

**NOTICE OF SPECIAL JOINT TOMBALL EDC AND TOMBALL B&TP
PROPERTY OWNERS ASSOCIATION INC. MEETING**



**Tuesday, November 09, 2021
5:30 PM**

Notice is hereby given of a meeting of the Tomball Economic Development Corporation, to be held on Tuesday, November 09, 2021 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.

MEETING AGENDA AND AGENDA PACKET ARE POSTED ONLINE AT: <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.

A. Call to Order

President Fagan called the meeting to order at 5:38 p.m.

PRESENT

President Gretchen Fagan
Secretary Bill Sumner
Treasurer Richard Bruce
Member Clete Jaeger
Member Chad Degges
Member Randy Parr

ABSENT

Vice President Steven Vaughan

OTHERS PRESENT

Kelly Violette
Tiffani Wooten
Tori Gleason
Kyle Bertrand

**Special Joint Tomball EDC and Tomball B&TP Property Owners Association Inc.
Meeting**

November 09, 2021 | Minutes

Page 2 of 9

Tom Condon
David Esquivel
Jessica Rogers
Warren Buehler
Janna Hoglund
Richard
Ali Khan
Kaela Olson (via Zoom)
Caroline Harrelson (via Zoom)
Brian Summers (via Zoom)
Charlie Hoelscher (via Zoom)
Brian Silver (via Zoom)
281-517-5900 (via Zoom)

B. Invocation

Board Member Degges 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.]*

President Fagan opened public comments at 5:40 p.m. No comments were received. Public comments were closed at 5:40 p.m.

E. Reports and Announcements

1. Engineer update on Persimmon Road/Medical Complex Drive Extension Project.

Kyle Bertrand provided an update.

Reports by TEDC Staff:

Tiffani Wooten provided an overview of the following:

1. Tomball Business & Technology Park – Ranked Among Top 10 in United States – *Business Facilities, 17th Annual Rankings Report.*

**Special Joint Tomball EDC and Tomball B&TP Property Owners Association Inc.
Meeting**

November 09, 2021 | Minutes

Page 3 of 9

2. *“Regions and Neighborhoods: Small-Town Charm with Big City Amenities in Tomball”* – Highlight Publication by Greater Houston Partnership.
 3. Tomball EDC Sponsored the Greater Tomball Area Chamber of Commerce’s First Friday Luncheon on September 3, 2021. Speaker Patrick Jankowski gave an Economic Outlook presentation.
 4. Milestone years for the TEDC Leadership:

Kelly Violette, Executive Director - 10 Years at Tomball Economic Development Corporation

Tiffani Wooten, Assistant Director – 20 Years in Economic Development

Both were recognized at the September 3, 2021 GTACC First Friday Luncheon by Local, State, and Federal representatives.
 5. Tomball Together Hospitality Mix & Mingle Event hosted in partnership with the Greater Tomball Area Chamber of Commerce – September 21, 2021.
 6. International Economic Development Council Excellence in Economic Development Awards.
- F. Approval of Minutes
- Motion made by Secretary Sumner, Seconded by Member Degges to approve the minutes as mentioned below.
- Voting Yea: President Fagan, Secretary Sumner, Treasurer Bruce, Member Jaeger, Member Degges, Member Parr.
- The motion carried unanimously.
7. Regular Tomball EDC Meeting of July 13, 2021.
 8. Special Joint Tomball EDC and Tomball City Council Meeting of August 16, 2021.
- G. New Business
9. Consideration and possible action by the Tomball B&TP Property Owners Association Board of Directors to approve an amendment to the Declaration of Covenants, Restrictions and Conditions for the Tomball Business and Technology Park to change the Property Owners Association Assessment Calculation and Due Date.

**Special Joint Tomball EDC and Tomball B&TP Property Owners Association Inc.
Meeting**

November 09, 2021 | Minutes

Page 4 of 9

Motion made by Member Parr, Seconded by Secretary Sumner.

Voting Yea: President Fagan, Secretary Sumner, Treasurer Bruce, Member Jaeger, Member Degges, Member Parr.

The motion carried unanimously.

10. Consideration and possible action by the Tomball B&TP Property Owners Association Board of Directors to approve the 2021-2022 Tomball B&TP POA Budget.

Motion made by Member Degges, Seconded by Member Jaeger.

Voting Yea: President Fagan, Secretary Sumner, Treasurer Bruce, Member Jaeger, Member Degges, Member Parr.

The motion carried unanimously.

11. Presentation by Jessica Rogers, Assistant City Manager, regarding the Tomball EDC 2020-2021 Fiscal Year End financial statements.

Jessica Rogers, Assistant City Manager, provided an overview of the financials.

Presentation item only; no Board action required.

12. Presentation by Aaron Farmer, President, The Retail Coach, regarding the Tomball Retail Market.

Caroline Harrison, The Retail Coach, provided an update of the Tomball Retail Market.

Presentation item only; no Board action required.

13. Presentation by Brian Summers, Senior Property Manager Industrial, Colliers International regarding the South Live Oak Business Park.

Brian Summers, Colliers International, provided an overview regarding South Live Oak Business Park.

Presentation item only; no Board action required.

14. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with Silver Accounting Group, LLC, to make direct incentives to, or expenditures for, rental assistance for new or expanded business enterprise to be located at 1431 Graham Drive, Suite 150, Tomball,

**Special Joint Tomball EDC and Tomball B&TP Property Owners Association Inc.
Meeting**

November 09, 2021 | Minutes

Page 5 of 9

Texas 77375. The estimated amount of expenditures for such Project is \$8,236.00.

- Public Hearing

President Fagan opened the public hearing at 6:17 p.m. No comments were received. Public hearing was closed at 6:17 p.m.

