



**NOTICE OF MEETING & AGENDA
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, OCTOBER 8, 2024 AT 6:00 PM
KAUFMAN CITY HALL
COUNCIL CHAMBERS
209 S. WASHINGTON ST.
KAUFMAN, TEXAS 75142**

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

PLEDGE OF ALLEGIANCE

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

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

CONSENT AGENDA

1. Consider and take appropriate action on the monthly Financial Report from the Treasurer of the Corporation.
2. Consider and take appropriate action on the minutes from the September 17, 2024 Kaufman Economic Development Corporation meeting.

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

3. KEDC Executive Director's Report - Discussion Only (No Action Taken)
 - 3.1) Staff Report on monthly Kaufman EDC marketing and prospect activities;
 - 3.2) Staff Report on monthly business retention and expansion (BRE) activities;
 - 3.3) Staff Report on monthly commercial development activities;
 - 3.4) Staff Report on events attended by KEDC Staff

DISCUSSION/ACTION ITEMS

4. Consider and take appropriate action on amendments to the KEDC Site Enhancement Matching Grant Program and the Downtown Destination Matching Grant Program.

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

EXECUTIVE SESSION In accordance with Texas Government Code, Section 551.001, et seq., the KEDC will recess into Executive Session (closed meeting) to discuss the following:

6. A. Section 551.071 - CONSULTATION WITH ATTORNEY. To consult with attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act: rights and obligations of the EDC regarding a real estate broker agreement; Prairie Creek Crossing Business Park lawn maintenance agreement.
- B. Section 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING. (1) To discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1): Projects Pie, Blue, Snooze, Jetson, Olaf, AC/DC, Patriot, DP, Kettle, Pearl

RECONVENE INTO OPEN SESSION

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

ITEMS OF COMMUNITY INTEREST Pursuant to Texas Government Code Sec. 551.0415, a member of the Board or Kaufman EDC Staff may make an announcement about items of community interest during a meeting of the corporation without having given notice of the subject of the announcement. "Items of community interest" includes: (1) expression of thanks, congratulations or condolence; (2) information regarding holiday schedules; (3) an honorary or salutary recognition of a public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision; (4) a reminder about an upcoming event organized or sponsored by the corporation; (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the corporation that was attended or is scheduled to be attended by a board member or employee of the corporation.

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

ADJOURNMENT

I, STEWART McGREGOR, EXECUTIVE DIRECTOR, DO HEREBY CERTIFY THAT THIS NOTICE OF MEETING WAS POSTED ON THE WINDOW AT KAUFMAN MUNICIPAL COMPLEX, 209 S. WASHINGTON, KAUFMAN, TEXAS, A PLACE CONVENIENT AND READILY ACCESSIBLE TO THE GENERAL PUBLIC AT ALL TIMES AND SAID NOTICE WAS POSTED AT THE KAUFMAN MUNICIPAL COMPLEX, 209 S. WASHINGTON, KAUFMAN, TEXAS AT 4:30 P.M. ON FRIDAY, OCTOBER 4, 2024 AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULE TIME OF SAID MEETING.

STEWART McGREGOR
EXECUTIVE DIRECTOR

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

THE BUILDING IN WHICH THE ABOVE MEETING WILL BE CONDUCTED IS WHEELCHAIR ACCESSIBLE AND PARKING SPACES FOR THE MOBILITY IMPAIRED ARE AVAILABLE. PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED AUXILIARY AIDS OR SERVICES SUCH AS INTERPRETERS FOR PERSONS WHO ARE DEAF OR HEARING IMPAIRED, READERS, OR LARGE PRINT ARE REQUESTED TO CONTACT THE CITY SECRETARY'S OFFICE AT 972-932-2216 AT LEAST TWO (2) WORKING DAYS PRIOR TO THE TIME OF THE MEETING SO THAT APPROPRIATE ARRANGEMENTS CAN BE MADE.

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14:31 10/04/24

Fund: 32 ECONOMIC DEVELOPMENT CORP.

