

**MINUTES**

**CITY OF TOMBALL, TEXAS  
TOMBALL ECONOMIC DEVELOPMENT CORPORATION**

**TUESDAY, MAY 16, 2017**

**MUNICIPAL BUILDING (CITY HALL), COUNCIL CHAMBERS  
401 MARKET STREET, TOMBALL, TEXAS**

**5:30 P.M.**

**1.0 Call to Order**

The meeting was called to order at 5:33 p.m. by President Gretchen Fagan.

- Invocation was given by Board Member Vaughan
- Pledges to the U.S. and Texas flags were led by Executive Director Kelly Violette

**2.0 Roll Call and Certification of a Quorum**

**Members Present:**

Gretchen Fagan  
Steven Vaughan  
Lori Klein Quinn  
Bill Sumner  
Tom Crofoot  
Chad Degges

**Members Absent:**

Richard Bruce

**Others Present:**

Kelly Violette, TEDC Executive Director  
Tiffani Wooten, TEDC Coordinator  
Glenn Windsor, Finance Director, City of Tomball  
Kyle Bertrand, Sr. Project Manager, Gunda Corporation

**3.0 “Consideration/Adoption of the Agenda”**

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Motion was made by Board Member Crofoot, second by Board Member Vaughan, to adopt the agenda as presented. President Fagan called for the vote.

The motion carried unanimously.

**4.0 Public Comments and Receipt of Petitions**

No comments were given.

**5.0 Reports and Announcements**

Kyle Bertrand, Gunda Corporation, provided an update on the Tomball Business and Technology Park.

Kelly Violette provided an update on the Tomball Business and Technology Park Project Budget

**6.0 Approval of the TEDC Minutes**

- Special Joint Tomball EDC and Tomball B&TP POA Meeting of February 7, 2017
- Special Joint Tomball EDC and Tomball B&TP POA Meeting of April 4, 2017

Motion was made by Board Member Vaughan, second by Board Member Sumner, to approve the minutes of the Special Joint Tomball EDC and Tomball B&TP POA Meeting of February 7, 2017 and the Special Joint Tomball EDC Meeting of April 4, 2017. Board Member Klein Quinn noted a correction to item number 3.3 of the April 4, 2017 minutes. Board Member Klein Quinn was against item number 3.3. The motion was amended by Board Member Vaughan to approve with noted changes, second by Board Member Sumner. President Fagan called for the vote.

The motion carried unanimously.

**7.0 Public Hearing:**

The Corporation will receive public comments regarding the following projects:

- \$37,500 for the relocation of its corporate headquarters for Epic International
- Economic Development Agreement with A-K 133 HWY 249-GRAND PARKWAY, L.P. for assistance with infrastructure costs for the promotion of new or expanded business enterprise related to the construction of a commercial shopping center known as the Grand Parkway Town Center to be located at the southwest corner of State Highway 249 and State Highway 99.

“The public hearing regarding these items is open at (5:47 P.M.); the Board will now hear from anyone who would like to speak for or against the proposed budget. If you would like to speak. Please come to the podium and state your name and address. You may speak for three (3) minutes.”

“The time is (5:47 P.M.) and the Public Hearing is closed”

**8.0 New Business:**

**8.1 “Consideration and possible action by Tomball EDC to approve a grant agreement between the Office of the Governor (OOG) and the Tomball Economic Development Corporation (Grantee) for grant funds related to hosting a Governor’s Small Business Service Provider Workshop.”**

Please call on Kelly to start the discussion

Motion was made by Board Member Vaughan, seconded by Board Member Crofoot to approve a grant agreement between the OOG and the Tomball Economic Development Corporation for grant funds related to hosting a Governor’s Small Business Service Provider Workshop. President Fagan called for the vote.

The motion carried unanimously.

**8.2 “Consideration and possible action by the Tomball EDC to accept the Tomball Economic Development Corporation 2016-2017 Annual Report.”**

Please call on Kelly to address.

Motion was made by Board Member Vaughan, second by Board Member Sumner, to accept the Tomball Economic Development Corporation 2016-2017 Annual Report. President Fagan called for the vote.

The motion carried unanimously.

**8.3 “Consideration and possible action by Tomball EDC to approve the Tomball Economic Development Corporation 2017-2018 Strategic Work Plan.”**

Please call on Kelly to address.

Motion was made by Board Member Sumner, second by Board Member Quinn, to approve the Tomball Economic Development Corporation 2017-2018 Strategic Work Plan. President Fagan called for the vote.

The motion carried unanimously.

**8.4 Presentation by Glenn Windsor, Finance Director, regarding the Tomball EDC 2016-2017 Fiscal Year financial statements.**

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- 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

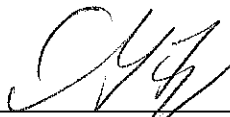
Presentation item only; no Board action taken.

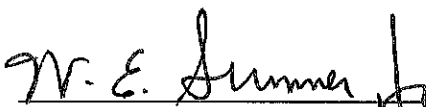
**9.0 Adjournment**

Motion was made by Board Member Vaughan, seconded by Board Member Sumner, to adjourn. President Fagan called for the vote.

Motion carried unanimously. The meeting was adjourned at 7:25 p.m.

**PASSED AND APPROVED** this \_\_\_\_\_ 15th \_\_\_\_\_ day August of 2017.

  
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President, Tomball EDC Board

  
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Secretary, Tomball EDC Board