

MINUTES

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

TUESDAY, FEBRUARY 6, 2018

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

5:30 P.M.

1.0 Call to Order

1.1

The meeting was called to order at 5:34 p.m. by President Gretchen Fagan.

- Invocation was given by GTACC President Bruce Hillegeist
- 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
Lori Klein Quinn
Tom Crofoot
Richard Bruce
Chad Degges (arrived at 5:58 p.m.)

Members Absent:

Steven Vaughn
Bill Sumner

Others Present:

Kelly Violette, TEDC Executive Director
Tiffani Wooten, TEDC Assistant Director
Leah Hayes, Olson & Olson
Glenn Windsor, Finance Director, City of Tomball
Bruce Hillegeist, Greater Tomball Area Chamber of Commerce
Kyle Bertrand, Sr. Project Manager, Gunda Corporation
Don Cannon, Motion Machinery
Kevin Cannon, Motion Machinery
Tom Condon, Colliers International
Matthew Nickson, Project Manager and General Counsel, Nickson Industrial Warehouses, Inc.
Jessie James

Consideration/Adoption of the Agenda

- Kelly Violette requested that item 5.3 be moved up on the agenda before item 5.1 and 5.5 be moved down on the agenda after item 5.10.

Motion was made by Board Member Bruce, second by Board Member Quinn, to adopt the agenda with the requested changes. 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

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.

Kelly Violette provided an update on the Property Search page of the Tomball Economic Development Corporation website.

4.0 Approval of the TEDC Minutes

- Special Joint Tomball EDC and Tomball B&TP POA Meeting of November 14, 2017.

Motion was made by Board Member Quinn, second by Board Member Bruce, to approve the minutes of the Special Joint Tomball EDC and Tomball B&TP POA Meeting of November 14, 2017 as presented. President Fagan called for the vote.

The motion carried unanimously.

5.0 New Business:

- 5.3 Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with Motion Machinery, LTD, to make direct incentives to or expenditures for, the creation and retention of primary jobs associated with the expansion and development of its current facility located at 909 E. Main Street, Tomball, TX 77375. The estimated amount of expenditures for such project is \$10,584.00.

Kelly Violette provided an overview of the project and introduced Don Cannon, Owner of Motion Machinery.

President Fagan opened the public hearing at 5:45: p.m. No public comments were received. The public hearing was closed at 5:45 p.m.

Motion was made by Board Member Bruce, seconded by Board Member Crofoot to approve an agreement with Motion Machinery, LTD as mentioned above in an amount not to exceed \$10,584.00. President Fagan called for the vote.

The motion carried unanimously.

5.1 Presentation by Burditt Consultants, LLC regarding status of entryway sign/monument and landscape design for the Tomball Business & Technology Park.

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

5.2 Consideration and possible action by Tomball EDC to approve, that one certain commercial real estate contract – unimproved property between the Corporation as Seller and Tara Builders, LLC, as purchaser relating to approximately 6.13 gross acres of land out of a 25.1176 acre tract of land identified as Lot 9, Block 1 of the Tomball Business & Technology Park Lot 2 Replat.

Kelly Violette provided an overview of the contract and introduced Matthew Nickson, Project Manager and General Counsel, Tara Builders. Tom Condon, Colliers International, discussed the deal points.

Motion was made by Board Member Crofoot, seconded by Board Member Bruce to approve the real estate contract with Tara Builders, LLC relating to approximately 6.13 gross acres of land identified as Lot 9 Block 1 of the Tomball Business and Technology Park Lot 2 Replat. President Fagan called for the vote.

The motion carried unanimously.

5.4 Consideration and possible action by Tomball EDC to approve, an expenditure in the amount of \$21,650 for hydro-axing services and the removal of dead trees by B & C Constructors at the Tomball Business and Technology Park.

Kelly Violette provided an overview of the item.

Motion was made by Board Member Crofoot, seconded by Board Member Bruce to approve the expenditure in the amount of \$21,650 for hydro-axing services in the amount of \$21,650 to B & C Constructors at the Tomball Business & Technology Park. President Fagan called for the vote.

The motion carried unanimously.

5.6 Consideration and possible action by Tomball EDC to approve out-of-state travel for TEDC staff as it relates to the International Economic Development Council's professional development program.

Kelly Violette provided an overview of the item.

Motion was made by Board Member Bruce, seconded by Board Member Degges to approve out-of-state travel for TEDC staff as it relates to the International Economic Development Council's professional development program. Vice President Quinn called for the vote.

The motion carried unanimously.

5.7 Workshop Session:

- **The Tomball Economic Development Corporation will enter into a Workshop Session regarding establishing corporate employee policies and procedures.**

Kelly Violette provided an overview of the draft employee policies and procedures. Leah Hayes, Olson & Olson, discussed the policies and answered Board questions.

No Board action was taken.

5.8 Consideration and possible action by Tomball EDC, if appropriate, on the adoption of employee policies and procedures.

Motion was made by Board Member Crofoot, seconded by Board Member Bruce to approve the adoption of employee policies and procedures (Tomball EDC Personnel Manual) with non-substantive changes as discussed. Vice President Quinn called for the vote.

The motion carried unanimously.

5.5 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 taken.

5.9 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, Texas Government Code, 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.

Vice President Quinn Convened into Executive Session at 8:18 P.M.

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

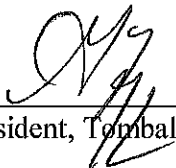
Reconvened into regular session at 9:17 P.M. Motion was made by Board Member Bruce, seconded by Board Member Crofoot to approve salary increases in the amount of \$1,500.00 for both the Executive Director and the Assistant Director. Vice President Quinn called for the vote. The motion carried unanimously.

6.0 Adjournment

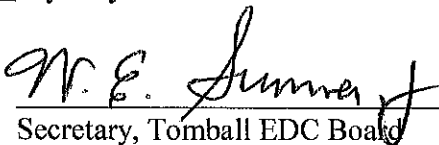
Motion was made by Board Member Bruce, seconded by Board Member Crofoot to adjourn. Vice President Quinn called for the vote.

Motion carried unanimously. The meeting was adjourned at 9:18 p.m.

PASSED AND APPROVED this _____ 15 _____ day May of 2018.



President, Tomball EDC Board



Secretary, Tomball EDC Board