

MINUTES

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

TUESDAY, AUGUST 14, 2018

**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 5:37 p.m. by President Gretchen Fagan.

- Invocation was given by Board Member Benson.
- 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
Richard Bruce
Tom Crofoot
Chad Degges

Members Absent:

Others Present:

Kelly Violette, TEDC, Executive Director
Tiffani Wooten, TEDC, Assistant Director
Glenn Windsor, Finance Director, City of Tomball
Kyle Bertrand, Sr. Project Manager, Gunda Corporation
Tom Condon, Senior Vice President, Colliers International
Larry Lovelace, Owner, Coastal Power Systems
Brandy Beyer, Vice President, GTACC
Bruce Hillegeist, President, GTACC
Russell McKee, President, Houston PFG Inc.

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Russell Leitch, President, Dkota Investments Inc.
Justin Leitch, Dkota Investments Inc.
Dave McIver, Wells Fargo Bank
Tori Gleason, TEDC
Lori Klein-Quinn

Consideration/Adoption of the Agenda

Motion was made by Board Member Bruce, second by Board Member Crofoot, 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 presented a Certificate of Appreciation to Lori Klein Quinn and a picture was taken.

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

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

Kelly Violette addressed the Economic Excellence Recognition from the Texas Economic Development Council.

4.0 Approval of the TEDC Minutes

- Special Joint Tomball EDC and Tomball B&TP POA Meeting of May 15, 2018
- Special Tomball EDC Meeting of June 4, 2018
- Special Tomball EDC Meeting of July 10, 2018

Motion was made by Board Member Sumner, second by Board Member Bruce, to approve the minutes of the Special Joint Tomball EDC and Tomball B&TP POA Meeting of May 15, 2018, the Special Tomball EDC Meeting of June 4, 2018, and the Special Tomball EDC Meeting of July 10, 2018 as presented. President Fagan called for the vote.

The motion carried unanimously.

5.0 New Businesses:

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

Motion was made by Board Member Crofoot, second by Board Member Vaughan, 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.

2018-2019 TEDC Officers are:
President- Gretchen Fagan
Vice- President- Steven Vaughan
Secretary- Bill Sumner
Treasurer- Richard Bruce

5.2 Consideration and possible action by the Tomball EDC to approve, as requested by Coastal Power Systems for a one-year extension of time in order to complete the relocation and development of its corporate headquarters at 1030 South Persimmon Street, Tomball, Texas.

Tiffani Wooten provided an overview and introduced Larry Lovelace, Owner, Coastal Power Systems.

Motion was made by Board member Vaughan, second by Board Member Sumner, to approve a request by Coastal Power Systems for a one-year extension of time in order to complete the relocation and development of its corporate headquarters at 1030 South Persimmon Street, Tomball, Texas. President Fagan called for the vote.

The motion carried unanimously.

5.3 Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with Houston PFG Inc. to make direct incentives to, or expenditures for, assistance with infrastructure costs related to the development and construction of a commercial facility to be located at 14600 Brown Road, Tomball, Texas 77377. The estimated amount of expenditures for such Project is \$39,097.00.

Kelly Violette provided an overview of the Project and introduced Russell McKee, President, Houston PFG Inc.

- **Public Hearing**

President Fagan opened the public hearing at 6:04 p.m. No public comments were received. The public hearing was closed at 6:04 p.m.

Motion was made by Board Member Vaughan, second by Board Member Sumner, to approve as a Project of the Corporation, an agreement with Houston PFG Inc. to make direct incentives to,

or expenditures for, assistance with infrastructure costs related to the development and construction of a commercial facility to be located at 14600 Brown Road, Tomball, Texas 77377. The estimated amount of expenditures for such Project is \$39,097.00. President Fagan called for the vote.

The motion carried unanimously.

5.4 Consideration and possible action by Tomball B&TP POA Directors to approve the architectural plans for the Nickson Tomball Industrial Spell Circle Business Park to be located at 21250 and 21260 Spell Circle, Tomball, Texas 77375.

Kelly Violette provided an overview of the architectural plans for the Nickson Tomball Industrial Spell Circle Business Park.

Motion was made by Board Member Bruce, second by Board Member Crofoot, to approve the architectural plans for the Nickson Tomball Industrial Spell Circle Business Park to be located at 21250 and 21260 Spell Circle, Tomball, Texas 77375. President Fagan called for the vote.

The motion carried unanimously.

5.5 Consideration and possible action by the Tomball B&TP POA to approve the architectural plans for the BBU facility to be located on approximately 4 gross acres of land identified as Lot 10 on the Tomball Business and Technology Park Lot 9 Replat.

Kelly Violette provided an overview of the architectural plans and introduced Russell Leitch, President, Dkota Investments Inc.

Motion was made by Board Member Benson, second by Board Member Sumner, to approve the architectural plans for the BBU facility to be located on approximately 4 gross acres of land identified as Lot 10 on the Tomball Business and Technology Park Lot 9 Replat. President Fagan called for the vote.

The motion carried unanimously.

