



**NOTICE OF MEETING & AGENDA
FOR A SPECIAL
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
THURSDAY, JULY 13, 2023 AT 6:00 PM
KAUFMAN CITY HALL
209 S. WASHINGTON ST.
KAUFMAN, TEXAS 75142**

**ALL ITEMS ARE SUBJECT
TO ACTION BY THE BOARD**

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER Chairman calls the Meeting to order, states the date and time, states members present, and declares a quorum present.**

CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES) Comments about any of the agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the KEDC on any subject but must first complete a Request to Speak Form so that the Chairman may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the KEDC as a whole. **When addressing the KEDC, please step forward to the speaker's podium, state your name and address, and direct your comments to the Chairman and KEDC.**

EXECUTIVE DIRECTOR'S REPORT Receive an update and discussion regarding the following: a.) Meetings/Events of Interest; b.) Prospect Activity; c.) Staff Announcements

1. KEDC Executive Director's Report - Discussion Only (No Action Taken)
 - 6.1) Staff Report on monthly Kaufman EDC marketing and prospect activities;
 - 6.2) Staff Report on monthly business retention and expansion (BRE) activities;
 - 6.3) Staff Report on monthly commercial development activities;
 - 6.4) Staff Report on events attended by KEDC Staff

DISCUSSION/ACTION ITEMS

2. Consider and take appropriate action on the monthly Financial Reports from the Treasurer of the Corporation for May, June and July 2023.
3. Consider and take appropriate action on the minutes from the April 18, 2023, May 9, 2023 and June 13, 2023 Kaufman Economic Development Corporation meetings.
4. Consider and take appropriate action on a budget amendment to the FY 2022-23 Kaufman Economic Development Corporation budget.
5. Consider and take appropriate action on a contractual time limit for Eleanor's Coffee Shop site enhancement matching grant, located at 303 W. Mulberry St., Kaufman, TX.

6. Consider and take appropriate action on a Downtown Destination matching grant contractual extension time limit for Jesse's Fajitas & Rita's, located at 101 W. Mulberry St., Kaufman, TX.
7. Consider and discuss FY 2023 KEDC Budget amendments and proposed projects, programs and expenditures for the FY 2024 KEDC Budget.

EXECUTIVE SESSION In accordance with Texas Government Code, Section 551.001, et seq., the KEDC will recess into Executive Session (closed meeting) to discuss the following:

8. A. Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING. (1) To discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1): Projects Elsie, Cowbell, Blue, Orange, Snooze, Razorback, Park, Big Event, Lego

B. Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. To deliberate the purchase, exchange, lease, or value of real property regarding: KEDC-Owned Properties; SH 34 Connector Road; Projects Pie, Range, Prairie, Fast

C. Sec. 551.071. CONSULTATION WITH ATTORNEY; CLOSED MEETING. To seek advice from its attorney regarding (A) Pending or contemplated litigation; or (B) A settlement offer; OR (2) On a matter in which the duty of the Attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act: The KEDC's rights and obligations under professional services agreements for economic development programs.

RECONVENE INTO OPEN SESSION

9. Consider and take appropriate action, if any, on matters discussed in Executive Session.

ITEMS OF COMMUNITY INTEREST Pursuant to Texas Government Code Sec. 551.0415, a member of the Board or Kaufman EDC Staff may make an announcement about items of community interest during a meeting of the corporation without having given notice of the subject of the announcement. "Items of community interest" includes: (1) expression of thanks, congratulations or condolence; (2) information regarding holiday schedules; (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision; (4) a reminder about an upcoming event organized or sponsored by the corporation; (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the corporation that was attended or is scheduled to be attended by a board member or employee of the corporation.

BOARD INQUIRY If a member of the Corporation makes a spontaneous inquiry about a subject not on this agenda, then the KEDC or an appropriate staff member may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act

Section 551.042, the KEDC cannot discuss issues raised or make any decisions on that subject at that time. Issues raised may be referred to Staff for research and possible future action.

ADJOURNMENT

I, STEWART McGREGOR, EXECUTIVE DIRECTOR, DO HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE WINDOW AT KAUFMAN MUNICIPAL COMPLEX, 209 S. WASHINGTON, KAUFMAN, TEXAS, A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AT ALL TIMES AND SAID NOTICE WAS POSTED AT THE KAUFMAN MUNICIPAL COMPLEX, 209 S. WASHINGTON, KAUFMAN, TEXAS AT 5:00 P.M. ON MONDAY, JULY 10, 2023 AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULE TIME OF SAID MEETING.

STEWART McGREGOR
EXECUTIVE DIRECTOR

THE KAUFMAN ECONOMIC DEVELOPMENT CORPORATION RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME DURING THE COURSE OF THIS MEETING TO DISCUSS ANY OF THE MATTERS LISTED ABOVE, AS AUTHORIZED BY THE TEXAS GOVERNMENT CODE. SECTION 551.071 (CONSULTATION WITH ATTORNEY).

