



Regular Meeting Agenda
Dickinson Economic Development Corporation 4403 State
Highway 3
Dickinson, TX 77539
Council Chambers
Tuesday, October 7, 2025 at 7:00 PM

**The presiding officer and a quorum of the Dickinson EDC
will be present at th time and location above.**

1. **CALL TO ORDER AND CERTIFICATION OF A QUORUM**

2. **INVOCATION AND PLEDGE OF ALLEGIANCE**

3. **STAFF UPDATE**

Dave Funk and Kaitlyn McMillan

4. **PUBLIC COMMENTS**

At this time, any person with business related to the Dickinson Economic Development Corporation may speak to the Board. Anyone wishing to speak should inform the board of their name. Comments from the public should be limited to a maximum of three (3) minutes per individual speaker. In compliance with the Texas Open Meetings Act, the Board may not deliberate or take action on items not appearing on the agenda but may consider placing an item on a future agenda if deliberation is necessary.

5. **CONSENT AGENDA**

The following items are considered routine by the Dickinson Economic Development Corporation and will be enacted by one motion. There will not be a separate discussion on these items unless requested by a Board Member, in which event, the item will be removed from the consent agenda and discussed after the consent agenda.

5.A Consideration and possible action to approve the minutes from DEDC Regular Meeting held on September 15th, 2025

5.B Consideration and possible action to approve the September 2025 Monthly Administrative Service Fee Transfer Request.

5.C Consideration and possible action to approve the September 2025 Payroll Transfer Request.

6. **OLD BUSINESS**

7. **NEW BUSINESS**

7.A Consideration and possible action to elect a President and Vice President of the Board of Directors.

7.B Consideration and possible action to establish the days and times of the DEDC's

regular meetings.

8. **EXECUTIVE (CLOSED) SESSION(S)**

The time is now _____ p.m. and the Board will now hold a closed executive meeting pursuant to the provisions of Chapter 551 of the Texas Government Code, in accordance with the authority contained in :

8.A Texas Government Code Section 551.071 - Consultation with Attorney
Consultation with attorney regarding pending litigation.

9. **ACTION ITEMS FROM EXECUTIVE (CLOSED) SESSION(S)**

9.A Consideration and possible action regarding pending litigation.

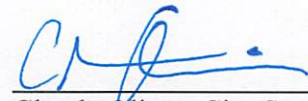
10. **BOARD MEMBER COMMENTS**

11. **FUTURE AGENDA ITEMS**

12. **ADJOURNMENT**

CERTIFICATE OF NOTICE

This is to certify that the above Notice of Meeting was posted on the bulletin board of City Hall of the City of Dickinson, Texas, on or before the 1st day of October, 2025 at 11:30 A.M. / P.M. as well as the City's public internet webpage, www.dickinsontexas.gov and was posted in accordance with the Texas Open Meetings Act, Chapter 551, Government Code.



Claude Oliver, City Secretary



NOTE: In compliance with the Americans with Disabilities Act, this facility is wheelchair accessible and accessible parking spaces are available. Requests for special accommodations or interpretive services must be made at least 48 hours prior to this meeting. Please contact the City Secretary's Office at 281-337-6217 or by email at agenda@dickinsontexas.gov.

Dickinson Economic Development Corporation
Agenda Item Data Sheet
5.A

MEETING DATE: October 7, 2025

TOPIC:	Consideration and possible action to approve the minutes from DEDC Regular Meeting held on September 15th, 2025
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:	• MINUTES SEPT 25.pdf
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FUNDING ISSUES:

FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Kaitlyn McMillan	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER

MINUTES
City of Dickinson
ECONOMIC DEVELOPMENT CORPORATION
DICKINSON ECONOMIC DEVELOPMENT CORPORATION

September 15, 2025

The Dickinson Economic Development Corporation met in a duly called and announced on **Monday, September 15, 2025, at 6:30 PM** at 4403 State Highway 3 Dickinson, TX 77539 in Council Chambers. The presiding officer and a quorum of the Dickinson EDC will be present at the physical location above. The meeting was held for the purpose of considering the following items:

ITEM 1.) CALL TO ORDER AND CERTIFICATION OF A QUORUM

Collin Coker called the meeting to order at 6:30PM.

