

**Kemah Community Development Corporation
Workshop Meeting
July 13, 2016
Minutes**

Audio Recording of KCDC Meeting:

The file containing the audio recording of the meeting (2016-07-13 KCDC Audio.mp3) is incorporated by reference in this minutes document. The full duration of this file is 0 hour 56 minutes and 18 seconds. Approximate start times for each section of the meeting are given below to help locate the recording of that section.

KCDC Board President Shawna Reid called the Kemah Community Development Corporation Board Special Workshop Meeting to order at 5:30 p.m. in City Hall. Board Members present were Robin Collins, Kelley Dawson, Doug Meisinger, Kyle Burks and Mark Kane. Board Member Matt Wiggins, Jr. arrived at 6:01 p.m. Also in attendance were City Attorney Dick Gregg Jr., City Administrator Wendy Ellis, Community Services Director Nick Haby, City Secretary Carolyn E. Anderson

1. Orientation

00:00:10

City Administrator Wendy Ellis outlined and discussed the policies and procedures required of the KCDC Board Members. She outlined the history of the KCDC Board, the guidelines, and the authority to conduct business held by members of the board of directors. She also reviewed the Open Meetings Act and Public Information Requests and how those laws apply to KCDC members.

Mrs. Ellis addressed KCDC's request to add an additional KCDC meeting night during the month. She outlined the process required by staff to add the additional meeting. It was the consensus of the KCDC Board to go with the option of including a workshop before the regular meeting, as needed, rather than to add an additional meeting night. Mrs. Ellis recommended the option of the establishment of KCDC sub-committees that could meet, as needed, and then report to the KCDC Board, as a whole.

A discussion followed regarding the process required for selling property. Mrs. Ellis and City Attorney Dick Gregg, Jr., outlined and explained the process, including the public notice and public hearing standards that are required. City Attorney Dick Gregg, Jr. also provided options for meeting the requirements for the public hearings. Mrs. Ellis discussed the process for authorizing the expenditure of KCDC funds, while at the same time promoting and supporting economic development in the City of Kemah. She also described the purpose of the Type A and Type B forms of Economic Development Boards and how those funds may be used by either Type A or Type B economic development boards. She asked that the KCDC members think about their priorities for commercial growth for the coming year.

2. Discussion of Work Plan and Budget Priorities

00:28:43

Mrs. Ellis outlined the Type A and Type B form of Economic Development Boards and how purchases can be made by the KCDC Directors. She addressed the questions of the Board regarding the levels of purchases and when purchases must be approved by Kemah City Council. She stated that, in general, purchases that exceed \$10,000 must be presented before Kemah City Council for approval. A discussion followed regarding specific line items to be included in the budget.

Mrs. Ellis asked that each board member state their top priorities for consideration as a member of the KCDC Board of Directors. The priorities mentioned included: Hwy 96

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through to Hwy 146, Bel Road extension, Lighthouse District redevelopment plan, Bel and Kipp changed to one-way roads, and increase the number of businesses in Kemah (economic development). Mrs. Ellis stated that economic development funds may not be used to fund a water treatment plant or entire system expansions without being put out for vote by the citizens Kemah. A discussion was had regarding how to merge the efforts of the different Kemah City departments and boards regarding the proposed expansion of Hwy 146.

3. Review By-Laws, Meeting Dates and Times Effective October 1, 2016 *00:46:25*

Mrs. Ellis reviewed the particular items in the KCDC By-Laws regarding compensation and meeting dates. She reminded KCDC members of the TEDC Workshop to be held on September 23, 2016, which would include the training requirement necessary for KCDC Board members to meet the financial training requirements and the State requirements for the Texas Open Meetings Act and Public Information Act.

4. Adjourn *00:54:05*

The meeting was adjourned at 6:26 p.m.

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Signature Page:

APPROVED: Shawna Reed

DATE: 10/11/16

ATTEST: Casslyn Anderson