



**NOTICE OF MEETING & AGENDA  
KAUFMAN ECONOMIC DEVELOPMENT  
CORPORATION MEETING  
MONDAY, SEPTEMBER 15, 2025 AT 6:00 PM  
KAUFMAN CITY HALL  
EXECUTIVE CONFERENCE ROOM  
209 S. WASHINGTON ST.  
KAUFMAN, TEXAS 75142**

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

**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 12, 2025 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

**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:

4. A. 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

B. 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, AC/DC, Kettle, Reflection, Waco, Jersey, Spring Garden, Kaleidoscope, Flashlight, Thomas, Sandstone, Hanover

C. Section 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. To deliberate the purchase, exchange, lease, or value of real property regarding: Prairie Creek Crossing Business Park

### **RECONVENE INTO OPEN SESSION**

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

### **DISCUSSION/ACTION ITEMS**

6. Consider and take appropriate action on a site enhancement matching grant application for Thomas United Properties, LLC, for the Thomas & Sons Funeral Home located at 1114 E. 1st North Street, Kaufman, TX.
7. Consider and take appropriate action on a year-end budget amendment for the Kaufman Economic Development Corporation's Fiscal Year 2025 Budget.
8. Consider and take appropriate action on a bylaws amendment for the Kaufman Economic Development Corporation regarding contracted, administrative and legal services.
9. 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 2025-2026.
10. Consider and take appropriate action on an administrative services contract between the Kaufman Economic Development Corporation and City of Kaufman for Fiscal Year 2025-2026.

**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 6:00 P.M. ON TUESDAY, SEPTEMBER 9, 2025 AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULE TIME OF SAID MEETING.

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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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 Page 1  
 15:00 09/11/25  
 Fund: 32 ECONOMIC DEVELOPMENT CORP.

City of Kaufman  
 Revenue & Expense Report  
 Department: Non departmental  
 Period Ending: 9/2025

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								
32-4105-000-0	General Sales & Use	640,000.00-			603,719.75-	36,280.25-	5.669	632,608.46-
593,426.04-								
Subtotal:		640,000.00-			603,719.75-	36,280.25-	5.669	632,608.46-
593,426.04-								
32-4604-000-0	Interest Income	40,000.00-			46,195.56-	6,195.56	-15.489	43,852.63-
128.12-								
32-4606-000-0	Miscellaneous Revenu				4,500.00-	4,500.00		3,685.72-
200.00-								
32-4608-000-0	Loan Revenue	10,000.00-			10,000.00-			
32-4612-000-0	Intergovernmental Re							80.09-
42,500.00-								
32-4631-000-0	Other Fin Sources-No							2,791,250.00-
Subtotal:		50,000.00-			60,695.56-	10,695.56	-21.391	2,838,868.44-
42,828.12-								
Program number:		690,000.00-			664,415.31-	25,584.69-	3.708	3,471,476.90-
636,254.16-								
Department number: Non departmental		690,000.00-			664,415.31-	25,584.69-	3.708	3,471,476.90-
636,254.16-								
Revenue	Subtotal -----	690,000.00-			664,415.31-	25,584.69-	3.708	3,471,476.90-
636,254.16-								

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City of Kaufman

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Revenue & Expense Report

15:00 09/11/25

Non departmental

Fund: 32 ECONOMIC DEVELOPMENT CORP.

Department:

Program:

Period Ending: 9/2025

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								
32-5101-000-0	Salaries & Wages	153,235.00			137,681.79	15,553.21	10.150	143,942.11
152,322.50								
32-5177-000-0	Retention Pay	6,095.70				6,095.70	100.000	6,085.95
	Subtotal:	159,330.70			137,681.79	21,648.91	13.587	150,028.06
152,322.50								
32-5203-000-0	Operating Supplies	2,000.00			500.70-	2,500.70	125.035	4,779.18
39.41-								
32-5213-000-0	Meetings	17,000.00			16,336.81	663.19	3.901	6,919.93
5,446.37								
32-5214-000-0	Promotional Material	4,804.34			396.72-	5,201.06	108.258	10,488.40
3,078.00								
32-5220-000-0	Minor Tools & Equipm	8,550.00			4,286.98	4,263.02	49.860	7,442.16
6,800.00								
	Subtotal:	32,354.34			19,726.37	12,627.97	39.030	29,629.67
15,284.96								
32-5302-000-0	Postage & Delivery	500.00			22.32	477.68	95.536	355.00
203.81								
32-5303-000-0	Advertising	16,210.00			10,725.85	5,484.15	33.832	23,255.00
10,960.00								
32-5305-000-0	Licenses, Dues & Sub	7,625.00			3,469.52	4,155.48	54.498	6,151.93
3,918.25								
32-5306-000-W	Utilities-Electric/W	550.00			536.26	13.74	2.498	500.36
542.22								
32-5309-000-0	Insurance & Bonds	600.00				600.00	100.000	511.00
1,100.00								
32-5322-000-0	Tuition & Education	6,325.00			3,234.59	3,090.41	48.860	4,585.42
2,174.00								
32-5330-000-0	Travel	11,350.00			7,806.78	3,543.22	31.218	6,429.10
8,281.58								

32-5352-000-0	Maintenance-Grounds	8,000.00		5,862.35	2,137.65	26.721	8,000.00
8,200.00							
32-5362-000-0	Professional Svcs-Ad	84,457.43	600.00	102,468.03	18,010.60-	-21.325	103,083.62
69,859.88							
32-5363-000-0	Professional Svcs-Te	10,700.00		12,275.00	1,575.00-	-14.720	9,500.00
7,920.17							
Subtotal:		146,317.43	600.00	146,400.70	83.27-	-.057	162,371.43
113,159.91							
32-5487-000-0	Land Purchase						2,745,759.10
Subtotal:							2,745,759.10
32-5500-000-0	Matching Grants	100,000.00		50,000.00	50,000.00	50.000	82,519.11
86,772.10							
32-5501-000-0	Incentives / Intergo						50,000.00
32-5507-000-0	HWY 34 Bypass Fundin	100,000.00		100,000.00			100,000.00
100,000.00							
Subtotal:		200,000.00		150,000.00	50,000.00	25.000	232,519.11
186,772.10							
32-5607-000-0	Note - Principal	3,374.41		3,374.41			38,929.59
32-5608-000-0	Note - Interest	178,625.59		178,625.59			11,070.41
32-5651-000-0	Note - Issuance Cost						41,250.00
Subtotal:		182,000.00		182,000.00			91,250.00
Program number:		720,002.47	600.00	635,808.86	84,193.61	11.694	3,411,557.37
467,539.47							

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 Page 3  
 15:00 09/11/25  
 Fund: 32 ECONOMIC DEVELOPMENT CORP.

City of Kaufman  
 Revenue & Expense Report  
 Non departmental  
 Period Ending: 9/2025  
 Program:

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	720,002.47	600.00		635,808.86	84,193.61	11.694	3,411,557.37
467,539.47								
Expenditure	Subtotal -----	720,002.47	600.00		635,808.86	84,193.61	11.694	3,411,557.37
467,539.47								
Fund number:	32 ECONOMIC DEVELOPMENT CORP.	30,002.47	600.00		28,606.45-	58,608.92	195.347	59,919.53-
168,714.69-								

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



**MINUTES OF THE  
KAUFMAN ECONOMIC DEVELOPMENT  
CORPORATION MEETING  
TUESDAY, AUGUST 12, 2025  
CITY HALL COUNCIL CHAMBERS  
209 S. WASHINGTON STREET  
KAUFMAN, TEXAS 75142**

**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 p.m. Directors present were Charles Gillenwater, Barry Ratcliffe, Ben Brashear, and Tommy Henricks. Director Jane Lucas was absent. President Gillenwater declared a quorum present. Also present were City Manager Mike Holder, 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 KEDC.

Director Brashear made a motion to approve the monthly Financial Report. The motion was seconded by Vice President Ratcliffe and passed 4/0.

2. Consider and take appropriate action on the minutes from the July 8, 2025 Kaufman Economic Development Corporation meeting.

Director Brashear made a motion to approve the minutes from the July 8, 2025, Kaufman Economic Development Corporation meeting as presented. 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 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 6:15 p.m.

