



AGENDA
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, APRIL 12, 2022 - 6:00 PM
KAUFMAN CITY HALL
209 S WASHINGTON ST
KAUFMAN, TEXAS 75142

**This meeting will be held using
videoconferencing/teleconferencing
technology with public access via:
[WWW.ZOOM.US/JOIN](https://www.zoom.us/join) OR
(888)788-0099 (TOLL FREE)
MEETING/WEBINAR ID: 891 9748 6974
PASSWORD: 161204**

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER Chairman calls the Meeting to order, states the date and time, states members present, and declares a quorum present.**

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

FINANCIAL REPORT

1. Receive the monthly Financial Report from the Treasurer of the Corporation.

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

2. KEDC Executive Director's Report

STAFF PRESENTATION

3. Staff presentation and discussion on the EDC's Mid-Year Report.

DISCUSSION/ACTION ITEMS

4. Consider and take appropriate action on the minutes from the March 8, 2022 Kaufman

Economic Development Corporation meeting.

5. Consider and take appropriate action on budget priorities for Fiscal Year 2022-23.

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:

6. The KEDC will recess into Executive Session pursuant to Texas Government Code for an executive session regarding the following:

A. Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING. (1) To discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1): Project Razorback, Project Man Cave, Project Snooze, South Pointe Development, Prairie Creek Crossing Business Park - Lot 9, KEDC-Owned Properties, Parcel IDs #3871, 16821, 16826, 190536, 426, 188001

B. Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. To deliberate the purchase, exchange, lease, or value of real property regarding: KEDC-Owned Properties, Prairie Creek Business Park - Lot 9, Parcel IDs #5313, 49240, 5487

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

RECONVENE INTO OPEN SESSION In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session.

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

BOARD INQUIRY If a member of the Corporation makes a spontaneous inquiry about a subject not on this agenda, then the KEDC or an appropriate staff member may make a statement of factual information or policy in response to such an inquiry. However, in accordance with Open Meetings Act Section 551.042, the KEDC cannot discuss issues raised or make any decisions on that subject at that time. Issues raised may be referred to Staff for research and possible future action.

ADJOURNMENT

I, STEWART MCGREGOR, EXECUTIVE DIRECTOR, DO HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE WINDOW AT KAUFMAN MUNICIPAL COMPLEX, 209 S.

WASHINGTON, KAUFMAN, TEXAS, A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AT ALL TIMES AND SAID NOTICE WAS POSTED AT THE KAUFMAN MUNICIPAL COMPLEX, 209 S. WASHINGTON, KAUFMAN, TEXAS AT 5:00 P.M. ON FRIDAY, APRIL 8, 2022, AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULE TIME OF SAID MEETING.

STEWART McGREGOR
EXECUTIVE DIRECTOR

THE KAUFMAN ECONOMIC DEVELOPMENT CORPORATION RESERVES THE RIGHT TO ADJOURN INTO EXECUTIVE SESSION AT ANY TIME DURING THE COURSE OF THIS MEETING TO DISCUSS ANY OF THE MATTERS LISTED ABOVE, AS AUTHORIZED BY THE TEXAS GOVERNMENT CODE. SECTION 551.071 (CONSULTATION WITH ATTORNEY).

****PURSUANT TO SECTION 551.127, TEXAS GOVERNMENT CODE, ONE OR MORE COUNCILMEMBERS OR EMPLOYEES MAY ATTEND THIS MEETING REMOTELY USING VIDEOCONFERENCING TECHNOLOGY. THE VIDEO AND AUDIO FEED OF THE VIDEOCONFERENCING EQUIPMENT CAN BE VIEWED AND HEARD BY THE PUBLIC BY ACCESSING [WWW.ZOOM.US/JOIN](https://www.zoom.us/join) OR (888)788-0099 (TOLL FREE) MEETING/WEBINAR ID: 891 9748 6974 PASSWORD: 161204**

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.



Meeting Date: 04-12-2022	Date: 04-08-2022	Item #: 1	Dept.: KEDC
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(Check one)

☒ Consent	☐ Action	☐ Discussion
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SUBJECT:
 Receive the monthly Financial Report from the Treasurer of the Corporation.

