

**Kemah Community Development Corporation
Regular Meeting
Minutes
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 52 minutes and 03 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 Regular Meeting to order at 6:33 p.m. in City Hall. Board Members present were Robin Collins, Matt Wiggins, Jr., Kelley Dawson, Doug Meisinger, Kyle Burks and Mark Kane. Also in attendance were City Attorney Dick Gregg, Jr., City Administrator Wendy Ellis, Community Services Director Nick Haby, City Engineer Jimmy Thompson, and City Secretary Carolyn E. Anderson.

- 1. Nomination of Officers** *00:0:20*

President Shawna Reid asked that Agenda Item 1 be moved to the next KCDC meeting

- 2. Invitation to Address Board** *00:00:41*

None.

- 3. President's Comments** *00:00:43*

Pokemon in Kemah
Welcome to new Board Members Doug Meisinger and Kelley Dawson
Happy Birthday to Robin Collins
Thanks for the great 4th of July festivities

- 4. Board Member Comments** *00:01:3*

Board Member Matt Wiggins
Board Member Mark Kane
Board Member Robin Collins
Board Member Kelley Dawson
Board Member Kyle Burks
Board Member Doug Meisinger

- 5. Presentations** *00:03:48*

None.

6. Consent Agenda

00:03:50

A. Approval of Bills (2016-04-01 – 2016-07-09)

President Shawna Reid asked if any Board Members wanted to remove any items from the consent agenda. No items were removed.

Made By: Board Member Kyle Burks

Seconded By: Board Member Matt Wiggins

Vote: **Motion carried unanimously** by all Board Members present.

7. Economic Development Director Report

00:04:54

- Great time and great participation in the 4th of July event. Thanks to staff and citizens who were involved in putting the event together
- Community Meeting update and City Council meeting - review of priorities
No. 1 priority – Economic Development (road expansions and working with private developers to bring in new businesses, update Lighthouse District, pedestrian access, traffic flow, amenities, pedestrian plaza)
- City Council approved committee to review projects or events funded by HOT/KCDC funds and make recommendations for approval by Council in a budget line item. A process would be implemented to update Council on a report of the event
- Possible open meeting next week for instructions on application process for those interested in applying for HOT or KCDC funds for events

8. City Engineer Report

00:16:46

- Finalizing Bayshore project
- Cien Road and Meadow Lane – 90% designed
- West Kemah Drainage Study – 50% complete
- Anders Road – conceptual planning and surveying – 70%
- Palm tree trimming and Lighthouse maintenance

9. Presentation of 2015-2016 KCDC Audit Report

00:21:21

Mr. Joseph Ellis with McCall Gibson Swedlund Barfoot PLLC presented the Independent Auditor's Report for the fiscal year ending September 30, 2015 and addressed the questions of the Board.

Motion: To approve the Auditor's Report for the fiscal year ending September 30, 2015

Made By: Board Member Matt Wiggins

Seconded By: Board Member Robin Collins

Vote: **Motion carried unanimously** by all Board Members present.

10. Authorizing funds for LJA Bel Road Drainage Outfall Engineering Study *00:24:31*

City Engineer Jimmy Thompson updated the Board on the upcoming need for the Outfall Engineering Study in anticipation of future city projects. City Administrator Wendy Ellis also stated the need for the study in anticipation of the 146 widening project

Motion: Approval of \$10,000 expenditure for the LJA Bel Road Drainage Outfall Engineering Study contingent upon approval by City Council.

Made By: Board Member Matt Wiggins

Seconded By: Board Member Mark Kane

Vote: **Motion carried unanimously** by all Board Members present.

11. Floodplain Ordinance Revisions *00:32:50*

Discussion regarding revising the current Floodplain Ordinance to meet the new laws and guidelines as recommended by LJA Engineering and City staff. City Engineer Jimmy Thompson addressed the questions of the Board. City Administrator Wendy Ellis stated that the recommended revisions are pretty standard.

Motion: To recommend that Council approve the proposed Floodplain Ordinance revisions.

Made By: Board Member Kyle Burks

Seconded By: Board Member Mark Kane

Vote: **Motion carried 4 – 1** with Matt Wiggins voting Nay

12. Authorization to Participate with BAHEP in Upcoming Trade Shows *00:40:28*

City Administrator Wendy Ellis updated the Board on the function of BAHEP in the area. There are two major upcoming trade shows. One is Oct 5th – 7th in Dallas, the International Council of Shopping Centers. The second event is *Retail Live*. All of the communities split the cost and the labor for participation in the BAHEP booth. Mrs. Ellis felt that it is important to have a presence at the two events. Working with BAHEP is a more cost effective way to participate in the events. Mrs. Ellis recommended putting together marketing materials to have available to have for the two trade shows. She estimates approximately \$7500 for the basic materials and for participation in the two major trade shows.

Motion: To approve \$7500 for marketing materials and registration fees to participate in the BAHEP and Retail Live events

Made By: Board Member Kyle Burks

Seconded By: Board Member Robin Collins

Vote: **Motion carried unanimously**

13. Discussion of Dates for Budget Planning Session

00:48:40

City Administrator Wendy Ellis asked the Board to recommend dates and times that they would be available for budget workshop meetings. A discussion followed, and Mrs. Ellis stated that she would advise the Board of the workshop dates and times.

14. Adjourn

00:52:03

Motion: To adjourn

Made By: Board Member Kyle Burks

Seconded By: Board Member Robin Collins

Vote: **Motion carried 4 – 1** with Matt Wiggins voting nay

KCDC Board was adjourned at 7:03 pm.

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Signature Page:

APPROVED: 

DATE: 7/13/16

ATTEST: 