City of Kaufman

Revenue & Expense Report

Department: Non departmental

Program:

Period Ending: 9/2024

Account Budget	Description Prior Year	2 Years Prior	Current Year	Current Month	Encumbrances	Current YTD Actual	Budget Balance
Balance	Actual	Actual	Budget	Actual		& Encumbr	
Percent		Total					
32-4105-000-0	General Sales & Use		606,500.00-	54,695.64-		627,644.18-	21,144.18
-3.486	587,162.04-	559,897.00-					
Subtotal:			606,500.00-	54,695.64-		627,644.18-	21,144.18
-3.486	587,162.04-	559,897.00-					
32-4604-000-0	Interest Income		38,750.00-	4,129.43-		43,852.63-	5,102.63
-13.168	128.12-	104.44-					
32-4606-000-0	Miscellaneous Revenue			1,500.00-		3,685.72-	3,685.72
200.00-							
32-4608-000-0	Loan Revenue		10,000.00-			10,000.00-	
10,000.00-							
32-4612-000-0	Intergovernmental Re					80.09-	80.09
32-4631-000-0	Other Fin Sources-No					2,791,250.00-	2,791,250.00
Subtotal:			48,750.00-	5,629.43-		2,848,868.44-	2,800,118.44
-5,743.833	10,328.12-	104.44-					
Program number:			655,250.00-	60,325.07-		3,476,512.62-	2,821,262.62
-430.563	597,490.16-	560,001.44-					
Department number: Non departmental			655,250.00-	60,325.07-		3,476,512.62-	2,821,262.62
-430.563	597,490.16-	560,001.44-					
Revenue		Subtotal -----	655,250.00-	60,325.07-		3,476,512.62-	2,821,262.62
-430.563	597,490.16-	560,001.44-					

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Page 2			Revenue & Expense Report			
14:31 10/04/24			Period Ending: 9/2024			
Fund: 32 ECONOMIC DEVELOPMENT CORP.			Department: Non departmental		Program:	
Account	Description		Current	Current	Encumbrances	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		143,015.00	5,553.65	135,395.28	7,619.72
5.328	152,322.50	120,388.10				
32-5177-000-0	Retention Pay		5,000.00			5,000.00
100.000						
Subtotal:			148,015.00	5,553.65	135,395.28	12,619.72
8.526	152,322.50	120,388.10				
32-5203-000-0	Operating Supplies		3,400.00	1,965.00	2,814.18	585.82
17.230	39.41-	6,059.85				
32-5213-000-0	Meetings		7,500.00	87.62	6,886.28	613.72
8.183	5,446.37	7,585.79				
32-5214-000-0	Promotional Material		7,400.00	3,405.00	7,263.40	136.60
1.846	3,078.00	3,456.21				
32-5220-000-0	Minor Tools & Equipm		7,325.00		7,442.16	117.16-

-1.599	6,800.00	4,978.44				
Subtotal:			25,625.00	5,457.62	24,406.02	1,218.98
4.757	15,284.96	22,080.29				
32-5302-000-0 Postage & Delivery			500.00		250.00	250.00
50.000	203.81	34.87				
32-5303-000-0 Advertising			19,750.00		22,005.00	2,255.00-
-11.418	10,960.00	10,208.08				
32-5305-000-0 Licenses, Dues & Sub			3,905.00	32.51	6,119.42	2,214.42-
-56.707	3,918.25	2,290.05				
32-5306-000-W Utilities-Electric/W			550.00	43.53	500.36	49.64
9.025	542.22	423.17				
32-5309-000-0 Insurance & Bonds			1,100.00		511.00	589.00
53.545	1,100.00	1,100.00				
32-5322-000-0 Tuition & Education			4,450.00		4,585.42	135.42-
-3.043	2,174.00	3,433.68				
32-5330-000-0 Travel			7,950.00	50.60	6,429.10	1,520.90
19.131	8,281.58	3,658.87				
32-5352-000-0 Maintenance-Grounds			10,000.00		7,000.00	3,000.00
30.000	8,200.00	8,000.00				
32-5362-000-0 Professional Svcs-Ad			118,305.00	1,924.15	98,049.67	20,255.33
17.121	69,859.88	79,272.24				
32-5363-000-0 Professional Svcs-Te			9,500.00		9,500.00	
7,920.17	10,750.00					
Subtotal:			176,010.00	2,050.79	154,949.97	21,060.03
11.965	113,159.91	119,170.96				
32-5487-000-0 Land Purchase					2,745,759.10	2,745,759.10-
Subtotal:					2,745,759.10	2,745,759.10-
32-5500-000-0 Matching Grants			155,600.00		72,787.50	82,812.50
53.221	44,272.10	27,633.78				
32-5501-000-0 Incentives / Intergo			150,000.00	50,000.00	50,000.00	100,000.00
66.667						
32-5507-000-0 HWY 34 Bypass Fundin			100,000.00		100,000.00	
100,000.00	100,000.00					
32-5591-000-0 Budgetary Reserve			50,000.00			50,000.00
100.000						
Subtotal:			455,600.00	50,000.00	222,787.50	232,812.50
51.100	144,272.10	127,633.78				
32-5607-000-0 Note - Principal					38,929.59	38,929.59-
32-5608-000-0 Note - Interest					11,070.41	11,070.41-
32-5651-000-0 Note - Issuance Cost					41,250.00	41,250.00-

