

MINUTES

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

THURSDAY, AUGUST 8, 2019

**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 5:32 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
Will Benson
Bill Sumner
Tom Crofoot
Chad Degges

Members Absent:

Richard Bruce

Others Present:

Kelly Violette, TEDC Executive Director
Tiffani Wooten, TEDC Assistant Director
Tori Gleason, TEDC Administrative Assistant
Kyle Bertrand, Sr. Project Manager, Gunda Corporation
Tom Condon, Senior Vice President, Colliers International
Dan Rushton, Vice President, Aspen Pumps, Inc.
Malcolm O'Neal, VP-Human Resources, BJ Services
Cindy Phillips, Owner, Phillips Cleaning Services, LLC
Chevall Pryce, Houston Chronicle

Consideration/Adoption of the Agenda

Motion was made by Board Member Vaughan, second 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.

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

Kelly Violette provided an update on the mixed-use Feasibility Study.

Tiffani Wooten provided updates on:

- 1st Annual TEDC & Tomball High School Job Fair
- 11th Annual Economic Outlook Luncheon
- 1st Quarterly TEDC Newsletter
- Human Resources Training and Development Seminar in partnership with Workforce Solutions and the Greater Tomball Area Chamber of Commerce
- Abatements, Reinvestment Zones and Tax Increment Reinvestment Zones Event in partnership with the Comptroller's Office and NHEDC at Lone Star College

4.0 Approval of the TEDC Minutes

- Special Joint Tomball EDC and Tomball B&TP POA Meeting of May 14, 2019
- Special Joint Tomball EDC and Tomball B&TP POA Meeting of June 18, 2019

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 May 14, 2019, the Special Joint Tomball EDC and Tomball B&TP POA Meeting of June 18, 2019. President Fagan called for the vote.

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The motion carried unanimously.

5.0 New Business:

5.1 Election of Officers: President, Vice President, Secretary, Treasurer

Motion was made by Board Member Sumner, second by Board Member Crofoot, to nominate President- Gretchen Fagan, Vice-President- Steven Vaughan, Secretary- Bill Sumner, Treasurer- Richard Bruce for another term. President Fagan called for the vote.

The motion carried unanimously.

2019-2020 TEDC Officers are:

President- Gretchen Fagan
Vice- President- Steven Vaughan
Secretary- Bill Sumner
Treasurer- Richard Bruce

5.2 Presentation by Kelly Violette regarding the Tomball EDC 2018-2019 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.

5.3 Consideration and possible action by the Tomball EDC to approve that one certain commercial real estate contract – unimproved property between the Corporation as Seller and Charles Nickson and/or assigns as purchaser relating to approximately 2.5207 gross acres of land, identified as Lot 9 of the Tomball Business and Technology Park Lot 9 Replat Subdivision.

Kelly Violette provided an update and informed Board that the offer had been withdrawn.

No action taken.

5.4 Consideration and possible action by the Tomball EDC to approve that one certain commercial real estate contract – unimproved property between the Corporation as Seller and Charles Nickson and/or assigns as purchaser relating to approximately 2.7631 gross

acres of land, identified as Lot 11 of the Tomball Business and Technology Park Lot 9 Replat Subdivision.

Kelly Violette provided an overview and introduced Tom Condon, Colliers International.

Motion was made by Board Member Sumner, second by Board Member Crofoot, to approve that one certain commercial real estate contract – unimproved property between the Corporation as Seller and Charles Nickson and/or assigns as purchaser relating to approximately 2.7631 gross acres of land, identified as Lot 11 of the Tomball Business and Technology Park Lot 9 Replat Subdivision. President Fagan called for the vote.

The motion carried unanimously.

5.5 Consideration and possible action by Tomball B&TP POA Directors to approve proposed building signage at 21260 Spell Circle, Tomball, Texas 77375 (Lot 14, Tomball Business and Technology Park).

Kelly Violette provided an overview of the proposed building signage.

Motion was made by Board Member Vaughan, second by Board Member Sumner, to approve the building signage at 21260 Spell Circle, Tomball, Texas 77375 (Lot 14, Tomball Business & Technology Park). President Fagan called for the vote.

The motion carried unanimously.

5.6 Consideration and possible action by the Tomball B&TP POA to approve the architectural plans for a proposed 30,000 square foot office/warehouse facility (Nickson Industrial) to be located at 21235 Spell Circle, Tomball, Texas 77375 (Lot 12, Tomball Business and Technology Park).

Kelly Violette provided an overview of the architectural plans.