- 4. A. 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
  
- B. 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, AC/DC, Kettle, Reflection, Waco, Jersey, Spring Garden, Kaleidoscope, Flashlight, Thomas, Sandstone, Hanover

### **RECONVENE INTO OPEN SESSION**

President Gillenwater reconvened into open session at 7:06 p.m.

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

There was no action on matters discussed in Executive Session.

### **DISCUSSION/ACTION ITEMS**

- 6. Consider and take appropriate action to approve the FY 2026 KEDC Budget and the annual proposed projects, programs and expenditures of the KEDC with action to request approval of the budget and KEDC programs from the Kaufman City Council.

Mr. McGregor presented the proposed FY26 budget for the KEDC. He outlined the changes from the previous budget. He gave the corporation an overview of various potential projects for the KEDC's 2025-2026 budget.

Director Brashear made a motion to approve the FY 2026 KEDC Budget and the annual proposed projects, programs and expenditures of the KEDC with action to request approval of the budget and KEDC programs from the Kaufman City Council. The motion was seconded by Director Henricks and passed 4/0.

- 7. Consider and take appropriate action regarding authorizing the Executive Director of the KEDC to solicit a Request for Qualifications and retain general legal counsel services on behalf of the Corporation starting October 1, 2025.

Mr. McGregor highlighted the need to obtain an attorney who specializes in the world of economic development.

Director Brashear made a motion to authorize the Executive Director of the KEDC to solicit a Request for Qualifications and retain general legal counsel services on behalf of the Corporation starting October 1, 2025. The motion was seconded by President Gillenwater and passed 4/0.

**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 7:19 p.m.

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Charles Gillenwater, President

\_\_\_\_\_  
Ben Brashear, Secretary/Treasurer

## Executive Director's Report September 15, 2025

### Calendar

- **8/13-26:** Stewart on Vacation
- **8/13:** Bisnow National Cold Storage Industry Update Webinar (attended by Emily)
- **8/14:** Emily at the Dallas Regional Chamber's DFW Marketing Team Annual Meeting
- **8/21:** Emily at the East Side Allies Quarterly EDC Meeting
- **8/26-27:** Emily at the Team Texas Site Selector Summit (Waco)
- **9/1:** Labor Day Holiday
- **9/2:** Introductory call with Oasis Equity Group; Meeting w/ Sen. Cornyn's Office regarding WWTP Funding
- **9/3:** Meeting w/ owner of former Star Brand Ranch property
- **9/5:** City Lakes Park Grand Re-Opening
- **9/8:** Texas Advisory Council on Cultural Affairs Board Meeting; Special City Council Meeting
- **9/9:** Agile Cold Storage Workforce Training Meeting
- **9/10:** Employee TMRS Meeting; KEDC Website Update Meeting
- **9/11:** Emily Golden Six Month Review; KEDC-Chamber Monthly Meeting
- **9/12:** Meeting w/ TXDOT Property Developer Prospect
- **9/15:** Meeting w/ Judge Jakie Allen

Prospect Lead Responses: Project Force

Upcoming Events: Monthly City Council Meeting (9/22), Kaufman Chamber Auction (9/27), Emily at Basic Economic Development Course (Frisco; 10/7-10), Stewart at Semicon Semiconductor Trade Show (Phoenix; 10/7-9), Stewart Vacation Day (10/10), Kaufman Harvest Fest (10/11), Columbus Day Holiday (10/13), TEDC Sales Tax Workshop (Richardson; 10/17), KISD Education Foundation Gala (10/25), Stewart at TEDC Annual Conference (San Antonio; 10/29-31)

Next Regular KEDC Board Meeting: Tuesday, October 14<sup>th</sup>

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



<b>Meeting Date: 9-15-2025</b>	<b>Date: 9-12-2025</b>	<b>Item #: 6</b>	<b>Dept.: KEDC</b>
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(Check one)

**Consent**
                         
  **Action**
                         
  **Discussion**

**SUBJECT:**  
 Consider and take appropriate action on a site enhancement matching grant application for Thomas United Properties, LLC, for the Thomas & Sons Funeral Home located at 1114 E. 1<sup>st</sup> North Street, Kaufman, TX.

**BACKGROUND:**  
 Devona Thomas, owner of Thomas & Sons Funeral Home in Kaufman has plans to make significant renovations to her business which has been part of the community for 90 years. Attached is her application with potential permissible expenses for our site enhancement matching grant program under the roofing, parking lot and signage. The following are quotes from her contractor regarding improvements:

Roof: \$35,650 (50% / \$5,000)  
 Parking Lot: \$16,000 (50% / \$5,000)  
 Signage: \$3,200 (50% / \$2,000)

Based on the current grant policies, the maximum allowed match for these items are provided in parenthesis above.

The business is not located within an approved corridor for the KEDC’s matching grant program. Therefore, this application is provided to the will of the board for their consideration as other areas outside approved corridors can be approved on a case by case basis.

<b>Author:</b> Stewart McGregor, KEDC Executive Director	<b>Reviewed:</b> Stewart McGregor, KEDC Executive Director
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<b>Cost:</b> N/A	<b>Funds Available:</b> N/A	<b>Source:</b> N/A
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**Recommendation:**  
**Will of the Board**

<b>Safe &amp; Secure</b>  <input type="checkbox"/>	<b>Business Friendly/Economic Development</b>  <input type="checkbox"/>	<b>Partnership &amp; Community Involvement</b>  <input type="checkbox"/>	<b>Healthy &amp; Environmentally Cons. Comm.</b>  <input type="checkbox"/>	<b>Financial &amp; OPS Stewardship</b>  <input checked="" type="checkbox"/>
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## Site Enhancement Matching Grant Program

### About the Program:

The Kaufman EDC assists businesses and commercial property owners within designated areas of the City of Kaufman with enhancement, aesthetic appeal and general safety of such properties. The Site Enhancement Matching Grant program provides matching funds toward qualified fixed site improvements in compliance with Chapter 501.103 of the Texas Local Government Code. Below are the available matching funds offered by the KEDC. All applications are subject to consideration by the KEDC Board on a case-by-case basis.

### Qualified Applicants:

Qualified applicants may only apply for projects once per year.

- For-profit business entities with no taxes or debt owed to the City of Kaufman
- Commercial property owners & tenants
- Ineligible Applicants – Tax-exempt organizations and properties

### Qualified Development Areas:

- Four sides of Town Square plus one block in each direction
- Washington St. Corridor from Town Square to US 175
- Mulberry St. from Town Square to SH 34 Bypass
- US 175 Frontage Roads from Houston St. Bridge to eastern city limits
- Other areas in the city limits as deemed appropriate and approved by the KEDC Board of Directors

### Qualifying Improvements & Match Schedule:

#### Façade

Windows	50% up to \$3,000
Doors	50% up to \$1,500
Paint	50% up to \$3,000
Awnings <sup>1</sup>	50% up to \$2,000
Brick/Stone/Siding	50% up to \$5,000
Public Art Murals <sup>2</sup>	50% up to \$1,000
Accent Lighting	50% up to \$2,000

<sup>1</sup> For properties within the downtown square area, awnings must reflect historic aesthetic and qualified improvements that are limited to drop front and canvas uses, unless otherwise approved by the City of Kaufman’s Director of Development Services.

<sup>2</sup> Funds for public art murals are only permissible within the downtown square area facing the public Right of Way and in compliance with the City of Kaufman Mural Ordinance. Funds cannot be combined with other public art matching funds from other granting entities. Applicants for murals must be a business owner or commercial property owner.

### Signage

Signage	50% up to \$2,000
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### Sidewalks

Sidewalk Addition/Repair	50% up to \$2,500
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### Parking & Drives

New Paving/Resurfacing/Striping Removal/Relocation of Existing Drives	50% up to \$5,000
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### Additional Improvements

Fixed Patios & Outdoor Venue Space	50% up to \$2,000
Roof Replacement	50% up to \$5,000
Protective Screening <sup>3</sup>	50% up to \$1,500
Others deemed qualified by KEDC Board of Directors	Case by Case Basis

Annual individual award cannot exceed \$25,000, unless otherwise approved by the KEDC Board of Directors.