Board members present were as follows: Collin Coker, Matt Sabatier, Walter Wilson, Patrick Spies.

ITEM 2.) INVOCATION AND PLEDGE OF ALLEGIANCE

Matt Sabatier gave the invocation.

ITEM 3.) STAFF UPDATE Dave Funk and Kaitlyn McMillan

Dave gave updates on the following:

- Board meeting date and time change.
- Water Street parking garage.
- Parkview project.
- DEDC FY2025-2026 budget approval.
- League City Regional Chamber of Commerce board of directors appointment.

ITEM 4.) PUBLIC COMMENTS At this time, any person with business related to the Dickinson Economic Development Corporation may speak to the Board. Anyone wishing to speak should inform the board of their name. Comments from the public should be limited to a maximum of three (3) minutes per individual speaker. In compliance with the Texas Open Meetings Act, the Board may not deliberate or take action on items not appearing on the agenda but may consider placing an item on a future agenda if deliberation is necessary.

No public comments.

ITEM 5.) CONSENT AGENDA The following items are considered routine by the Dickinson Economic Development Corporation and will be enacted by one motion. There will not be a separate discussion on these items unless requested by a Board Member, in which event, the item will be removed from the consent agenda and discussed after the consent agenda.

Walter Wilson motioned to Approve , and Matt Sabatier seconded the motion.

VOTE:

4 AYES (Collin Coker, Matt Sabatier, Walter Wilson, Patrick Spies)

0 NAYS

MOTION PASSED

- 5.A Consideration and possible action to approve the minutes from DEDC Regular Meeting held on August 25th, 2025.
- 5.B Consideration and possible action to approve the July 2025 DEDC Financial and Investment Report.
- 5.C Consideration and possible action to approve the July 2025 DEDC Account Statement for Texas First Bank and TexPool.
- 5.D Consideration and possible action to approve the August 2025 Monthly Administrative Service Fee Transfer Request.
- 5.E Consideration and possible action to approve the August 2025 Payroll Transfer Request.

ITEM 6.) OLD BUSINESS

No action taken, item was pulled.

- 6.A Consideration and possible action to approve the DEDC Fiscal Year 2025-2026 Budget.

ITEM 7.) NEW BUSINESS

League City City Manager Jon Baumgartner spoke on this item. Request was \$79,597. Councilman Bill Schick provided more details on the request.

- 7.A Consideration and possible action to fund the City of Dickinson's pro-rated portion of the County Flood Mitigation Study.

Walter Wilson motioned to Approve , and Matt Sabatier seconded the motion.

VOTE:

4 AYES (Collin Coker, Matt Sabatier, Walter Wilson, Patrick Spies)

0 NAYS

MOTION PASSED

ITEM 8.) EXECUTIVE (CLOSED) SESSION(S)

- 8.A Texas Government Code Section 551.072 - Deliberations Regarding Real Property
Deliberate the purchase, exchange, lease, or value of real property.
No executive session, item was pulled.

ITEM 9.) ACTION ITEMS FROM EXECUTIVE (CLOSED) SESSION(S)

- 9.A Consideration and possible action regarding the purchase, exchange, lease, or value of real property.
No executive session, item was pulled.

ITEM 10.) BOARD MEMBER COMMENTS

Patrick Spies talked about homecoming week for Dickinson HS. Collin Coker spoke

about the Bayou Friends Forever Gala in October.

ITEM 11.) FUTURE AGENDA ITEMS

Item regarding moving DEDC meetings to the first Tuesday of each month.

ITEM 12.) ADJOURNMENT

CERTIFICATE OF NOTICE

This is to certify that the above Notice of Meeting was posted on the bulletin board of City Hall of the City of Dickinson, Texas, on or before the _____ day of _____, 20____ at _____ A.M. / P.M. as well as the City's public internet webpage, www.dickinsontexas.gov and was posted in accordance with the Texas Open Meetings Act, Chapter 551, Government Code.

Collin Coker adjourned at 6:50PM.

PASSED APPROVED, AND ADOPTED this _____.

