



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 January 22, 2024 6:00 PM

Board Members Present: Tommy Kuykendall; James Buccieri; Lee O'Brien; Joel Patterson; Mark DeRouen

Board Members Absent: Blake Koepke; Jennifer Hagemann

Staff: Annel Guadalupe (EDC Director); Haden Farr (EDC Coordinator); Michelle Bartee (PD); Charlie Zech (Legal Counsel)

Attendees: Ramona Ridge; Kaye Kahlich

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. Consideration and possible action on the adoption of the Fulshear Farmers' Market performance agreement for FY24.**

Annel Guadalupe addressed the changes made to the FY23 Performance agreement that had been adapted to serve in FY24. Changes included: commencement date of March 2, 2024; clause outlining required metrics reporting; clarification on the definition of "marketing materials"; reimbursements to be paid out on a monthly basis.

Motion to adopt the Fulshear Farmers' Market Performance Agreement for FY24.

– Patterson; Second – O’Brien

Ayes: 5

Nays: 0

Abstentions: 0

4. Presentation on duties and allowable projects for a Type B sales tax corporation.

Legal counsel Charlie Zech gave a presentation highlighting the duties and allowable projects for Type B corporations.

5. Update on Harris Street reconstruction.

Haden Farr provided an update on concept renderings for the Harris Street Plaza.

Joel Patterson expressed that while the modified city seal would look nice in the overall design, he would like to make sure there is some inclusion of the Downtown District logo which was designed as part of the city branding study.

Preferences on design elements were solicited from Directors who showed support for the inclusion of the modified city seal in the intersection of 4th Street and Harris Street.

6. 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. November 13th – January 5th Activity Overview:

1. Retail Coach Update

Annel Guadalupe discussed the monthly report provided by the Retail Coach, noting that demand for and interest in Fulshear continues to remain high.

2. TML EDC

Annel Guadalupe reviewed the TML EDC conference, highlighting some of the topics and major takeaways from the event.

3. Economix

Annel Guadalupe informed the Board that she, along with the other Fort Bend EDC directors had the opportunity to travel to Atlanta, GA to meet with large site consultants with ambitions for the development of Fort Bend County.

4. TEDC Sales Tax Course

Annel Guadalupe notified the Board that both members of the EDC staff had recently completed the required Sales Tax course through TEDC.

5. New Business Updates

Annel Guadalupe announced that Icebox Cryotherapy, Spider Smart, and L3 Craft Coffee had recently opened in Fulshear.

6. Bicentennial



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Annel Guadalupe notified the Board that all city staff are hard at work finalizing the planning process for the Bicentennial celebration. She asked that the Board share any posts made by the city to better inform the public of the event.

7. Fort Bend EDC

Annel Guadalupe informed the Board that the Fort Bend County Commission recently met to discuss the future role of the Fort Bend EDC. The meeting concluded with no concrete future for the organization and their role in Fort Bend economic development.

8. Gateway Signs Update

Annel Guadalupe discussed the current status of the gateway signs project, noting that information had been relayed to KGA DeForrest and we are awaiting a final decision on signage approval by the THP Improvement District.

9. Downtown Business Alliance

Annel Guadalupe announced that there had been a meeting with several key stakeholders in the downtown area, regarding the establishment of a Downtown Business Alliance. Currently bylaws drafts are being created, with the hopes of a formal establishment in the coming months.

10. RFP for EDC Property

Annel Guadalupe notified the Board that staff would begin working with the EDC legal team to craft an RFP for the development of EDC-owned property.

11. Fulshear Fast Track Update

Annel Guadalupe informed the Board that in-person work on the Fulshear Fast Track had officially begun, with the Managing Director, Mat Yelvington in-office on Mondays and Tuesdays.

7. Consideration and possible action on Services and Software Agreement for EDC website.

Annel Guadalupe informed the Board on the current state of the EDC website, stating that the originally contracted company, Atlas Integrated, had been acquired by Hueston.

Though the new company stated they would honor the original contract, staff requested that a different selection be made. This new agreement would allow for easier modification and addition to the website, as well as a more secure option than the previous agreement.

Motion to adopt the Services and Software Agreement for the EDC Website in the amount of \$3,355.50 annually and pending legal review.

– O'Brien; Second – DeRouen

Ayes: 5

Nays: 0

Abstentions: 0

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

Motion to approve the financials and payables for the period ending October 31, 2023

– Patterson; Second – O’Brien
Ayes: 5 Nays: 0 Abstentions: 0

9. Consideration and action on financials and payables for the Corporation for the period ending November 30, 2023.

Motion to approve the financials and payables for the period ending November 30, 2023

– DeRouen ; Second – Buccieri
Ayes: 5 Nays: 0 Abstentions: 0

10. Consideration and action on minutes of the Corporation for the November 13, 2023, meeting.

Motion to approve the minutes of the Corporation for the November 13, 2023, meeting.

– O’Brien; Second – Buccieri
Ayes: 5 Nays: 0 Abstentions: 0

11. Presentation by City Council Liaison regarding relevant action taken at the previous City Council meeting(s).

Mr. Patterson provided the Board with an update on the December 19th City Council meeting. These updates included HGAC and CFOA awards; the appointment of CDC Director Patrick Powers; and a service agreement for the water & wastewater master plan.

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.
Annel Guadalupe	<ul style="list-style-type: none">• Update on the state of the website agreement• Update on Fulshear Fast Track
Tommy Kuykendall	<ul style="list-style-type: none">• Discussion on Christmas Decorations



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James Buccieri	<ul style="list-style-type: none"> • Hotel Attraction-Working Group EXPLORATION
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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
Tommy Kuykendall	<ul style="list-style-type: none"> • Application period for City Council and Mayoral positions has opened
Annel Guadalupe	<ul style="list-style-type: none"> • CDC meeting is 2/12/2024; FDC meeting is 2/19/2024

14. Adjournment


Motion to adjourn at 7:38 p.m.
– O'Brien; Second – Buccieri

Ayes: 5

Nays: 0

Abstentions: 0

Passed and approved this 19th of February 2024.



President



ATTEST: Secretary