#### **Process:**

Applicant must fill out an application and cannot begin work until such application is approved by the KEDC Board of Directors. Upon application, KEDC Staff will meet with the applicant and verify all submitted documentation. Application shall in good faith obtain at least two bids for each project. Depending on the proposed improvements and location of the property, KEDC Staff may seek feedback from the City of Kaufman's Development Services Department. Upon verification, the application will be placed on the next agenda for the KEDC Board of Directors meeting (2<sup>nd</sup> Tuesday of each month). Each application is considered on a case-by-case basis. The KEDC Board will vet the application and vote whether to approve, deny or request additional information. It is highly encouraged the applicant attend this meeting to answer any specific questions from the KEDC Board. Upon approval, the applicant will need to sign a performance agreement with the Kaufman EDC. The applicant and their contractor must comply with all City of Kaufman ordinances and development standards. This includes obtaining all necessary permits from the City of Kaufman. Work done out of compliance with City of Kaufman requirements may result in breach of contract with the KEDC and forfeiture of funding eligibility. Upon completion of improvements, KEDC and City of Kaufman Staff shall verify compliance and process a reimbursement based on applicant's proof of paid receipt(s). The Site Enhancement Matching Grant Program cannot be combined with the Downtown Destination Matching Grant Program unless otherwise approved by the Kaufman EDC Board of Directors. Qualified applicants can receive a grant award once per year.

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<sup>3</sup> Funds for protective screening are only permissible for areas facing a public Right of Way.

**Time to Complete:**

Applicants will have up to six months upon approval by the KEDC Board to complete updates, unless approved for an amended timeline.

**Ineligible Expenditures:**

- Playground and recreational equipment
- Unlicensed contractor work
- New commercial construction (unless project is expansion of existing property)
- Residential improvements
- Addition of security bars
- Improvements not otherwise permanently fixed to the property
- Professional service fees (outside of contractor services)
- Permit fees
- Interior remodel
- “Sweat equity”

**Purpose of Program:**

- Promote economic development
- Retention of existing businesses
- Improve town square and central business district
- Revitalize existing commercial areas
- Increase property values
- Support quality architectural style
- Promote and develop new or expanded business enterprises

**Grant Program Contact**

Stewart McGregor, CEcD  
 Executive Director  
 Kaufman Economic Development Corporation  
 209 S. Washington St.  
 Kaufman City Hall  
 (972) 932-5332  
[smcgregor@kaufmantx.org](mailto:smcgregor@kaufmantx.org)





**SITE ENHANCEMENT MATCHING GRANT PROGRAM**

**INCENTIVE APPLICATION**

**NOTE: Application must be submitted and approved before any work is done on your project**

Please return completed application with necessary attachments and signatures to the Kaufman Economic Development Corporation, 209 S. Washington St., Kaufman, TX 75142. If you have application questions, please contact Kaufman EDC staff at (972) 932-5332.

**Applicant name:** Devona Thomas **Date:** 09/12/2025

**Legal Business Entity Name:** Thomas & Sons Funeral Home

**Type of Business:** Funeral Home **Site Address:** 1114 E 1st N. Street, Kaufman TX 75142

**Building Owner** (if different from applicant): \_\_\_\_\_

**Mailing address:** 1114 E 1st N. Street, Kaufman TX 75142

**Phone Number:** 972-932-2318 **E-mail:** thomasandsonsfuneralhome@gmail.com

**Project Information**

**Description of proposed eligible improvements:** See Attachment

\_\_\_\_\_  
\_\_\_\_\_

**Total Cost of Eligible Improvements:** \$ \$42,500

**Requested grant amount:** \$ \_\_\_\_\_

**General or Main Contractor**

**Name:** John Beasley **Firm:** Trinity Claims Services **Phone:** 214-908-5329

**Contractor Address:** 405 Phillips Circle, Kaufman TX 75142

**Estimated start date of construction:** \_\_\_\_\_

**Estimated completion date of construction:** \_\_\_\_\_

**Description of other improvements planned to property not eligible for grant funding (if applicable):**

See Attachment

**Source of matching funds:** \_\_\_\_\_

**Attachments**

- Photographs of structure showing existing facades, landscaping, drives, parking, etc.
- Project budget
- Written bids for work to be completed (minimum two requested)
- Drawings or renderings that illustrate improvements (if available)
- Other supporting plans or illustrations of improvements (if available)

I have met with Kaufman EDC Staff and have read and fully understand the Site Enhancement Matching Grant Program policies and procedures. I intend to use this grant program for the aforementioned renovation projects to improve my property and business. *I have not received, nor will I receive insurance monies for this redevelopment project.*

I understand that if awarded this grant, any deviation from the approved project may result in the partial or total withdrawal of the grant. Further, I understand that I will have six months to complete my project unless an amended project timeline is approved by the KEDC Board of Directors.

**Applicant Signature:** Devona Michelle Thomas

**Applicant Name (printed):** Devona Thomas

**Property Owner Signature (if different):** \_\_\_\_\_

**Property Owner Name (printed):** \_\_\_\_\_

**Date:** 09/12/2025

**KEDC Staff Review:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 1. Description of Proposed Eligible Improvements

At Thomas & Sons Funeral Home, our proposed improvements focus on both functionality and curb appeal to ensure the facility continues to meet the needs of families while enhancing the overall appearance of the property. These eligible improvements include:

- **Exterior Signage Updates** – Replacing older, outdated signs with modern, high-quality signage that improves visibility and reflects updated branding.
- **Roof Repairs** – Addressing structural issues and leaks to protect the building and ensure safety for families and staff.
- **Parking Lot Improvements** – Resurfacing and re-stripping to improve accessibility, safety, and the overall experience for visitors.

These improvements directly align with the intent of the grant program by contributing to site enhancement, community pride, and economic revitalization in Kaufman.

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## 2. Description of Other Improvements Planned to Property Not Eligible for Grant Funding

In addition to the eligible projects above, we have outlined a comprehensive plan for further renovations to modernize and improve the funeral home. These additional projects, which may not qualify for grant funding but are critical to the long-term operation of the business, include:

- **Interior Renovations** – Updates to restrooms, the business office, chapel ceiling, hallway carpet/walls, and break room to improve comfort and functionality.
- **Furniture and Décor Updates** – Replacing dated furniture in sitting rooms and offices, and updating wallpaper to maintain a professional and welcoming environment.
- **Security Enhancements** – Adding security cameras, electronic keypad locks, and automated garage doors to ensure the safety of staff, families, and facilities.
- **Technology Upgrades** – Installing a sound system throughout the funeral home for improved service quality.
- **Morgue Renovations** – Including updated equipment, sanitary improvements, and the addition of a refrigeration system.

While these projects may fall outside the scope of grant funding eligibility, they demonstrate our commitment to maintaining Thomas & Sons Funeral Home as a trusted and modern facility for Kaufman families.

## Scope of Work for Thomas Family Funeral Home



**Location:** 1114 1st North, Kaufman, TX

**Objective:** To enhance the functionality, security, and aesthetics of Thomas Family Funeral Home through various updates and renovations.

### 1. Exterior Signage and Roof Repairs

**Cost Est.: \$16,700.00**

Task: Update existing signage on the outside of the building.

Details: Replace older signs with new, modern designs that reflect the updated branding of the funeral home.

### 2. Brick Wall Replacement

**Cost Est.: \$2,500.00**

Task: Replace the damaged brick wall surrounding the A/C unit.

Details: Remove the existing damaged brick wall and construct a new one with durable materials.

### 3. Garage Door Automation

**Cost Est.: \$2,900.00**

Task: Upgrade garage doors from manual operation to electric.

Details: Install electric garage door openers to enhance convenience and security.

### 4. Security System Enhancement

**Cost Est.: \$2,250.00**

Task: Install security cameras around the building.

Details: Place cameras at strategic locations to ensure comprehensive surveillance coverage.

### 5. Electronic Key/Pad Locks

**Cost Est.: \$1,500.00**

Task: Install electronic key/pad locks on exterior doors and the morgue room.

Details: Enhance security by replacing traditional locks with advanced electronic locking systems.

### 6. Wallpaper Replacement

**Cost Est.: \$1,200.00**

Task: Replace the wallpaper in the first sitting room.

Details: Address water damage in the right corner and install new, high-quality wallpaper.

**7. Furniture Updates** **Cost Est.: \$5,500.00**

Task: Update furniture throughout the funeral home.