THE BUILDING IN WHICH THE ABOVE MEETING WILL BE CONDUCTED IS WHEELCHAIR ACCESSIBLE AND PARKING SPACES FOR THE MOBILITY IMPAIRED ARE AVAILABLE. PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED AUXILIARY AIDS OR SERVICES SUCH AS INTERPRETERS FOR PERSONS WHO ARE DEAF OR HEARING IMPAIRED, READERS, OR LARGE PRINT ARE REQUESTED TO CONTACT THE CITY SECRETARY'S OFFICE AT 972-932-2216 AT LEAST TWO (2) WORKING DAYS PRIOR TO THE TIME OF THE MEETING SO THAT APPROPRIATE ARRANGEMENTS CAN BE MADE.

Executive Director's Report

July 11, 2023

Calendar

6/14: WFAA Interview; Meeting with Browning-Rubio Property owners

6/15: Monthly Chamber Board Meeting; Monthly Chamber-EDC Staff Meeting; Meeting with prospective owner of 105 N. Jackson St.

6/16: Vacation Day

6/19: Assistant City Manager Interview Panel

6/20: Meeting with Glee Pugh to discuss downtown development

6/21: Call with Project Elsie

6/21-23: TEDC Mid-Year Conference (Allen, TX)

6/26: Monthly City Council Meeting

6/27: Meeting with prospective owner of 105 N. Jackson St.

6/28-29: Bereavement Leave

6/30: Meeting with Janie Havel (Office of the Governor); Downtown Merchants 4th of July Decorations Judging

7/3: Vacation Day

7/4: Independence Day Holiday

7/5: Meeting with Robert Dobbs

7/6: Meeting with Miranda Perry (TVCC Small Business Development Center)

7/11: Meeting with Travis Walker (JE Dunn Construction); DRC Meeting with Project Big Event

Prospect Lead Responses: Projects Freeze Frame & Happy Cardinal

Upcoming Events: Kaufman Chamber Economic Summit (August 10th – 9:00-1:00); TEDC Sales Tax Training (September 22 – 8:00-4:00, Hilton-Richardson)

Next Regular KEDC Board Meeting: Tuesday, August 8th

Economic Development Prospects: Board to receive update on active prospects in Executive Session

Fund: 32 ECONOMIC DEVELOPMENT CORP.

Revenue & Expense Report
Department: Non departmental
Period Ending: 7/2023
Program:

Account Budget	Description	Current Year	Current Year	Current Month	Current	Current	
		Year	Year	Month			
Balance	Prior Year	Adopted	Amended	Actual	Encumbrances	YTD Actual & Encumbr	Budget Balance
Percent	Actual	Budget	Budget				
32-4105-000-0	General Sales & Use	565,830.00-	565,830.00-			440,158.00-	125,672.00-
22.210	551,377.00-						
32-4604-000-0	Interest Income	250.00-	250.00-			82.95-	167.05-
66.820	104.44-						
32-4606-000-0	Miscellaneous Revenu					200.00-	200.00
32-4608-000-0	Loan Revenue	10,000.00-	10,000.00-			10,000.00-	
10,000.00-							
32-4612-000-0	Intergovernmental Re						
75,000.00-							
Subtotal:		576,080.00-	576,080.00-			450,440.95-	125,639.05-
21.809	636,481.44-						
Program number:		576,080.00-	576,080.00-			450,440.95-	125,639.05-
21.809	636,481.44-						
Department number: Non departmental		576,080.00-	576,080.00-			450,440.95-	125,639.05-
21.809	636,481.44-						
Revenue	Subtotal -----	576,080.00-	576,080.00-			450,440.95-	125,639.05-
21.809	636,481.44-						

Account	Description	Current	Current	Current		Current	
Budget		Year	Year	Month		YTD Actual	Budget
Balance	Prior Year	Adopted	Amended	Actual	Encumbrances	& Encumbr	Balance
Percent	Actual	Budget	Budget				
32-5101-000-0	Salaries & Wages	137,574.00	137,574.00			84,678.11	52,895.89
38.449	120,388.10						
32-5177-000-0	Retention Pay	5,000.00	5,000.00				5,000.00
100.000							
32-5203-000-0	Operating Supplies	4,500.00	4,500.00			5,213.77	713.77-
-15.862	6,059.85						
32-5213-000-0	Meetings	9,000.00	9,000.00			4,487.30	4,512.70
50.141	7,585.79						
32-5214-000-0	Promotional Material	5,400.00	5,400.00			2,939.10	2,460.90
45.572	3,456.21						
32-5220-000-0	Minor Tools & Equipm	7,675.00	7,675.00			6,800.00	875.00
11.401	4,978.44						
32-5302-000-0	Postage & Delivery	500.00	500.00			203.81	296.19
59.238	34.87						
32-5303-000-0	Advertising	15,425.00	15,425.00			5,600.00	9,825.00
63.695	10,208.08						
32-5305-000-0	Licenses, Dues & Sub	3,380.00	3,380.00			2,318.25	1,061.75
31.413	2,290.05						
32-5306-000-W	Utilities-Electric/W	550.00	550.00			360.54	189.46
34.447	423.17						

