

**MINUTES**

**CITY OF TOMBALL, TEXAS  
TOMBALL ECONOMIC DEVELOPMENT CORPORATION  
AND  
THE TOMBALL B&TP PROPERTY OWNERS ASSOCIATION INC.**

**TUESDAY, NOVEMBER 10, 2020**

**SPECIAL JOINT BOARD MEETING  
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 5:34 p.m. by President Gretchen Fagan.

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

**Roll Call and Certification of a Quorum**

**Members Present:**

Gretchen Fagan  
Steven Vaughan  
Bill Sumner  
Richard Bruce  
Clete Jaeger  
Chad Degges

**Members Absent:**

Will Benson

**Others Present:**

Kelly Violette, TEDC Executive Director  
Tiffani Wooten, TEDC Assistant Director  
Tori Gleason, TEDC Administrative Assistant  
Glenn Windsor, Finance Director, City of Tomball  
Kyle Bertrand, Sr. Project Manager, Gunda Corporation  
Tom Condon, Senior Vice President, Colliers International  
Chris Juergen, CCJ Collaborations  
William E. Sumner, III, General Manager, Houston Poly Bag I, Ltd.

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Aaron Farmer, President, The Retail Coach  
Bruce Hillegeist, President, GTACC  
Beth Jones, Public Works Director, City of Tomball (via Zoom)  
Keila Garcia, Olson and Olson (via Zoom)  
David Esquivel, Assistant City Manager, City of Tomball (via Zoom)  
Warren Buehler, FirstService Residential (via Zoom)  
Larry Duke, CEO, INVACOR Solutions, LLC (via Zoom)  
Kaela Olson, Olson and Olson (via Zoom)  
Paul Wedding, HCN (via Zoom)  
Desiree Adair (via Zoom)

**Consideration/Adoption of the Agenda**

Motion was made by Board Member Bruce, seconded by Board Member Sumner, to adopt the agenda as presented. President Fagan called for the vote.

The motion carried unanimously.

**2.0 Public Comments and Receipt of Petitions**

No comments were given.

**3.0 Reports and Announcements**

Kelly Violette provided an update on Tomball Business and Technology Park - Budget Tracking.

Kyle Bertrand, Gunda Corporation, provided an update on the Persimmon Road/Medical Complex Drive Extension.

Tiffani Wooten provided updates on:

- International Economic Development Council (IEDC) – Bronze Excellence in Economic Development Awards: 2019 Annual Report; Business Improvement Grant Program; Science, Technology, Engineering, Arts, and Mathematics (STEAM) Camp; Tomball Together Website
- T. Gleason acceptance into Leadership North Houston – Class XXVI
- 10 Days of Tomball Together Event in partnership with the Greater Tomball Area Chamber of Commerce and Tomball Business and Professional Women
- K. Violette and T. Wooten Graduates of the Advanced Economic Development Leadership Program

**4.0 Approval of the TEDC Minutes**

- Special Joint Tomball EDC and Tomball B&TP POA Meeting of August 11, 2020
- Special Joint Tomball EDC & Tomball City Council Meeting of August 17, 2020
- Special Joint Tomball EDC & Tomball City Council Meeting of September 21, 2020

Motion was made by Board Member Bruce, seconded by Board Member Sumner, to approve the minutes as presented above. President Fagan called for the vote.

The motion carried unanimously.

**5.0 New Businesses:**

**5.1 Presentation by Glenn Windsor, Finance Director, regarding the Tomball EDC 2020-2021 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**

This was a presentation item only; no Board action was required.

**5.2 Presentation by Aaron Farmer, President, The Retail Coach, regarding the Retail Market in Tomball.**

Aaron Farmer provided an overview of the Retail Market Assessment.

This was a presentation item only; no Board action was required.

**5.3 Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with the City of Tomball to make direct incentives to, or expenditures for, improvements to Jerry Matheson Park located at 1240 Ulrich Rd., Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$300,000.00.**

Kelly Violette provided an overview and introduced Beth Jones, Director of Public Works, City of Tomball.

