**MINUTES OF THE**
**KAUFMAN ECONOMIC DEVELOPMENT**
**CORPORATION MEETING**
**TUESDAY, SEPTEMBER 17, 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, Jane Lucas, Tommy Henricks, and Ben Breshear. 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.

## 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.

Director Brashear made a motion to approve the monthly Financial Report for the KEDC. The motion was seconded by President Ratcliffe and passed 5/0.

2. Consider and take appropriate action on the minutes from the August 13, 2024 Kaufman Economic Development Corporation meeting.

Director Henricks made a motion to approve the minutes from the August 13, 2024, Kaufman Economic Development Corporation meeting as presented. The motion was seconded by Director Brashear and passed 5/0.

**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.

**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 6:11 p.m.

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**

President Gillenwater reconvened into open session at 7:22 p.m.

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

President Gillenwater made a motion to give the Executive Director the same compensation as the other city employees, which is to receive one step on October 1, 2024, and one step on the employees' anniversary date, as well as authorizing the issuance of a $5,000 retention stipend as allowed by the Executive Directors contract. The motion was seconded by Director Lucas and passed 5/0.

**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.

Mr. McGregor presented the proposed end of year budget amendments for the KEDC Fiscal Year 2024. He reviewed and highlighted all the various budget amendments.

Director Lucas made a motion to approve the KEDC Fiscal Year 2024 budget amendments as presented. The motion was seconded by Director Henricks and passed 5/0.

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.

Mr. McGregor reviewed the reasons for the extension to the site enhancement matching grant for The Gent Law Firm.

Director Brashear made a motion to approve an extension to the site enhancement matching grant for The Gent Law Firm, PLLC, until October 31, 2024. The motion was seconded by Director Lucas and passed 5/0.

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.

Mr. McGregor presented the proposed business retention services contract with the Chamber of Commerce. He briefly outlined the purpose of the contract.

President Gillenwater made a motion to approve a business retention services contract between the Kaufman Economic Development Corporation and Kaufman Chamber of Commerce for Fiscal Year 2024-2025. The motion was seconded by Director Ratcliffe and passed 5/0.

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.

Mr. McGregor outlined the various administrative services that the City of Kaufman staff provides for the KEDC which are covered under the proposed contract.

Director Brashear made a motion to approve an administrative services contract between the Kaufman Economic Development Corporation and the City of Kaufman for Fiscal Year 2024-2025. The motion was seconded by Director Lucas and passed 5/0.

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

There was no action on this item.

**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 7:32 p.m.

| **APPROVED:** | **ATTEST:** |
|---|---|
| ______________________________ | ______________________________ |
| Charles Gillenwater, President | Ben Brashear, Secretary/Treasurer |