32-5309-000-0 Insurance & Bonds	1,100.00	1,100.00	1,100.00	
1,100.00				
32-5322-000-0 Tuition & Education	6,275.00	6,275.00	1,600.00	4,675.00
74.502 3,433.68				
32-5330-000-0 Travel	9,600.00	9,600.00	6,936.35	2,663.65
27.746 3,658.87				
32-5352-000-0 Maintenance-Grounds	62,000.00	62,000.00	4,000.00	58,000.00
93.548 8,000.00				
32-5362-000-0 Professional Svcs-Ad	95,101.00	95,101.00	13,981.72	81,119.28
85.298 99,272.24				
32-5363-000-0 Professional Svcs-Te	8,000.00	8,000.00	7,150.00	850.00
10.625 10,750.00				
32-5500-000-0 Matching Grants	105,000.00	105,000.00	36,489.48	68,510.52
65.248 17,365.39				
32-5507-000-0 HWY 34 Bypass Fundin	100,000.00	100,000.00	100,000.00	
100,000.00				
Subtotal:	576,080.00	576,080.00	283,858.43	292,221.57
50.726 399,004.74				
Program number:	576,080.00	576,080.00	283,858.43	292,221.57
50.726 399,004.74				
Department number: Non departmental	576,080.00	576,080.00	283,858.43	292,221.57
50.726 399,004.74				
Expenditure Subtotal -----	576,080.00	576,080.00	283,858.43	292,221.57
50.726 399,004.74				
Fund number: 32 ECONOMIC DEVELOPMENT CORP.			166,582.52-	166,582.52
237,476.70-				
***** End of Report *****				



MINUTES OF THE
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, APRIL 18, 2023
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER Chairman calls the Meeting to order, states the date and time, states members present, and declares a quorum present.**

President Gillenwater called the KEDC meeting to order at 6:00 PM. Directors present were Charles Gillenwater, Barry Ratcliffe, and Jane Lucas. Director Ben Brashear was absent. President Gillenwater declared a quorum present. Also present were City Manager Mike Holder, City Secretary Jessie Hanks, and Economic Development Director Stewart McGregor.

CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES) Comments about any of the agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the KEDC on any subject but must first complete a Request to Speak Form so that the Chairman may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the KEDC as a whole. **When addressing the KEDC, please step forward to the speaker's podium, state your name and address, and direct your comments to the Chairman and KEDC.**

No comments were given.

EXECUTIVE DIRECTOR'S REPORT Receive an update and discussion regarding the following: a.) Meetings/Events of Interest; b.) Prospect Activity; c.) Staff Announcements

2. KEDC Executive Director's Report

Mr. McGregor presented the KEDC Executive Directors report about his activities for this month.

DISCUSSION/ACTION ITEMS

3. Consider and take appropriate action on the minutes from the March 14, 2023 Kaufman Economic Development Corporation meeting.

Director Lucas made a motion to approve the minutes from the March 14, 2023 Kaufman Economic Development Corporation meeting as presented. The motion was seconded by Director Ratcliffe and passed 3/0.

4. Consider and take appropriate action on a site enhancement matching grant for Eleanor's Coffee Shop, to be located at 303 W. Mulberry St., Kaufman, TX.

Mr. McGregor outlined the proposed site enhancement grant request for Eleanor's Coffee Shop. He reviewed the process the applicant had gone through to get to this point in the business process. He informed the corporation about the proposed improvements to the property.

Director Ratcliffe made a motion to approve a site enhancement matching grant for Eleanor's Coffee

Shop, LLC, to be located at 303 W. Mulberry St., Kaufman, TX, for an amount not to exceed \$24,000. The motion was seconded by Director Lucas and passed 3/0.

5. Consider and take appropriate action on an economic development performance agreement between the Kaufman Economic Development Corporation and Galleher Acquisition Corporation (dba Galleher Industries) for an expansion project in a total amount not to exceed \$50,000.00, setting performance benchmarks and authorizing the board president to execute a contract, in a form approved by counsel, regarding same.

Mr. McGregor reviewed the proposed economic development performance agreement with Gallaher Industries. He outlined the purpose of the expansion and the economic impact of this project on the community.

Director Lucas made a motion to approve an economic development performance agreement between the Kaufman Economic Development Corporation and Galleher Acquisition Corporation (dba Galleher Industries) for an expansion project for an amount not to exceed \$50,000.00, setting performance benchmarks and authorizing the board president to execute a contract, in a form approved by counsel, regarding same. The motion was seconded by Director Ratcliffe and passed 3/0.