Travis Magliolo, Mayor

ATTEST:

Claude Oliver, City Secretary

Dickinson Economic Development Corporation
Agenda Item Data Sheet
5.B

MEETING DATE: October 7, 2025

TOPIC:	Consideration and possible action to approve the September 2025 Monthly Administrative Service Fee Transfer Request.
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BACKGROUND:	<p>The Administrative Services Agreement (ASA) calls for monthly payment for the preceding month in the amount of \$28,000. The new ASA was approved as a part of the budget by the EDC board at the 9/11/24 DEDC Meeting and by City Council at the 10/11/24 City Council Meeting.</p> <p>Also included on the monthly transfer is the annual amount of \$4,000 for DEDC's portion of the fiscal year audit and financial reports.</p> <p>The attachment to this item contains the request.</p>
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RECOMMENDATION:	Staff recommends approval of the September 2025 ASA Monthly Transfer Request.
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ATTACHMENTS:	• FY25 ASA_2509.pdf
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FUNDING ISSUES:
FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Sarah Clark	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL YES	READINGS PASSED	OTHER



CITY OF DICKINSON

MONTHLY TRANSFER

Payment Date: 10/7/2025

RE: September 2025 ASA


From: Dickinson Economic Development Corporation

TRANSFER TO CITY OF DICKINSON GF	INTERLOCAL	Monthly BILLING	
Administrative Services (Accrued)	336,000.00	28,000.00	*
Audit (Accrued)	4,000.00	400.00	**
40-1127-00-000 Cash DEDC Operating Fund (Credit)			
40-2300-00-000 Due to GF (Debit)			
SUBTOTAL: CITY OF DICKINSON GENERAL FUND	\$ 340,000.00	\$ 28,400.00	

OFF SET ENTRIES	BILLING
99-1121-00-000 Cash GF Operating Fund (Debit)	28,400.00
01-1310-00-000 Due from DEDC (Credit)	

Total Interfund Transfers		\$ 28,400.00
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Prepared by: Sarah Clark, Finance Director

Signature: 

Note: This request is for Admin Services Fee month of September 2025.

* The Administrative Services Agreement (ASA) calls for monthly payment for the preceding month in the amount of \$28,000. The new ASA was approved as a part of the budget by the EDC board at the 9/11/24 DEDC Meeting and by City Council at the 10/11/24 City Council Meeting

** Prorated for 10 months. Was included on quarterly transfer in FY24 but added to monthly transfer for efficiency.

Dickinson Economic Development Corporation
Agenda Item Data Sheet
5.C

MEETING DATE: October 7, 2025

TOPIC:	Consideration and possible action to approve the September 2025 Payroll Transfer Request.
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BACKGROUND:	<p>At each monthly Dickinson Economic Development Corporation (DEDC) Board meeting, the DEDC Board is presented with a request to transfer funds from the DEDC TX 1st Operating account to the City of Dickinson TX 1st Operating account for the previous month's DEDC related payroll.</p> <p>David Funk was hired 5/13/24 as the DEDC Director. Kaitlyn McMillian was hired 7/22/24 as the DEDC Marketing and Communications Manager.</p> <p>The attachment to this item contains the request and the support to back up the amount requested.</p>
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RECOMMENDATION:	Staff recommends approval.
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ATTACHMENTS:	<ul style="list-style-type: none">• 2509 Payroll Backup.pdf• FY2025 Monthly AP Payroll Transfer Request_2509.pdf
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FUNDING ISSUES:	Full amount already budgeted in Acct/Project#
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FINANCE VERIFICATION OF FUNDING:	
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SUBMITTING STAFF MEMBERS: Sarah Clark	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER



Dickinson, TX

Detail Report Account Detail

Date Range: 09/01/2025 - 09/30/2025

Account		Name				Beginning Balance	Module Activity	Ending Balance	
Fund: 40 - DEDC Fund									
40-1130-00-000				CLAIM ON CASH		-169279.02	-29283.47	-198562.49	
Post Date	Packet Number	Source Transaction	Pmt Number	Description	Vendor	Project Account	Amount		
09/05/2025	PYPKT00600	PYPKT00600 - 8/17/25		Packet PYPKT00600: 8/17/25 - 8/30/25 I			-7977.88		
09/05/2025	APPKT01861	DFT0001323		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-329.3		
09/05/2025	APPKT01861	DFT0001323		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-742.73		
09/05/2025	APPKT01861	DFT0001323		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-254.74		
09/09/2025	APPKT01861	DFT0001325		TEXAS MUNICIPAL RETIREMENT SYSTEM	3 - TEXAS MUNICIPAL RETIREMENT SYSTEM		-1508.7		
09/09/2025	APPKT01861	DFT0001325		TEXAS MUNICIPAL RETIREMENT SYSTEM	3 - TEXAS MUNICIPAL RETIREMENT SYSTEM		-1580.02		
09/19/2025	PYPKT00603	PYPKT00603 - PR 8/31/		Packet PYPKT00603: PR 8/31/25 - 9/13/			-7671.22		
09/22/2025	APPKT01887	DFT0001330		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-683.18		
09/22/2025	APPKT01887	DFT0001331		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-243.14		
09/22/2025	APPKT01887	DFT0001332		U.S. TREASURY, DEBT MGMT SERV SEC F	1015 - U.S. TREASURY, DEBT MGMT SERV		-329.3		
09/30/2025	PYPKT00606	PYPKT00606 - PR SM 9/		Packet PYPKT00606: PR SM 9/14/25 - 9/			-7963.26		
Total Fund: 40 - DEDC Fund:						Beginning Balance:	-169279.02	Module Activity: -29283.47	Ending Balance: -198562.49
Grand Totals:						Beginning Balance:	-169279.02	Module Activity: -29283.47	Ending Balance: -198562.49

Fund Summary

Fund	Beginning Balance	Module Activity	Ending Balance
40 - DEDC Fund	-169279.02	-29283.47	-198562.49
Grand Total:	-169279.02	-29283.47	-198562.49



TRANSFER

Date: 10/7/2025

RE: September 25 Payroll

CITY OF DICKINSON

From: Dickinson Economic Development Corporation

TRANSFER TO CITY OF DICKINSON		Total Amount
Monthly Payroll Transfer Request		29,283.47
40-1127-00-000 Credit		
99-1121-00-000 Debit		
SUBTOTAL: CITY OF DICKINSON GENERAL FUND		\$ - \$ 29,283.47

Prepared by: Sarah Clark, Finance Director

Signature: Sarah Clark

Date: 10/1/2025

Notes

Amount requested above relates to payments made by the City of Dickinson, out of the City's operating bank account, on behalf of the DEDC. The total noted above relates to normal payroll related items during the month. A detailed individual account trial balance for the month is included with this request to support the total noted above.

Approval of this request, authorizes the City to transfer the above noted amount from the DEDC operating bank account to the City operating bank account.

Dickinson Economic Development Corporation
Agenda Item Data Sheet
7.A

MEETING DATE: October 7, 2025

TOPIC:	Consideration and possible action to elect a President and Vice President of the Board of Directors.
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:

FUNDING ISSUES:

FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Kaitlyn McMillan	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
NO		

Dickinson Economic Development Corporation
Agenda Item Data Sheet
7.B

MEETING DATE: October 7, 2025

TOPIC:	Consideration and possible action to establish the days and times of the DEDC's regular meetings.
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:

FUNDING ISSUES:

FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Kaitlyn McMillan	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
NO		

Dickinson Economic Development Corporation
Agenda Item Data Sheet
8.A

MEETING DATE: October 7, 2025

TOPIC:	Texas Government Code Section 551.071 - Consultation with Attorney Consultation with attorney regarding pending litigation.
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:

FUNDING ISSUES:
FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Kaitlyn McMillan	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL	READINGS PASSED	OTHER
NO		

Dickinson Economic Development Corporation
Agenda Item Data Sheet
9.A

MEETING DATE: October 7, 2025

TOPIC:	Consideration and possible action regarding pending litigation.
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BACKGROUND:

RECOMMENDATION:

ATTACHMENTS:

FUNDING ISSUES:
FINANCE VERIFICATION OF FUNDING:

SUBMITTING STAFF MEMBERS: Kaitlyn McMillan	CITY MANAGER APPROVAL:
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ACTIONS TAKEN		
APPROVAL NO	READINGS PASSED	OTHER