



**NOTICE OF MEETING & AGENDA
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, SEPTEMBER 17, 2024 AT 6:00 PM
KAUFMAN CITY HALL
COUNCIL CHAMBERS
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.**

CONSENT AGENDA

1. Consider and take appropriate action on the monthly Financial Report from the Treasurer of the Corporation.
2. Consider and take appropriate action on the minutes from the August 13, 2024 Kaufman Economic Development Corporation meeting.

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

DISCUSSION/ACTION ITEMS

4. Consider and take appropriate action on a year-end budget amendment for the Kaufman Economic Development Corporation's Fiscal Year 2024 Budget.

5. Consider and take appropriate action on an extension to the site enhancement matching grant for The Gent Law Firm, PLLC, located at 113 W. Mulberry St., Kaufman, TX 75142.
6. Consider and take appropriate action on a business retention services contract between the Kaufman Economic Development Corporation and Kaufman Chamber of Commerce for Fiscal Year 2024-2025.
7. Consider and take appropriate action on an administrative services contract between the Kaufman Economic Development Corporation and City of Kaufman for Fiscal Year 2024-2025.
8. Consider and take appropriate action on a lawn services maintenance notice for certain property owners in the Prairie Creek Crossing Business Park.

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:

9. A. Section 551.071 - CONSULTATION WITH ATTORNEY. To consult with attorney 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: rights and obligations of the EDC regarding a real estate broker agreement; Prairie Creek Crossing Business Park lawn maintenance agreement.

B. Section 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

C. Section 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 Pie, Blue, Snooze, Jetson, Olaf, AC/DC, Patriot, DP

RECONVENE INTO OPEN SESSION

10. 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 FRIDAY, SEPTEMBER 13, 2024, 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.

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17:26 08/28/24

Fund: 32 ECONOMIC DEVELOPMENT CORP.

City of Kaufman

Revenue & Expense Report

Department:

Non departmental

Program:

Period Ending: 8/2024

Account Budget	Description Prior Year	2 Years Prior	Current Year	Current Month	Encumbrances	Current YTD Actual	Budget Balance
Balance	Actual	Actual	Budget	Actual		& Encumbr	
Percent		Total					
32-4105-000-0	General Sales & Use		606,500.00-	54,485.55-		572,948.54-	33,551.46-
5.532	587,162.04-	559,897.00-					
Subtotal:			606,500.00-	54,485.55-		572,948.54-	33,551.46-
5.532	587,162.04-	559,897.00-					
32-4604-000-0	Interest Income		38,750.00-			35,006.60-	3,743.40-
9.660	128.12-	104.44-					
32-4606-000-0	Miscellaneous Revenue			1,500.00-		2,185.72-	2,185.72
200.00-							
32-4608-000-0	Loan Revenue		10,000.00-			10,000.00-	
10,000.00-							
32-4612-000-0	Intergovernmental Re					80.09-	80.09
32-4631-000-0	Other Fin Sources-No					2,791,250.00-	2,791,250.00
Subtotal:			48,750.00-	1,500.00-		2,838,522.41-	2,789,772.41
-5,722.610	10,328.12-	104.44-					
Program number:			655,250.00-	55,985.55-		3,411,470.95-	2,756,220.95
-420.637	597,490.16-	560,001.44-					
Department number:			655,250.00-	55,985.55-		3,411,470.95-	2,756,220.95
-420.637	597,490.16-	560,001.44-					
Revenue		Subtotal -----	655,250.00-	55,985.55-		3,411,470.95-	2,756,220.95
-420.637	597,490.16-	560,001.44-					

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17:26 08/28/24

Fund: 32 ECONOMIC DEVELOPMENT CORP.

City of Kaufman

Revenue & Expense Report

Department: Non departmental

Program:

Period Ending: 8/2024

Account	Description	Current	Current	Encumbrances	Current	Budget
Budget	Prior Year	Year	Month		YTD Actual	Balance
Balance	Actual	Budget	Actual		& Encumbr	
Percent	Total					
32-5101-000-0	Salaries & Wages	143,015.00			118,734.32	24,280.68
16.978	152,322.50					
32-5177-000-0	Retention Pay	5,000.00				5,000.00
100.000						
Subtotal:		148,015.00			118,734.32	29,280.68
19.782	152,322.50					
32-5203-000-0	Operating Supplies	3,400.00			404.22	2,995.78
88.111	39.41-					
32-5213-000-0	Meetings	7,500.00			6,625.87	874.13
11.655	5,446.37					
32-5214-000-0	Promotional Material	7,400.00			3,675.50	3,724.50
50.331	3,078.00					
32-5220-000-0	Minor Tools & Equipm	7,325.00			3,872.17	3,452.83