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- Public Hearing

President Fagan opened the public hearing at 6:37 p.m. No public comments were received. The public hearing was closed at 6:37 p.m.

Motion was made by Board Member Bruce, seconded by Board Member Vaughan to approve an agreement with the City of Tomball presented above in an amount not to exceed \$300,000.00. President Fagan called for the vote.

The motion carried unanimously.

**5.4 Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with INVACOR Solutions, LLC to make direct incentives to, or expenditures for, the creation or retention of primary jobs associated with the relocation of its corporate headquarters to be located at BJ Services Campus, 11211 FM 2920, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$108,000.00.**

Kelly Violette provided an overview and introduced Larry Duke, CEO, INVACOR Solutions, LLC.

- Public Hearing

President Fagan opened the public hearing at 6:44 p.m. No public comments were received. The public hearing was closed at 6:45 p.m.

Motion was made by Board Member Vaughan, seconded by Board Member Degges to approve an agreement with INVACOR Solutions, LLC as presented above in an amount not to exceed \$108,000.00. President Fagan called for the vote.

The motion carried unanimously.

**5.5 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, the creation or retention of primary jobs associated with the relocation and development of its corporate headquarters to be located at BJ Services Campus, 11211 FM 2920, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$18,000.00.**

Tiffani Wooten provided an overview and introduced Wes Sumner, General Manager, Houston Poly Bag I, Ltd.

- Public Hearing

President Fagan opened the public hearing at 6:52 p.m. No public comments were received. The public hearing was closed at 6:52 p.m.

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Board Member Sumner signed an Affidavit of Conflict of Interest and abstained from voting on this item.

Motion was made by Board Member Degges, seconded by Board Member Bruce to approve an agreement with Houston Poly Bag I, Ltd. as presented above in an amount not to exceed \$18,000.00. President Fagan called for the vote.

The motion carried unanimously.

**5.6 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 2021."**

Kelly Violette provided an overview of the time and dates for the TEDC 2021 Regular Board Meetings.

Motion was made by Board Member Bruce, seconded by Board Member Vaughan 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 2021" as presented above. President Fagan called for the vote.

The motion carried unanimously.

**5.7 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.**

Kelly Violette provided an overview of the Commercial Real Estate Listing Agreement with Colliers International.

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

The motion carried unanimously.

**5.8 Consideration and possible action by Tomball EDC to approve an Exclusive Representation Agreement with Colliers International for real estate services related to the acquisition of property within the city limits or ETJ of Tomball.**

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Kelly Violette provided an overview of the Exclusive Representation Agreement with Colliers International.

Motion was made by Board Member Bruce, seconded by Board Member Degges to approve an Exclusive Representation Agreement with Colliers International as presented above. President Fagan called for the vote.

The motion carried unanimously.

**5.9 TEDC Quarterly update on 2020-2021 Strategic Work Plan.**

Kelly Violette provided an update on the 2020-2021 Strategic Work Plan.

This was a presentation item only; no Board action was required.

**5.10 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 551.072, - Deliberations regarding real property: Deliberate the purchase, exchange, sale, lease, or value of real property.
- Section 551.087, - Deliberations regarding Economic Development negotiations.

President Fagan Convened into Executive Session at 7:08 p.m.

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

Reconvened into regular session at 8:06 p.m.; no Board action was taken.

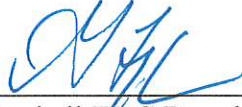
**6.0 Adjournment**

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

The motion carried unanimously. The meeting was adjourned at 8:06 p.m.

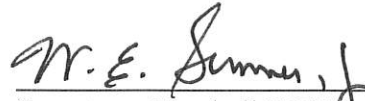
**PASSED AND APPROVED** this 12th day January of 2021.

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President, Tomball EDC Board



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Secretary, Tomball EDC Board