BACKGROUND:

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

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

16:13 04/07/22

Fund: 32 ECONOMIC DEVELOPMENT CORP.

Department:

Non departmental

Program:

Period Ending: 4/2022

Account	Description	Current Year Adopted Budget	Current Year Amended Budget	Current Month Actual	Encumbrances	Current YTD Actual & Encumbr	Budget Balance	Budget Balance Percent	Prior Year Actual
32-4105-000-0	General Sales & Use	475,000.00-	475,000.00-			265,219.12-	209,780.88-	44.164	485,331.20-
32-4400-000-0	Land Proceeds/MTL Pa	50,000.00-	50,000.00-				50,000.00-	100.000	91,738.63-
32-4600-000-0	Interest Income	475.00-	475.00-			39.11-	435.89-	91.766	439.75-
32-4600-000-0	Loan Revenue	10,000.00-	10,000.00-				10,000.00-	100.000	10,000.00-
32-4612-000-0	Intergovernmental Re								169,704.00-
Subtotal:		535,475.00-	535,475.00-			265,258.23-	270,216.77-	50.463	757,213.58-
Program number:		535,475.00-	535,475.00-			265,258.23-	270,216.77-	50.463	757,213.58-
Department number: Non departmental		535,475.00-	535,475.00-			265,258.23-	270,216.77-	50.463	757,213.58-
Revenue	Subtotal -----	535,475.00-	535,475.00-			265,258.23-	270,216.77-	50.463	757,213.58-

Fund: 32 ECONOMIC DEVELOPMENT CORP.

Department:

City of Kaufman
Revenue & Expense Report
Non departmental
Period Ending: 4/2022

Program:

ACCOUNT	DESCRIPTION	CURRENT		CURRENT		CURRENT		CURRENT		BUDGET		BUDGET	
		Year	Adopted	Year	Amended	Month	Actual	Encumbrances	YTD Actual & Encumbr	Budget Balance	Percent	Balance	Prior Year Actual
32-5101-000-0	Salaries & Wages	128,250.00		128,250.00					58,316.52	69,933.48	54.529		
32-5107-000-0	Expense Allowance	250.00											
32-5201-000-0	Miscellaneous Suppl	100.00		6,250.00					2,474.18	3,775.82	60.413		
32-5213-000-0	Meetings	1,200.00		10,910.00					806.07	10,103.93	92.612		390.43
32-5214-000-0	Promotional Material	3,000.00		4,145.00					4,145.00	4,145.00	100.000		3,465.00
32-5220-000-0	Minor Tools & Equipm	2,500.00		8,000.00					4,804.44	3,995.56	45.404		1,000.00
32-5302-000-0	Postage & Delivery	150.00		350.00						350.00	100.000		18.13
32-5303-000-0	Advertising	16,930.00		13,200.00					3,143.28	10,056.72	76.187		5,164.33
32-5305-000-0	Dues & Subscriptions	2,500.00		2,740.00					1,233.00	1,506.20	54.971		1,175.00
32-5306-000-0	Utilities - Water & Sewer	480.00		480.00					151.71	328.29	68.394		461.90
32-5309-000-0	Insurance & Bonds	1,100.00		1,100.00						1,100.00	100.000		
32-5322-000-0	Tuition & Education	3,137.00		3,687.00					2,184.68	1,502.32	40.746		300.00
32-5330-000-0	Travel	10,146.16		12,682.00					1,513.15	11,168.85	88.069		
32-5332-000-0	Maintenance-Grounds	12,000.00		12,000.00					2,000.00	10,000.00	83.333		8,000.00
32-5360-000-0	Contract Services & Supplies	90,681.00		88,181.00					65,475.00	22,706.00	25.749		57,495.00
32-5362-000-0	Professional Svcs	8,700.00		16,950.00					1,112.30	15,837.70	93.438		67,665.50
32-5363-000-0	Professional Svcs-Tel	15,750.00		10,750.00					4,650.00	6,100.00	56.744		23,235.45
32-5500-000-0	Matching Grants	40,000.00		40,000.00					4,392.86	35,607.14	89.018		38,272.99
32-5501-000-0	Incentives / Intergo	98,600.84		75,000.00						75,000.00	100.000		454,204.00
32-5506-000-0	Chapter 380 Funding												80,000.00
32-5507-000-0	HWY 34 Bypass Fundin	100,000.00		100,000.00						100,000.00	100.000		100,000.00
Subtotal:		535,475.00		535,475.00					152,257.99	383,217.01	71.566		840,867.73
Program number:		535,475.00		535,475.00					152,257.99	383,217.01	71.566		840,867.73
Department number: Non departmental		535,475.00		535,475.00					152,257.99	383,217.01	71.566		840,867.73
Expenditure	Subtotal -----	535,475.00		535,475.00					152,257.99	383,217.01	71.566		840,867.73
Fund number: 32 ECONOMIC DEVELOPMENT CORP.									113,000.24	113,000.24			83,654.15