Motion was made by Board Member Crofoot, second by Board Member Sumner, to approve the architectural plans for the proposed 30,000 square foot office/warehouse facility (Nickson Industrial) to be located at 21235 Spell Circle, Tomball, Texas 77375 (Lot 12, Tomball Business and Technology Park). President Fagan called for the vote.

The motion carried unanimously.

5.7 Consideration and possible action by the Tomball EDC to approve, as a Project of the Corporation, an agreement with BJ Services LLC to make direct incentives to, or expenditures for, the creation or retention of primary jobs associated with capital improvements to its corporate headquarters located at 11211 FM 2920 Rd., Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$91,316.00.

Kelly Violette provided an overview and introduced Malcolm O'Neal, VP of Human Resources, BJ Services LLC.

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- Public Hearing

President Fagan opened the public hearing at 6:07 p.m. No public comments were received. The public hearing was closed at 6:07 p.m.

Motion was made by Board Member Vaughan, second by Board Member Degges, to approve an agreement with BJ Services LLC to make direct incentives to, or expenditures for, the creation or retention of primary jobs associated with capital improvements to its corporate headquarters located at 11211 FM 2920 Rd., Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$91,316.00. President Fagan called for the vote.

The motion carried unanimously.

- 5.8 Consideration and possible action by the Tomball EDC to approve, as a Project of the Corporation, an agreement with Aspen Pumps, Inc. 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 14600 Brown road, Tomball, Texas 77377. The estimated amount of expenditures for such Project is \$5,720.00.**

Kelly Violette provided an overview and introduced Dan Rushton, Vice President, Aspen Pumps, Inc.

- Public Hearing

President Fagan opened the public hearing at 6:12 p.m. No public comments were received. The public hearing was closed at 6:12 p.m.

Motion was made by Board Member Benson, second by Board Member Degges, to approve an agreement with Aspen Pumps, Inc. 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 14600 Brown road, Tomball, Texas 77377. The estimated amount of expenditures for such Project is \$5,720.00. President Fagan called for the vote.

The motion carried unanimously.

- 5.9 Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with Phillips Cleaning Services, LLC to make direct incentives to, or expenditures for, assistance with infrastructure costs required or suitable for the promotion of new or expanded business enterprise related to the construction of an office/warehouse facility to be located at 1311 Hicks Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$26,613.00.**

Kelly Violette provided an overview and introduced Cindy Phillips, Owner, Phillips Cleaning Services, LLC.

- Public Hearing

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- Section 551.072, - Deliberations regarding real property: Deliberate the purchase, exchange, sale, lease, or value of real property.

President Fagan Convened into Executive Session at 7:20p.m.

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

Reconvened into regular session at 9:02p.m.; no Board action was taken.

5.15 Consideration and possible action by Tomball EDC to approve the Tomball Economic Development Corporation Fiscal Year 2019-2020 Budget.

Kelly Violette provided an overview of the Tomball EDC Fiscal Year 2019-2020 Budget.

- **Public Hearing**

President Fagan opened the public hearing at 9:02p.m. No comments were received. The public hearing was closed at 9:02p.m.

Motion was made by Board Member Sumner, second by board Member Crofoot, to approve the Tomball Economic Development Corporation Fiscal Year 2019-2020 Budget. President Fagan called for the vote.

The motion carried unanimously.

5.16 Consideration and possible action by Tomball EDC to approve out-of-state travel for FY 2019-2020 for TEDC Staff and Board to attend conferences and trainings for professional and business development purposes.

Kelly Violette provided an overview of out-of-state travel for the 2019-2020 FY.

Motion was made by board Member Vaughan, second by Board Member Sumner, to approve out-of-state travel for FY 2019-2020 for TEDC Staff and Board to attend conferences and trainings for professional and business development purposes. President Fagan called for the vote.

The motion carried unanimously.

5.17 Consideration and possible action by the Tomball B&TP POA Directors to approve the 2019-2020 Association Budget.

Kelly Violette provided an overview of the 2019-2020 Tomball B&TP POA Association Budget.

Motion was made by Board Member Sumner, second by Board Member Benson, to approve the Tomball B&TP POA 2019-2020 Association Budget. President Fagan called for the vote.

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The motion carried unanimously.

5.18 Presentation of the draft Guidelines and Criteria for the Old Town Façade Improvement Grant Program.

Tiffani Wooten provided an overview.

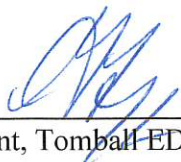
This was a presentation item only; no Board action was required.

6.0 Adjournment


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

The vote carried unanimously. The meeting was adjourned at 9:11 p.m.

PASSED AND APPROVED this 12th day November of 2019.



President, Tomball EDC Board



Secretary, Tomball EDC Board