

MINUTES
NASSAU BAY ECONOMIC DEVELOPMENT CORPORATION
OCTOBER 30, 2017
7:00 PM

MEMBERS OF THE CORPORATION PRESENT: Mark Denman, Jonathan Amdur, Bryce Klug, Cindy Harreld-DeWease, John Mahon, Bill Quinn, and Matt Prior

MEMBERS ABSENT: None

OTHERS PRESENT: City Manager Jason Reynolds, Assistant City Manager Mary Chambers, City Secretary Sandra Ham, Finance Director Csilla Stiles, and Planning Commission Chairman Roscoe Lee

PRESIDING: Mark Denman

CALL TO ORDER AND ROLL CALL OF MEMBERS

The meeting was called to order at 7:00 p.m.

A quorum of the EDC was present with all board members in attendance.

APPROVAL OF MINUTES

The minutes of the meeting on July 24, 2017 were presented for approval.

It was moved by Cindy Harreld-DeWease, seconded by Bill Quinn, that the minutes be approved.

Motion passed 7 – 0.

CITIZENS' REQUEST FOR HEARING BEFORE EDC

Public Hearing was opened at 7:02 p.m.

There being no one wishing to speak, the public hearing was immediately closed.

NEW BUSINESS

Annual Election of EDC Officers

It was moved by Bill Quinn, seconded by John Mahon, to maintain the current slate of EDC officers.

Motion passed 7 – 0.

For purposes of clarity, the officers are:

Mark Denman, President
Jonathan Amdur, Vice President
Bryce Klug, Treasurer
Cindy Harreld-DeWease, Secretary
John Mahon, Director

Bill Quinn, Director
Matt Prior, Director

Development of EDC’s Annual Report and Authorization for Report to be Furnished to City Council by November 14, 2017

Finance Director Csilla Stiles and City Secretary Sandra Ham briefly covered portions of the Annual Report. Finance Director Stiles noted the Annual Report is designed to keep the City Council and citizens informed of the activities and contributions of the EDC. Ms. Stiles provided an overview of the un-audited financial statements for fiscal year ending September 30, 2017, remarking on the current plateau in sales tax. She anticipates an increase in sales tax in November 2017.

City Secretary Ham summarized the report detailing the major EDC activities and decisions for the recent fiscal year, including the EDC’s current officer slate. Mrs. Ham ended her review by noting the report will be presented at the November 14th City Council meeting for acceptance.

It was moved by Bryce Klug, seconded by Bill Quinn, for the Annual Report as drafted by staff be approved and furnished to Council.

Motion passed 7 – 0.

Approval of Orders for Payment to Reimburse the City for Invoices Paid on Behalf of the EDC

Finance Director Stiles discussed the expenditures listed below. The invoice amounts to be reimbursed were:

Reimbursements to the City of Nassau Bay for FY17:

- a. EDC Public Filing - \$198.80
 - b. Citizens for Space (Reynolds) - \$1,173.67
- TOTAL FY17 - \$1,372.47

Reimbursements to the City of Nassau Bay for FY18:

- a. BAHEP - Texas Conference & Deal Making - \$238.00
 - b. Clear Lake Area Chamber - FY18 Membership - \$10,000
 - c. BAHEP - FY18 Membership - \$20,000
- TOTAL FY18 - \$30,238.00

Finance Director Stiles noted a large portion of FY18 reimbursements were related to annual memberships.

It was moved by Jonathan Amdur, seconded by Bill Quinn, to approve all items for reimbursement.

Motion passed 7 – 0.

Discussion of the Economic Development and Tourism Plan and Designation of Two Representatives to Serve on the Steering Committee

Assistant City Manager Mary Chambers noted the City of Nassau Bay, in conjunction with HGAC, is seeking a qualified economic development consulting firm for the preparation of an Economic Development and Tourism Strategy. Moving forward, Mrs. Chambers expects to select a firm to

prepare strategies containing economic development goals, tourism goals, strategies, and performance measures for the City. Mrs. Chambers proposed the formation of a steering committee to assist in determining the goals during the 120-day process. She stated the project would kick-off in January 2018.

Corporation members posed several project funding questions, including budget and source of funding. Mrs. Chambers indicated the proposed budget to be between \$25,000 and \$30,000, with the City's Hotel / Motel Tax fund as the funding source.

It was moved by Jonathan Amdur, seconded by Bryce Klug, to designate President Mark Denman and Secretary Cindy Harreld-DeWease as representatives to serve on the Steering Committee.

Motion passed 7 – 0.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:15 p.m.

Minutes approved as submitted and/or corrected this 29th day of January, A.D., 2018.



ATTEST:

A handwritten signature in blue ink, appearing to read 'Cindy Harreld-DeWease', is written over a horizontal line.

Cindy Harreld-DeWease
Secretary

CITY OF NASSAU BAY, TEXAS
ECONOMIC DEVELOPMENT CORP.

A handwritten signature in blue ink, appearing to read 'Mark A. Denman', is written over a horizontal line.

Mark A. Denman
President