



# CITY OF FULSHEAR DEVELOPMENT CORPORATION

A Type "B" Economic Development Sales Tax Corporation

PO Box 279 · 6611 West Cross Creek Bend Lane · Fulshear, Texas 77441 · (281) 346-1796 · www.fulsheartexas.gov

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## Meeting Minutes

March 20, 2023

6:00 PM

**Board Members Present:** Tommy Kuykendall; James Buccieri; Kaye Kahlich; Lisa Kettler Martin; Blake Koepke; Lee O' Brian

**Board Members Absent:** Jonathan Coyne

**Staff:** Annel Guadalupe (EDC Director); Charlie Dromgoole (Interim EDC Director); Haden Farr (EDC Coordinator); SGT William Henry (PD)

**Attendees:** None

### 1. Call to Order

There being a quorum, Tommy Kuykendall called the meeting to order at 6:01 p.m.

- 2. Public Comments - Citizens who desire to address the Corporation making either general comments (i.e., matters not on the agenda) or regarding matters on the agenda will be received at this time. Citizens desiring to make comments must register with the Corporation prior to the meeting being called to order. The number of speakers will be limited to the first ten (10) speakers and each speaker is limited to three (3) minutes. Discussion by directors regarding matters on the agenda will only be made at the time the subject is scheduled for consideration.**

In accordance with the Texas Open Meetings Act, the Corporation may respond to a general comment by (1) responding with a statement of specific factual information or (2) recite the Corporation's existing policy on that issue. The Corporation may also direct the person making the general comment to visit with staff about the issue, or the Corporation may offer to place the item on the agenda for discussion at a future meeting.

None.

### 3. Staff Introduction: Annel Guadalupe-Economic Development Director

Mrs. Guadalupe provided her background information and introduced herself to the Board.

### 4. Consideration and possible action on the purchase of advertisement in the Explore Fulshear Magazine, and additional production of informational materials.

Mrs. Guadalupe and Mr. Farr explained the need for advertisement of the city and its

development potential, as well as the pricing breakdown and timeline for magazine publishing & electronic copies.

Motion to purchase advertising space in Explore Fulshear Magazine not to exceed \$4,875 per board. – Kahlich; Second – Buccieri

Ayes: 6                      Nays: 0                      Abstentions: 0

**5. Consideration and possible action on the adoption of the MOU for the funding of community events in partnership with the Fulshear-Katy Chamber of Commerce.**

Mr. Farr presented the MOU document and solicited feedback from the Boards. Lisa Martin & James Buccieri highlighted some issues with the phrasing in the proposed MOU document. Specifically, the Boards requested that there be revisions made to the agreement in the following sections:

- 1) Change the "Term" from a three-year term to an annual term that coincides with the end of our fiscal year
- 2) Section I§a (*Funding*): Revise to "annually fund up to thirty-seven thousand five hundred dollars (\$37,500.00)"
- 3) Get clarification on the ability of the Type-A Board (CDC) to fund future events following their reorganization to a true Type-A

Staff agreed to make the requested changes and have the revised copy ready for the next meeting.

No action taken.

**6. Consideration, and possible action on CDC Resolution 2023-01 for the funding of community events in partnership with the Fulshear-Katy Chamber of Commerce.**

Motion to adopt FDC Resolution 2023-01 setting a public hearing for April 17<sup>th</sup>, 2023 – Kahlich; Second – Koepke

Ayes: 6                      Nays: 0                      Abstentions: 0

**7. Consideration, and possible action on an agreement for a hotel feasibility study through Source Strategies.**

Mr. Dromgoole and Mr. Farr highlighted the need for a feasibility study to attract potential hotels and solidify development decisions regarding future hotel sites in Fulshear.

Motion adopt an agreement in conjunction with the Type A Board (CDC) with Source Strategies for a hotel feasibility study. – O'Brian ; Second – Martin

Ayes: 6                      Nays: 0                      Abstentions: 0

**8. Consideration and action on financials and payables for the period ending January 31, 2023.**



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Motion to approve the payables and financials for the period ending January 31, 2023. – Kahlich; Second – Martin

Ayes: 6                      Nays: 0                      Abstentions: 0

## **9. Consideration and action on minutes of the Corporation for the February 20, 2023 meeting.**

Kaye Kahlich requested that Item 5 reflects the desire to not only improve "downtown" but anywhere that has high growth potential.

