

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

TUESDAY, NOVEMBER 14, 2017

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, November 14, 2017 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 ICSC-Texas Conference & Deal Making Trade Show
- Update on Governor’s Small Business Service Provider Workshop

4. Approval of Minutes for the following meetings:

- Special Joint Tomball EDC and Tomball B&TP Meeting of August 15, 2017
- Special Tomball EDC Meeting of September 15, 2017
- Special Tomball EDC Meeting of October 9, 2017

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- Special Tomball EDC Meeting of October 26, 2017
5. Consideration and possible action by Tomball EDC to approve, a request by White Horse Technology, LLC for a one-year extension of time in order to complete the relocation and development of its business operations at 1626 S. Cherry Street, Tomball, Texas.
 6. Consideration and possible action by Tomball EDC to approve, a supplemental agreement for additional scope of services and fees related to the Professional Services Agreement with Burditt Consultants, LLC, executed August 15, 2017 for Professional Services related to entryway sign/monument and landscape design for the Tomball Business & Technology Park. The amount of the supplemental agreement is \$98,320.
 7. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with Houston Poly Bag I, LTD to make direct incentives to or expenditures for equipment expansion for the creation and retention of primary jobs for Houston Poly Bag I, LTD. The estimated amount of expenditures for such project is an amount not to exceed \$95,000.
 - Public Hearing
 8. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with Birner Houston Corp., dba Renewal by Andersen of Houston, to make direct incentives to, or expenditures for, the creation or retention of primary jobs associated with the relocation and development of its corporate headquarters to be located at 647 James Street, Tomball, TX 77375. The estimated amount of expenditures for such Project is \$50,000.
 - Public Hearing
 9. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with Dancing Falls Development, LLC, to make direct incentives to, or expenditures for, assistance with infrastructure costs to be required or suitable for the promotion of new or expanded business development related to the development and construction of a multibuilding office/warehouse park to be located at 27905 Commercial Park Road, Tomball, TX 77375. The estimated amount of expenditures for such Project is \$50,925.
 - Public Hearing

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10. Workshop Session:

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

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

12. 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

13. Consideration and possible action by Tomball EDC to approve, a Resolution of which the caption reads:

“A RESOLUTION OF THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION PROVIDING THE TIME AND PLACE OF THE REGULAR MEETINGS OF THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION IN THE CITY OF TOMBALL, TEXAS FOR THE YEAR 2018.”

14. Consideration and possible action by Tomball EDC to approve an amendment to the Commercial Real Estate Listing Agreement with Colliers International for the sale of EDC owned property in the Tomball Business & Technology Park.

15. 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 551.071 – Consultation with Attorney pursuant to Texas Government Code
- Section 551.072, - Deliberations regarding real property: Deliberate the purchase, exchange, lease, or value of real property.

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

CERTIFICATION

I hereby certify that a copy of the November 14, 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, November 10, 2017.



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.