Details: Replace old furniture in sitting areas and offices with modern, comfortable pieces.

**8. Room Divider Replacement** **Cost Est.: \$3,000.00**

Task: Replace the divider between the two front viewing rooms.

Details: Install a new, aesthetically pleasing divider to improve the functionality and appearance of the viewing rooms.

**9. Restroom Updates** **Cost Est.: \$3,000.00**

Task: Renovate restrooms.

Details: Update fixtures, finishes, and improve overall accessibility and design.

**10. Interior Lighting** **Cost Est.: \$2,900.00**

Task: Replace all interior lighting with LED lights.

Details: Enhance energy efficiency and lighting quality throughout the funeral home.

**11. Business Office Renovation** **Cost Est.: \$3,900.00**

Task: Complete the renovation of the business office.

Details: Install cabinetry and file cabinets to improve organization and workflow.

**12. Break Room Update** **Cost Est.: \$2,000.00**

Task: Update the break room area.

Details: Improve functionality and comfort with new appliances, furniture, and finishes.

**13. Morgue Renovations** **Cost Est.: \$6,700.00**

Task: Renovate the morgue.

Details: Update equipment, improve sanitary conditions, and enhance overall functionality.

**14. Hallway Carpet and Walls** **Cost Est.: \$3,700.00**

Task: Update the hallway carpet and walls heading down the ramp to the chapel.

Details: Install new carpet and repaint or refinish walls for a refreshed look.

**15. Chapel Ceiling Replacement** **Cost Est.: \$2,700.00**

Task: Replace the ceiling in the chapel.

Details: Install a new ceiling that is both durable and aesthetically pleasing.

**16. Sound System Installation** **Cost Est.: \$3,000.00**

Task: Add a sound system that plays throughout the funeral home.

Details: Ensure high-quality audio for announcements and background music in all areas.

**17. Refrigeration System Addition** **Cost Est.: \$8,900.00**

Task: Install a refrigeration system for bodies.

Details: Enhance morgue capabilities with a reliable and efficient refrigeration unit.

**Total Cost Estimate :** **\$66,650.00**

**Execution Plan:**

**Develop a detailed project timeline.** **Time Est.: 60 Days**

Coordinate with contractors and suppliers for timely delivery of materials and services.

Ensure all work complies with local building codes and standards.  
Minimize disruption to the funeral home's operations during the renovation period.  
Conduct regular progress reviews and quality checks.

**Completion:**

Ensure all tasks are completed to the highest standard.  
Conduct a final walkthrough with the client to confirm satisfaction.  
Provide any necessary training on new systems and equipment.

**Contact Information:**

For any queries or further details, please contact Art Wilson, Project Manager, at 214-727-5202



<b>Meeting Date: 9-15-2025</b>	<b>Date: 9-12-2025</b>	<b>Item #: 7</b>	<b>Dept.: KEDC</b>
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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 2025 Budget.

**BACKGROUND:**  
 As part of the fiscal year end, the FY 2025 KEDC Budget is recommended for the following amendments:

Revenues  
 Sales Tax: \$660,330.00 (+\$20,330.00)  
 Interest: \$50,000.00 (+\$10,000.00)  
**TOTAL REVENUE: \$720,330.00**

Expenses  
 Professional Services (5362): \$136,600 (+\$52,142.57)  
 Professional/Technical & Auditing (5363): \$12,275 (+\$1,575)  
 Office Supplies (5203): \$0 (-\$2,000; account credit)  
 Postage (5302): \$250 (-\$250)  
 Advertising (5303): \$12,000 (-\$4,210)  
 Dues & Subscriptions (5305): \$5,275 (-\$2,350)  
 Utilities (5306): \$600 (+\$50)  
 Software (5220): \$8,300 (-\$250)  
 Tuition & Education (5322): \$3,325 (-\$3,000)  
 Travel (5330): \$8,000 (-\$3,350)  
 Maintenance (5352): \$7,000 (-\$1,000)  
 Incentives/Intergovernmental (5501): \$57,650 (-\$42,350)  
**TOTAL ADJUSTED EXPENSES: \$715,010 (\$5,320 to fund balance)**

<b>Author:</b> Stewart McGregor, KEDC Executive Director	<b>Reviewed:</b> Stewart McGregor, KEDC Executive Director
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<b>Cost:</b> See Above	<b>Funds Available:</b> KEDC Funds	<b>Source:</b> Budget
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**Recommendation:**  
 Approval

<b>Safe &amp; Secure</b> <input type="checkbox"/>	<b>Business Friendly/Economic Development</b> <input type="checkbox"/>	<b>Partnership &amp; Community Involvement</b> <input type="checkbox"/>	<b>Healthy &amp; Environmentally Cons. Comm.</b> <input type="checkbox"/>	<b>Financial &amp; OPS Stewardship</b> <input checked="" type="checkbox"/>
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<b>Meeting Date: 9-15-2025</b>	<b>Date: 9-12-2025</b>	<b>Item #: 8</b>	<b>Dept.: KEDC</b>
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(Check one)

**Consent**
                         
  **Action**
                         
  **Discussion**

**SUBJECT:**  
 Consider and take appropriate action on a bylaws amendment for the Kaufman Economic Development Corporation regarding contracted, administrative and legal services.

**BACKGROUND:**  
 At last month’s board meeting, it was approved to issue a RFQ for legal services to begin starting October 1. In researching the bylaws, it currently states the following:

*4.13.2 Any request for legal assistance shall be made by the Board or its designee to the City Attorney. The City Attorney may provide such assistance when such services are available.*

In order to allow for a separate EDC Attorney from another firm, the Board needs to update the Bylaws. Below is the recommended language for this section (which was provided by the current KEDC Attorney):

*4.13.2 At the discretion of the KEDC Board of Directors, the Board may utilize legal services provided by the City Attorney or by another attorney or firm licensed to practice law in Texas, and may also utilize any other third party service with which the City has a contract.*

Staff recommends approval of the bylaws amendment.

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

<b>Safe &amp; Secure</b>  <input type="checkbox"/>	<b>Business Friendly/Economic Development</b>  <input type="checkbox"/>	<b>Partnership &amp; Community Involvement</b>  <input type="checkbox"/>	<b>Healthy &amp; Environmentally Cons. Comm.</b>  <input type="checkbox"/>	<b>Financial &amp; OPS Stewardship</b>  <input checked="" type="checkbox"/>
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**AMENDED AND RESTATED BYLAWS**

**OF**

**KAUFMAN ECONOMIC DEVELOPMENT CORPORATION  
A NON-PROFIT CORPORATION**

**KAUFMAN, TEXAS**

**SECTION 1  
OFFICES**

**1.1 Registered Office and Registered Agent**

**1.1.1 KAUFMAN ECONOMIC DEVELOPMENT CORPORATION shall have and continuously maintain in the State of Texas, a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act and the Development Corporation Act of 1979, Tex. Rev. C.~~iv~~<sup>v</sup>. Stat. Ann. Art. 5190.6, as amended (the “Development Corporation Act”). The Board of Directors may, from time to time, change the registered agent and/or the address of the registered office, provided that such change is appropriately reflected in these Amended and Restated Bylaws and the Certificate of Formation.**

**1.2 Principal Office**

**The principal office of the Corporation in the State of Texas shall be located in the City of Kaufman, Kaufman County, Texas, and it may be, but need not be, identical with the registered office of the Corporation.**

**SECTION 2  
PURPOSES**

**2.1 Purposes**

**The Corporation is a non-profit economic development corporation specifically governed by Section 4A of the Development Corporation Act. The purpose of the Corporation is to promote, assist, and enhance economic development in accordance with the Development Corporation Act and the Certificate of Formation, as amended.**

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**SECTION 3  
MEMBERS**

**3.1 Members**

The Corporation shall have no members.

**SECTION 4  
BOARD OF DIRECTORS**

**4.1 Board of Directors**

The business and affairs of the Corporation and all corporate powers shall be exercised by or under authority of the Board of Directors (the "Board"), appointed by the City Council of the City of Kaufman, Texas (the "City"), and subject to applicable limitations imposed by the Texas Non-Profit Corporation Act, the Development Corporation Act, the Certificate of Formation, as amended, and by these Bylaws. The Board may, by contract, resolution, or otherwise give general or limited or special power and authority to the officers and employees of the Corporation to transact the general business or any special business of the Corporation, and may give power of attorney to agents of the Corporation to transact any special business requiring such authorization.

