



LIBERTY HILL EDC BOARD OF DIRECTORS
MEETING MINUTES
SPECIAL CALLED MEETING
Wednesday, August 16, 2023, 5:00 PM
Municipal Courtroom / City Council Chamber
2801 Ranch Road 1869, Liberty Hill, TX 78642

Board Directors:

Tiffany Stillwell, President - late arrival 5:03 PM
Amy Gandy
Robert Baughn
Greg Parma
Demetrice Gonzalez, Secretary
Ashley Vaughan

Absent:

Landon Smith (has resigned)

City Staff:

Mary Poche, Executive Director LHEDC
Elaine Simpson, City Secretary

1.) CALL TO ORDER

Demetrice Gonzalez called the meeting to order at 5:00 PM.

Demetrice Gonzalez gave the invocation and led the pledges.

2) PUBLIC COMMENTS

Public comments related to posted agenda items are welcomed 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 is called to order. Individuals will be allowed to speak up to three (3) minutes on a posted agenda item. Alternatively, Public Comments related to posted agenda items may be submitted by email to esimpson@libertyhilltx.gov before 3:00 PM the day of the meeting for comments to be read at the 5:00 PM meeting by the City Secretary.

There were no Public Comments.

EXECUTIVE DIRECTOR'S UPDATE

a) Report from Executive Director of LHEDC - Mary Poche

Mary Poche delivered her report including an update on the preparations for the South Korea delegation from Williamson County go on their mission to South Korea. They will have information about Liberty Hill in their flyer, and it will be in both English and Korean.

4) Monthly report from and/or Discussion with Liberty Hill Chamber of Commerce.

Mr. Steve Schiff spoke for the Chamber of Commerce. The membership is growing. The Chamber is considering designing a new pamphlet / handout to help direct visitors to local businesses. The monthly luncheons are going well. There were 110 participants at the recent luncheon when the keynote speaker was Commissioner Long.

5) TREASURER'S REPORT

Treasurer will provide a financial update for the corporation.

a) Discussion, consideration, and possible action to accept the Treasurers Reports for LHEDC. (S. Smith)

Finance Director Smith fielded questions from the Board. She explained that the 'Sales Tax Audit' at the State could take up to 1 year. All the Liberty Hill annexation ordinances have been sent to the State Comptroller. She noted that Sales Tax should begin for these 'new' annexations on October 1, 2023. There was then a discussion of Sales Tax data and the Comptrollers regulations for confidentiality.

6) REGULAR AGENDA

a) Discussion, consideration, and possible action regarding the July 11, 2023, LHEDC Special Called meeting minutes. (E. Simpson)

Motion: Motion by Demetrice Gonzalez to accept and approve the meeting minutes from July 11, 2023, as presented. Amy Gandy provided the second. Vote on the Motion: Motion carried unanimously by a 6-0 vote.

- b) Discussion, consideration, and possible action regarding the Regular Called LHEDC meeting minutes from July 19, 2023.

Motion: Motion by Demetrice Gonzalez to accept and approve the meeting minutes from July 19, 2023, as presented. Amy Gandy provided the second. Vote on the Motion: Motion carried unanimously by a 6-0 vote.

- c) Discussion, consideration, and possible action regarding July 19, 2023, LHEDC and Liberty Hill Planning and Zoning Commission Special Called Joint Meeting minutes.

Motion: Motion by Robert Baughn to accept and approve the Special Joint meeting minutes from July 19, 2023, as presented. Greg Parma provided the second. Vote on the Motion: Motion carried unanimously by a 6-0 vote.

- d) Discussion, consideration, and possible action regarding August 7, 2023, Special Called Joint Meeting between City Council and LHEDC meeting minutes. (E. Simpson)

Motion: Motion by Demetrice Gonzalez to accept and approve the meeting minutes from August 7, 2023, Special Called Joint Meeting minutes with City Council, as presented. Greg Parma provided the second. Vote on the Motion: Motion carried unanimously by a 6-0 vote.

- e) Discussion, consideration, and possible action on voting on a Secretary of the LH EDC Board. (Tiffany Stillwell)

Demetrice Gonzalez, Vice Chair of the Board, provided a brief overview of the duties of the Secretary, as listed in the Board bylaws. She also describes the process of preparing the meeting minutes in coordination with the City Secretary.

