



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

Meeting Minutes

June 12, 2023

6:00 PM

| | |
|-------------------------------|---|
| Board Members Present: | Tommy Kuykendall; Lee O' Brien; James Buccieri; Blake Koepke; Jennifer Hagemann; Joel Patterson; Mark DeRouen |
| Board Members Absent: | None |
| Staff: | Annel Guadalupe (EDC Director); Haden Farr (EDC Coordinator); William Henry (PD); Dan Santee (Legal Counsel) |
| Attendees: | Aaron Farmer; George Lane; Jason Knape (City Council); Abhijeet Utturkar (City Council) |

1. Call to Order

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

- 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. Welcome and introduction of new Board Directors.

Staff welcomed new directors to the Boards and invited all members to briefly introduce themselves.

- Consideration of and possible action on election of officers of the Corporation in accordance with the Corporation Bylaws, to include the positions of: President; Vice President; Secretary; Treasurer.**

Motion to nominate and elect Tommy Kuykendall as President.

– Buccieri ; Second – Patterson

Ayes: 7 Nays: 0 Abstentions: 0

Motion to nominate and elect Lee O’Brien and Vice President.

– Koepke; Second – Patterson

Ayes: 7 Nays: 0 Abstentions: 0

Motion to nominate and elect Blake Koepke as Secretary.

– Buccieri ; Second – Hagemann

Ayes: 7 Nays: 0 Abstentions: 0

Motion to nominate and elect James Buccieri as Treasurer.

– DeRouen; Second – Koepke

Ayes: 7 Nays: 0 Abstentions: 0

5. Introduction and presentation by Aaron Farmer of the Retail Coach.

Aaron Farmer of The Retail Coach provided directors with information regarding retail attraction to Fulshear. He highlighted several businesses brought to the city through the efforts of TRC and staff collaboration as well as his hopes for Fulshear in the long term.

Directors requested that an update be included as a regular addition to the agenda packet.

6. Consideration and possible action on new meeting dates and times for regular EDC meetings.

Staff discussed the merits of splitting the Boards apart for most meetings, suggesting that the FDC remain on the third Monday of the month while CDC moves to the second Monday.

After a brief discussion it was suggested that joint meetings continue through the end of the fiscal year, giving new Directors some onboarding time, and finishing the budget process.

The CDC meeting dates will be moved to 6:00 on the second Monday of the month beginning October 9th, 2023. (3-0-0)

7. 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. May 16th – June 12th Activity Overview

Annel Guadalupe noted the various development meetings and projects that have taken place since the last regular meeting.

b. Update on EDC website & Explore Fulshear Magazine



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

Annel Guadalupe informed the Boards that the magazine had been printed and distributed; Tommy Kuykendall (FDC) provided some samples for the Boards to view.

c. Update on RFQ for long-term legal counsel

Annel Guadalupe informed the Boards that the RFQ had been posted and responses will be received soon.

d. Update on Fulshear Entrepreneurship & Business Hub

Annel Guadalupe shared that staff has been in preliminary discussions with the Cannon regarding the structure of the contract. A rough draft should be ready for review in the July meeting.

e. Updates on "The Best of Fulshear" Photography Contest

Annel Guadalupe praised the submissions and participation in the community and shared that the judges panel would be evaluating the submissions prior to the City Hall grand opening.

f. Update on PASA Study

Annel Guadalupe informed the Boards that the study had begun and should be ready for review and presentation in the coming weeks.

g. Update on Fulshear Farmers' Market Support

Annel Guadalupe informed the Boards that the agreement was under legal review and should be ready for final adoption in the July meeting.

h. New Businesses & Developments to Fulshear

None.

8. Consideration and action on financials and payables for the Corporation for the period ending March 31, 2023.

James Buccieri asked to have a breakdown of the fund balance showing cash as a separate item.

Motion to approve the financials and payables of the Corporation for the period ending April 30, 2023.

– O'Brien ; Second – Buccieri

Ayes :7

Nays: 0

Abstentions: 0

9. Consideration and action on minutes of the Corporation for the May 15, 2023, meeting.

Motion to approve the minutes of the Corporation for the May 15, 2023 meeting.

– Buccieri ; Second – Koepke

Ayes :7

Nays: 0

Abstentions: 0

10. Discussion on EDC-owned property and future land acquisition.

Tommy Kuykendall gave a brief overview of the background surrounding the EDC purchase of the city hall property. He also noted the importance of a continued relationship with The Retail Coach as we look into what the property could develop into.

James Buccieri noted that the inclusion and development of primary jobs at that location was a major purpose of the purchase.

Dan Santee (Legal) gave a brief description on the designation of primary jobs.

11. Review and discuss draft items pertaining to FY 2023-2024 EDC budget development.

- a. Discussion and review pertaining to budget development including:**
 - i. Draft Corporation Administrative Services Agreement**
 - ii. Draft Corporation budget**
 - iii. Corporations' budget parameters**
 - iv. Corporations' funding priorities for operations and projects**
- b. Overview and schedule of formal budgeting process**

Annel Guadalupe presented all draft budgets and ASA agreements to the Boards, going through each line item and describing its purpose and reason for any change seen in the FY24 draft.

Dan Santee (Legal) asked that there be more apparent designations in the budget for what falls under marketing & promotional expenses.

Tommy Kuykendall did note that if something were to arise during FY24 that had not been budgeted for, there is a method for implementing an amendment.

12. Presentation by City Council Liaison regarding action taken at the previous City Council meeting.

Councilmember Patterson highlighted the various appointments and elected positions that had been filled during the previous council meeting. In addition, he highlighted several changes to the CDO that were approved and noted that more changes would likely be adopted in the upcoming council meetings.

13. 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



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

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. |
|-------------------|---|
| Bryan White (CDC) | <ul style="list-style-type: none"> Update on the Hotel Feasibility Study |
| James Buccieri | <ul style="list-style-type: none"> Small Business Incentives Specific Land Purchases in Executive Session |
| Jennifer Hagemann | <ul style="list-style-type: none"> Parking Structure |
| Lee O'Brien | <ul style="list-style-type: none"> Discussion on property surrounding EDC land |
| Mark DeRouen | <ul style="list-style-type: none"> Percentage Breakdown on CDC and FDC projects |

14. 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 |
|------------------|--|
| Tommy Kuykendall | <ul style="list-style-type: none"> Once again welcomed the new directors and noted his appreciation for serving the community and encouraged them to get plugged in with the various EDC groups throughout Fort Bend. |

15. Adjournment

Motion to adjourn at 8:38 p.m.


– Patterson; Second – O'Brien

Ayes :7

Nays: 0

Abstentions: 0

Passed and approved this 17th of July 2023.



President

ATTEST:

Secretary