsel regarding appointment of an Interim Executive Director for Liberty Hill EDC. (Personnel Matters– Texas Government Code §551.074). OUTCOME: Steve Snell made a motion to authorize John Johnston to execute a Professional Services Agreement with Matt Powell. Eric Bailey seconded the motion. **MOTION PASSED ON VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS.**

- Consideration and possible action related to the job description and job duties of the Liberty Hill Economic Development Corporation’s Executive Director position. (Personnel Matters– Texas Government Code §551.074). OUTCOME: On motion by Jamie Etzkorn and second by Eric Bailey, the EDC approved the job description and duties of the EDC’s Executive Director position as amended during the Executive Session discussion. **MOTION PASSED ON VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS.**

- Discussion or deliberation regarding commercial or financial information that the board has received from a business prospect that the board seeks to have locate, stay, or expand in or near Liberty Hill and with which the board is conducting economic development negotiations, and to deliberate the offer of a financial or other incentive to a business prospect:
 - Project Hammer
(Deliberation Regarding Economic Development Negotiations – Texas Government Code §551.087).
OUTCOME: John Johnston – President said the Board is tabling this item so that more data can be collected.

OTHER BUSINESS

Mayor Hall stated that Lacie Hale – Chief Operating Officer would be sending an email to all boards, committees, and Council to advise the members to complete the Open Meetings Act training online with a deadline of the end of June 2020. If training is not completed by the end of June, the member(s) who have not completed it will be removed from their position until the course is completed.

City Council will be receiving a proposal for additional agenda and minutes software at their next meeting. Screen will be installed at the dais. You will be able to review the agenda packet and take notes using the software.

ADJOURNMENT

OUTCOME: On motion by Liz Rundzieher and second by Jamie Etzkorn, the Liberty Hill Economic Development Corporation Board meeting was adjourned at 6:39 PM. **MOTION PASSED ON VOTE OF 7 AYES, 0 NAYS, AND 0 ABSTENTIONS.**

PASSED AND APPROVED ON June 3, 2020 BY THE LIBERTY HILL ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS ON VOTE OF _____ AYES, _____ NAYS, AND _____ ABSTENTIONS.

Jamie Etzkorn
Secretary
LHEDC Board of Directors