CITY OF FULSHEAR DEVELOPMENT CORPORATION

A Type "A" Economic Development Sales Tax Corporation

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Meeting Minutes
March 6, 2017
6:30 PM

Board Members Present:	Rev. Jackie Gilmore, Fay Burke, Randy Katz, Randy Hutchison
Board Members Absent:	None
Staff:	Angela Fritz, Byron Brown
Attendees:	Bill Knesek, Rachelle Kanak, Jeff Wiley, Kaye Kahlich, Jim Fatheree, Angela Hahn

Call to Order.

There being a quorum of the Board present, Rev. Jackie Gilmore, Vice-President, called the meeting to order at 6:32 P.M.

Citizen Comments.

None.

1. **Consideration of and possible action on minutes for the Corporation for:**
   - **December 5, 2016 Regular Meeting**

Motion to approve as presented – Katz; Second – Hutchison.
Ayes: 4 Nays: 0 Abstentions: 0

2. **Consideration of and possible action on financials and payables for the Corporation.**

Staff presented financial for the Board's consideration. There were no payables.

Not an Action Item

3. **Consideration of and possible action on City membership with the Fort Bend Economic Development Council.**

Staff presented an overview of membership benefits and recommended continuing the trustee level membership in the amount of $6,000 split between the A and B corporations.

Motion to approve as presented – Katz; Second – Hutchison.
Ayes: 4 Nays: 0 Abstentions: 0

4. **Consideration of and possible action on contract for consulting services with Southwestern Economics LLC.**

Ms. Fritz presented an overview of the services offered and the Board voted to approve the contract with two changes: mileage shall be compensated at the IRS standard rate; verbiage included in C7 "...President...or their assigned designee."

Motion to approve with changes noted regarding utilizing standard IRS mileage rate and President "or their designee" language for consultant work requests – Katz; Second – Hutchison.

Ayes: 4 Nays: 0 Abstentions: 0

5. **Consideration of and possible action on economic impact modelling services.**

Ms. Fritz provided an overview of economic impact modelling services from Impact Data Source. Staff recommended utilizing one-off reports until the need for a customized model was realized later and requested the Board allocate $1,500 from projects funds (professional services/studies) for services related to one-off impact modelling reports.

Motion to approve as presented – Katz; Second – Hutchison.
Ayes: 4 Nays: 0 Abstentions: 0

6. **Consideration of and possible action on population and demographics study.**

Ms. Fritz presented an overview on the need for a demographic update and population projection study for Fulshear. The recommendation was made to budget a total of $10,000 with half coming from each corporation. The board suggested having the data presented at a public meeting and making it available online once the study was completed.

Motion to approve as presented – Katz; Second – Hutchison.
Ayes: 4 Nays: 0 Abstentions: 0

7. **Consideration of and possible action economic development customer relationship management software.**

Ms. Fritz presented an overview of the need for this type of software and requested the Board approve the encumbrance of up to $7,000 ($3,500 from each corporation) to procure a solution once the vetting process is complete.

Motion to approve up to $3,500 for selection and implementation of software – Katz; Second – Hutchison.
Ayes: 4 Nays: 0 Abstentions: 0

8. **Consideration of and possible action on total budget for City of Fulshear 2017 spring event.**

Ms. Fritz relayed the City's request for an additional $1,500 for the "Shamrock Shindig".

Motion to approve up to an additional $1,500 for City of Fulshear spring event – Katz; Second – Hutchison.
Ayes: 4 Nays: 0 Abstentions: 0

9. **Update on filling corporation board and officer vacancies.**

A general discussion on board appointments was held. The board was comfortable waiting to hold officer elections until after the vacancy was filled, as long as the vacancy was not prolonged.

Not an action item.

10. **Overview of Corporation's relationship with the Fulshear Area Chamber.**

Rev. Gilmore requested this item be placed on the agenda to provide a history of the A Corporation's relationship with the Chamber of Commerce.

Not an action item.

11. **Report from Economic Development Director.**

The Economic Development Director presented an overview of economic development events and activities for the previous month.

Not an action item.

12. **Requests for future agenda items.**

No additional items were requested by the Board.

13. **Announcements.**

None.

14. **Adjournment.**

Motion to adjourn at 8:19 p.m. – Katz; Second – Hutchison
Ayes: 4 Nays: 0 Abstentions: 0

Passed and approved this 5 **day of** May**, 2017.**

Fay Burke

Fay Burke, Secretary
City of Fulshear Development Corporation

Rev. Jackie Gilmore

Rev. Jackie Gilmore, Vice-President
City of Fulshear Development Corporation

Prepared by Angela Hahn, ED Communications Coordinator