Subtotal:

91,250.00

91,250.00-

Program number:

805,250.00

63,062.06

3,374,547.87

2,569,297.87-

-319.068 425,039.47 389,273.13

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City of Kaufman

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14:31 10/04/24

Revenue & Expense Report

Fund: 32 ECONOMIC DEVELOPMENT CORP.

Department:

Non departmental

Program:

Period Ending: 9/2024

Account	Description	
Budget	Prior Year	2 Years Prior
Balance	Actual	Actual
Percent		Total

Current

Current

Encumbrances

Current

Budget

Year

Month

YTD Actual

Balance

Budget

Actual

& Encumbr

Department number: Non departmental

805,250.00

63,062.06

3,374,547.87

2,569,297.87-

-319.068 425,039.47 389,273.13

Expenditure

Subtotal -----

805,250.00

63,062.06

3,374,547.87

2,569,297.87-

-319.068 425,039.47 389,273.13

Fund number: 32 ECONOMIC DEVELOPMENT CORP.

150,000.00

2,736.99

101,964.75-

251,964.75

167.977 172,450.69- 170,728.31-

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

Executive Director's Report

October 8, 2024

Calendar

- **9/19:** Meeting w/ Randy Wade & Mitch Owen (C-Life Kaufman); Chamber Board Meeting
- **9/20:** Mayor's Monthly Roundtable Meeting
- **9/25:** Business Retention Meeting w/ Toney Towel Company
- **9/26:** Texas House Ways & Means Testimony on behalf of Texas Economic Development Council (JETI Act)
- **9/27:** Meeting w/ Dr. Jason Morrison, TVCC President
- **9/28:** Kaufman Chamber of Commerce Auction
- **9/29:** Wiley's Western Grand Opening
- **9/30:** Meeting on Project Pie; Governor's Small Business Summit Check In Call; Monthly City Council Meeting
- **10/1:** Start of Fiscal Year 2024-2025
- **10/3:** Governor's Small Business Summit (Buffalo)

Prospect Lead Responses: N/A

Upcoming Events: Columbus Day Holiday (KEDC Office Closed – 10/14); TEDC CEDA Awards Luncheon (Addison – 10/24); Kaufman Education Foundation Benefit Dinner (Lone Star Park – 10/26); Texas Health Kaufman Auxiliary Benefit Dinner (Civic Center – 11/9); Veteran's Day Holiday (KEDC Office Closed – 11/11)

Next Regular KEDC Board Meeting: Tuesday, November 12th

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



Meeting Date: 10-8-2024	Date: 10-4-2024	Item #: 4	Dept.: KEDC
(Check one) ☐ Consent ☒ Action ☐ Discussion			
SUBJECT: Consider and take appropriate action on amendments to the KEDC Site Enhancement Matching Grant Program and the Downtown Destination Matching Grant Program.			
BACKGROUND: On recommendation by the board to assess the matching grant programs, attached are proposed amendments to the programs.			
Author: Stewart McGregor, KEDC Executive Director		Reviewed: Stewart McGregor, KEDC Executive Director	
Cost: N/A	Funds Available: KEDC Funds	Source: Budget	
Recommendation: Board Discussion & Direction			

Safe & Secure ☐	Business Friendly/Economic Development ☐	Partnership & Community Involvement ☐	Healthy & Environmentally Cons. Comm. ☐	Financial & OPS Stewardship ☒
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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, subject to KEDC Board approval. 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; Investors seeking flip & resell properties

Qualified Development Areas:

- Four sides of Town Square plus one block in each direction
- Washington St. Corridor from Town Square to US 175 ~~Houston St.~~
- 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 \$2,500 <u>\$3,000</u>
Awnings ¹	50% up to \$2,000
Brick/Stone/ <u>Siding</u>	50% up to \$5,000
Public Art Murals ²	50% up to \$1,000

¹ 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.