6. Consider and take appropriate action on a confidentiality and non-disclosure agreement for the Board of Directors of the Kaufman Economic Development Corporation.

Mr. McGregor informed the corporation about the KEDC attorney's request for the board to enter into a non-disclosure agreement for the purpose of protecting the board due to the nature of discussions held by the board on various projects.

Director Lucas made a motion to approve a confidentiality and non-disclosure agreement for the Board of Directors of the Kaufman Economic Development Corporation. The motion was seconded by Director Ratcliffe and passed 3/0.

EXECUTIVE SESSION In accordance with Texas Government Code, Section 551.001, et seq., the KEDC will recess into Executive Session (closed meeting) to discuss the following:

President Gillenwater recessed into Executive Session at 6:28 PM.

7. A. Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING. (1) To discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1): Projects Lock Box, Bluebonnet, Lego, Elsie, Forest, Razorback, Cowbell, Sunshine, Snooze, Blue, Orange, Home Run, Big Event; Downtown Square Properties; KEDC-Owned Properties; Parcel IDs #426, 188001, 3871, 16826, 190536, 16821, 79084, 16829, 16832, 3876, 5404, 202751, 202752, 202753, 219551
- B. Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. To deliberate the purchase, exchange, lease, or value of real property regarding: KEDC-Owned

Properties; Projects Range, Prairie; Parcel IDs #49240, 5313, 5388, 5487, 50066, 50080, 50072

RECONVENE INTO OPEN SESSION

President Gillenwater reconvened into open session at 7:03 PM.

8. Consider and take appropriate action, if any, on matters discussed in Executive Session.

Director Lucas made a motion to approve a non-binding letter of intent with Project Range and direct staff to continue negotiations as discussed in executive session. The motion was seconded by Director Ratcliffe and passed 3/0.

FINANCIAL REPORT

1. Receive the monthly Financial Report from the Treasurer of the Corporation.

Director Ratcliffe gave the monthly Financial Report to the corporation.

BOARD INQUIRY If a member of the Corporation makes a spontaneous inquiry about a subject not on this agenda, then the KEDC or an appropriate staff member may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the KEDC cannot discuss issues raised or make any decisions on that subject at that time. Issues raised may be referred to Staff for research and possible future action.

No comments were given.

ADJOURNMENT

There being no further business, President Gillenwater adjourned the meeting at 7:05 PM.

APPROVED:

ATTEST:

Charles Gillenwater, President

Ben Brashear, Secretary/Treasurer



**MINUTES OF THE
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, MAY 9, 2023
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142**

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER Chairman calls the Meeting to order, states the date and time, states members present, and declares a quorum present.**

President Gillenwater called the KEDC meeting to order at 6:00 PM. Directors present were Charles Gillenwater, Barry Ratcliffe, and Ben Brashear. Director Jane Lucas was absent. President Gillenwater declared a quorum present. Also present were City Manager Mike Holder, Planner Joy Henderson, Human Resources Coordinator Sharna Ellis and Economic Development Director Stewart McGregor.

CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES) Comments about any of the agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the KEDC on any subject but must first complete a Request to Speak Form so that the Chairman may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the KEDC as a whole. **When addressing the KEDC, please step forward to the speaker's podium, state your name and address, and direct your comments to the Chairman and KEDC.**

No comments were given.

EXECUTIVE DIRECTOR'S REPORT Receive an update and discussion regarding the following: a.) Meetings/Events of Interest; b.) Prospect Activity; c.) Staff Announcements

1. KEDC Executive Director's Report

Mr. McGregor presented the KEDC Executive Director's report about his activities for this month.

DISCUSSION/ACTION ITEMS

2. Proclamation in recognition of Economic Development Week, May 8-12, 2023.

Mr. McGregor presented the Proclamation the Mayor and City Council issues recognizing Economic Development Week on May 8-12, 2023.

3. Consider and take appropriate action on the monthly Financial Report from the Treasurer of the Corporation.

Director Brashear gave the monthly Financial Report.

Director Brashear made a motion to accept the monthly financial report as presented. The motion was seconded by Director Ratcliffe and passed 3/0.

4. Consider and take appropriate action on the minutes from the April 18, 2023 Kaufman Economic Development Corporation meeting.

Director Ratcliffe made a motion to approve the minutes from the April 18, 2023, Kaufman Economic Development Corporation meeting as presented. The motion was seconded by Director Brashear and passed 3/0.

5. Consider and take appropriate action on a budget amendment to the FY 2022-23 Kaufman Economic Development Corporation budget.

Director Ratcliffe made a motion to approve a budget amendment to the FY 2022-23 Kaufman Economic Development Corporation budget. The motion was seconded by Director Brashear and passed 3/0.

6. Consider and take appropriate action on a contractual time limit for Eleanor's Coffee Shop site enhancement matching grant, located at 303 W. Mulberry St., Kaufman, TX.