James Buccieri requested that Item 6 reflect the discussion that took place around the "loan-to-finance & lease-to-sale" provisions in the policy and the pros and cons that were highlighted in relation to those topics.

Motion to approve the minutes as amended for the February 20, 2023 meeting. – Kahlich; Second – Buccieri

Ayes: 6                      Nays: 0                      Abstentions: 0

## **10. Presentation by City Council Liaison of last City Council meetings.**

Lisa Martin (FDC) requested that the cover sheet for the City Council Liaison item reflect that both Kaye Kahlich (FCD) and herself would provide information.

Special and Regular meetings took place on February 21<sup>st</sup> and a Special meeting took place on March 7<sup>th</sup>.

Both Lisa Martin (FDC) and Kaye Kahlich (FDC) provided updates, highlighting wastewater and water design services, fee schedule updates, & various plat approvals.

## **11. Economic development report: Briefings or updates may be provided regarding City and Economic Development projects and programs, certificates of occupancy, conferences and meetings attended, upcoming meetings and events, business contacts and announcements, economic indicators, and administrative items.**

### **a. Retail Coach Update**

Mrs. Guadalupe provided an high-level overview on the meetings conducted by the Retail Coach with various restaurants, retailers, and hotels interested in Fulshear.

### **b. Report on Various Projects and Meetings**

Mrs. Guadalupe provided an update on the status of the website and next steps. She also



noted the desire of the staff to update the strategic plan and to align agenda items and other tasks directly to that plan.

**c. Update on EDC property joint marketing & potential uses.**

Mr. Dromgoole provided an update on a potential joint-marketing agreement with surrounding property owners for the EDC-owned property.

**12. Future agenda items**

The Board of Directors of the Corporation will have the opportunity to inquire about subjects for which notice has not been given but which individual members of the Board of Directors of the Corporation wish to place on the agenda for a subsequent meeting. At this time, only statements of specific factual information and a recitation of existing policy may be made in response to the inquiry. In accordance with Section 551.042 of the Texas Open Meetings Act, the only deliberation of or decision about the subject of the inquiry shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

Director, etc.	Suggestion or comment made by director, etc.
Andrew Van Chau (CDC)	<ul style="list-style-type: none"> <li>• 36A Representative to speak at next available meeting</li> </ul>
Mark DeRouen (CDC)	<ul style="list-style-type: none"> <li>• Hotel tax information and how it will be spent</li> </ul>
James Buccieri	<ul style="list-style-type: none"> <li>• Discussion on potential strategic land acquisition</li> <li>• Small Business Incentives</li> </ul>

**13. Announcements**

The Board of Directors of the Corporation will have the opportunity to address items of community interest, which – as aligned with Section 551.0415 of the Texas Open Meetings Act – specifically includes (1) expressions of thanks, congratulations, or condolence; (2) information regarding holiday schedules; (3) an honorary or salutary recognition of a public official, public employee, or other citizen; (4) a reminder about an upcoming event organized or sponsored by the Corporation; (5) information regarding an event organized or sponsored by an entity other than the Corporation that was attended or is scheduled to be attended by a member of the Board of Directors of the Corporation; and, (6) announcements involving an imminent threat to the public health and safety of people in the City of Fulshear that has arisen after the posting of the agenda.

Director	Announcement or comment made by director
Andrew Van Chau (CDC)	<ul style="list-style-type: none"> <li>• Bill filing deadline has passed for this session</li> <li>• Recognition of service and thank you to SGT Henry (PD)</li> </ul>
Tommy Kuykendall	<ul style="list-style-type: none"> <li>• The legislative is now in full session</li> </ul>



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## 14. Adjournment

Motion to adjourn at 8:00 pm. – Kahlich; Second – Martin

Ayes: 6

Nays: 0

Abstentions: 0

Passed and approved this 17th of April 2023.

  
Tommy Kuykendall, President

ATTEST:   
Jonathan Coyne, Secretary