47.138	6,800.00	4,978.44			
Subtotal:			25,625.00	14,577.76	11,047.24
43.111	15,284.96	22,080.29			
32-5302-000-0 Postage & Delivery			500.00	150.00	350.00
70.000	203.81	34.87			
32-5303-000-0 Advertising			19,750.00	22,005.00	2,255.00-
-11.418	10,960.00	10,208.08			
32-5305-000-0 Licenses, Dues & Sub			3,905.00	2,004.40	1,900.60
48.671	3,918.25	2,290.05			
32-5306-000-W Utilities-Electric/W			550.00	413.30	136.70
24.855	542.22	423.17			
32-5309-000-0 Insurance & Bonds			1,100.00		1,100.00
100.000	1,100.00	1,100.00			
32-5322-000-0 Tuition & Education			4,450.00	4,585.42	135.42-
-3.043	2,174.00	3,433.68			
32-5330-000-0 Travel			7,950.00	6,372.50	1,577.50
19.843	8,281.58	3,658.87			
32-5352-000-0 Maintenance-Grounds			10,000.00	6,000.00	4,000.00
40.000	8,200.00	8,000.00			
32-5362-000-0 Professional Svcs-Ad			118,305.00	84,827.15	33,477.85
28.298	69,859.88	79,272.24			
32-5363-000-0 Professional Svcs-Te			9,500.00	9,500.00	
7,920.17	10,750.00				
Subtotal:			176,010.00	135,857.77	40,152.23
22.812	113,159.91	119,170.96			
32-5487-000-0 Land Purchase				2,745,759.10	2,745,759.10-
Subtotal:				2,745,759.10	2,745,759.10-
32-5500-000-0 Matching Grants			155,600.00	72,787.50	82,812.50
53.221	44,272.10	27,633.78			
32-5501-000-0 Incentives / Intergo			150,000.00		150,000.00
100.000					
32-5507-000-0 HWY 34 Bypass Fundin			100,000.00	100,000.00	
100,000.00	100,000.00				
32-5591-000-0 Budgetary Reserve			50,000.00		50,000.00
100.000					
Subtotal:			455,600.00	172,787.50	282,812.50
62.075	144,272.10	127,633.78			
32-5607-000-0 Note - Principal				38,929.59	38,929.59-
32-5608-000-0 Note - Interest				11,070.41	11,070.41-
32-5651-000-0 Note - Issuance Cost				41,250.00	41,250.00-

Subtotal: 91,250.00 91,250.00-

Program number: 805,250.00 3,278,966.45 2,473,716.45-
 -307.199 425,039.47 389,273.13

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City of Kaufman

17:26 08/28/24

Revenue & Expense Report

Fund: 32 ECONOMIC DEVELOPMENT CORP.

Department: Non departmental

Program:

Period Ending: 8/2024

Account	Description		Current	Current	Encumbrances	Current	Budget
Budget	Prior Year	2 Years Prior	Year	Month		YTD Actual	Balance
Balance	Actual	Actual	Budget	Actual		& Encumbr	
Percent		Total					

Department number: Non departmental 805,250.00 3,278,966.45 2,473,716.45-
 -307.199 425,039.47 389,273.13

Expenditure Subtotal ----- 805,250.00 3,278,966.45 2,473,716.45-
 -307.199 425,039.47 389,273.13

Fund number: 32 ECONOMIC DEVELOPMENT CORP. 150,000.00 55,985.55- 132,504.50- 282,504.50
 188.336 172,450.69- 170,728.31-

***** End of Report *****



**MINUTES OF THE
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, AUGUST 13, 2024
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 6:04 PM. Directors present were Charles Gillenwater, Barry Ratcliffe, and Ben Breshear. Directors Jane Lucas and Tommy Henricks were 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.

Director Brashear presented the monthly Financial Report for the month of August.

Director Ratcliffe made a motion to approve the monthly Financial Report for the KEDC. The motion was seconded by President Gillenwater and passed 3/0.

2. Consider and take appropriate action on the minutes from the July 9, 2024 Kaufman Economic Development Corporation meeting.

Director Brashear made a motion to approve the minutes from the July 9, 2024, Kaufman Economic Development Corporation meeting as presented. The motion was seconded by Director Ratcliffe and passed 3/0.

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 the previous month.

DISCUSSION/ACTION ITEMS

- 4. Consider and take appropriate action on a contract for audit services with YWRD, PC for a period of three years.

Mr. McGregor presented the proposals and bid that was submitted by YWRD, PC for audit services for the KEDC.

Director Ratcliffe made a motion to approve a contract for audit services with YWRD, PC for a period of three years. The motion was seconded by Director Brashear and passed 3/0.

- 5. Consider and take appropriate action to approve the FY 2025 KEDC Budget and the annual proposed projects, programs and expenditures of the KEDC with action to request approval of budget and KEDC programs from the Kaufman City Council.

