

**City of Rowlett**  
**Economic Development Advisory Board**

Tuesday, May 21, 2019

9:30 A.M.

*Rowlett Chamber of Commerce, 4418 Main Street, Rowlett, TX 75088*

***Meeting Minutes***

**1. CALL TO ORDER.**

Chairman Drew Howard called the Rowlett Economic Development Advisory Board meeting to order at 9:37 A.M. on May 21, 2019 at the Rowlett Chamber of Commerce, 4418 Main Street, Rowlett, Texas. In attendance: Tammy Dana-Bashian, Drew Howard, Chris Kizziar, Michael Gallops, Whitney Laning, Barry Young, Elaine Ritchie, Michael Smith, Brian Funderburk, Jim Grabenhorst, Lexie Woodward and Susan Nix.

**2. CONSIDER APPROVING THE MINUTES FROM THE APRIL 16, 2019 MEETING.**

A motion was made by Barry Young and seconded by Tammy Dana-Bashian to approve the April 16, 2019 minutes with an amendment to Item 6. The motion carried unanimously.

**3. WELCOME LEADERSHIP ROWLETT.**

Chairman Drew Howard welcomed the members of Leadership Rowlett.

**4. RECOMMEND ECONOMIC DEVELOPMENT STRATEGIC PLAN FOR CITY COUNCIL ACTION.**

Director of Economic Development, Jim Grabenhorst discussed the comments and revisions to the Strategic Plan. There was some discussion regarding the language being inconsistent, and more specifically as it relates to North Shore.

A motion was made by Tammy Dana-Bashian and seconded by Barry Young to recommend the Strategic Plan for City Council Action with an amendment to section 5.5

and to replace the language in bullet two regarding the Employment Center. The motion carried unanimously.

**5. RECEIVE ECONOMIC DEVELOPMENT DEPARTMENT UPDATE.**

Director of Economic Development, Jim Grabenhorst presented the Economic Development Department update. He mentioned the groundbreaking event for Kade Development for the Home 2 Suites by Hilton in Bayside was recently held and they will be under construction shortly. He gave updated timelines for the TXDOT IH-30 enhancements from Bass Pro Dr. to Dalrock Rd. indicating this will be a 30 month project. He informed the Board that the North Texas Commercial Association of Realtors (NTCAR) annual event will be held on September 5<sup>th</sup> and Economic Development will have a booth and be the Lanyard sponsor again this year. He encouraged Board members to attend and work in the booth to promote Rowlett. He stated due to the Assistant Director position being vacant, Chris Coble has been brought on board to assist with the recruitment and promotion of North Shore. Lastly, he mentioned that the Economic Development and Community Development offices have finalized the move to their new location at 5702 Rowlett Rd (former Library site).

**6. RECEIVE CHAMBER/CHAMBER FOUNDATION UPDATE.**

Chris Kizziar gave the Chamber update. He mentioned the Rowlett Chamber and City staff were able to meet with the Dallas Regional Chamber and that meeting went very well. He also stated that the Home Town Hero's banquet they held last month was successful.

Whitney Laning gave the Chamber Foundation update. He discussed business improvement grants and briefly discussed what they offer. The Foundation is hoping to aggressively market this program so that more new businesses can take advantage of the grants. He also mentioned the Foundation is working towards an academic scholarship program to help with education and business development.

**7. RECEIVE GISD UPDATE.**

Larry Glick was not present at the meeting but submitted the GISD updates via handout.

Chairman Drew Howard read the handout which highlighted GISD upcoming events and provided the progress of their college implementation programs and partnerships.

**8. RECEIVE INFORMATION ON FY 2020 ECONOMIC DEVELOPMENT DEPARTMENT BUDGET.**

Jim Grabenhorst gave the update for the Economic Development Department budget. He explained the timelines associated with the budget process. He discussed some of the components of the department budget, specifically Professional Service contracts and Marketing. Lastly, there was some discussion regarding the Incentive fund and how to establish a permanent source of funding. City staff is working on some options for future City Council consideration.

**9. PUBLIC ANNOUNCEMENT. MEMBERS OF THE BOARD AND/OR STAFF MAY MAKE ANNOUNCEMENTS OF LOCAL CIVIC EVENTS. NO MEMBER OF THE BOARD OR COMMISSION MAY DISCUSS NOR TAKE ANY ACTION WITH REGARD TO THE ANNOUNCEMENTS.**

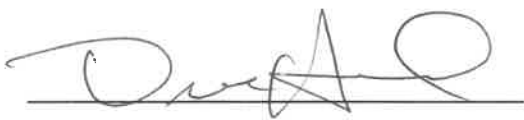
There were no public announcements.

**10. MEMBERS OF THE BOARD MAY REQUEST TOPICS FOR FUTURE AGENDA MEETINGS. NO MEMBER OF THE BOARD OR COMMISSION MAY DISCUSS ANY OF THE REQUESTED SUBJECTS UNTIL SUCH MATTER HAS BEEN PROPERLY PLACED ON A POSTED AGENDA.**

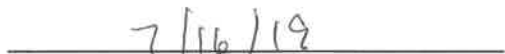
Members requested for more information in an upcoming meeting regarding the Incentive Fund.

**11. ADJOURNMENT.**

The meeting was adjourned by Chairman Drew Howard at approximately 11:19 A.M.



Drew Howard, Chairman



Date Approved



Jim Grabenhorst, Assigned City Staff