Mr. McGregor outlined the proposed contractual time limit regarding Eleanor's Coffee Shop Site Enhancement Matching Grant to extend the term from 6 months to 8 months.

Director Brashear made a motion to extend the contractual time limit for Eleanor's Coffee Shop site enhancement matching grant from 6 months to 8 months. The motion was seconded by Director Ratcliffe and passed 3/0.

7. Consider and take appropriate action on a Downtown Destination matching grant contractual extension time limit for Jesse's Fajitas & Rita's, located at 101 W. Mulberry St., Kaufman, TX.

Director Brashear made a motion to extend the contractual time limit on a Downtown Destination matching grant for Jesse's Fajitas & Rita's, until September 16, 2023. The motion was seconded by Director Ratcliffe and passed 3/0.

EXECUTIVE SESSION In accordance with Texas Government Code, Section 551.001, et seq., the KEDC will recess into Executive Session (closed meeting) to discuss the following:

President Gillenwater recessed into executive session at 6:29 PM.

8. A. Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING. (1) To discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1): Projects Lock Box, Bluebonnet, Bright, Lego, Elsie, Razorback, Cowbell, Sunshine, Snooze, Blue, Orange, Home Run, Big Event; Downtown Square Properties; KEDC-Owned Properties; Parcel IDs #426, 188001, 3871, 16826, 190536, 16821, 79084, 16829, 16832, 3876, 5404, 202751, 202752, 202753, 219551

B. Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. To deliberate the purchase, exchange, lease, or value of real property regarding: KEDC-Owned Properties; SH 34 Connector Road; Projects Range, Prairie; Parcel IDs #49240, 5313, 5388,

5487, 50066, 50080, 50072

RECONVENE INTO OPEN SESSION

President Gillenwater reconvened into open session at 6:55 PM.

9. Consider and take appropriate action, if any, on matters discussed in Executive Session.

There was no action on matters discussed in Executive Session.

BOARD INQUIRY If a member of the Corporation makes a spontaneous inquiry about a subject not on this agenda, then the KEDC or an appropriate staff member may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the KEDC cannot discuss issues raised or make any decisions on that subject at that time. Issues raised may be referred to Staff for research and possible future action.

No comments were given.

ADJOURNMENT

There being no further business, President Gillenwater adjourned the meeting at 6:55 PM.

APPROVED:

ATTEST:

Charles Gillenwater, President

Ben Brashear, Secretary/Treasurer



**MINUTES OF THE
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, JUNE 13, 2023
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142**

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER Chairman calls the Meeting to order, states the date and time, states members present, and declares a quorum present.**

President Gillenwater called the KEDC meeting to order at 6:00 PM. Directors present were Charles Gillenwater, Barry Ratcliffe, Tommy Henricks, and Ben Brashear. Director Jane Lucas was absent. President Gillenwater declared a quorum present. Also present were City Secretary Jessie Hanks, and Economic Development Director Stewart McGregor.

CITIZENS COMMENTS / REQUEST TO SPEAK ON AGENDA ITEMS (5 MINUTES) Comments about any of the agenda items may be taken into consideration at this time or during the agenda item. Comments are limited to five (5) minutes per individual unless additional time is otherwise required by law for translation. Speaking time is not transferable. Citizens may address the KEDC on any subject but must first complete a Request to Speak Form so that the Chairman may call your name to speak at the appropriate time on the Agenda. Comments must be directed to the KEDC as a whole. **When addressing the KEDC, please step forward to the speaker's podium, state your name and address, and direct your comments to the Chairman and KEDC.**

No comments were given.

INTRODUCE NEW BOARD MEMBER Introduce new board member Tommy Henricks.

Mr. McGregor introduced Tommy Henricks as the newly appointed director for the Kaufman Economic Development Corporation.

CONSENT AGENDA

1. Consider and take appropriate action on the monthly Financial Report from the Treasurer of the Corporation.

Mr. McGregor informed the board that the financial software had been down. Therefore, there is no report for consideration for tonight.

EXECUTIVE DIRECTOR'S REPORT Receive an update and discussion regarding the following: a.) Meetings/Events of Interest; b.) Prospect Activity; c.) Staff Announcements

2. KEDC Executive Director's Report

Mr. McGregor presented the KEDC Executive Directors report about his activities for this month.

DISCUSSION/ACTION ITEMS

3. Consider and take appropriate action on Project Pie.

This item was discussed in Executive Session and no action was taken.

EXECUTIVE SESSION In accordance with Texas Government Code, Section 551.001, et seq., the KEDC will recess into Executive Session (closed meeting) to discuss the following:

President Gillenwater recessed into executive session at 6:23 PM.