Mr. McGregor presented and discussed the proposed FY 25 KEDC Budget. He reviewed the anticipated revenues, projected expenses, and the differences between the FY 24 and FY 25 budgets.

Director Brashear made a motion to approve the FY 2025 KEDC Budget and the annual proposed projects, programs and expenditures of the KEDC with action to request approval of budget and KEDC programs from the Kaufman City Council. 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 6:24 PM.

- 6. 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 Pie, Blue, Orange, Snooze, Jetson, Olaf, Ker, AC/DC, Patriot, DP
- 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; Prairie Creek Crossing Business Park Lots 9 & 10;
Projects Pie, Prairie

RECONVENE INTO OPEN SESSION

President Gillenwater reconvened into open session at 6:57 PM.

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

There were no actions regarding 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.

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 6:58 PM.

APPROVED:

ATTEST:

Charles Gillenwater, President

Ben Brashear, Secretary/Treasurer

Executive Director's Report

September 17, 2024

Calendar

- **8/14:** Site Selector's Guild Virtual Table Talk Session
- **8/15:** Meeting w/ Tekmak Development Group
- **8/16:** Monthly Mayor's Roundtable Meeting
- **8/19:** Meeting w/ Charles Gillenwater & Viking Tao (Polsinelli Law); KEDC-Chamber Monthly Meeting
- **8/20:** Pre-Development Meeting w/ Fly Zipline
- **8/21:** Meeting w/ Randy Wade (C-Life) & Barry Ratcliffe
- **8/22:** Kaufman Chamber Quarterly Membership Luncheon
- **8/26:** Meeting w/ Janie Havel (Office of the Governor); August Monthly City Council Meeting
- **8/27-28:** Team Texas Site Consultant Summit (Rockwall)
- **8/30-9/6:** Stewart on Vacation
- **9/2:** Labor Day Holiday
- **9/9:** Kaufman ISD Board Meeting Presentation (Project Olaf)
- **9/11:** Kaufman County CHARM Resiliency Workshop
- **9/12:** KEDC-Chamber Monthly Meeting; Kaufman Leadership Prayer Luncheon

Prospect Lead Responses: Projects Future Cast & Green Grove

Upcoming Events: Kaufman Chamber Auction (9/28); Wiley's Western Grand Opening (9/29)

Next Regular KEDC Board Meeting: Tuesday, October 8th

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



Meeting Date: 9-10-2024	Date: 8-29-2024	Item #: 4	Dept.: KEDC
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(Check one)

☐ **Consent**
☒ **Action**
☐ **Discussion**

SUBJECT:
 Consider and take appropriate action on a year-end budget amendment for the Kaufman Economic Development Corporation's Fiscal Year 2024 Budget.

BACKGROUND:
 As part of the fiscal year end, the FY 2024 KEDC Budget is recommended for the following amendments:

Revenues

Sales Tax: \$627,572.81 (+\$21,072.81)
 Interest: \$44,034.94 (+\$5,284.94)
 Other Income: \$3,500 (+\$3,500 – land lease & real estate contract)
TOTAL REVENUE: \$675,107.75

Expenses

Retention Payment (5177): \$6,090 (+\$1,090)
 Office Supplies (5203): \$3,000 (-\$400)
 Postage (5302): \$300 (-\$200)
 Dues & Subscriptions (5305): \$6,000 (+\$2,095)
 Tuition & Education (5322): \$4,600 (+\$150)
 Incentives/Intergovernmental (5501): \$50,000 (-\$100,000)
TOTAL ADJUSTED EXPENSES: \$97,265 (savings)

Author: Stewart McGregor, KEDC Executive Director	Reviewed: Stewart McGregor, KEDC Executive Director
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Cost: See Above	Funds Available: KEDC Funds	Source: Budget
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Recommendation:
Approval

