

**MINUTES**

**CITY OF TOMBALL, TEXAS  
TOMBALL ECONOMIC DEVELOPMENT CORPORATION  
AND  
TOMBALL BUSINESS & TECHNOLOGY PARK POA**

**TUESDAY, NOVEMBER 14, 2017**

**SPECIAL 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 5:34 p.m. by Vice President Klein Quinn.

- Invocation was given by Board Member Vaughan.
- Pledges to the U.S. and Texas flags were led by Executive Director Kelly Violette
- Roll call and certification of a quorum made by Assistant Director Tiffani Wooten

**Members Present:**

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

**Members Absent:**

Gretchen Fagan, President

**Others Present:**

Kelly Violette, TEDC Executive Director  
Tiffani Wooten, TEDC Assistant Director  
Kyle Bertrand, Sr. Project Manager, Gunda Corporation  
Tom Condon, Senior Vice President, Colliers International  
Glenn Windsor, Finance Director, City of Tomball  
Wes Sumner, General Manager, Houston Poly Bag  
Joe Scott, President, White Horse Technology, LLC  
J. Shane Howard - Sr VP, Burditt Consultants, LLC  
Joel English, President/ Partner, C.R.E.S  
Robert Birner, VP, Birner Houston Corp. – Renewal by Anderson

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Doug Catron, Dancing Falls Development, LLC  
Shane Boatman, Boatman Construction, (Dancing Falls Development, LLC)

- Consideration/ Adoption of the Agenda: Agenda change to move talking point 5.6 and 5.7 to after the Executive Session.

Motion was made by Board Member Bruce, second by Board Member Vaughan, to move agenda items 5.6 and 5.7 to after the Executive Session. Vice President Klein Quinn called for the vote.

The vote 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 Tomball Business and Technology Park.
- Kelly Violette provided an update on Tomball Business and Technology Park Budget Tracking.
- Kelly Violette provided an update on ICSC- Texas Conference & Deal Making Trade Show.
- Kelly Violette provided an update on Governor's Small Business Service Provider Workshop.

**4.0 Approval of Minutes:**

- Special Joint Tomball EDC and Tomball B&TP POA Meeting of August 15, 2017
- Special Tomball EDC Meeting of September 15, 2017
- Special Tomball EDC Meeting of October 9, 2017
- Special Tomball EDC Meeting of October 26, 2017

Motion was made by Board Member Sumner, second by Board Member Degges to approve the minutes of the Special Joint Tomball EDC and Tomball B&TP POA Meeting of August 15, 2017, the Special Tomball EDC Meeting of September 15, 2017, the Special Tomball EDC Meeting of

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October 9, 2017, and the Special Tomball EDC Meeting of October 26, 2017. Vice President Klein Quinn called for the vote.

The motion carried unanimously.

**5.0 New Businesses:**

**5.1 “Consideration and possible action by Tomball EDC to approve, a request by White Horse Technology, LLC for a one-year extension of time in order to complete the relocation and development of its business operations at 1626 S. Cherry Street, Tomball, Texas.”**

Please call on Tiffani to address.

Motion was made by Board Member Bruce, second by Board Member Vaughan to approve the request by White Horse Technology, LLC for a one-year extension of time. Vice President Klein Quinn called for the vote.

The motion carried unanimously.

**5.2 “Consideration and possible action by Tomball EDC to approve, a supplemental agreement for additional scope of services and fees related to the Professional Services Agreement with Burditt Consultants, LLC, executed August 15, 2017 for Professional Services related to entryway sign/monument and landscape design for the Tomball Business & Technology Park. The amount of the supplemental agreement is \$98,320.”**

Please call on Kelly to address.

Motion was made by Board Member Sumner, second by Board Member Vaughan to approve a supplemental agreement for additional scope of services and fees related to the Professional Services Agreement with Burditt Consultants, LLC, as mentioned above in an amount not to exceed \$98,320. Vice President Klein Quinn 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 Poly Bag I, LTD to make direct incentives to or expenditures for equipment expansion for the creation and retention of primary jobs for Houston Poly Bag I, LTD. The estimated amount of expenditures for such project is an amount not to exceed \$95,000.”**

Please call on Kelly to address.