Motion made by Member Parr, Seconded by Member Degges.

Voting Yea: President Fagan, Secretary Sumner, Treasurer Bruce, Member Jaeger, Member Degges, Member Parr.

The motion carried unanimously.

15. Consideration and possible action by Tomball EDC regarding a Project Agreement with the Friends of Tomball Community Library under Section 505.158 of the Development Corporation Act.

- Public Hearing

President Fagan opened the public hearing at 6:25 p.m. No comments were received. Public hearing was closed at 6:25 p.m.

Motion made by Secretary Sumner, Seconded by Member Jaeger.

Voting Yea: President Fagan, Secretary Sumner, Treasurer Bruce, Member Jaeger, Member Degges, Member Parr.

The motion carried unanimously.

16. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with GK Hospitality Development, 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 6,530 square foot commercial facility generally located near the northwest corner of SH 249 and FM 2920 Road, Tomball, Texas 77377. The estimated amount of expenditures for such Project is \$107,500.00.

- Public Hearing

President Fagan opened the public hearing at 6:34 p.m. No comments were received. Public hearing was closed at 6:34 p.m.

Motion made by Secretary Sumner, Seconded by Treasurer Bruce.

**Special Joint Tomball EDC and Tomball B&TP Property Owners Association Inc.
Meeting**

November 09, 2021 | Minutes

Page 6 of 9

Voting Yea: President Fagan, Secretary Sumner, Treasurer Bruce, Member Jaeger, Member Degges, Member Parr.

The motion carried unanimously.

17. 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 Member Degges, Seconded by Secretary Sumner.

Voting Yea: President Fagan, Secretary Sumner, Treasurer Bruce, Member Jaeger, Member Degges, Member Parr.

The motion carried unanimously.

18. 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 Secretary Sumner, Seconded by Treasurer Parr.

Voting Yea: President Fagan, Secretary Sumner, Treasurer Bruce, Member Jaeger, Member Degges, Member Parr.

19. 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.

The Tomball Economic Development Corporation Board recessed at 6:38 p.m.

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

The Tomball Economic Development Corporation Board reconvened at 6:45 p.m.

**Special Joint Tomball EDC and Tomball B&TP Property Owners Association Inc.
Meeting**

November 09, 2021 | Minutes

Page 7 of 9

21. Consideration and possible action by Tomball EDC to ratify approval of a commercial real estate contract – unimproved property between the Corporation as Seller and KTB Properties as purchaser and authorize the execution of contracts and documentation by the EDC Executive Director relating to approximately 2.5 gross acres of land identified as Lot 9 of the Tomball Business and Technology Park Lot 9 Replat Subdivision.

Motion made by Secretary Sumner, Seconded by Treasurer Parr.

Voting Yea: President Fagan, Secretary Sumner, Treasurer Bruce, Member Jaeger, Member Degges, Member Parr.

The motion carried unanimously.

22. Consideration and possible action by Tomball EDC to approve, as a Project of the Corporation, an agreement with Techsico to make direct incentives to, or expenditures for, the creation or retention of primary jobs associated with the relocation and development of a 20,000 square foot office/warehouse facility to be located on Lot 9 of the Tomball Business and Technology Park. The estimated amount of expenditures for such Project is \$20,529.00.

- Public Hearing

President Fagan opened the public hearing at 6:47 p.m. No comments were received. Public hearing was closed at 6:47 p.m.

Motion made by Member Jaeger, Seconded by Member Degges.

Voting Yea: President Fagan, Secretary Sumner, Treasurer Bruce, Member Jaeger, Member Degges, Member Parr.

The motion carried unanimously.

23. Consideration and possible action by Tomball EDC to ratify approval of a commercial real estate contract – unimproved property between the Corporation as Seller and Billiard Factory, Inc and/or assigns, as purchaser and authorize the execution of contracts and documentation by the EDC Executive Director relating to approximately 4.8226 gross acres of land, identified as Lot 3 on the Final Plat of the Tomball Business & Technology Park.

Motion made by Treasurer Bruce, Seconded by Member Degges.

Voting Yea: President Fagan, Secretary Sumner, Treasurer Bruce, Member Jaeger, Member Degges, Member Parr.

**Special Joint Tomball EDC and Tomball B&TP Property Owners Association Inc.
Meeting**

November 09, 2021 | Minutes

Page 8 of 9

The motion carried unanimously.

24. 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 2022.”

Motion made by Treasurer Bruce, Seconded by Secretary Sumner.

Voting Yea: President Fagan, Secretary Sumner, Treasurer Bruce, Member Jaeger, Member Degges, Member Parr.

The motion carried unanimously.

25. TEDC Quarterly update on 2021-2022 Strategic Work Plan.

Kelly Violette provided an update on the 2021-2022 Strategic Work Plan.

Presentation item only; no Board action required.

H. Adjournment

Motion made by Secretary Sumner, Seconded by Member Jaeger to adjourn the meeting at 7:04 p.m.

Voting Yea: President Fagan, Secretary Sumner, Treasurer Bruce, Member Jaeger, Member Degges, Member Parr.

The motion carried unanimously.

C E R T I F I C A T I O N

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 5th day of NOVEMBER 2021 by 5:30 PM, and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Kelly Violette
Executive Director

**Special Joint Tomball EDC and Tomball B&TP Property Owners Association Inc.
Meeting**

November 09, 2021 | Minutes

Page 9 of 9

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) 290-1002 or FAX (281) 351-6256 for further information.

AGENDAS MAY BE VIEWED ONLINE AT www.ci.tomball.tx.us.

PASSED AND APPROVED this the 11 th day of January 2022.

President, Tomball EDC Board

Secretary, Tomball EDC Board