

MINUTES

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

TUESDAY, MAY 15, 2018

**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 5:40 p.m. by Vice President Lori Klein-Quinn.

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

Roll Call and Certification of a Quorum

Members Present:

Lori Klein Quinn
Steven Vaughn
Bill Sumner
Tom Crofoot
Richard Bruce
Chad Degges

Members Absent:

Gretchen Fagan

Others Present:

Kelly Violette, TEDC Executive Director
Tiffani Wooten, TEDC Assistant Director
Kyle Bertrand, Sr. Project Manager, Gunda Corporation
Tom Condon, Colliers International
Bryan Rennell, Rennell Associates
Russell Leitch, President, Dkota Investments, Inc.
Justin Leitch, Dkota Investments, Inc.
Emily Lyszaz, Owner, The Neutral Nest
Bryan Lyszaz, The Neutral Nest
Josh Rendon, Drake Builders

City of Tomball, Texas
Tomball Economic Development Corporation
Special Joint Meeting of May 15, 2018
Page 2

Rob Hauck, City of Tomball, City Manager
Jody Grimes, President, Grimes Industrial, Inc.
James Springfield, President, ARC Management, LLC
Steve Jennings, Director of Engineering, Packers Plus Energy Services
Claudia Walker, Landscape Architect, Burditt Consultants, LLC
Kendall Boriack, Landscape Designer, Burditt Consultants, LLC

Consideration/Adoption of the Agenda

Motion was made by Board Member Vaughan, seconded by Board Member Sumner, to adopt the agenda with these changes. Vice President Quinn 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 10th Annual Economic Outlook Luncheon – June 6, 2018.

Tiffani Wooten provided an update on the TEDC Website – Property Search.

Kelly Violette provided an update on the Strategic Planning Retreat – May 24th & 25th.

4.0 Approval of the TEDC Minutes

- Special Joint Tomball EDC and Tomball B&TP POA Meeting of February 6, 2018

Motion was made by Board Member Bruce, seconded by Board Member Sumner, to approve the minutes of the Special Joint Tomball EDC and Tomball B&TP POA Meeting of February 6, 2018 as presented. Vice President Quinn called for the vote.

The motion carried unanimously.

5.0 New Business:

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 is required.

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 Dkota Investments, Inc. as purchaser relating to approximately 4.0 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 Russell Leitch, President, Dkota Investments, Inc. Tom Condon, Colliers International, discussed the deal points.

Motion was made by Board Member Bruce, seconded by Board Member Sumner to approve a real estate contract with Dkota Investments, Inc. relating to approximately 4.0 gross acres of land identified as Lot 9 Block 1 of the Tomball Business and Technology Park Lot 2 Replat. Vice President Quinn called for the vote.

The motion carried unanimously.

5.3 “Consideration and possible action by Tomball B&TP POA Directors to approve, a one-year extension to allow temporary outside storage containers on the Packers Plus Energy Services site identified as Lot 4, Block 1 of the Tomball Business and Technology Park (11415 Spell Road, Tomball, Texas 77375).”

Kelly Violette provided an overview of the one-year extension request and introduced Steve Jennings, Director of Engineering, Packers Plus Energy Services.

Motion was made by Board Member Crofoot, seconded by Board Member Vaughan to approve a one-year extension to allow temporary outside storage containers on the Packers Plus Energy Services site. Vice President Quinn 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 Grimes Industrial, Inc. to make direct incentives to, or expenditures for, the creation or retention of primary jobs associated with the expansion and development of its current facility located at 929 E. Main Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$15,485.00.”

- **Public Hearing**

Kelly Violette provided an overview of the project and introduced Jody Grimes, President,

Grimes Industrial, Inc.

Vice President Quinn opened the Public Hearing at 6:32 p.m. No public comments were received. The Public Hearing was closed at 6:32 p.m.

Motion was made by Board Member Bruce, seconded by Board Member Crofoot to approve, as a Project of the Corporation, an agreement with Grimes Industrial, Inc. in an amount not to exceed \$15,485.00. Vice President Quinn 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 ARC Management, LLC, to make direct incentives to, or expenditures for, assistance with infrastructure costs to be required or suitable for the promotion of new or expanded business development related to the development and construction of a multi-building office/warehouse park to be located at 14426-14434 Medical Complex Drive, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$186,700.00.”

- **Public Hearing**

Kelly Violette provided an overview of the project and introduced James Springfield, President of ARC Management, LLC.

Vice President Quinn opened the Public Hearing at 6:40 p.m. No public comments were received. The Public Hearing was closed at 6:40 p.m.

Motion was made by Board Member Sumner, seconded by Board Member Bruce to approve, as a Project of the Corporation, an agreement with ARC Management, LLC in an amount not to exceed \$186,700.00. Vice President Quinn called for the vote.

The motion carried unanimously.

5.6 “Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with The Neutral Nest, to make direct incentives to or expenditures for, rental assistance for new or expanded business enterprise to be located at 104 Commerce Street, Tomball, Texas 77375. The estimated amount of expenditures for such Project is \$6,300.00.”

- **Public Hearing**

Kelly Violette provided an overview of the project and introduced Emily Lyszaz, Owner, The

Neutral Nest.

Vice President Quinn opened the Public Hearing at 6:47 p.m. No public comments were received. The Public Hearing was closed at 6:47 p.m.

Motion was made by Board Member Degges, seconded by Board Member Bruce to approve, as a Project of the Corporation, an agreement with The Neutral Nest in an amount not to exceed \$6,300.00. Vice President Quinn called for the vote.

The motion carried unanimously.

5.7 “Consideration and possible action by Tomball EDC to accept the Tomball Economic Development Corporation 2017-2018 Annual Report.”

Kelly Violette provided an overview of the 2017-2018 Annual Report.

Motion was made by Board Member Bruce, seconded by Board Member Sumner to approve the 2017-2018 Annual Report. Vice President Quinn called for the vote.

The motion carried unanimously.

5.8 “Presentation by Kelly Violette, Executive 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**

Kelly Violette, Executive Director, provided an overview of the financial statements.

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

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.”

City of Tomball, Texas
Tomball Economic Development Corporation
Special Joint Meeting of May 15, 2018
Page 6

- 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 7:21 P.M.

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

Reconvened at 7:58 P.M.; no Board action taken.

6.0 Adjournment

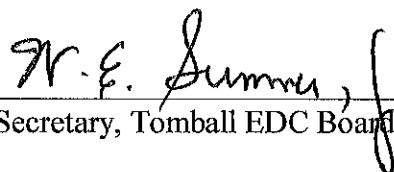
Motion was made by Board Member Bruce, seconded by Board Member Sumner to adjourn. Vice President Quinn called for the vote.

Motion carried unanimously. The meeting was adjourned at 8:00 p.m.

PASSED AND APPROVED this 14 day August of 2018.



President, Tomball EDC Board



Secretary, Tomball EDC Board