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

Executive Director's Report

April 12, 2022

Meetings

- **3/9:** Met w/ Richard Dunn (The Center), Kaufman County Broadband Study Planning Meeting Kickoff
- **3/10:** Met w/ hotel prospect, Brashear Family Medical Ribbon Cutting
- **3/11:** Business retention visit w/ MICA Steelworks
- **3/14:** Met w/ Chris Bontrager (Retail Strategies) in preparation for ICSC
- **3/16:** Met w/ Project Man Cave
- **3/17:** Kaufman County Job Fair Planning Meeting
- **3/18:** Met w/ Rent-A-Center franchisee, Met w/ Alliance Architects, Business retention visit w/ Brookshire's
- **3/21:** Met w/ TOMCO Retail Construction, Call w/ Texas Downtown Association, Monthly Council Meeting
- **3/22:** Met w/ C1S Engineering, Site improvement grant approved for 114 N. Washington St.
- **3/24:** Met w/ BWA Architects & ECS Geotechnical, Business retention visit w/ Trinity Valley Electric Co-Op
- **3/25:** Monthly 12 at 12 Luncheon
- **3/27-28:** Kaufman County Day at the Capitol
 - Met w/ staffers on economic development and tax policy for the House, Senate, Speaker's Office and Lieutenant Governor's Office
 - Met w/ Texas Department of Agriculture Trade & Business Development Division
 - Presented to staffers with the Governor's Office of Economic Development on Kaufman
- **3/31-4/1:** International Council of Shopping Centers (ICSC) Red River Retail Trade Show
 - Conducted 13 scheduled meetings
 - Shared a booth w/ Jim Meara
- **4/4:** Met w/ new Gun Barrel City EDC Director, Countywide Job Fair Planning Meeting
- **4/5:** Met w/ Jon Kendall (Bohler Engineering)
- **4/6:** Met w/ Dustin Tallant (Trinity Valley Electric), Kaufman County Outdoor Recreation Master Plan Kickoff Meeting, Countywide Broadband Study Survey Kickoff Meeting
- **4/7:** Met w/ Atmos Natural Gas
- **4/8:** Met w/ Tannar Frampton (Frampton & Associates), Met w/ Dana Chun (DC Commercial Realty)
- **4/11:** Met w/ Brad Davis (Oncor Electric), Met w/ Cushman & Wakefield Real Estate
- **4/12:** ARPA Phase II Meeting w/ City Staff, Met w/ Patty Bender (Vista Group Real Estate)

Prospect Lead Responses: Project Lion Pride, Project Gulf Winds, Project Bright Resin, Project Sudsy Foam, Project Semi Rivera, Project Orion, Project Green Zeus, Project Tasty Treat

Upcoming Events: Kaufman County Job Fair (Friday, May 6th – Kaufman Civic Center); Texas Downtown Association Downtown Audit (early summer)

Next Regular KEDC Board Meeting: Tuesday, May 10th

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



Meeting Date: 04-12-2022	Date: 04-08-2022	Item #: 3	Dept.: KEDC
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(Check one)

☐ **Consent**

 ☐ **Action**

 ☒ **Discussion**

SUBJECT:
 Staff presentation and discussion on the EDC's Mid-Year Report.

BACKGROUND:
 Executive Director McGregor to present the Mid-Year Report for the Kaufman EDC.

