



## The City of Liberty Hill

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# LIBERTY HILL ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS' SPECIAL MEETING MINUTES WEDNESDAY JUNE 20, 2018 – 12:00 NOON Location: 14933 West State Highway 29 – Liberty Hill, Texas

### CALL TO ORDER

The Liberty Hill Economic Development Corporation Board of Directors' special meeting was called to order at 12:17 PM by Bill Chapman - President. Invocation was given by Ron Rhea. **Present:** Bill Chapman; John Clark; Jamie Etzkorn; and Jack Harkrider. Quorum was met. **Staff Present:** Mayor Rick Hall; Greg Boatright; Michel Sorrell; Barbara Zwernemann; Sally McFeron; and, Lance Dean. **Others Present:** Ron Rhea; and Liz Rundzieher.

### REGULAR AGENDA

**Workshop on Open Meetings Act, Public Information Act, Conflict of Interest and Economic Development.** Dottie Palumbo – Legal Counsel – Bojorquez Law Firm, presented a PowerPoint on Open Meetings, Open Records, Ethics, Conflicts of Interest, and Economic Development.

OPEN MEETINGS ACT. “Meeting” is a gathering of the governing body that includes a quorum wherein government business is discussed. A gathering plus the governing body is not a violation. Having a meeting without proper notice is a violation. Agendas should include: *Who, What, When, Where, Why*. Put as much detail as possible into agenda items. Minutes include *What Happened* and should include a substantive chronicle of the discussion of the meeting. During Executive Session, City attorney and Council meet to discuss, among other items, personnel, property, gifts, economic development, and security. **Posted Notice** is important. Texas Open Meetings Act (TOMA) – be careful to follow!

### OPEN RECORDS.

- Assume all data is Public
- Think before you create
- Beware of Email (Open Records / Open Meetings); if posts are administratively pertinent, you must keep for 2 years, including Facebook, Twitter, texts, email, etc.
- Personal devices and city devices: if it has city business on it, it falls under the Open Records / Open Meetings category.

- Be knowledgeable of the City's Policies and Procedures; be familiar with exceptions.

#### ETHICS.

- Be aware of Dual Office Holding and offices of emolument.
- Guard against Incompatibility – conflicting loyalties
- Nepotism is considered within the 1<sup>st</sup> to 3<sup>rd</sup> degrees and affinity within the 1<sup>st</sup> and 2<sup>nd</sup> degrees
- Conflicts of Interest – there is a form to be signed if there is any indication that a conflict of interest exists or might arise
- Public Disclosures, including vendors, must be signed
- Ethics Ordinances

The City of Liberty Hill's Code of Ethics for its boards, committees, and commissions must be adhered to. It is recommended to review and consider any possible additions, deletions, and/or edits to the code to allow for enhanced clarification.

As a member of the Liberty Hill Economic Development Corporation, the members pledge to adhere to the following principles:

- Maintain personal integrity in relationships with professional associates and the corporate and private citizens served.
- Make agreements and commitments in a fair, honest, and straightforward manner, acting in good faith to avoid actual and apparent conflicts of interest.
- Respect the confidentiality of information received during the course of duties, realizing that proprietary information may only be disclosed with the expressed permission of the owner.
- Keep the community, elected officials, boards, and other stakeholders informed about the progress and efforts of the area's economic development program.
- Strive to elevate the standards of the economic development profession through continuing education and sharing of knowledge with others.
- Act in good faith to assure that economic development initiatives will be carried out with due consideration for human and natural resources, paying special attention to not take advantage of others' misfortune, (i.e. natural disaster).

#### CONFLICT OF INTEREST.

##### Bylaws §4.12. Voting: Action of the Board of Directors

...In the event that a Director is aware of a conflict of interest or potential conflict of interest, with regard to any particular vote, the Director shall bring the same to the attention of the meeting and shall abstain from the vote, unless the Board determines that conflict of interest or potential conflict of interest of any other Director, in which case the Board shall determine whether a true conflict of interest exists before any vote shall be taken regarding that particular matter. The Director as to whom a question of interest has been raised shall refrain from voting with regard to the determination as to whether a true conflict exists.

- Possible consideration would be to add to the Code that Chapter 171 of the Texas Local Government Code does apply to the Liberty Hill Economic Development Corporation's Bylaws, or set up clear standards to the Bylaws.
- If a Director abstains, they should state the reason for abstaining. This should be recorded in the minutes.
- State Law prohibits Directors giving loans to other Directors.

CONCLUSION.

Economic Development tools include:

- 4A and 4B
- Street Tax
- Hotel Occupancy Tax which includes short-term rentals
- TIRZ Agreement
- Chapter 380
- Property Tax Abatement
- Sales Tax Refund

**ADJOURNMENT**

LH-EDC President Bill Chapman adjourned the workshop at 1:13 PM.

/s/ Johnny Johnston

JOHNNY JOHNSTON – Secretary

City of Liberty Hill Economic Development Corporation

ATTEST:

/s/ Barbara Zwernemann

BARBARA ZWERNEMANN – City Secretary

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