4. A. Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING. (1) To discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1): Projects Lock Box, Bluebonnet, Lego, Elsie, Razorback, Cowbell, Sunshine, Snooze, Blue, Orange, Home Run, Big Event; Downtown Square Properties; KEDC-Owned Properties; Parcel IDs #426, 188001, 3871, 16826, 190536, 16821, 79084, 16829, 16832, 3876, 5404, 202751, 202752, 202753, 219551
- B. Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. To deliberate the purchase, exchange, lease, or value of real property regarding: KEDC-Owned Properties; SH 34 Connector Road; Projects Range, Prairie, Pie; Parcel IDs #49240, 5313, 5388, 5487, 50066, 50080, 50072, 55074, 16892, 5236, 27969, 27968

RECONVENE INTO OPEN SESSION

President Gillenwater reconvened into open session at 7:13 PM.

5. Consider and take appropriate action, if any, on matters discussed in Executive Session.

There was no action from matter discussed in Executive Session.

BOARD INQUIRY If a member of the Corporation makes a spontaneous inquiry about a subject not on this agenda, then the KEDC or an appropriate staff member may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the KEDC cannot discuss issues raised or make any decisions on that subject at that time. Issues raised may be referred to Staff for research and possible future action.

No comments were given.

ADJOURNMENT

There being no further business, President Gillenwater adjourned the meeting at 7:14 PM.

APPROVED:

ATTEST:

Charles Gillenwater, President

Ben Brashear, Secretary/Treasurer



Meeting Date: 5-9-2023	Date: 5-5-2023	Item #: 6	Dept.: KEDC
(Check one) ☐ Consent ☒ Action ☐ Discussion			
SUBJECT: Consider and take appropriate action on a budget amendment to the FY 2022-23 Kaufman Economic Development Corporation budget.			
BACKGROUND: At last month's KEDC meeting, a Performance Agreement for \$50,000 was approved between the KEDC and Galleher Acquisition Corporation for their expansion. It was noted that a budget amendment was not included in the passage of this performance agreement in order to earmark the funds as an item in the budget for when it's ready to expend. KEDC staff recommends an internal movement of \$50,000 from the Maintenance item (32-5352-000) to the Incentives/Intergovernmental item (32-5501-000). KEDC Staff found a \$50,000 savings with the business park fiber optics expense as fiber is already at the business park and serving existing businesses.			
Author: Stewart McGregor, KEDC Executive Director		Reviewed: Stewart McGregor, KEDC Executive Director	
Cost: N/A	Funds Available: N/A	Source: Internal Adjustment	
Recommendation: Approval			

Safe & Secure ☐	Business Friendly/Economic Development ☐	Partnership & Community Involvement ☐	Healthy & Environmentally Cons. Comm. ☐	Financial & OPS Stewardship ☒
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Meeting Date: 5-9-2023	Date: 5-5-2023	Item #: 6	Dept.: KEDC
(Check one) ☐ Consent ☒ Action ☐ Discussion			
SUBJECT: Consider and take appropriate action on a contractual time limit for Eleanor's Coffee Shop site enhancement matching grant, located at 303 W. Mulberry St., Kaufman, TX.			
BACKGROUND: At last month's KEDC meeting, a site enhancement matching grant was approved for Eleanor's Coffee Shop located at 303 W. Mulberry St. The program policy unless otherwise stipulated is that the contract last for six months. Due to the amount of work needing to be done to the property, Ms. Averie Cantrell, owner, has requested an eight month time. An amended timeline was not addressed at last month's approval.			
Author: Stewart McGregor, KEDC Executive Director		Reviewed: Stewart McGregor, KEDC Executive Director	
Cost: N/A	Funds Available: N/A	Source: N/A	
Recommendation: Approval			

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☒	☐	☐	☐



Meeting Date: 5-9-2023	Date: 5-5-2023	Item #: 7	Dept.: KEDC
(Check one) ☐ Consent ☒ Action ☐ Discussion			
SUBJECT: Consider and take appropriate action on a contractual time limit for Jesse's Fajitas & Rita's, located at 101 W. Mulberry St., Kaufman, TX.			
BACKGROUND: Last June, the KEDC Board took action to approve a downtown destination matching grant for Jesse's Fajitas & Rita's located at 101 W. Mulberry St. The restaurant has made significant improvements in the building but have encountered some minor setbacks with the construction process. The contract we signed was fully executed in September 2023. While the contract stipulates they have a year from signing the agreement, staff recommends memorializing this since there was a 3 month lag between board approval and contract execution. Therefore, it's recommended the incentive period expire based on 1 year following contract execution (September 16, 2023).			
Author: Stewart McGregor, KEDC Executive Director		Reviewed: Stewart McGregor, KEDC Executive Director	
Cost: N/A	Funds Available: N/A	Source: N/A	
Recommendation: Approval			