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

Safe & Secure ☐	Business Friendly/Economic Development ☒	Partnership & Community Involvement ☐	Healthy & Environmentally Cons. Comm. ☐	Financial & OPS Stewardship ☒
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Meeting Date: 04-12-2022	Date: 04-08-2022	Item #: 4	Dept.: KEDC
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(Check one)

☐ Consent	☒ Action	☐ Discussion
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SUBJECT:
 Consider and take appropriate action on the minutes from the March 8, 2022 Kaufman Economic Development Corporation meeting.

BACKGROUND:
 Minutes from the March regular meeting.

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

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



**MINUTES OF THE
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, MARCH 8, 2022 - 6:00 PM
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142**

PLEDGE OF ALLEGIANCE

CALL MEETING TO ORDER Chairman calls the Meeting to order, states the date and time, states members present, and declares a quorum present.**

President Gillenwater called the KEDC meeting to order at 6:00 PM. Directors present were Charles Gillenwater, Barry Ratcliffe, and Ben Brashear. Directors Gail Godwin-Mason and Jane Lucas were absent. President Gillenwater declared a quorum present. Also present were Assistant City Manager Mike Holder, City Secretary Jessie Hanks, and Executive 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.

FINANCIAL REPORT

1. Receive the Financial Report from the Treasurer of the Corporation.

Director Brashear gave the corporation an update on the financial report for the current fiscal year.

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

2. KEDC Executive Director's Report

Mr. McGregor presented the board with his monthly Executive Director Report which outlined his activities for the month, including various meetings, prospective developments, and upcoming events/trainings.

STAFF PRESENTATION

3. Mid-Year Report from Anne Glasscock, President & CEO, Kaufman Chamber of Commerce

Anne Glasscock, President and CEO of the Kaufman Chamber of Commerce, gave the board a mid-year report from the services provided by the Kaufman Chamber of Commerce.

4. Staff presentation and discussion on business retention and expansion.

Mr. McGregor gave a presentation regarding business retention and expansion.

DISCUSSION/ACTION ITEMS

5. Consider and take appropriate action on the minutes from the February 8, 2022 Kaufman Economic Development Corporation meeting.

Director Ratcliffe made a motion to approve the minutes from the February 8, 2022, Kaufman Economic Development Corporation Meeting as presented. The motion was seconded by Director Brashear and passed 3/0.

6. Discussion and staff direction regarding the site improvement matching grant program and potential future EDC incentive programs to serve new Downtown Kaufman businesses.

Mr. McGregor discussed the site improvement matching grant program and potential future EDC incentive programs to serve new Downtown Kaufman businesses.

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 7:05 PM to discuss the following.

7. The KEDC will recess into Executive Session pursuant to Texas Government Code for an executive session regarding the following:

A. Sec. 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING. (1) To discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1): Project Razorback, Prairie Creek Crossing Business Park

B. Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. To deliberate the purchase, exchange, lease, or value of real property regarding: County-Owned Properties, TXDOT Property, KEDC-Owned Properties, Downtown Square Properties, Kaufman CAD Parcel IDs #49240, #5313, #16826, #190536, #16821, #16832 and #3871

President Gillenwater reconvened into open session at 7:32 PM.

There were no actions required regarding the Executive Session.

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 PM.

APPROVED:

Charles Gillenwater, President

ATTEST:

Ben Brashear, Secretary/Treasurer



Meeting Date: 04-12-2022	Date: 04-08-2022	Item #: 5	Dept.: KEDC
(Check one) ☐ Consent ☐ Action ☒ Discussion			
SUBJECT: Consider and take appropriate action on budget priorities for Fiscal Year 2022-23.			
BACKGROUND: The City Council's retreat will take place on April 14 th and 15 th . Part of this will include FY 2023 budget priorities in order to have direction for next fiscal year's budget priorities. Executive Director McGregor will present possible priorities for consideration and direction from the KEDC Board of Directors.			
Author: Stewart McGregor, KEDC Executive Director		Reviewed: Stewart McGregor, KEDC Executive Director	
Cost: N/A	Funds Available: N/A	Source: N/A	
Recommendation: N/A			

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