There was no motion, and by consensus, the Board decided to wait until next month to consider electing a secretary.

- f) Discussion, consideration, and possible action on "Incentive Request Application Form". (Incentive Subcommittee)

The form was reviewed and discussed. There were certain questions about what other cities do, and how the other cities consider average monthly utilities use, or whether the business has any current or

pending litigation. The Board members also discussed providing a 'Free Form' text box with 250 words or less for the business owner to submit additional information.

They determined that partially completed applications could be considered and the computer system should allow for partially completed applications to be 'submit-able'.

Motion by Robert Baughn, seconded by Ashley Vaughn, to accept the form with the modifications discussed tonight. Vote on the motion: motion carried unanimously by a vote of 6-0.

There was not an Executive Session held.

7) CONVENE TO EXECUTIVE SESSION

The LHEDC Board President will convene the EDC Board to Executive Session pursuant to Texas Government Code §551.071 - Consultation with Legal Counsel and Texas Government Code §551.087 - Economic Development Negotiations. No action will be taken in Executive Session.

8) RECONVENE TO REGULAR SESSION

The LHEDC Board President will reconvene the EDC Board to Regular Session following Consultation with Legal Counsel pursuant to Texas Government Code §551.071 and Texas Government Code §551.087 – Economic Development Negotiations. The council will entertain discussion related to the matters outlined below.

ADDENDUM AGENDA ITEMS

1) ADDENDUM AGENDA

Items that were added to the 8-16-2023 LHEDC Regular Called Meeting after the agenda had been posted. These items, however, are posted in conformity with the Texas Open Meetings Act and will remain posted no fewer than 72 hours before the 8-16-2023 meeting.

- a) Discussion, consideration, and possible acceptance of resignation from Director Landon Smith. (T. Stillwell)

The Board reviewed the letter from Smith stating that he is moving to Georgetown.

Motion: Motion by Robert Baughn and seconded by Demetrice Gonzalez to accept the letter of resignation from Landon Smith, as submitted. Vote on the motion: motion carried unanimously by a vote of 6-0.

- b) Discussion, consideration, and possible action to forward recommendations to City Council for replacement on LHEDC Board of Directors, due to resignation of Landon Smith. (T. Stillwell)

The subcommittee was prepared to recommend Cory Milam and Daniel Duckworth. But the Board determined to postpone this item until a future meeting and allow the subcommittee to share notes on prior applicants with the City Secretary's Office.

- c) Discussion, consideration and possible action on Recruitment Subcommittee update and recommendations. (T. Stillwell)

This item was discussed before Addendum Agenda items 1.a, and 1.b.

President Stillwell explained that the subcommittee on recruitment would like to recommend that on a quarterly basis, whether there are vacancies on the Board or not, city staff will conduct a promotion campaign to solicit applications for the LHEDC. They would like for specific media outlets to be used and specific websites to have the advertising campaign promoted.

It was discussed that Katie Amsler is the Communications Director and Community Engagement Director for the City of Liberty Hill, and she has comprehensive lists of media and social media outlets that she uses for promotion of city events.

The Board decided that they would draft an updated EDC Mission and Vision statement. Robert Baughn, Amy Gandy, and Tiffany Stillwell comprise the membership of the sub-committee. They proposed to meet with all the applicants and then make their recommendations to the larger Board. The subcommittee will also try to review and vet applicants to make sure they focus on what is needed.

President Stillwell had a form for the Board to consider.

There was no formal motion made on this item. In the next few months, the City Secretary will research the capacity of the city's website to accommodate the additional information that the subcommittee would like to see from the applicants.

- d) Discussion, consideration, and possible action on Steering Committee for LHEDC Future Planning Strategy (goal is to map out 1-3-5-year plan for EDC as far as staffing, offices, structure, etc.) (T. Stillwell)

There was a brief discussion that the Steering Committee would like to plan for the next one, three, five-year plan. The consensus of the Board was to wait until City Manager Brandenburg could be present to discuss this item.