Safe & Secure ☐	Business Friendly/Economic Development ☐	Partnership & Community Involvement ☐	Healthy & Environmentally Cons. Comm. ☐	Financial & OPS Stewardship ☒
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FY 2024 KEDC Budget	
INCOME	
Sales Tax	\$ 606,500.00
Interest	\$ 38,750.00
Loan Payments	\$ 10,000.00
Land Sales	\$ -
Fund Balance	\$ -
TOTAL INCOME	\$ 655,250.00
EXPENSES	
SALARY & BENEFITS (32-5101-000)	
Salary & Benefits	\$ 143,015.00
Item Total - Salary & Benefits	\$ 143,015.00
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	\$ 3,000.00
Industry Trade Shows/Broker Events/BRE	\$ 3,000.00
ICSC Dallas (*Increase)	\$ 1,500.00
Item Total - Meetings	\$ 7,500.00
PROFESSIONAL SERVICES (32-5362-000)	
Chamber BRE Contract	\$ 7,800.00
City Administrative Services Contract (*increase - shared emp.)	\$ 41,951.00
Legal Fees	\$ 12,000.00
Photography	\$ 1,000.00
Professional & Technical Consulting	\$ 37,554.00
Real Estate Title Service & Closing Costs (*ESTIMATE*)	\$ 17,000.00
Graphic Design	\$ 1,000.00
Item Total - Professional Services	\$ 118,305.00
PROFESSIONAL/TECHNICAL & AUDITING (32-5363-000)	
Website	\$ 3,000.00
Audit	\$ 6,500.00
Item Total - Professional/Technical & Auditing	\$ 9,500.00
PROMOTIONAL MATERIALS (32-5214-000)	
Miscellaneous Promotional Items (*Decrease)	\$ 2,000.00
Aerial Map Service Subscription (*New)	\$ 2,500.00
Printed Maps (*biennial expense)	\$ 2,000.00
Business Retention Monthly Recognition	\$ 900.00
Item Total - Promotional Materials	\$ 7,400.00
MISCELLANEOUS/OFFICE SUPPLIES (32-5203-000)	
Office Furniture	\$ -
Wall Map (*biennial expense)	\$ 1,400.00
Misc. Office Supplies	\$ 1,500.00
Logoed Shirts	\$ 500.00
Item Total - Miscellaneous/Office Supplies	\$ 3,400.00
POSTAGE (32-5302-000)	

Postage (*Increase)	\$ 500.00
Item Total - Postage	\$ 500.00
ADVERTISING (32-5303-000)	
Publication/Digital Advertising (*slight increase)	\$ 13,500.00
Chamber Banquet Sponsorship	\$ 800.00
Chamber Golf Tournament Sponsorship	\$ 300.00
Chamber Auction Sponsor	\$ 400.00
Economic Summit	\$ 2,000.00
KISD Education Foundation Gala Table Sponsorship (*New*)	\$ 1,250.00
Johnny Countryman Memorial Scholarship	\$ 1,000.00
Kaufman Herald Ads	\$ 500.00
Item Total - Advertising	\$ 19,750.00
DUES & SUBSCRIPTIONS (32-5305-000)	
TEDC Membership (*slight increase)	\$ 550.00
Chamber Membership	\$ 415.00
KCLC Dues (*slight increase)	\$ 300.00
ICSC Membership (up to 3 memberships)	\$ 375.00
IEDC Membership	\$ 455.00
Dallas Morning News (*NEW*)	\$ 260.00
Dallas Business Journal (*slight increase)	\$ 190.00
Kaufman Herald	\$ 35.00
North Texas Commercial Association of Realtors (NTCAR)	\$ 375.00
Texas Downtown Association (*increase)	\$ 350.00
Downtown Merchants Association	\$ 200.00
Kaufman Lion's Club	\$ 400.00
Item Total - Dues & Subscriptions	\$ 3,905.00
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	\$ 3,000.00
ESRI Business Analyst	\$ -
CRM System	\$ -
Resimplifi Website Real Estate Tool	\$ 3,000.00
Retail Lease Trac	\$ 1,125.00
PDF Suite	\$ 200.00
Item Total - Non-Capital Minor Tools/Software	\$ 7,325.00
INSURANCE (32-5309-000)	
Insurance	\$ 1,100.00
Item Total - Insurance	\$ 1,100.00
TUITION & EDUCATION (32-5322-000)	
TEDC Sales Tax Training (*slight decrease)	\$ 400.00
ICSC Registration	\$ 550.00
TEDC Annual Conference (*slight increase)	\$ 600.00
TEDC Winter Conference (*slight increase)	\$ 425.00
TEDC Mid-Year Conference (*slight increase)	\$ 450.00

TEDC Board Retreat	\$	300.00
IEDC CEcD Continuing Education (*decrease)	\$	600.00
Webinars (*slight decrease)	\$	300.00
Kaufman County Day at the Capitol (3 people)	\$	825.00
Item Total - Tuition & Education	\$	4,450.00
TRAVEL (32-5330-000)		
TEDC Annual Conference (Houston) (*slight decrease)	\$	600.00
TEDC Sales Tax Training	\$	-
ICSC - Dallas	\$	100.00
TEDC Winter Conference (San Antonio)	\$	750.00
TEDC Mid-Year Conference (Conroe)	\$	800.00
TEDC Board Retreat Hotel & Parking (Dallas)	\$	300.00
Kaufman County Day at the Capitol (3 people - *Decrease)	\$	1,900.00
Industry Trade Shows/Broker Events/BRE (*Decrease)	\$	1,500.00
Long Range Mileage/Transportation (*Decrease)	\$	1,500.00
Meals (*Decrease)	\$	500.00
Item Total - Travel	\$	7,950.00
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	\$	10,000.00
Item Total - Maintenance	\$	10,000.00
MATCHING GRANTS (32-5500-000)		
Matching Grants (*Decrease - Façade + Destination)	\$	155,600.00
Item Total - Matching Grants	\$	155,600.00
INCENTIVES/INTERGOVERNMENTAL (32-5501-000)		
Galleher Industries Expansion Incentive (*Fund Balance)	\$	50,000.00
Hampton Inn Site Improvement Incentive (*Fund Balance)	\$	100,000.00
Item Total - Incentives/Intergovernmental	\$	150,000.00
PRINCIPAL & INTEREST (AWAITING GL #)		
Debt Service Payment	\$	50,000.00
Item Total - Principal & Interest	\$	50,000.00
TOTAL EXPENSES	\$	805,250.00