**4.2 Number and Qualifications**

**4.2.1** The authorized number of Directors of this Board shall be five (5).

**4.2.2** The City Council shall appoint the Directors of the Corporation. The Directors must possess qualifications as determined appropriate by the City Council and in accordance with applicable state law.

**4.2.3** The City Council shall consider an individual's experience, accomplishments and education background in appointing member to the Board to ensure that the interests and concerns of all segments of the community are considered.

**4.3 General Duties of the Board**

The Board is hereby required to perform the following duties:

**4.3.1** The Board shall develop an overall economic development plan for the City which shall include and set forth intermittent and/or short term goals which the Board deems necessary to accomplish compliance with its overall economic development plan. Such plan shall be approved by the City

**Council of the City of Kaufman. The overall development plan developed by the Board shall be one that includes the following elements:**

- 4.3.1.1 An economic development strategy to permanently bolster the business climate throughout the City.**
  - 4.3.1.2 Strategies to fully utilize the assets of the City which enhance economic development.**
  - 4.3.1.3 Identification of strategies to coordinate public, private, military and academic resources to develop and enhance business opportunities for all citizens of Kaufman.**
  - 4.3.1.4 Assurance of accountability of all tax monies expended for its implementation of the overall economic development plan.**
  - 4.3.1.5 Identification of strategies and provide for implementation of identified strategies for direct economic development as defined in this Section.**
  - 4.3.1.6 An annual work plan outlining the activities, tasks, projects and programs to be undertaken by the Board during the upcoming fiscal year. —The annual work plan shall be submitted with the annual budget as outlined in Section 7.2 of these Bylaws.**
- 4.3.2 The Board shall review and update its overall economic development plan twice each year to ensure that said plan is up to date with the current economic climate and is capable of meeting Kaufman’s current economic development needs.**
- 4.3.3 The Board shall expend, in accordance with State law, the tax funds received by it on direct economic development which such expenditures will have a direct benefit to the citizens of Kaufman.**
- 4.3.4 As used in this Section, “direct economic development” shall mean the expenditure of such tax funds for programs that directly accomplish or aid in the accomplishment of creating identifiable new jobs,—or retaining identifiable existing jobs including job training and/or planning and research activities necessary to promote said job creation. The Corporation’s focus will be primarily in the areas of:**
- 4.3.4.1 Business retention and expansion.**
  - 4.3.4.2 Formation of new businesses.**
  - 4.3.4.3 Business attraction.**

**4.3.5 The Corporation shall make reports to the City Council of the City of Kaufman. The Corporation shall discharge this requirement by reporting to the City Council in the following manner:**

**4.3.5.1 The Corporation shall make a detailed report to the City Council once each year. Such report shall include, but not be limited to, the following:**

**4.3.5.1.1 A review of all expenditures made by the Board in connection with its activities involving direct economic development as defined in this Section, together with a report of all other expenditures made by the Board.**

**4.3.5.1.2 A review of the accomplishments of the Board in the area of direct economic development.**

**4.3.5.1.3 The policies and strategies followed by the Board in relation to direct economic development together with any new or proposed changes in said policies and strategies.**

**4.3.5.1.4 The activities of the Board for the budget year addressed in said annual report, together with any proposed change in said activity as said activity or activities relate to direct economic development.**

**4.3.5.1.5 A review of the activities of the Board in areas of endeavor other than direct economic development together with any proposed changes in such activities.**

**4.3.5.1.6 The annual required report shall be made to the City Council no later than December 1 of each year.**

**4.3.5.1.7 The annual report shall be considered by the City Council of its review and acceptance.**

**4.3.5.2 The Board shall be regularly accountable to the City Council for all activities undertaken by it or on its behalf, and shall report on all activities of the Board, whether discharged directly by the Board or by any person, firm, corporation, agency, association or other entity on behalf of the Board. This report shall be made by the Board to the City Council semi-annually with the first report being made by June 1, 1995, and a similar report being made each succeeding six (6) months, but in no event shall a period of time of more than six (6)**

calendar months be allowed to elapse between such reports.  
The semi-annual report shall include the following:

- 4.3.5.2.1 Accomplishments to date as compared with the overall plan or strategy for direct economic development.
- 4.3.5.2.2 Anticipated short term challenges during the next semi-annual reporting period together with recommendations to meet such short term challenges.
- 4.3.5.2.3 Long term issues to be dealt with over the succeeding twelve (12) month period or longer period of time, together with recommendations to meet such issues with emphases to be placed on direct economic development.
- 4.3.5.2.4 A recap of all budgeted expenditures to date, together with a recap of budgeted funds left unexpended and any commitment made on said unexpended funds. The recap of expenditures shall set forth separately those expenditures made in connection with direct economic development and those expenditures made by the Board in the discharge of its other duties.

#### 4.4 Implied Duties

The Corporation is authorized to do that which the Board deems desirable to accomplish any of the purposes or duties set out or alluded to in Section 4.3 of these Bylaws and in accordance with State law.

#### 4.5\* Tenure

The initial terms of office for the directors shall be two (2) Directors with three (3) year terms, two (2) Directors with two (2) year terms, and one (1) Director with a one (1) year term, as designated by the City Council. **Members shall be appointed by a simple majority vote of members present of City Council before becoming a member of the Kaufman Economic Development Corporation. All appointments to the Kaufman Economic Development Corporation shall be for a term of three (3), and expiration of terms shall be staggered so that an overlapping of terms occurs. Terms of office of certain members shall expire on the thirty-first day (31) day of August of any given year. Directors are removable by the City Council for cause or at will.**  
(Amended 4-2012)

#### 4.6 Vacancies

Any vacancy occurring shall be filled by appointment of the City Council.

#### 4.7 Meetings

- 4.7.1\* The Board shall meet at least bi-monthly each calendar year being the odd or even months associated therewith, but in no event less than six (6) meetings per calendar year, or a combination thereof, or as necessary to perform such business at a place and time to be determined by the President within the boundaries of the City. All meetings of the Board shall provide notice thereof as provided and set forth in Texas Government Code Chapter 551 (the "Texas Open Meetings Act"). Any member of the Board may request that an item be placed on the agenda by delivering the same in writing to the Secretary of the Board no later than ten (10) days prior to the date of the Board Meeting. The President of the Board shall set regular meeting dates and times at the beginning of his/her term.
- 4.7.2 Notice of any meeting shall be given to the public in accordance with the requirements of the Texas Open Meetings Act. The notice shall contain information regarding the particular time, date, and location of the meeting and the agenda to be considered. All meetings shall be conducted in accordance with the Texas Open Meetings Act.
- 4.7.3 The annual meeting of the Board of Directors shall be the 2<sup>nd</sup> Tuesday in November of each year, at 6:30 p.m.
- 4.7.4 Special Meetings of the Board shall be held whenever called by the President, by a majority of the Directors, by the Mayor of the City, or by a majority of the City Council.
- 4.7.5 The Secretary shall give notice to each Director for any Emergency Meeting (as defined in the Texas Open Meetings Act) in person or telephone, at least two (2) hours before the meeting. Unless otherwise indicated in the notice thereof, any and all matters pertaining to the purposes of the Corporation may be considered and acted upon at a Special Meeting. At any meeting at which every Director shall be present, even though without any individual notice, any matter pertaining to the purpose of the Corporation may be considered and acted up on consistent with applicable law.

#### 4.8 Attendance

Regular attendance of the Board meetings is required of all Directors. The following number of absences may constitute the need for replacement of a Director: Three (3) consecutive absences, or attendance reflecting absences constituting fifty percent (50%) of the meetings over a twelve (12) month period. In the event replacement is indicated, the Director will be counseled

by the President and, subsequently, the President shall submit in writing to the City Secretary the need to replace the Director in question.

#### **4.9 Quorum**

A majority of the appointed Directors shall constitute a quorum for the convening of a meeting and the subsequent transaction of business.

#### **4.10 Compensation**

The duly appointed members of the Board shall serve without compensation, but shall be reimbursed for actual or commensurate cost of travel, lodging and incidental expenses while on official business of the Board in accordance with State law.