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☒	☐	☐	☐



Meeting Date: 7-11-2023	Date: 7-7-2023	Item #:	Dept.: KEDC
(Check one) ☐ Consent ☐ Action ☒ Discussion			
SUBJECT: Consider and discuss FY 2023 KEDC Budget amendments and proposed items for the FY 2024 KEDC Budget.			
BACKGROUND: The 2024 Fiscal Year budget for the KEDC will go into effect on October 1, 2023. KEDC staff is currently evaluating potential changes to the current FY 2023 KEDC budget along with preparing the FY 2024 KEDC budget. KEDC staff request discussion and direction from the KEDC board on these two budgets. A final proposed budget amendment and FY 2024 budget will be presented for consideration and action at the August 8, 2023 KEDC meeting.			
Author: Stewart McGregor, KEDC Executive Director		Reviewed: Stewart McGregor, KEDC Executive Director	
Cost: N/A	Funds Available: N/A	Source: N/A	
Recommendation: Discussion and staff direction			

Safe & Secure	Business Friendly/Economic Development	Partnership & Community Involvement	Healthy & Environmentally Cons. Comm.	Financial & OPS Stewardship
☐	☐	☐	☐	☒

FY 2023 KEDC Board Approved Budget	
INCOME	
Sales Tax	\$ 565,830.00
Interest	\$ 250.00
Loan Payments	\$ 10,000.00
Land Sales	\$ -
Fund Balance	\$ -
TOTAL INCOME	\$ 576,080.00
EXPENSES	
SALARY & BENEFITS (32-5101-000)	
Salary & Benefits	\$ 137,574.00
Item Total - Salary & Benefits	\$ 137,574.00
RETENTION PAYMENT (32-5177-000)	
EDC Board Discretionary Retention Payment	\$ 5,000.00
Item Total - Retention Payment	\$ 5,000.00
MEETINGS (32-5213-000)	
Meetings	\$ 3,500.00
Industry Trade Shows/Broker Events/BRE	\$ 3,500.00
ICSC Dallas (*Increase)	\$ 2,000.00
Item Total - Meetings	\$ 9,000.00
PROFESSIONAL SERVICES (32-5362-000)	
Chamber BRE Contract	\$ 8,500.00
City Administrative Services Contract (*NEW*)	\$ 5,601.00
Retail Strategies	\$ -
Neon Cloud Video	\$ -
Legal Fees (*Increase)	\$ 12,000.00
Business Park Flood Plain Assessment (*NEW*)	\$ 50,000.00
Photography	\$ 2,000.00
Professional & Technical Consulting (*Increase)	\$ 15,000.00
Graphic Design	\$ 2,000.00
Item Total - Professional Services	\$ 95,101.00
PROFESSIONAL/TECHNICAL & AUDITING (32-5363-000)	
Website (*Decrease)	\$ 3,000.00
Audit (*slight increase)	\$ 5,000.00
Item Total - Professional/Technical & Auditing	\$ 8,000.00
PROMOTIONAL MATERIALS (32-5214-000)	
Biz Park Marketing Pieces (*Deleted)	\$ -
Miscellaneous Promotional Items *NEW*	\$ 2,000.00
Trade Show Giveaways	\$ 1,500.00
Printed Maps (*Decrease - Printing)	\$ 1,000.00
Business Retention Monthly Recognition	\$ 900.00
Item Total - Promotional Materials	\$ 5,400.00
MISCELLANEOUS/OFFICE SUPPLIES (32-5203-000)	
Office Furniture	\$ -
Wall Map	\$ -
Trade Show Backdrops *NEW*	\$ 2,500.00

Misc. Office Supplies	\$ 1,500.00
Logoed Shirts	\$ 500.00
Item Total - Miscellaneous/Office Supplies	\$ 4,500.00
POSTAGE (32-5302-000)	
Postage (*Increase)	\$ 500.00
Item Total - Postage	\$ 500.00
ADVERTISING (32-5303-000)	
Publication/Digital Advertising (*Increase)	\$ 10,425.00
Chamber Banquet Sponsorship	\$ 800.00
Chamber Golf Tournament Sponsorship	\$ 300.00
Chamber Auction Sponsor	\$ 400.00
Economic Summit	\$ 2,000.00
Texas Health Black Tie Ball (no longer around)	\$ -
Johnny Countryman Memorial Scholarship (*New*)	\$ 1,000.00
Kaufman Herald Ads	\$ 500.00
Item Total - Advertising	\$ 15,425.00
DUES & SUBSCRIPTIONS (32-5305-000)	
TEDC Membership	\$ 525.00
Chamber Membership	\$ 405.00
KCLC Dues	\$ 250.00
ICSC Membership	\$ 375.00
IEDC Membership	\$ 455.00
Dallas Business Journal	\$ 160.00
Kaufman Herald	\$ 35.00
North Texas Commercial Association of Realtors (NTCAR)	\$ 375.00
Texas Downtown Association (*NEW*)	\$ 200.00
Downtown Merchants Association (*NEW*)	\$ 200.00
Kaufman Lion's Club (*NEW*)	\$ 400.00
Item Total - Dues & Subscriptions	\$ 3,380.00
UTILITIES (32-5306-000)	
Business Park Utilities (*increase)	\$ 550.00
Item Total - Utilities	\$ 550.00
NON-CAPITAL MINOR TOOLS/SOFTWARE (32-5220-000)	
Computer	\$ -
Avenu Subscription	\$ 2,750.00
ESRI Business Analyst	\$ 1,100.00
CRM System	\$ 2,500.00
Retail Lease Trac *NEW*	\$ 1,125.00
PDF Suite	\$ 200.00
Item Total - Non-Capital Minor Tools/Software	\$ 7,675.00
INSURANCE (32-5309-000)	
Insurance	\$ 1,100.00
Item Total - Insurance	\$ 1,100.00
TUITION & EDUCATION (32-5322-000)	
TEDC Sales Tax Training	\$ 600.00
ICSC Registration	\$ 550.00
TEDC Annual Conference	\$ 550.00