Meeting Date: 9-10-2024

Date: 8-29-2024

Item #: 5

Dept.: KEDC

(Check one)

☐

Consent

☒

Action

☐

Discussion

SUBJECT:

Consider and take appropriate action on an extension to the site enhancement matching grant for The Gent Law Firm, PLLC, located at 113 W. Mulberry St., Kaufman, TX 75142.

BACKGROUND:

In November 2023, a site enhancement matching grant was approved for The Gent Law Firm. Due to the significant nature of the building's renovation, an extension was approved by the KEDC Board in April 2024 through August 20, 2024. Mr. Gent began significant renovations to the property after obtaining permits during summer 2024. He plans to completed the façade renovation by the end of September.

Staff recommends extending his deadline from August 20, 2024 to October 7, 2024.

Author:

Stewart McGregor, KEDC Executive Director

Reviewed:

Stewart McGregor, KEDC Executive Director

Cost:

\$25,000

Funds Available:

KEDC Funds

Source:

Budget

Recommendation:

Approval

Safe & Secure

☐

Business
Friendly/Economic
Development

☒

Partnership &
Community
Involvement

☐

Healthy &
Environmentally
Cons. Comm.

☐

Financial &
OPS
Stewardship

☐



Meeting Date: 9-10-2024	Date: 8-29-2024	Item #: 6	Dept.: KEDC
(Check one) ☐ Consent ☒ Action ☐ Discussion			
SUBJECT: Consider and take appropriate action on a business retention services contract between the Kaufman Economic Development Corporation and Kaufman Chamber of Commerce for Fiscal Year 2024-2025.			
BACKGROUND: At the August 2024 KEDC meeting, the FY 2025 budget was approved by the KEDC Board of Directors. This budget was ratified by the Kaufman City Council on August 26, 2024. Included in this budget is a contract for business retention services between the KEDC and Kaufman Chamber of Commerce. This agreement will be paid in monthly installments at \$600 a month and similar to this year's contract provides services related to business retention initiatives. Staff recommends approval of the contract.			
Author: Stewart McGregor, KEDC Executive Director		Reviewed: Stewart McGregor, KEDC Executive Director	
Cost: \$7,200	Funds Available: KEDC Funds	Source: FY 2025 Budget	
Recommendation: Approval			

Safe & Secure ☐	Business Friendly/Economic Development ☐	Partnership & Community Involvement ☐	Healthy & Environmentally Cons. Comm. ☐	Financial & OPS Stewardship ☒
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**ECONOMIC DEVELOPMENT PROGRAM AGREEMENT
BETWEEN THE KAUFMAN ECONOMIC DEVELOPMENT CORPORATION
AND THE KAUFMAN CHAMBER OF COMMERCE**

This Agreement is made between the City of Kaufman Economic Development Corporation, ("KEDC"), and the City of Kaufman Chamber of Commerce, ("Chamber"), for the purpose of providing for a program to promote economic development and business retention through the joint efforts of the parties hereto, who in consideration of the mutual promises, agree as follows:

- A. Over the term of this Agreement, the Chamber shall provide the following services to the KEDC, in accordance with Exhibit A, attached hereto and incorporated as if set forth fully herein:
- i. **Business of the Month Coordination.** The Chamber shall promote existing businesses by working with the KEDC on a monthly basis to award a business in the City limits of Kaufman a monthly recognition award.
 - ii. **Quarterly Workforce Roundtables.** The Chamber shall work with major employers, workforce and education partners in hosting a quarterly roundtable meeting to discuss local industry and workforce needs.
 - iii. **Quarterly Industry Roundtables.** The Chamber shall work with the KEDC in hosting a quarterly industry roundtable discussion that targets a specific industry and invites employer stakeholders to discuss issues pertaining to local business and industry.
 - iv. **Business Retention & Expansion Meetings.** The Chamber shall coordinate with the KEDC twelve (12) business retention meetings with local employers each year at the KEDC's discretion. Chamber shall be responsible for scheduling and any follow up at the direction of the KEDC, as necessary.
 - v. **Governor's Small Business Summit.** The Chamber shall coordinate with the KEDC on the Governor's Small Business Summit that will occur in Kaufman on December 5, 2024. This includes pre-event planning and coordination on the day of the event.
 - vi. **Monthly KEDC/Chamber Meetings.** The KEDC and the Chamber shall conduct monthly staff meetings to review the implementation of this Agreement, including ongoing projects, and any projects associated with this Agreement.
 - vii. **Miscellaneous Support Services.** The Chamber shall provide support services to the KEDC, as necessary, for various economic development services at the discretion of the KEDC.
 - viii. **Postage & Supplies.** For the services rendered on behalf of the KEDC, the Chamber is entitled to a postage and supplies allowance as reflected in Exhibit A.
 - ix. **Prairie Creek Crossing Chamber Lot Maintenance Credit.** In exchange for mowing by the KEDC of property owned by the Kaufman Chamber of Commerce in the Prairie Creek Crossing Business Park, the KEDC is entitled to a pro-rata credit toward contracted services as reflected in Exhibit A.
- B. **Compensation.** The total cost of the services identified above shall be \$7,200.00