- Public Hearing

“The public hearing regarding this item is open at 6:09 P.M.; the Board will now hear from anyone who would like to speak for or against this proposed project. If you would like to

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speaking please come to the podium and state your name and address. You may speak for three (3) minutes.”

“The time is (6:09 P.M.) and the Public Hearing is closed.”

Motion was made by Board Member Bruce, second by Board Member Crofoot to approve an agreement with Houston Poly Bag I, LTD as mentioned above in an amount not to exceed \$95,000. Vice President Klein Quinn called for the vote.

Motion abstained by Board Member Sumner.

The motion carries.

- 5.4 “Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with Birner Houston Corp., dba Renewal by Andersen of Houston, 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 647 James Street, Tomball, TX 77375. The estimated amount of expenditures for such Project is \$50,000.”**

Please call on Kelly to address.

- Public Hearing

“The public hearing regarding this item is open at (6:24 P.M.); the Board will now hear from anyone who would like to speak for or against this proposed project. If you would like to speak, please come to the podium and state your name and address. You may speak for three (3) minutes.”

“The time is (6:25 P.M.) and the public hearing is closed.”

Motion was made by Board Member Sumner second by Board Member Bruce to approve an agreement with Birner Houston Corp., dba Renewal by Andersen of Houston as mentioned above in an amount not to exceed \$50,000. Vice President Klein 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 Dancing Falls Development, 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 27905 Commercial Park Road, Tomball, TX 77375. The estimated amount of expenditures for such Project is \$50,925.”**

Please call on Kelly to address.

- Public Hearing

“The public hearing regarding this item is open at (6:37 P.M.); the Board will now hear from anyone who would like to speak for or against this proposed project. If you would like to speak, please come to the podium and state your name and address. You may speak for three (3) minutes.”

“The time is (6:37 P.M.) and the Public Hearing is closed.”

Motion was made by Board Member Bruce second by Board Member Crofoot to approve an agreement with Dancing Falls Development, LLC as mentioned above in an amount not to exceed \$50,925. Vice President Klein Quinn called for the vote.

The motion carried unanimously.

**5.6 Workshop Session:**

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

Please call on Kelly to address.

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

**5.7 “Consideration and possible action by Tomball EDC if appropriate, on the adoption of employee policies and procedures.”**

Please call on Kelly to address.

No action was taken on this item.

**5.8 “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

Glenn provides an overview of financial statements.

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

**5.9 “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 2018.”**

Please call on Tiffani to address.

Motion was made by Board Member Degges, second by Board Member Bruce to approve the Resolution providing time and place of the TEDC Meetings. Vice President Klein Quinn called for the vote.

The motion carried unanimously.

**5.10 “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.”**

Please call on Kelly to address.

Motion was made by Board Member Degges, second by Board Member Crofoot 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 & Technology Park. Vice President Klein Quinn called for the vote.

The motion carried unanimously.

**5.11 “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 551.071 – Consultation with Attorney pursuant to Texas Government Code
- Section 551.072 – Deliberations regarding real property: Deliberate the purchase, exchange, lease, or value of real property.

Vice President Klein Quinn Convened into Executive Session at 7:04 p.m.

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

Reconvened at 8:45 p.m.; no Board action taken.

**6.0 Adjournment:**

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

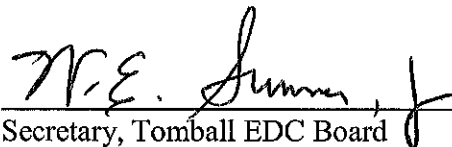
The vote carried unanimously. The meeting was adjourned at 8:48 p.m.

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**PASSED AND APPROVED** this 6th day February of 2018.



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President, Tomball EDC Board



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Secretary, Tomball EDC Board