

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

Tuesday, September 17, 2019

9:30 A.M.

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

***Meeting Minutes***

**1. CALL TO ORDER.**

Vice Chairman Barry Young called the Rowlett Economic Development Advisory Board meeting to order at 9:35 A.M. on September 17, 2019 at the Rowlett Chamber of Commerce, 4418 Main Street, Rowlett, Texas. In attendance: Tammy Dana-Bashian, Drew Howard, Whitney Laning, Mick Donnelly, Michael Smith, Chris Kizziar, Michael Gallops, Larry Glick, Brian Funderburk, Jim Grabenhorst, and Lexie Woodward.

**2. PUBLIC INPUT ON ANY AGENDAY ITEM.**

No members of the public were in attendance.

**3. CONSIDER APPROVING THE MINUTES FROM THE AUGUST 26, 2019 MEETING.**

A motion was made by Tammy Dana-Bashian and seconded by Drew Howard to approve the August 26, 2019 minutes. The motion carried unanimously.

**4. DISCUSSION ON EDAB VISION.**

Drew Howard presented an overview of the last EDAB meeting's discussion surrounding the mission statement and board member qualifications and how that expanded into discussing the overall vision for EDAB. A discussion ensued on the EDAB vision and roles that EDAB members could engage to support city staff and City Council. Ideas included EDAB member sharing information on projects outside of Rowlett; participation and support in Business Retention & Expansion (BRE) efforts; knowledge of the City resources available to further economic development efforts (Strategic Plan, Friday @ 5; Monthly Mayor's newsletter; RTN16 channel, etc.) and continued efforts on funding resources and

incentive policies. Whitney Laning summarized the discussion on EDAB vision and role of EDAB members as having three distinctive “buckets”: Advisory to City Council; Attraction & Retention support and Knowledge of City. It was agreed that there had been sufficient discussion regarding the EDAB vision and EDAB members would work on reviewing the mission statement at the next meeting.

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

Director of Economic Development Jim Grabenhorst announced that the Economic Development Strategic Plan will be presented to City Council at an October 8<sup>th</sup> Work Session and then is expected to be formally adopted by Council during their regular Council Meeting October 15<sup>th</sup>. Jim provided project updates on Sapphire Bay, the Trails at Cottonwood Creek, as well as Sprouts Phase Two/24-hr Fitness. He stated the fiscal year was coming to an end and presented commercial permit data to date. Jim reported that the NTCAR event was successful and that Community Development held a Builder and Developer Luncheon to discuss changes to the development processes due to recent legislative changes. Economic Development Specialist Lexie Woodward announced that Yuriko Tran had started as Economic Development Intern through December and mentioned the projects she would be working on. Lastly, Lexie provided a handout of scheduled BRE visits as well as desired BRE visits.

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

Chris Kizziar announced that the Chamber continues to work towards accreditation. Also, that the Chamber is working on gathering information on a convention and visitors bureau (CVB) proposal to present to the City. Chris continued by sharing some history and ideas on Chamber Board makeup. Drew Howard mentioned that Leadership Rowlett kicked off and Michael Gallops reported that the Leadership Rowlett retreat was next week.

**7. RECEIVE GISD UPDATE.**

Larry Glick provided a summary handout on the GISD Demographics Study completed this summer and discussion followed regarding that information.

**8. 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.**

Brian Funderburk announced that National Night Out is October 1<sup>st</sup> and Trunk or Treat is October 26<sup>th</sup>. Michael Gallops announced that the 29<sup>th</sup> Annual Golf Classic has been rescheduled to October 24<sup>th</sup> and Taste & Trade is November 4<sup>th</sup>.

**9. 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.**

Per discussion during EDAB Vision item, the Board requested discussion on the EDAB mission statement and an update on North Shore by North Shore Consultant Chris Coble for the next agenda and schedule a discussion on the economic development incentive policy for a future meeting.

**10. ADJOURNMENT.**

The meeting was adjourned by Chairman Drew Howard at approximately 11:10 A.M.



Drew Howard, Chairman



Jim Grabenhorst, Assigned City Staff

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Date Approved