

**NOTICE OF REGULAR TOMBALL ECONOMIC DEVELOPMENT  
CORPORATION MEETING**



**Tuesday, November 12, 2024  
5:30 PM**

Notice is hereby given of a meeting of the Tomball Economic Development Corporation, to be held on Tuesday, November 12, 2024 at 5:30 PM, 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 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.

**THE TOMBALL ECONOMIC DEVELOPMENT CORPORATION OF THE CITY OF TOMBALL, TEXAS, WILL CONDUCT THE MEETING SCHEDULED FOR NOVEMBER 12, 2024, 5:30 PM, AT 401 MARKET STREET, TOMBALL, TEXAS, 77375. THIS MEETING AGENDA AND THE AGENDA PACKET ARE POSTED ONLINE AT:**

**[HTTPS://TOMBALLTX.GOV/ARCHIVE.ASPX?AMID=38](https://tomballtx.gov/archive.aspx?amid=38)**

**A RECORDING OF THE MEETING WILL BE MADE AND WILL BE AVAILABLE TO THE PUBLIC IN ACCORDANCE WITH THE OPEN MEETINGS ACT UPON WRITTEN REQUEST.**

The public toll-free dial-in numbers to participate in the telephonic meeting are any one of the following (dial by your location): +1 312 626 6799 US (Chicago); +1 646 876 9923 US (New York); +1 301 715 8592 US; +1 346 248 7799 US (Houston); +1 408 638 0968 US (San Jose); +1 669 900 6833 US (San Jose); or +1 253 215 8782 US (Tahoma) - Meeting ID: 837 0471 1760 Passcode: 380721 The public will be permitted to offer public comments telephonically, as provided by the agenda and as permitted by the presiding officer during the meeting.

**A. Call to Order**

President Fagan called the meeting to order at 5:50 p.m.

**PRESENT**

President Gretchen Fagan  
Secretary Bill Sumner  
Member Lisa Covington

## Regular Tomball Economic Development Corporation Meeting

November 12, 2024 | Minutes

Page 2 of 7

---

Member Jim Engelke  
Member Brock Hendrickson  
Member Danny Hudson  
Member Latrell Shannon

### OTHERS PRESENT

Kelly Violette  
Tiffani Wooten  
Tori Gleason  
McKayley Dannelley  
Tom Condon  
Bragg Farmer  
Tom Condon  
Dennis Winkler  
Warren Buehler  
Tam Duong  
Ngh Duong  
Hien Duong  
Analyn Noratu  
Travis James (via Zoom)  
Kaela Olson (via Zoom)

#### B. Invocation

Board Member Engelke led the invocation.

#### C. Pledges

Kelly Violette led the pledge of allegiance to both flags.

#### D. 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 Council/Board discussion or action may take place on a matter until such matter has been placed on an agenda and posted in accordance with law - GC, 551.042.]*

No public comments were received.

#### E. Reports and Announcements

#### F. Reports by TEDC Staff:

Tiffani Wooten provided an overview of the following:

1. Fall 2024 Quarterly Newsletter

**Regular Tomball Economic Development Corporation Meeting**

November 12, 2024 | Minutes

Page 3 of 7

---

2. Office Relocation Update
3. Mix & Jingle Networking Event – December 12, 2024 – 5:00 – 7:00 – Paradigm Brewing Company

G. Approval of Minutes

Motion made by Member Covington, Seconded by Member Shannon.

Voting Yea: Secretary Sumner, Member Covington, Member Engelke, Member Hendrickson, Member Hudson, Member Shannon.

The motion carried unanimously.

4. Regular Tomball EDC Meeting of September 10, 2024
5. Special Tomball EDC Meeting of October 8, 2024

H. New Business

6. Presentation by Bragg Farmer, Finance Director, regarding the Tomball EDC 2023-2024 Fiscal Year End financial statements.

Presentation item only; no Board action required.

7. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with NIVIS SERIES, 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 a commercial office/retail development to be located at 424 Holderrieth Blvd, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$34,170.00.

Public Hearing

President Fagan opened the public hearing at 6:24 p.m. No comments were received. Public hearing was closed at 6:24 p.m.

Motion made by Member Engelke, Seconded by Member Covington.

Voting Yea: Secretary Sumner, Member Covington, Member Engelke, Member Hendrickson, Member Hudson, Member Shannon.

The motion carried unanimously.

8. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with Niky's Mini Donuts, LLC to make direct

## Regular Tomball Economic Development Corporation Meeting

November 12, 2024 | Minutes

Page 4 of 7

---

incentives to, or expenditures for, rental assistance for new or expanded business enterprise to be located at 1417 Graham Drive, Suite 400, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$10,000.00.

### Public Hearing

President Fagan opened the public hearing at 6:26 p.m. No comments were received. Public hearing was closed at 6:26 p.m.

Motion made by Member Shannon, Seconded by Member Engelke.

Voting Yea: Secretary Sumner, Member Covington, Member Engelke, Member Hendrickson, Member Hudson, Member Shannon.

The motion carried unanimously.

9. 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 and Technology Park.

Motion made by Secretary Sumner, Seconded by Member Engelke.

Voting Yea: Secretary Sumner, Member Covington, Member Engelke, Member Hendrickson, Member Hudson, Member Shannon.

The motion carried unanimously.

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

Motion made by Member Covington, Seconded by Secretary Sumner.

Voting Yea: Secretary Sumner, Member Covington, Member Engelke, Member Hendrickson, Member Hudson, Member Shannon.

The motion carried unanimously.

11. 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 2025.”

Motion made by Member Covington, Seconded by Member Engelke.

Voting Yea: Secretary Sumner, Member Covington, Member Engelke, Member Hendrickson, Member Hudson, Member Shannon.

The motion carried unanimously.

12. Election of Officers: President, Vice President, Secretary, Treasurer.

Motion made by Secretary Sumner, Seconded by Member Covington.

Voting Yea: Secretary Sumner, Member Covington, Member Engelke, Member Hendrickson, Member Hudson, Member Shannon.

President: Gretchen Fagan

Vice President: Lisa Covington

Secretary: Bill Sumner

Treasurer: Jim Engelke

The motion carried unanimously.

13. TEDC Quarterly update on 2024-2025 Strategic Work Plan.

Tiffani Wooten provided an overview.

Presentation item only; no Board action required.

14. Consideration and possible action to approve an agreement with TXP, Inc. for an economic development incentive policy analysis for a not-to-exceed amount of \$52,000 (fixed fee of \$49,500 plus travel expenses).

Motion made by Secretary Sumner, Seconded by Member Covington.

Voting Yea: Secretary Sumner, Member Covington, Member Engelke, Member Hendrickson, Member Hudson, Member Shannon.

The motion carried unanimously.

**Regular Tomball Economic Development Corporation Meeting**

November 12, 2024 | Minutes

Page 6 of 7

---

15. Consideration and possible action to approve strategically located billboards aimed at enhancing the overall visibility and economic growth of our downtown district.

Motion made by Member Engelke, Seconded by Member Covington.

Voting Yea: Member Covington, Member Engelke, Member Hendrickson, Member Hudson, Member Shannon.

Voting Nay: Secretary Sumner

The motion carried unanimously.

16. 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, - Deliberation regarding Economic Development negotiations.

No Executive Session was needed.

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

No Executive Session was needed.

**I. Adjournment**

Motion made by Member Shannon, Seconded by Member Engelke.

Voting Yea: Secretary Sumner, Member Covington, Member Engelke, Member Hendrickson, Member Hudson, Member Shannon.

The motion carried unanimously. Meeting adjourned at 7:22 p.m.

**CERTIFICATION**

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Tomball, Texas, a place readily accessible to the general public at all times, on the 8th day

**Regular Tomball Economic Development Corporation Meeting**

November 12, 2024 | Minutes

Page 7 of 7

---

of NOVEMBER 2024 by 5:30 PM, and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Kelly Violette

Executive Director

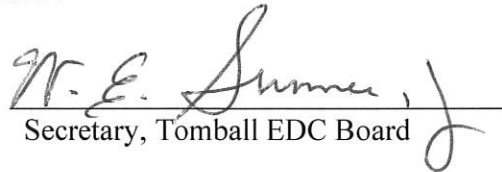
This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's office at (281) 290-1019 for further information.

AGENDAS MAY BE VIEWED ONLINE AT [www.ci.tomball.tx.us](http://www.ci.tomball.tx.us).

PASSED AND APPROVED this the 4th day of March 2025.



\_\_\_\_\_  
President, Tomball EDC Board



\_\_\_\_\_  
Secretary, Tomball EDC Board