



**MINUTES OF THE
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, SEPTEMBER 12, 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 6:02 PM. Directors present were Ben Brashear, Tommy Henricks, Charles Gillenwater, and Barry Ratcliffe. Director Jane Lucas was absent. President Gillenwater declared a quorum present. Also present were Assistant City Manager Rachel Balthrop Mendoza, 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.

CONSENT AGENDA

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

This item was not discussed due to a lack of a report for review.

2. Consider and take appropriate action on the minutes from the July 13, 2023, and the August 8, 2023, Kaufman Economic Development Corporation meeting.

Director Brashear made a motion to approve the July 13, 2023, KEDC Minutes and approve the August 8, 2023, KEDC minutes with the correction to the Call to Order Caption. The motion was seconded by Director Henricks and passed 4/0.

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

3. KEDC Executive Director's Report - Discussion Only (No Action Taken)
 - 3.1) Staff Report on monthly Kaufman EDC marketing and prospect activities;
 - 3.2) Staff Report on monthly business retention and expansion (BRE) activities;

- 3.3) Staff Report on monthly commercial development activities;
- 3.4) Staff Report on events attended by KEDC Staff

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

DISCUSSION/ACTION ITEMS

- 4. Consider and take appropriate action on a site enhancement matching grant for 114 N. Washington St., Kaufman, TX, in an amount not to exceed \$5,500.00.

Mr. McGregor presented the site enhancement matching grant for the Maples Hall Building located in Downtown. This grant would be for the replacement of windows on the top level of the building.

Director Ratcliffe made a motion to approve a site enhancement matching grant for 114 N. Washington St., Kaufman, TX, for an amount not to exceed \$5,500.00. The motion was seconded by Director Henricks and passed 4/0.

- 5. Consider and take appropriate action on the extension of a Downtown Destination Matching Grant in an amount not to exceed \$25,000.00 for Jesse's Fajitas & Ritas, LLC, located at 101 W. Mulberry St., Kaufman, TX.

Mr. McGregor outlined the purpose of the requested extension of a Downtown Destination Matching Grant for Jesse's Fajitas & Ritas, LLC.

Director Brashear made a motion to approve the extension to October 10, 2023, of a Downtown Destination Matching Grant for an amount not to exceed \$25,000.00 for Jesse's Fajitas & Ritas, LLC, located at 101 W. Mulberry St., Kaufman, TX. The motion was seconded by Director Ratcliffe and passed 4/0.

- 6. Consider and take appropriate action on a contract for business retention services between the Kaufman Economic Development Corporation and the Kaufman Chamber of Commerce for the FY 2023-2024 fiscal year.

Mr. McGregor reviewed the proposed changes to the contract for business retention services with the Kaufman Chamber of Commerce.

Director Brashear made a motion to approve a contract for business retention services between the Kaufman Economic Development Corporation and the Kaufman Chamber of Commerce for the FY 2023-2024 fiscal year. The motion was seconded by Director Henricks and passed 4/0.

- 7. Consider and take appropriate action on a contract for professional services between the Kaufman Economic Development Corporation and the City of Kaufman for the 2023-2024 fiscal year.

Mr. McGregor outlined the proposed changes to the professional services agreement with the City of Kaufman.

Director Henricks made a motion to approve a contract for professional services between the Kaufman Economic Development Corporation and the City of Kaufman for the 2023-2024 fiscal year.

The motion was seconded by Director Brashear and passed 4/0.

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 6:26 PM.

9. 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, 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
- C. Sec. 551.074. PERSONNEL MATTERS; CLOSED MEETING. (1) To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Executive Director Annual Review

RECONVENE INTO OPEN SESSION

President Gillenwater reconvened into open session at 7:42 PM.

8. Consider and take appropriate action on a budget amendment for the FY 2022-2023 KEDC budget.

Director Brashear made a motion to approve the budget amendments for the FY 2022-2023 KEDC Budget and to move \$75,000 into incentives and intergovernmental line items. The motion was seconded by Director Ratcliffe and passed 4/0.

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

There were no actions required from items 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.

No comments were given.

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 7:47 PM.

APPROVED:

ATTEST:

Charles Gillenwater, President

Ben Brashear, Secretary/Treasurer