#### **4.11 Voting: Action of the Board of Directors**

Directors must be present in order to vote at any meeting. Unless otherwise provided in these Bylaws or in the Certificate of Formation, as amended from time to time, or as required by law, the act of a simple majority of the Directors present at any meeting for which a quorum is present shall be the act of the Board of Directors. In the event that Director is aware of a conflict of interest or potential conflict of interest with regard to any particular vote, the Director shall bring the same to the attention of the meeting and shall abstain from the vote, unless the Board determines that no conflict of interest exists. Any Director may bring to the attention of the meetings of any apparent conflict of interest or potential conflict of interest of any other Director, in which case the Board shall determine whether a true conflict of interest exists before any vote shall be taken regarding that particular matter. The Director as to whom a question of interest has been raised shall refrain from voting with regard to the determination as to whether a true conflict exists. The prohibited acts that apply to local public officials under Texas Local Government Code Chapter 171 shall define those situations in which a conflict of interest exists.

#### **4.12 Boards' Relationship with City Council**

In accordance with State law, the City Council shall require that the Corporation be responsible to it for the proper discharge of its duties assigned in this Section. All policies for program administration shall be submitted for Council approval, and the Board shall administer said programs accordingly. The Board shall determine its policies and direction within the limitation of the duties herein imposed by applicable laws, the Certificate of Formation, as amended from time to time, these Bylaws, contracts entered into with the City, and the budget and fiduciary responsibilities.

**4.13 Board’s Relationship with Administrative Department of the City**

~~4.13.1 Any request for services made to the administrative departments of the City shall be made by the Board or its designee in writing to the City Manager. The City Manager may approve such request for assistance from the Board when he finds such requested services are available within the administrative departments of the City. Any~~ services provided by administrative departments of the City are permissible with the consent of the City Manager. The City Manager and the KEDC Board, or their designee, may negotiate an annual contract for reimbursement of certain administrative services provided by the City to the KEDC. (Amended 9-2025)

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~~4.13.2 \_\_\_\_\_~~ At the discretion of the KEDC Board of Directors, the Board may utilize legal services provided by the City Attorney or by another attorney or firm licensed to practice law in the State of Texas, and may also utilize any other third party service with which the City has a contract. Any request for legal assistance shall be made by the Board or its designee to the City Attorney. The City Attorney may provide such assistance when such services are available. (Amended 9-2025)

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**SECTION 5  
OFFICERS**

**5.1 Officers**

The elected officers of the Corporation shall be a President, a Vice President, a Secretary and a Treasurer. The Board may resolve to elect one (1) or more Assistant Secretaries or one (1) or more Assistant Treasurers as it may consider desirable. Such officers shall have the authority and perform the duties of the office as the Board may from time to time prescribe or as the Secretary or Treasurer may from time to time delegate to his or her respective Assistant. Any two (2) or more offices may be held by the same person, except the office of President.

**5.2 Selection of Officers**

**5.2.1** The initial President and Vice President shall be elected by the Board and shall serve a term of one (1) year. On the expiration of the term of office of the original President and Vice President, the Board shall select from among its Directors individuals to hold such office. The term of office of the President and Vice President shall always be for a

period of one (1) year; provided, however, that the President and Vice President continue to serve until the election of their successors.

5.2.2 The Secretary and Treasurer shall be selected by the Board and shall serve a term of one (1) year; provided, however, that they shall continue to serve until the election of their successors. Elections shall be held at the annual meeting of the Board.

### 5.3 Vacancies

Vacancies in any office which occur by reason of death, resignation, disqualification, removal, or otherwise, may be filled by the Board of Directors for the unexpired portion of the term of that office, in the same manner as other officers are elected to the Board.

### 5.4 President

5.4.1 The President shall be the presiding officer of the Board with the following authority:

5.4.1.1 Shall preside over all meetings of the Board.

5.4.1.2 Shall have the right to vote on all matters coming before the Board.

5.4.1.3 Shall have the authority, upon notice to the members of the Board, to call a special meeting of the Board when in his or her judgment such a meeting is required.

5.4.1.4 Shall have the authority to appoint standing committees to aid and assist the Board in its business undertakings or other matters incidental to the operation and functions of the Board.

5.4.1.5 Shall have the authority to appoint ad hoc committees which may address issues of a temporary nature of concern or which have a temporary effect on the business of the Board.

5.4.2 In addition to the above mentioned duties, the President shall sign with the Secretary of the Board or other designated person any deed, mortgage, bond, contract, or other instrument which the Board has approved and unless the execution of said document has been expressly delegated to some other officer or agent of the Corporation by appropriate Board resolution, by a specific provision of these Bylaws, or by statute. In general, the President shall perform all

**duties incident to the office, and such other duties as shall be prescribed from time to time by the Board of Directors.**

**5.5 Vice President**

**In the absence of the President, or in the event of his or her inability to act, the Vice President shall perform the duties of the President. When so acting, the Vice President shall have all power of and be subject to all the same restrictions as upon the President. The Vice President shall also perform other duties as from time to time may be assigned to him or her by the President.**

**5.6 Secretary**

The Secretary shall keep, or cause to be kept, at the registered office a record of the minutes of all meetings of the Board and of any committees of the Board. The Secretary shall also file a copy of said Minutes with the City and the same to be given, in accordance with the provisions of these Bylaws, or as required by the Texas Open Meetings Act or the Texas Open Records Act or other applicable law. The Secretary shall be custodian of the corporate records and seal of the Corporation, and shall keep a register of the mailing address and street address, if different, of each Director.

**5.7 Treasurer**

The Treasurer shall have the charge and custody of and be responsible for all funds and securities of the Corporation. The Treasurer shall receive and give receipt for money due and payable to the Corporation from any source whatsoever, and shall deposit all such monies in the name of the Corporation in such bank, trust corporation, and/or other depositories as shall be specified in accordance with Section 7 of these Bylaws. The Treasurer shall in general, perform all of the duties incident to that office, and such other duties as from time to time may be assigned to him by the President of the Board.

**5.8 Assistant Secretaries and Assistant Treasurers**

The Assistant Secretaries and Assistant Treasurers, if any, shall in general perform such duties as may be assigned to them by the Secretary or the Treasurer, or by the President or the Board of Directors.

**5.9\* Employees**

The Corporation may employ such full or part-time employees as needed to carry out the programs of the Corporation. These employees shall perform those duties as assigned to them by the Board.

The Corporation employee (Executive Director) and the successive holders of that office shall serve as the Public Information Coordinator (Officer) for the Kaufman Economic Development Corporation as provided by state law.

**5.10.1 Contract for Service**

The Corporation may, with budgetary and programmatic approval of the City Council, contract with any qualified and appropriate person, association, corporation or governmental entity to perform and discharge designated tasks which will aid or assist the Board in the performance of its

duties. ~~In addition, the Corporation shall contract with the Kaufman Industrial Foundation to perform and discharge designated tasks which will aid or assist the Board in the promotional purposes consistent with the purposes and subject to the limitations set out in the Development Corporation Act.~~ However, no such contract shall ever be approved or entered into which seeks or attempts to divest the Board of Directors of its discretion and policy-making functions in discharging the duties hereinabove set forth in the Section. (Amended 9-2025)

## SECTION 6 COMMITTEES

### 6.1 Qualifications for Committee Membership

Members of committees shall be appointed by the President and approved by the Board. Committee members need not be members of the Corporation unless required by these Bylaws or Board Resolution.

### 6.2 Standing Committee

The President shall have authority to appoint the following standing committees of the Board and such other committees as the Board may deem appropriate in the future:

6.2.1 **Budget, Finance and Audit Committee:** This committee shall have the responsibility of working on the formation and promotion of the annual budget of the Board. The Committee shall present such budget to the Board and upon approval, shall present, in accordance with these Bylaws, said budget to the City Council. In addition to the preparation of the budget for the Board, the Committee shall monitor all budget expenditures of the Board and keep the Board advised in such matters. The Committee shall further have the responsibility to oversee and work with auditors of the City or outside auditors when audits of the Corporation are being performed.

6.2.2 **Committee for Business Retention and Expansions:** This committee shall keep the Board informed of all development and activities concerning business retention and expansion.