There was no action / no formal motion on this agenda item.

e) Discussion, consideration, and possible action on Incentive Matrix. (T. Stillwell)

Director Robert Baughn disseminated a working copy of the intake sheet. The Board discussed the pros and cons of having Tax Revenue limits on the sheet. There was also discussion of the following:

- Minimum investment?
- Minimum number of jobs created?
- NAICS codes?
- Having a 'score sheet'?
- How much will EDC be willing to abate/rebate?
- How to retain businesses (as opposed to incentivizing new businesses)?

The Board determined that they would review this form on a regular basis, perhaps annually in February, to consider the rate of inflation and other factors.

The Board decided to have members email either Robert or Greg with their comments on the intake form.

6) ADJOURNMENT

With no further business on the agenda, and no objections from the Board, President Stillwell adjourned the meeting at 7:24 PM.

PASSED AND APPROVED on Sept 20, 2023 by the Liberty Hill Economic Development Corporation Board of Director on vote of 4 AYES, 0 NAYS, and 0 ABSTENTIONS.

X

LHEDC Board President / Presiding Officer

Robert Baughn, Presiding Officer.

Elaine Simpson

Board or City Secretary



LHEDC Board Recruitment

Recommendations by Subcommittee

1. **RECRUIT** for the best possible pool of candidates: Request LH staff actively market quarterly for applicants to all Boards and Commissions
 - a. Where:
 - i. Publications
 1. Liberty Hill Independent
 2. Community Impact
 3. LHISD Newsletter
 - ii. Websites
 1. City of Liberty Hill
 2. Liberty Hill EDC
 3. LH Chamber of Commerce
 - iii. Social Media
 1. City of Liberty Hill
 2. LH community websites: Getting to Know you in LH, Howdy Liberty Hill, etc.
 3. LH Chamber of Commerce
2. **CONSIDER**
 - a. Add EDC Specific Questions to Application
 1. What interests you in serving on the LH EDC Board of Directors?
 2. What do you believe the mission and goals of the EDC are?
 3. Please tell us about your experience and skills that may contribute to the EDC mission.
 4. What is your vision for growth for the City of Liberty Hill?
3. **DETERMINE**
 - a. Subcommittee determines current experience and expertise needed by EDC Board.
4. **CONVERSATION**
 - a. Subcommittee interviews candidates
5. **RECOMMENDATION**
 - a. Subcommittee puts item on Agenda for discussion and possible consideration.
6. **CONSIDERATION/VOTE**
 - a. Candidate(s) will be invited to EDC meeting for Board to interview.
 - b. EDC Board votes on candidate(s) to submit to City Council for approval.
7. **SUBMIT** to City Council

3
or 1 Linked N link.



**CITY OF LIBERTY HILL EDC
BUSINESS INCENTIVE SUMMARY
July 2023**

Who is eligible?

- Primary employer – a business
 - o is in NAICS codes 31-33, 42, 44-45, 48-49, 52, 54, 55, or 71-72

What are the incentives?

Incentives may include land, facilities, equipment, infrastructure grants, sales tax abatements or refunds, or ad valorem tax abatement (negotiated through the EDC, but ultimately under the city or ISD's purview)

What is eligible?

- Investment that creates or retains jobs (job number and salary negotiable)
- Land or capital investment related to new or improved facilities for modernization, expansion, or retention of existing employer
- Businesses generating over \$2.5M in revenue subject to sales tax (\$56,250 in annual tax revenue to city)
- Businesses investing over \$15M in capital
- New businesses/developments willing to annex into Liberty Hill (which must also meet some of the above criteria)
- Grants per full time employee (based on qualifying salaries)

What are the job qualifications?

Create or retain and maintain at least 20 full-time permanent jobs for the duration of the incentivization agreement (rate of hiring is negotiable)

minimum for existing businesses?

Where is the project?

Located in the City or its ETJ (annexation required for incentivization)

Are there other requirements?

- Completed written application
- Project must start within 2 years
- Use best efforts to "buy local"
- Workers' compensation insurance or other appropriate liability insurance
- No incentives if application filed after project begins
- May be asked to provide financial statements
- Annual documentation of jobs, investment/auditing per incentivization agreement
- Formal announcement of company closure may be cause for termination

These are guidelines, and all applications are subject to individual consideration on a case by case discretionary basis by the City of Liberty Hill.