payable in monthly installments at \$600.00, due to the Chamber the first of each month, as long as this Agreement is in effect. In no event shall the Agreement amount change without mutual written agreement of the parties hereto. The Chamber shall keep current and accurate records of all funds received and expended, as well as deliverables and metrics specified herein, which shall be subject to inspection and audit by the KEDC at all reasonable times. All such records shall be subject to the Texas Public Information Act, Tex. Gov't Code Ch. 552.

- C. **Use of KEDC Funds and Scope of Work.** As a condition of the receipt of KEDC funds, the Chamber hereby agrees to use and expend all funds pursuant to this Agreement, which shall comply with all applicable federal, state, and local laws.
- D. **Reporting Requirements.** The Chamber shall provide written reports to the KEDC as follows:
 - 1. An oral report twice per year evidencing Chamber services performed under this Agreement; and
 - 2. Other reports, upon request by the KEDC.
- E. **INDEMNITY. THE CHAMBER AGREES TO DEFEND, INDEMNIFY, AND HOLD HARMLESS THE KEDC, ITS ELECTED OFFICIALS, OFFICERS, AGENTS, EMPLOYEES, AND REPRESENTATIVES FROM ANY AND ALL CLAIMS, SUITS, OR LIABILITIES ARISING FROM OR RELATED TO ANY ACT OR OMISSION OF THE CHAMBER, ITS OFFICERS, DIRECTORS, OFFICIALS, EMPLOYEES, OR REPRESENTATIVES IN THE PERFORMANCE OF THIS AGREEMENT. THIS INCLUDES PROPERTY DAMAGE, PERSONAL INJURY OR DEATH AND ALSO COVERS COSTS OF SUIT AND ATTORNEYS' FEES.**
- F. **Term of Agreement.** This Agreement shall be effective from October 1, 2024, through September 30, 2025.
- G. **Termination.** Either party may terminate this Agreement by giving written notice to the other party thirty (30) days in advance of the termination date, in which case any unexpended funds provided by the KEDC shall be returned to the KEDC within fifteen (15) days from the date the written notice is mailed to the Chamber. If the Chamber fails to meet the deliverables or metrics required under this Agreement, and it results in termination of the Agreement by the KEDC, then the Chamber will not be eligible for any future funding from the KEDC for a one (1) year period.
- H. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any previous agreements, oral or written. This Agreement may only be modified by the subsequent mutual written agreement executed by the KEDC and the Chamber.
- I. **Waiver.** Any waiver by the KEDC of any provision or condition of this Agreement shall not be construed to be a waiver of any other provisions or conditions of this Agreement.

- J. **Governing Law.** This Agreement shall be governed by the laws of the State of Texas.
- K. **Severability.** Should any provision of this Agreement be adjudged illegal, invalid or unenforceable, such illegality, invalidity or unenforceability shall not affect the legality, validity of enforceability of the Agreement as a whole or any sections, subsections, sentences, or clauses herein.

EXECUTED this the _____ day of _____, 2024.

KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION:

BY: _____
PRESIDENT

APPROVED AS TO LEGAL FORM:
PATRICIA ADAMS
KEDC ATTORNEY

By: _____

KAUFMAN CHAMBER OF COMMERCE

By: _____

Its: _____

Exhibit A

KEDC-Kaufman Chamber FY 2025 Contract		
Service	Hours	Amount
Business of the Month	24	\$ 968.64
Quarterly Workforce Roundtable	20	\$ 807.20
Quarterly Industry Roundtable	28	\$ 1,130.08
Small Business Summit	36	\$ 1,452.96
BRE Meetings	24	\$ 968.64
Miscellaneous Support Services	24	\$ 968.64
Monthly Chamber/EDC Meetings	24	\$ 968.64
Postage & Supplies	0	\$ 150.00
	180	
Hourly Rate of Pay	\$ 40.36	
Biz Park Mowing Credit	\$ 214.80	
Total Contracted Amount	\$ 7,200.00	



