



**MINUTES OF THE  
KAUFMAN ECONOMIC DEVELOPMENT  
CORPORATION MEETING  
MONDAY, SEPTEMBER 15, 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 6:05 p.m. Directors present were Charles Gillenwater, Ben Brashear, Tommy Henricks, and Jane Lucas. Vice President Barry Ratcliff was absent. President Gillenwater declared a quorum present. Also present were Assistant City Manager Rachel Balthrop Mendoza, City Secretary Jessie Hanks, and Economic Development Director Stewart McGregor.

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

No comments were given.

**CONSENT AGENDA**

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

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 Director Lucas and passed 4/0.

2. Consider and take appropriate action on the minutes from the August 12, 2025 Kaufman Economic Development Corporation meeting.

Director Lucas made a motion to approve the minutes from the August 12, 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 6:16 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 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**

President Gillenwater reconvened into open session at 7:16 p.m.

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

President Gillenwater made a motion to authorize the issuance of a \$5,000 retention stipend as allowed by the Executive Directors contract. The motion was seconded by Director Lucas and passed 4/0.

### **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.

Director Brashear made a motion to approve 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 for an amount not to exceed \$6,000.00. The motion was seconded by Director

Lucas and passed 4/0.

7. Consider and take appropriate action on a year-end budget amendment for the Kaufman Economic Development Corporation's Fiscal Year 2025 Budget.

Mr. McGregor informed the corporation regarding the proposed year-end amendments to the 2024-2025 KEDC Budget.

Director Brashear made a motion to approve a year-end budget amendment for the Kaufman Economic Development Corporation's Fiscal Year 2025 Budget. The motion was seconded by Director Henricks and passed 4/0.

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

Mr. McGregor reviewed the proposed bylaw amendments for the KEDC regarding contracted, administrative, and legal services.

Director Brashear made a motion to approve a bylaws amendment for the Kaufman Economic Development Corporation regarding contracted, administrative, and legal services as presented. The motion was seconded by Director Henricks and passed 4/0.

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.

Mr. McGregor presented and reviewed the business retention services contract with the Kaufman Chamber of Commerce for the upcoming fiscal year.

Director Lucas made a motion to approve a business retention services contract between the Kaufman Economic Development Corporation and Kaufman Chamber of Commerce for Fiscal Year 2025-2026. The motion was seconded by Director Brashear and passed 4/0.

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.

Mr. McGregor outlined the administrative services contract with the City of Kaufman for the upcoming fiscal year.

Director Henricks made a motion to approve an administrative services contract between the Kaufman Economic Development Corporation and City of Kaufman for Fiscal Year 2025-2026. The motion was seconded by Director Brashear 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 7:32 p.m.

**APPROVED:**

**ATTEST:**

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Charles Gillenwater, President

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Ben Brashear, Secretary/Treasurer