5.6 Consideration and possible action by the Tomball B&TP POA Directors to approve Resolution No. 2018-24-TEDC a Certificate of Compliance at the request of the Tomball Economic Development Corporation (Owner) for Lot 10 pursuant to Article VIII of the Declaration of Covenants, Restrictions and Conditions for the Tomball Business and Technology Park.

Kelly Violette provided an overview of the Certificate of Compliance, Resolution No. 2018-24-TEDC.

Motion was made by Board Member Bruce, second by Board Member Sumner to approve Resolution No. 2018-24-TEDC a Certificate of Compliance requested by the Tomball Economic Development Corporation (Owner) for Lot 10 pursuant to Article VIII of the Declaration of Covenants, Restrictions and Conditions for the 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 the Tomball Economic Development Corporation 2018-2019 Strategic Work Plan.

Kelly Violette provided an overview of the Tomball Economic Development Corporation 2018-2019 Strategic Work Plan.

Motion was made by Board Member Sumner, second by Board Member Vaughan, to approve the Tomball Economic Development Corporation 2018-2019 Strategic Work Plan. President Fagan called for the vote.

The motion carried unanimously.

5.8 Consideration and possible action by Tomball EDC to approve an amendment to the lease agreement between the Greater Tomball Area Chamber of Commerce and the Tomball Economic Development Corporation to extend the term for an additional 60 months and add on additional leased space.

Kelly Violette provided an overview of the GTACC Lease Agreement and introduced Bruce Hillegeist, President, GTACC and Brandy Beyer, Vice President, GTACC.

Motion was made by Board Member Bruce, second by Board Member Degges to approve an amendment to the lease agreement between the Greater Tomball Area Chamber of Commerce and the Tomball Economic Development Corporation to extend the term for an additional 60 months and add on additional leased space. President Fagan called for the vote.

The motion carried unanimously.

5.9 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.

Kelly Violette provided an overview of the Exclusive Representation Agreement with Colliers International and introduced Tom Condon, Colliers International.

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

The motion carried unanimously.

5.10 Consideration and possible action by Tomball EDC to approve Resolution No. 2018-23-TEDC creating an Administrative Assistant position.

Kelly Violette provided an overview of the Resolution No. 2018-23-TEDC creating an Administrative Assistant position.

Motion was made by Board Member Vaughan, second by Board Member Bruce to approve Resolution No. 2018-23-TEDC. President Fagan called for the vote.

The motion carried unanimously.

5.11 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**

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

5.12 The Tomball EDC will enter into a workshop session to discuss the proposed Fiscal Year 2018-2019 TEDC Budget.

Kelly Violette provided an overview of the proposed Fiscal Year 2018-2019 Budget.

This was a workshop session only; no Board action was required.

5.13 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 551.074, - To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, to wit: the Executive Director and Assistant Director.
- 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 7:13p.m.

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

Reconvened into regular session at 8:01p.m.; no Board action was taken.

5.15 Consideration and possible action by Tomball EDC to approve the Tomball Economic Development Corporation Fiscal Year 2018-2019 Budget.

Kelly Violette provided an overview of the Tomball EDC Fiscal Year 2018-2019 Budget.

- **Public Hearing**

President Fagan opened the public hearing at 8:15p.m. No comments were received. The public hearing was closed at 8:15p.m.

Motion was made by Board Member Bruce, second by board Member Sumner to approve the Tomball Economic Development Corporation Fiscal Year 2018-2019 Budget. President Fagan called for the vote.

The motion carried unanimously.

5.16 Consideration and possible action by Tomball EDC to approve Resolution No. 2018-22-TEDC granting the Executive Director Purchasing Authority.

Kelly Violette provided an overview of Resolution No. 2018-22-TEDC granting the Executive Director Purchasing Authority.

Motion was made by Board Member Bruce, second by Board Member Sumner to approve Resolution No. 2018-22-TEDC granting the Executive Director Purchasing Authority. President Fagan called for the vote.

The motion carried unanimously.

5.17 Consideration and possible action by Tomball EDC to approve out-of-state travel for FY 2018-2019 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 2018-2019 FY.

Motion was made by board Member Vaughan, second by Board Member Sumner to approve out-of-state travel for FY 2018-2019 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.

5.18 Consideration and possible action by the Tomball B&TP POA Directors to approve the 2018-2019 Association Budget.

Kelly Violette provided an overview of the 2018-2019 Tomball B&TP POA Association Budget.

Motion was made by President Fagan, second by Board Member Sumner to approve the Tomball B&TP POA 2018-2019 Association Budget. President Fagan called for the vote.

The motion carried unanimously.

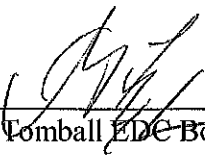
6.0 Adjournment

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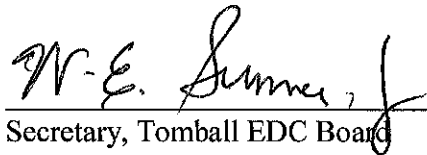
Motion was made by Board Member Bruce, second by Board Member Sumner, to adjourn.
President Fagan called for the vote.

The vote carried unanimously. The meeting was adjourned at 8:26p.m.

PASSED AND APPROVED this 13th day November of 2018.



President, Tomball EDC Board



Secretary, Tomball EDC Board