TEDC Legislative Conference	\$ 400.00
TEDC Mid-Year Conference	\$ 400.00
TEDC Board Retreat	\$ 300.00
IEDC Conference/Continuing Education	\$ 900.00
Webinars	\$ 400.00
Economic Development Finance Professional (EDFP) Course	\$ 1,575.00
Kaufman County Day at the Capitol (4 people)	\$ 600.00
Item Total - Tuition & Education	\$ 6,275.00
TRAVEL (32-5330-000)	
TEDC Annual Conference (San Antonio)	\$ 900.00
TEDC Sales Tax Training	\$ -
ICSC - Dallas	\$ 100.00
TEDC Legislative Conference (Austin)	\$ 800.00
TEDC Mid-Year Conference (Allen)	\$ -
TEDC Board Retreat Hotel & Parking (San Antonio)	\$ 750.00
Kaufman County Day at the Capitol (4 people)	\$ 2,550.00
Industry Trade Shows/Broker Events/BRE (*Increase)	\$ 2,000.00
Long Range Mileage/Transportation (*Increase)	\$ 1,500.00
Meals (*Increase)	\$ 1,000.00
Item Total - Travel	\$ 9,600.00
HIGHWAY 34 BYPASS FUNDING (32-5507-000)	
Highway 34 Bypass Annual Commitment	\$ 100,000.00
Item Total - Highway 34 Bypass Funding	\$ 100,000.00
MAINTENANCE (32-5352-000)	
Business Park Mowing	\$ 12,000.00
Prairie Creek Biz Park Fiber Optics Installation *NEW*	\$ 50,000.00
Item Total - Maintenance	\$ 62,000.00
MATCHING GRANTS (32-5500-000)	
Matching Grants (*Increase - Façade + Destination)	\$ 105,000.00
Item Total - Matching Grants	\$ 105,000.00
INCENTIVES/INTERGOVERNMENTAL (32-5501-000)	
	\$ -
Item Total - Incentives/Intergovernmental	\$ -
TOTAL EXPENSES \$ 576,080.00	

FY 2024 KEDC Draft Budget

Projected Income		Notes
Projected Sales Tax Revenue	\$610,000	Rough Estimate – awaiting info from finance
Interest	\$250	Current budgeted interest
Loan Payments	\$10,000	
Current KEDC Fund Balance	\$1,212,998.18	
TOTAL PROJECTED INCOME	\$620,250	*Awaiting additional revenue estimates

Line Item	Proposed Amount	Notes
Salary & Benefits (5101)	\$137,574 (current FY) TBD – Kaufman Step Plan	*Awaiting updated benefit costs
Retention Payment (5177)	\$5,000	
Meetings (5213)	\$7,500	Proposed \$1,500 decrease
Professional Services (5362)	\$45,101	*Possible shared employee (not added)
Professional/Technical & Auditing (5363)	\$8,000	
Promotional Materials (5214)	\$5,400	New Maps, Promo Items, Biz of Month
Misc./Office Supplies (5203)	\$3,200	Proposed \$1,300 decrease
Postage (5302)	\$500	
Advertising (5303)	\$12,500	Proposed \$2,925 decrease
Dues & Subscriptions (5305)	\$3,750	Higher Dues + DMN subscription
Utilities (5306)	\$550	
Non-Capital Minor Tools/Software (5220)	\$7,675	
Insurance (5309)	\$1,100	*Awaiting updated numbers
Tuition & Education (5322)	\$5,200	Proposed \$1,075 decrease
Travel (5330)	\$8,400	*Kaufman Co. Day Attendance
SH 34 Bypass Funding (5507)	\$100,000	
Maintenance (5352)	\$12,000	
Matching Grants (5500)	\$85,000	Proposed \$20,000 decrease *\$24,000 contracted for next FY (Eleanor's Coffee Shop)
Incentives/Intergovernmental (5501)	\$150,000	*Fund Balance – Galleher Expansion & Project Snooze (paid upon performance)
TOTAL PROPOSED EXPENDITURES	\$448,450	*\$150,000 incentives not included *Salary/Benefits will slightly adjust