

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

Tuesday, June 20, 2023  
8:30 A.M.

**Meeting Minutes**

**1. CALL TO ORDER.**

Chairman Mick Donnelly, called the Rowlett Economic Development Advisory Board meeting to order at 8:27 A.M. on June 20, 2023. In attendance: Chairman Mick Donnelly, Vice Chair Eva Hummel, Brian Funderburk, Michael Gallops, Tori Owens, Chris Kizziar, Paula Allen, Larry Glick, Blake Margolis, and Munal Mauladad. Staff: Libbey Tuçker, Charles Mazarakes, Melinda Bartram, and Claudia Frausto) Absent were David Hall, Brian Galuardi, and Michael Weaver.

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

None.

**3. CONSIDER APPROVING THE MINUTES FROM THE MAY 18, 2023 MEETING.**

A motion was made by Tori Owens and seconded by Eva Hummel to approve the May 18, 2023 minutes. The motion carried unanimously.

**4. BOARD MEMBERS SHARE TOPICS AND IDEAS RELATED TO ECONOMIC DEVELOPMENT.**

None.

**5. City Knowledge and Learning Items**

a) **Economic Development Department Update:** Charles Mazarakes, Assistant Director, provided the business retention update and new business information. New businesses listed for May are ZAR with three new jobs, Grand Restaurant Supplies with one new job, Mora AC Service and Heating nine new jobs, Village Suites two new jobs, Charley's Philly Cheesesteak showing 20 new jobs, and Dutch Bros Coffee showing four new jobs as well. BRE visits for the month of May were with Ephesus Bistro with the new ownership, Nuts and Threads Garage, Goode's Offroad, ApeWorx, and Ameripro Fire Protection.

Libbey Tucker, Director of Economic Development continued with the sales taxes report showing 2.43% above forecasted amount by \$17,439, which is 1% less than the same month last year in 2022 by \$7,324. Nine Certificates of Occupancy were granted with two new Commercial Building Permits issued valued at \$602,401. Six existing commercial building/remodel permits pulled for the month of May coming in with a \$1,775,597 value. Webpage views for May were 5,279 with website downloads 143. Six new businesses with 39 new jobs created were reported. Brian Funderburk noted this would be his last EDAB

meeting and the Board acknowledged his service to the City of Rowlett for 20 years. Libbey noted that new City Manager David Hall promoted Munal Mauladad to Assistant City Manager. In addition to managing Planning, Engineering, Inspections & Code Enforcement and Animal Control, she will also be overseeing Economic Development and Public. This organizational structure will align all departments associated with the development process to ensure better coordination and efficiency. Munal plans to be active in future meetings and discussions with the board.

Melinda Bartram, Downtown Manger, gave the Downtown Rowlett updates. She requested assistance from EDAB in selecting the new Downtown Rowlett logo by marking their favorites of sample graphics she provided. She announced the release of a Downtown survey to obtain feedback on business needs and changes they want to see. Melinda announced that GO TEXAN will be presenting an official certificate for the City of Rowlett. This will allow the City to use the GO TEXAN logo and promotes that THE City encourages consumers to seek and purchase Texas-made products within the City.

**b) Rowlett Chamber/Chamber Foundation Update:**

Michael Gallops, President/CEO of the Rowlett Chamber and Visitors Center, noted that the 10<sup>th</sup> annual Freedom 5K is being held July 4<sup>th</sup> with a start time of 7:00am. Registration is open to anyone that would like to get their heart pumping and support the Chamber at the same time. Sponsorships for the race are still being accepted. There are still a few openings for the Tuscany Trip in October; sign up is available at the Chamber if interested. The Golf Classic to be held September 21; no golf skill required to have fun on the course. Sponsorship opportunities available to gain exposure for businesses on the green. Lots of new joining the Chamber. Barbara Bailey, Membership Development Director, is doing a great job following up with leads for new member interest. Two volunteer employees through the ReEmployAbility program are working for the Chamber and have been a huge help with records management projects, guest greeting, etc. This allows workers on short-term disability to earn a higher wage, at no cost to the Chamber, and keeps them engaged with a purpose and meaningful work. Michael continued with the Chamber Foundation updates informing the board that five \$1,000 scholarships were personally presented by the Chamber Foundation board members at the homes of the recipients.

**c) GISD Update:**

Larry Glick, GISD Board member gave the update for the school district. Working has started to reurf the softball and baseball fields, which was part of the bond projects. The Texas Legislature passed House Bill 100, that will bring in an unknown amount of money to the district, so it makes budget planning challenging. Legislation was also passed that requires an armed school resource officer (SRO) at every school in the district, which is an unfunded mandate, so they are working through that budget change. The positions are costly and hard to fill. District CFO interviews are still underway with many potential candidates being considered.

**d) Knowledge Topic – Knowledge Topic – Sapphire Bay Marina Tour**

The owners and manager of the Marina provided an update on their improvements and investments in the Marina.

6. 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.

- None

7. 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.

- Northshore update/tour requested by Chairman Mick Donnelly

8. ADJOURNMENT.

The meeting was adjourned at approximately 10:24 A.M.

  
Mick Donnelly, Chairman

  
Libbey Tucker, Assigned City Staff

7-18-2023

Date Approved