6.2.3 **Committee for New Business Formation:** This committee shall keep the Board informed of all development and activities concerning business attraction and recruitment.

### 6.3 Standing Committee

**6.3.1 The President may determine from time to time that other committees are necessary or appropriate to assist the Board of Directors, and shall designate, subject to Board approval, the members of the respective committees.**

**6.3.2 No such committee shall have independent authority to act for or in the stead of the Board of Directors with regard to the following manners: amending, altering, or repealing the Bylaws; electing, appointing, or removing any member of any such committee or any Director or Officer of the Corporation; amending the Certificate of Formation; adopting a plan of merger or adopting a plan of consolidation with another corporation authorizing the sale, lease, exchange, or mortgage of all or substantially all of the property and assets of the Corporation or revoking the proceedings therefore; adopting a plan for the distribution of the assets of the Corporation or amending, altering, or repealing any resolution of the Board of Directors which by its terms provides that it shall not be amended, altered, or repealed by such committee.**

**6.3.3 The designation and appointment of any such committee and delegation to that committee of authority shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed on it or on him/her by law.**

#### **6.4 Term of Office of Committee Members**

**6.4.1 Each member of a committee shall continue as such until the next annual appointment of the Board of Directors and until his or her successor on the committee is appointed, unless the committee shall be sooner terminated or unless such member has ceased to serve on the Board of Directors, or unless such member be removed from such committee.**

**6.4.2 Any committee member may be removed from committee membership by the President, with Board approval, whenever in their judgment the best interest of the Corporation would be served by such removal.**

#### **6.5 Vacancies on Committees**

**Vacancies in the membership of any committee may be filled in the same manner as provided with regard to the original appointments to that committee.**

#### **6.6 Ex-Officio Members**

**6.6.1 The City Manager or his designee and the Mayor or his designee may attend all meetings of the Board of Directors or Committees, including executive meetings, private or public. These representatives shall not have the power to vote in the meetings they attend. Their attendance shall be for the purpose of ensuring that information about the meetings is accurately communicated to the City Council and to satisfy the City Council obligation to control the powers of the Corporation.**

**6.6.2 The City Council may designate two (2) Ex-Officio Members, one of which shall be a Council Member and the other a Kaufman Independent School Board Trustee. The City Council shall consider the recommendation of the School Board in such designation. The Ex-Officio Members may attend all meetings of the Board of Directors or Committees, excluding executive meetings, and shall have the right to take part in any discussion, but shall not have the power to vote.**

**SECTION 7  
FINANCIAL ADMINISTRATION**

**7.1 Accounting**

**The Corporation may contract with the City for financial and accounting services. The Corporation's financing and accounting records shall be maintained according to the following guidelines:**

**7.2 Fiscal Year**

**The fiscal year of the Corporation shall begin October 1 and end on September 30 of the following year.**

**7.3 Budget**

**A budget for the forthcoming fiscal year shall be submitted to, and approved by, the Board of Directors, and the City Council of the City of Kaufman. In submitting the budget to the City Council, the Board of Directors shall submit the budget on forms prescribed by the City Manager and in accordance with the annual budget preparation schedule as set forth by the City Manager. The budget shall be submitted to the City Manager for inclusion of it in the annual budget presentation to the City Council. The budget proposed for adoption shall include the projected operating expenses, and such other budgetary information as shall be useful to or appropriate for the Board of Directors and the City Council of the City of Kaufman. The budget shall include funds allocated for approved projects and funds remaining unallocated for use with future projects.**

#### **7.4 Contracts**

**As provided in Section 5 above, the President and Secretary shall execute any contracts or other instruments which the Board has approved and authorized to be executed, provided, however, that the Board may by appropriate resolution authorize any other officer or officers or any other agent or agents to enter into contracts or execute and deliver any instrument in the name and on behalf of the Corporation. Such authority may be confined to specific instances or defined in general terms. When appropriate, the Board may grant a specific or general power of attorney to carry out some action on behalf of the Board, provided, however that no such power of attorney may be granted unless an appropriate resolution of the Board authorizes the same to be done.**

#### **7.5 Checks and Drafts**

**All checks, drafts, or orders for the payment of money, notes, or other evidences of indebtedness issued in the name of the Corporation shall be signed or bear the facsimile of the President or the Treasurer, or such other person as designated by the Board.**

#### **7.6 Deposits**

**All funds of the Corporation shall be deposited on a regular basis to the credit of the Corporation in a local bank which shall be federally insured and shall be selected following procedures and requirements for selecting a depository as set forth in Chapter 105 of the Local Government Code.**

#### **7.7 Gifts**

**The Corporation may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purposes of the Corporation.**

#### **7.8 Purchasing**

**All purchases made and contracts executed by the Corporation shall be made in accordance with the requirements of the Texas Constitution and statutes of the State of Texas.**

#### **7.9 Investments**

Temporary and idle funds which are not needed for immediate obligations of the Corporation may be invested in any legal manner provided in Texas Government Code Chapter 2256 (Public Funds Investment Act).

**7.10 Bonds**

Any bonds issued by the Corporation shall be issued in accordance with the applicable provisions of the Development Corporation Act.

**7.11 Uncommitted Funds**

**7.11.1** Any uncommitted funds of the Corporation at the end of the fiscal year shall be considered a part of the Fund Balance.

**7.11.2** The Undesignated Fund Balance may be committed for any legal purpose provided the Corporation's Board or Directors and the City Council both approve such commitment. This may include the establishment of the Permanent Reserve Fund which shall be accumulated for the purpose of using the interest earnings of such fund to finance the operation of the Corporation.

**7.12 Audit**

An annual financial audit of the Corporation shall be performed by an independent certified public accountant or firm of independent certified public accountants selected by the Board. Such audit shall be performed and the report thereon made available to the Board, as soon as practicable following the end of each fiscal year of the Corporation.

**SECTION 8  
BOOKS AND RECORDS**

**8.1 Books and Records**

The Corporation shall keep correct and complete books and records of all actions of the Corporation, including books and records of account and the minutes of meetings of the Board of Directors and of any committee having any authority of the board and to the City Council. All books and records of the Corporation may be inspected by Directors of the Corporation or his/her agent or attorney at any reasonable time. Any information which may be designated as public information by law shall be open to public inspection at any reasonable time. The Texas Open Records Act and Open Meetings Act shall apply to disclosure of public information. The Board of Directors shall provide for annual financial audit to be performed by a competent independent audit firm.

**8.2 Monthly Reports**

**8.2.1** The Corporation shall provide monthly summaries of proposed disbursements of funds for anticipated projects that are scheduled to occur during the following calendar month. The summaries shall include more detailed descriptions of proposed disbursements where these are estimated to exceed \$50,000 for any single expenditure or \$50,000 during the month for any project.

**8.2.2** If any two (2) Council Members or one (1) Council Member and the Mayor request formal Council consideration, the City Manager shall notify the Director who shall not make the disbursement unless the request for formal action is withdrawn. Upon request for formal Council consideration, no such payment shall be made unless a formal public vote in open City Council session is made to approve the disbursement.

**SECTION 9  
SEAL**

**9.1 Seal**

The Board of Directors shall obtain a corporate seal which shall bear the words “Corporate Seal of Kaufman Economic Development Corporation”; the Board may thereafter use the corporate seal and may later alter the seal as necessary without changing the corporate name; but these Bylaws shall not be construed to require the use of the corporate seal.

**SECTION 10  
PROGRAM**

**10.1 Authorization**

The Corporation shall carry out its program subject to its Certificate of Formation, as amended (formerly referred to as Articles of Incorporation), these Bylaws and the Development Corporation Act, and such resolutions as the Board may from time to time authorize.

**10.2 Program**

The program of the Corporation shall be to assist, stimulate, and enhance economic development in Kaufman, Texas, subject to applicable state and federal law, these Bylaws, and the Certificate of Formation.

