

**LORENA TIRZ #1 EAST  
REGULAR MEETING OF THE BOARD OF DIRECTORS  
MONDAY, JANUARY 6, 2020, AT 6:30 P.M.**

**LORENA CITY HALL  
107-A S. Frontage Rd. Lorena, Texas 76655**

**MINUTES**

Call to Order and Verification of Agenda Posting

*The meeting was convened at 6:31 pm and Chairman Coleman noted that the meeting was posted in accordance with the requirements of the Texas Open Meetings Act and a quorum was present. Members Present: Bill Coleman, Chuck Roper, J Fagner, Steve Meadows, William Callan and Kelly Snell. Members Not Present: Chad Hanson. Also Present: Joseph Pace (City Manager), Kevin Neal (Public Works Director), Jason Mundo of Mundo and Associates, Inc. (TIRZ Administration and Program Management Consultants), Chris McGowan (RKS), and Gary Tully, Jeff Mitchell, Steve Mitchell, and Gary Houston (Creed) representing the Mitchell-Tully development team.*

1. Update and Discussion on Mitchell-Tully Development with Mitchell-Tully Development Team.

*The Board discussed the status of development in the Mitchell-Tully properties with the Mitchell-Tully development team and expressed frustration and concern with Mitchell-Tully's lack of development to date. The Mitchell-Tully development team expressed that the delay represents their efforts to achieve a higher quality of development and added that they anticipate an internal decision to move forward with their potential development partners in the March/April timeframe.*

2. Discussion and possible action to approve Lorena TIRZ #1 East Meeting Minutes – November 4, 2019

*The Board reviewed the meeting minutes. Chuck Roper moved to approve the Lorena TIRZ #1 East Meeting Minutes – November 4, 2019. J. Fagner seconded the motion. The motion was unanimously approved.*

3. Update on Path Forward of Lorena TIRZ #1 East.

*Mr. Mundo updated the Board on the Administration of Lorena TIRZ #1 East.*

*November 2019 - Administration Contract:*

*Posting of November meeting Agenda to website; Printing and assembly of Board Pack for November TIRZ meeting. Conduct November TIRZ Meeting. Coordination with City Financial Officer on payment of invoices; Beginning of preparation of TIRZ semi-annual report (July 2019 – December 2019). coordination with TIRZ land owner Ken Sullivan regarding his development plans; coordination with William Callan and Robert Braswell regarding reminder for request for voluntary annexation for McElla and Braswell TIRZ properties respectively. Website updates including recent meeting minutes and past Semi-Annual Reports.*

*December 2019 - Administration Contract*

*Preparation of TIRZ Financial Pack in December including preparation and review of all financial reports and invoices for November services. Coordination with Chairman Coleman and the City on approval and payment of those invoices; Additional December activities included coordination with Chairman Coleman on Mitchell-Tully Development; coordination with City Staff on preparation of City Council Agenda items for renewal of TIRZ Chairman and TIRZ Board Member seats.*

*Preparation for January TIRZ Meeting including - Agenda Preparation, Meeting Minutes Preparation, Preparation of Admin Path Forward, Review and Reconciliation of Invoices, Preparation of Financial Report, Preparation of Cash Flow Report, Preparation of Board Pack; sent Agenda to Chairman Coleman for review;*

*Coordination with Gary Tully requesting attendance at January TIRZ meeting by he and his development team for discussion with TIRZ Board regarding their commercial development.*

*Look Ahead Months: 1/01 to 03/01, 2020*

*Administration Contract (may include but not limited to):*

*Post January meeting agenda to City Hall and website; prepare January meeting Board Pack; January TIRZ meeting preparation; conduct January TIRZ meeting;*

*Preparation of TIRZ Semi-Annual Report (July 2019 – December 2019);*

*Preparation of TIRZ Financial Pack in February including preparation and review of all financial reports and invoices for January services. Coordination with Chairman Coleman and the City on approval and payment of those invoices.*

*Any additional coordination with City as needed regarding suggested path forward steps to address annexation and development issues and move forward with proposed Loera and Mitchell-Tully developments.*

***Project Planning: Pct. 1/TIRZ Park Project Planning.(Implementation of TIRZ Project Plan)***

*Website updates as needed and any other administrative items as they arise.*

4. Update and discussion on Lorena /Waco ETJ Swap

*The Board discussed the Lorena/Waco ETJ Swap. City Manager Joseph Pace noted that the City was using a new surveyor to resolve the survey issue with Waco that was preventing final approval of the ETJ Swap. Mr. Pace noted that he estimated the item would be resolved by the 17<sup>th</sup> of January.*

5. Update and discussion on Annexation of McElla and Braswell properties.

*Consultant Mundo updated the Board that by development agreement, voluntary annexation letters from McElla and Braswell were to be delivered to the City by 12/31/19. Mr. Mundo added that both McElla and Braswell had successfully delivered their voluntary annexation letters to the City by mid-December. Mr. Mundo concluded by encouraging the City to annex the McElla and Braswell properties as soon as possible in 2020 as suggested “next steps” in the development process of those properties.*

6. Update on marketing of Lorena and TIRZ development properties at ICSC Red River States Conference, January 8-10, Fort Worth Convention Center.

*Consultant Mundo said he would be marketing Lorena and the TIRZ developable properties from within the Lorena EDC exhibit booth at the ICSC Red River States Conference in Ft. Worth later that week. Mr. Mundo noted that the conference is attended by regional and national retailers, brokers, developers, and commercial realtors.*

7. Discussion and possible action(s) to approve the following financial reports and invoices:

A) Lorena TIRZ #1 East monthly Financial Report and monthly Cash Flow Report;

B) Mundo and Associates invoice representing Administration services December 2019;

C) Motion to authorize payment of the following Certificates of Obligation (CO) to City of Lorena: CO Series 2017 in the amount of \$33,862.50; CO Series 2017A in the amount of \$14,172.50; CO Series 2018 in the amount of \$28,062.50.

*The Board reviewed and discussed items A and B and C listed above. J Fagner moved to approve items A and B and C listed below:*

***A. Lorena TIRZ #1 East Financial Report and Cash Flow Report.***

***B: authorize payment of \$2,000.00 to Mundo and Associates representing Administration services December 2019.***

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***C: authorize payment of \$33,862.50 to City of Lorena for CO Series 2017; authorize payment of \$14,172.50 to City of Lorena for CO Series 2017A; and authorize payment of \$28,062.50 to City of Lorena for CO Series 2018.***

***Kelly Snell seconded the motion. The motion was unanimously approved.***

8. Adjournment

***The meeting was adjourned at 7:21 pm***

*If, during the course of the meeting, discussion of any item on the agenda should be held in a closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Government Code, Chapter 551, Subchapters D and E. Before any closed meeting is convened, the presiding officer will publicly identify the section or sections of the Act authorizing the closed meeting. All final votes, actions, or decisions will be taken in open meeting.*

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Bill Coleman, Board Chairman, Date

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Chuck Roper, Board Secretary, Date