

**NOTICE OF JOINT MEETING
OF THE
TOMBALL ECONOMIC DEVELOPMENT CORPORATION
AND
TOMBALL B&TP PROPERTY OWNERS ASSOCIATION INC.**

TUESDAY, FEBRUARY 6, 2018

5:30 P.M.

City Hall – Council Chambers, 401 Market Street, Tomball, Texas

Notice is hereby given of a meeting of the Tomball Economic Development Corporation and Tomball B&TP Property Owners Association, Inc., to be held on Tuesday, February 6, 2018 at 5:30 P.M., City Hall, 401 Market Street, Tomball, TX 77375, for the purpose of considering the following agenda items. All agenda items are subject to action. The Tomball Economic Development Corporation and Tomball B&TP Property Owners Association Inc. reserves the right to meet in a closed session for consultation with attorney on any agenda item should the need arise and if applicable pursuant to authorization by Title 5, Chapter 551, of the Texas Government Code.

1. Call to Order
 - Invocation
 - Pledge of Allegiance
 - Roll Call of Tomball EDC Board of Directors and Tomball B&TP POA Directors
 - Consideration/Adoption of the Agenda
2. Public Comments and Receipt of Petitions *[At this time, anyone will be allowed to speak on any matter other than personnel matters or matters under litigation, for length of time not to exceed three minutes. No Board discussion or action may take place on a matter until such matter has been placed on an open meeting agenda and posted in accordance with law.]*
3. Reports and Announcements
 - Engineer progress update on Tomball Business and Technology Park
 - Executive Directors update on Tomball Business and Technology Park – Budget Tracking
 - Update on TEDC Website – Property Search Page
4. Approval of Minutes for the following meetings:
 - Special Joint Tomball EDC and Tomball B&TP Meeting of November 14, 2017

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5. Presentation by Burditt Consultants, LLC, regarding status of entryway sign/monument and landscape design for the Tomball Business & Technology Park.

6. Consideration and possible action by Tomball EDC to approve that one certain commercial real estate contract - unimproved property between the Corporation as Seller and Tara Builders, LLC, as purchaser relating to approximately 6.13 gross acres of land, out of a 25.1176 acre tract of land identified as Lot 9, Block 1 of the Tomball Business & Technology Park Lot 2 Replat.

7. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with Motion Machinery LTD, to make direct incentives to, or expenditures for, the creation or retention of primary jobs associated with the expansion and development of its current facility located at 909 E. Main Street, Tomball, TX 77375. The estimated amount of expenditures for such Project is \$10,584.00.
 - Public Hearing

8. Consideration and possible action by Tomball EDC to approve an expenditure in the amount of \$21,650 for hydro-axing services and the removal of dead trees by B & C Constructors at the Tomball Business & Technology Park.

9. Presentation by Glenn Windsor, Finance Director, regarding the Tomball EDC 2017-2018 Fiscal Year financial statements:
 - Standard Balance Sheet
 - Comparison Balance Sheet
 - Profit & Loss Budget to Actual
 - Comparison Profit & Loss
 - Active Project Grants
 - Analysis of Project Grants
 - Quarterly Investment Report
 - Sales Tax Reports
 - Business Improvement Grants Overview

10. Consideration and possible action by Tomball EDC to approve out-of-state travel for TEDC staff as it relates to the International Economic Development Council's professional development program.

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11. Workshop Session:

11.1 The Tomball Economic Development Corporation will enter into a Workshop Session regarding establishing corporate employee policies and procedures.

12. Consideration and possible action by Tomball EDC if appropriate, on the adoption of employee policies and procedures.

13. EXECUTIVE SESSION: The Tomball Economic Development Corporation Board will meet in Executive Session as authorized by Title 5, Chapter 551, Texas Government Code, The Texas Open Meetings Act, for the following purpose:

- Section 551.074, Texas Government Code, to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: the Executive Director and Assistant Director.
- Section 551.072, - Deliberations regarding real property: Deliberate the purchase, exchange, sale, lease, or value of real property.

14. Reconvene into regular session and take action, if necessary, on items discussed in Executive Session.

15. Adjournment

CERTIFICATION

I hereby certify that a copy of the February 6, 2017 agenda of items to be considered by the **Tomball Economic Development Corporation Board of Directors** and the **TOMBALL B&TP PROPERTY OWNERS ASSOCIATION INC. Board of Directors** was posted by 5:30 p.m. at City Hall, City of Tomball, Texas, on, or before, Friday, February 2, 2018.



Kelly Violette
Executive Director
Tomball Economic Development Corporation

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary's office at (281) 351-5484 or FAX (281) 351-6256 for further information.