**SECTION 11  
DISSOLUTION**

**11.1 Dissolution**

**11.1.1 On petition of ten percent (10%) or more of the registered voters of the City of Kaufman requesting an election on the dissolution of the Corporation, the City Council shall order an election on the issue. The election must be conducted according to the applicable provision of the Election Code. The ballot for the election shall be printed to provide for voting for or against the proposition:**

**“Dissolution of the Kaufman Economic Development Corporation.”**

**11.1.2 If a majority of voters voting on the issue approve the dissolution, the Corporation shall continue operations only as necessary to pay the principal of and interest on its bonds and to meet obligations incurred before the date of the election and, to the extent practicable, shall dispose of its assets and apply the proceeds to satisfy those obligations. When the last of the obligations is satisfied, any remaining assets of the Corporation shall be transferred to the City and the Corporation is dissolved.**

**SECTION 12  
INDEMNITY**

**12.1 Indemnity**

**12.1.1 The Corporation shall indemnify each and every member of the Board of Directors, its officers, employees, agents, each and every member of the City Council, and each employee of the City, to the fullest extent permitted by law and not otherwise covered by insurance, against any and all actions or omissions that may arise out of the functions and activities of the Corporation. The Corporation shall indemnify each such person who was, is or has been threatened to be made a named defendant or respondent in a proceeding because the person is or was a Board Member, officer, employee, or agent, but only if the determination to indemnify is made in accordance with the provisions of Article 1396-2.22A of the Texas Civil Statutes, as amended.**

**12.1.2 The Corporation further agrees that it shall at all times exercise reasonable precautions on behalf of and be solely responsible for the safety of its officers, agents, employees, licensees, invitees, and other persons, as well as their property, while in the vicinity where activities of the Corporation are being performed. It is expressly understood**

and agreed that the City shall not be liable or responsible for the negligence of the Corporation including but not limited to its officers, agents, employees, licensees, invitees, and other persons.

12.1.3 It is further agreed with respect to the above indemnity, that the City and the Corporation will provide the other prompt and timely notice of any event covered which in any way, directly or indirectly, contingently or otherwise, affects or might affect the Corporation or the City, and the City shall have the right to compromise and defend the same to the extent of its own interests. It is further agreed this indemnity clause shall be an additional remedy to the City and not an exclusive remedy.

**SECTION 13  
MISCELLANEOUS**

**13.1 Relation to Certificate of Formation**

These Bylaws are subject to and governed by the Certificate of Formation, as amended (formerly referred to as Articles of Incorporation) and applicable State statutes under which the Corporation is organized.

**CERTIFICATE**

This is to certify that the foregoing is a true and correct copy of the Amended and Restated Bylaws of the Corporation and that such Bylaws were duly adopted by the Board of Directors of the Corporation on the date set forth below.

Adopted by the Board of Directors on \_\_\_\_\_, 2025~~19~~.

Attest: \_\_\_\_\_  
Secretary of the Corporation  
~~Mike McBride~~ Ben Brashear



<b>Meeting Date: 9-15-2025</b>	<b>Date: 9-11-2025</b>	<b>Item #: 9</b>	<b>Dept.: KEDC</b>
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(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 2025-2026.

**BACKGROUND:**  
 At the August 2025 KEDC meeting, the FY 2026 budget was approved by the KEDC Board of Directors. This budget was ratified by the Kaufman City Council on August 25, 2025. 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 providing services related to business retention initiatives.

Staff recommends approval of the contract.

<b>Author:</b> Stewart McGregor, KEDC Executive Director	<b>Reviewed:</b> Stewart McGregor, KEDC Executive Director
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<b>Cost:</b> \$7,200	<b>Funds Available:</b> KEDC Funds	<b>Source:</b> FY 2026 Budget
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**Recommendation:**  
 Approval

<b>Safe &amp; Secure</b> <input type="checkbox"/>	<b>Business Friendly/Economic Development</b> <input type="checkbox"/>	<b>Partnership &amp; Community Involvement</b> <input type="checkbox"/>	<b>Healthy &amp; Environmentally Cons. Comm.</b> <input type="checkbox"/>	<b>Financial &amp; OPS Stewardship</b> <input checked="" type="checkbox"/>
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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. **Monthly Business Roundtables.** The Chamber shall work with the KEDC in hosting a monthly business roundtable discussion with employers in Kaufman to discuss issues pertaining to local business and industry.
  - iv. **Business Retention & Expansion Meetings.** The Chamber shall coordinate with the KEDC nine (9) 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. **New Employer Hiring Support.** The Chamber shall coordinate with the KEDC on hiring support for new employers opening in Kaufman in FY 2026. Particularly, Agile Cold Storage and Lowe’s Home Improvement. Hiring support services may include the coordination of space for employee interviews or planning hiring events with the companies.
  - 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, 2025, through September 30, 2026.
- 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 \_\_\_\_\_, 2025.

KAUFMAN ECONOMIC DEVELOPMENT CORPORATION:

BY: \_\_\_\_\_  
PRESIDENT

APPROVED AS TO FORM:  
M. ANN MONTGOMERY  
KEDC ATTORNEY

By: \_\_\_\_\_

KAUFMAN CHAMBER OF COMMERCE

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Exhibit A**

<b>KEDC-Kaufman Chamber FY 2026 Contract</b>		
<b>Service</b>	<b>Hours</b>	<b>Amount</b>
Business of the Month	24	\$ 968.64
Quarterly Workforce Roundtable	20	\$ 807.20
Monthly Business Roundtable	30	\$ 1,210.80
New Employer Hiring Support	40	\$ 1,614.40
BRE Meetings	18	\$ 726.48
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	



<b>Meeting Date: 9-15-2024</b>	<b>Date: 9-11-2025</b>	<b>Item #: 10</b>	<b>Dept.: KEDC</b>
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(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 2025-2026.

**BACKGROUND:**  
 At the August 2025 KEDC meeting, the FY 2026 budget was approved by the KEDC Board of Directors. This budget was ratified by the Kaufman City Council on August 25, 2025. 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: \$43,480  
 Finance & City Secretary Services: \$7,100  
 Sales Tax Software Subscription: \$2,750  
 Insurance, Postage & Office Rent: \$661

Staff recommends approval of the contract.

<b>Author:</b> Stewart McGregor, KEDC Executive Director	<b>Reviewed:</b> Stewart McGregor, KEDC Executive Director
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<b>Cost:</b> \$153,991.00	<b>Funds Available:</b> KEDC Funds	<b>Source:</b> FY 2026 Budget
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**Recommendation:**  
**Approval**

<b>Safe &amp; Secure</b>  <input type="checkbox"/>	<b>Business Friendly/Economic Development</b>  <input type="checkbox"/>	<b>Partnership &amp; Community Involvement</b>  <input type="checkbox"/>	<b>Healthy &amp; Environmentally Cons. Comm.</b>  <input type="checkbox"/>	<b>Financial &amp; OPS Stewardship</b>  <input checked="" type="checkbox"/>
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THE STATE OF TEXAS           §  
  §       KNOW ALL MEN BY THESE PRESENTS:  
COUNTY OF KAUFMAN       §

THIS AGREEMENT, effective the 1<sup>st</sup> day of October, 2025, 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, 2025, and shall continue until September 30, 2026, 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 \$153,991.00, 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, 2026.
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, 2025.

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 AS TO FORM:

\_\_\_\_\_  
M. Ann Montgomery, KEDC Attorney

STATE OF TEXAS       §  
                                  §  
COUNTY OF KAUFMAN §

This instrument was acknowledged before me on this \_\_\_ day of October, 2025,  
by \_\_\_\_\_, President of the Kaufman Economic Development Corporation,  
a corporation, on behalf of said agency.

\_\_\_\_\_  
Notary Public, State of Texas

My Commission expires \_\_\_\_\_

STATE OF TEXAS       §  
                                  §  
COUNTY OF KAUFMAN §

This instrument was acknowledged before me on this \_\_\_ day of October, 2025,  
by \_\_\_\_\_, the Mayor of the City of Kaufman, a municipal corporation  
of Kaufman County, Texas.

\_\_\_\_\_  
Notary Public, State of Texas

My Commission expires \_\_\_\_\_

Exhibit A

<b>City Administrative Services</b>	
Shared Marketing Position	\$ 43,480.00
Finance	\$ 3,600.00
City Secretary	\$ 3,500.00
Avenu Software	\$ 2,750.00
Insurance	\$ 560.00
Postage	\$ 100.00
Office Rent	\$ 1.00
TXDOT SH 34 Debt Service	\$ 100,000.00
<b>TOTAL</b>	<b>\$ 153,991.00</b>