Meeting Date: 9-10-2024	Date: 8-29-2024	Item #: 7	Dept.: KEDC
(Check one) ☐ Consent ☒ Action ☐ Discussion			
SUBJECT: Consider and take appropriate action on an administrative services contract between the Kaufman Economic Development Corporation and City of Kaufman for Fiscal Year 2024-2025.			
BACKGROUND: At the August 2024 KEDC meeting, the FY 2025 budget was approved by the KEDC Board of Directors. This budget was ratified by the Kaufman City Council on August 26, 2024. Included in this budget is a contract for administrative services between the KEDC and City of Kaufman. Similar to this year's contract, the agreement includes the following highlights: SH 34 Expansion Shared Debt Service: \$100,000 Shared Marketing Position: \$40,156.43 Finance & City Secretary Services: \$6,000 Sales Tax Software Subscription: \$2,800 Insurance, Postage & Office Rent: \$701 Staff recommends approval of the contract.			
Author: Stewart McGregor, KEDC Executive Director		Reviewed: Stewart McGregor, KEDC Executive Director	
Cost: \$149,657.43	Funds Available: KEDC Funds	Source: FY 2025 Budget	
Recommendation: Approval			

Safe & Secure ☐	Business Friendly/Economic Development ☐	Partnership & Community Involvement ☐	Healthy & Environmentally Cons. Comm. ☐	Financial & OPS Stewardship ☒
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THE STATE OF TEXAS §
 § KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF KAUFMAN §

THIS AGREEMENT, effective the 1st day of October, 2024, by and between the CITY OF KAUFMAN, a municipal corporation, situated in Kaufman County, Texas, (hereinafter referred to as "City"), acting by and through its Mayor, and the Kaufman Economic Development Corporation, a Texas Non-Profit Corporation originally organized under Sec. 4A of Article 5190.6, Texas Civil Statutes, now Chapter 504 of the Local Government Code (the "Act"), (hereinafter referred to as "KEDC") acting by and through its President of the Board of Directors (the "Board"):

WITNESSETH:

I. TERM OF AGREEMENT:

This Agreement shall be effective as of October 1, 2024, and shall continue until September 30, 2025, unless sooner terminated in accordance with Section IV. The Agreement may be renewed upon mutual written agreement of the parties hereto.

II. CITY AGREES TO:

1. Provide administrative support, marketing and communications support, support from the City Secretary, records retention, and financial management services, including proprietary sales tax software, as needed, to the KEDC as requested by the KEDC Board or the KEDC's Executive Director; and
2. Serve as KEDC's Investment Officer as required by Texas Government Code Section 2256 and advise the KEDC, as needed, in conformity with Section 2256 and the KEDC's Investment Policy; and
3. Provide office space for the KEDC; and
4. Provide general liability and property insurance coverage for the KEDC's activities and property through its insurance carriers; and
5. Provide for the timely payment of the State Highway 34 Bypass debt service payments, including both parties' previously agreed upon portions of the total outstanding debt.

III. LEGAL ADVISOR:

Any expenses for legal services incurred by the KEDC will be paid by the KEDC. It is agreed and understood that these charges are not a part of this Agreement.

IV. KEDC AGREES TO:

1. Provide to the City, for the purpose of administering an economic development program, all necessary funds for said purposes enumerated in Section II. The total Agreement cost shall not exceed \$149,657.43, as set forth in Exhibit A, attached hereto and incorporated as if set forth fully herein, for the initial term of this Agreement, ending September 30, 2025.
2. Either party may terminate this Agreement upon written Notice of Termination to the other party as provided below. After receipt of a Notice of Termination, the City shall:
 - a) Stop work on the date as specified in the thirty (30) day Notice of Termination to the extent possible; and
 - b) Place no further orders or subcontracts except as may be necessary for completion of the work not terminated; and
 - c) Terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the Notice of Termination in so far as possible.
3. After receipt of a Notice of Termination, KEDC shall pay all expenses incurred through the date of termination.

V. OFFICIALS NOT TO BENEFIT:

No public official of the governing body of the City or of KEDC who exercises any functions or responsibilities in the review or the approval of the undertaking or carrying out of any project hereunder, shall participate in any decision relating to the contract which affects his personal interest, nor shall he have any personal or pecuniary interest direct or indirect in this contract or proceeds thereof, without the filing of a Statement or Affidavit required by State Law for full disclosure in the Minutes of KEDC, and the subsequent approval of the Minutes of KEDC by the City Council.

VI. SEVERABILITY:

Should any provision of this Agreement be adjudged illegal, invalid or unenforceable, such illegality, invalidity or unenforceability shall not affect the legality, validity of enforceability of the Agreement as a whole or any sections, subsections, sentences, or clauses herein.

VI. EFFECTIVE DATE:

This Agreement shall be effective as of October 1, 2024.

IN WITNESS WHEREOF, the parties have executed this Agreement in the year and on the day of the acknowledgments below.

KAUFMAN ECONOMIC DEVELOPMENT CORPORATION:

By:

Name:

Title: President

CITY OF KAUFMAN, TEXAS:

By:

Name:

Title: Mayor

ATTEST:

Jessie Hanks, City Secretary

APPROVED:

Patricia Adams, KEDC Attorney

STATE OF TEXAS §
 §
COUNTY OF KAUFMAN §

 This instrument was acknowledged before me on this ____ day of October, 2024,
by _____, President of the Kaufman Economic Development Corporation,
a corporation, on behalf of said agency.

My Commission expires _____
Notary Public, State of Texas

STATE OF TEXAS §
 §
COUNTY OF KAUFMAN §

 This instrument was acknowledged before me on this ____ day of October, 2024,
by _____, the Mayor of the City of Kaufman, a municipal corporation
of Kaufman County, Texas.

My Commission expires _____
Notary Public, State of Texas

Exhibit A

City Administrative Services	
Shared Marketing Coordinator	\$ 40,156.43
Finance	\$ 3,000.00
City Secretary	\$ 3,000.00
Avenu Software	\$ 2,800.00
Insurance	\$ 600.00
Postage	\$ 100.00
Office Rent	\$ 1.00
TXDOT SH 34 Debt Service	\$ 100,000.00
TOTAL	\$ 149,657.43



Meeting Date: 9-10-2024	Date: 8-29-2024	Item #: 8	Dept.: KEDC
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(Check one)

☐ **Consent**

 ☒ **Action**

 ☐ **Discussion**

SUBJECT:
 Consider and take appropriate action on a lawn services maintenance notice for certain property owners in the Prairie Creek Crossing Business Park.

BACKGROUND:
 Attached is a draft letter to property owners of undeveloped lots in the Prairie Creek Crossing Business Park. The KEDC currently mows all undeveloped lots within the park. Recent sales, however, have necessitated a potential change in policy due to some owners not constructing on their lots as previously verbally committed when purchased.

Author: Stewart McGregor, KEDC Executive Director	Reviewed: Stewart McGregor, KEDC Executive Director
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Cost: N/A	Funds Available: N/A	Source: N/A
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Recommendation:
 Approval

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



LOT OWNER NAME
MAILING ADDRESS
CITY/STATE/ZIP

RE: Prairie Creek Crossing Business Park (PCC Business Park) Policy Update; [include legal and mailing address for specific lot]

Dear Property Owner:

You are receiving this letter as the private owner of an undeveloped tract within the PCC Business Park. As you may be aware, the Kaufman Economic Development Corporation (KEDC) owns the majority of the tracts within the Prairie Creek Crossing Business Park. The goal of the business park's development is to enhance the local tax, employment and business base within the City of Kaufman. Several properties have accomplished this goal with offices and industry active within the PCC Business Park. PCC Business Park is located in an increasingly visible part of the community. Thus, it is KEDC's priority to ensure the entire property remains aesthetically attractive. KEDC contracts professional lawn care maintenance service for PCC Business Park beginning March until October of each calendar year.

This letter serves as notice of a recent policy change by the KEDC Board of Directors regarding lawn care maintenance service within the PCC Business Park. Effective October 1, 2024, the KEDC will provide lawn care maintenance for the entire business park and assess a pro-rata fee to each private undeveloped lot owner. Your tract represents XX acres of the remaining undeveloped acres; therefore, your pro rata share for October 2024-September 2025 fiscal year will be \$XXX dollars.

Your lawn care maintenance fee is due no later than May 31, 2025. *Failure to pay this fee will result in a lien filed against your lot.* Checks can be mailed to the Kaufman Economic Development Corporation, P.O. Box 1168, Kaufman, TX 75142, or dropped off at the KEDC offices at Kaufman City Hall, 209 S. Washington Street. Kaufman, Texas. Should you have any questions regarding this recent policy change, please contact Stewart McGregor, Executive Director, Kaufman Economic Development Corporation at (972) 932-5332 or by email at smcgregor@kaufmantx.org.

Thank you for your cooperation with the KEDC to maintain a clean and attractive business park. Please provide your signature below to acknowledge receipt of this Agreement and your agreement to allow the city to provide you with law care maintenance service.

To avoid citations for code violations and escalated enforcement, please return this agreement, including your signature below, to the KEDC by mail or email no later than October 31, 2024.

Thank you,

Stewart McGregor, CEcD
Executive Director
Kaufman Economic Development Corporation

I, _____, the undersigned property owner, hereby acknowledge and consent to Kaufman EDC providing lawn care maintenance service on my lot within the Prairie Creek Crossing Business Park. I pledge to provide payment of my pro-rata share of maintenance listed above no later than 5/31/2025.

Signature

Date