² 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.

Accent Lighting	50% up to \$2,000
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Signage

Signage	50% up to \$1,500 \$2,000
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Sidewalks

Sidewalk Addition/Repair	50% up to \$3,000 \$2,500
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Parking & Drives

New Paving/Resurfacing/Striping Removal/Relocation of Existing Drives	50% up to \$4,000 \$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 ³	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 (2nd 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.

³ 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 unique 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





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: _____ Date: _____

Legal Business Entity Name: _____

Type of Business: _____ Site Address: _____

Building Owner (if different from applicant): _____

Mailing address: _____

Phone Number: _____ E-mail: _____

Project Information

Description of proposed eligible improvements: _____

Total Cost of Eligible Improvements: \$ _____

Requested grant amount: \$ _____

General or Main Contractor

Name: _____ Firm: _____ Phone: _____

Contractor Address: _____

Estimated start date of construction: _____

Estimated completion date of construction: _____

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

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: _____

Applicant Name (printed): _____

Property Owner Signature (if different): _____

Property Owner Name (printed): _____

Date: _____

KEDC Staff Review: _____ **Date:** _____



Downtown Destination Matching Grant Program

About the Program:

In an effort to recruit new destination businesses to the Downtown Square area, the Kaufman Economic Development Corporation created the Downtown Destination Matching Grant Program to incentivize businesses that primarily work to bring new customers outside of Kaufman to patronize businesses in/around the Square. The Downtown Destination 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 program policies and qualifying business types. An application for this program is subject to KEDC Board approval [on a case-by-case basis](#).

Qualified Applicants:

For-profit businesses (primarily that remit sales tax) with a successful record in business and/or prospective business owners with a detailed business plan and financial support.

- New/Unique Dining Concepts
- Specialty Retail
- Breweries/Wineries/Distilleries
- Entertainment
- Commercial uses for second floor spaces (i.e., office space)

Qualified Development Area:

- Properties in/around the Historic Downtown Kaufman Square (approximately 1-2 blocks)

Qualifying Improvements:

- Exterior Façade (including murals/public art)
- Utility Upgrades
- Asbestos & Environmental Remediation
- ADA Accessibility
- Roof Installation/Repair
- HVAC Improvements
- Mechanical/Electrical/Plumbing
- Demolition
- Fire Suppression
- Foundation Repair
- Grease Trap Installation
- Interior Site Improvements Attached to the Building
- Other Fixed Improvements on a Case by Case Basis
- Ineligible Expenses: Residential use improvements (i.e., loft apartments), real estate acquisition costs, business process equipment, consultant/professional services (outside of contractor expenses) and permitting fees

Grant Award:

Qualified applicants that receive approval from the Kaufman EDC Board are eligible to receive up to \$25,000 in matching funds reimbursed upon Certificate of Occupancy and proof of receipts. Businesses open until at least 8:00 p.m. two nights per week can receive the maximum \$25,000 while businesses that do not have evening hours are eligible to receive up to \$20,000. The minimum matching grant available for this program is \$12,500 (at least \$25,000 in total qualified expenditures).

The KEDC Board of Directors reserves the right to provide a higher negotiated grant with an applicant that would be a major business catalyst for the Downtown area generating significant customer traffic and/or sales tax revenue based on project competitiveness and demonstrated need. The KEDC Board also reserves the right to require certain building improvements as part of the grant award (i.e., exterior façade improvements, minor design elements, etc.).

Applicants may want to consult their accountant when applying for this incentive as it may be subject to federal income taxes.

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. Depending on the design and scope of the project, KEDC Staff may seek feedback from the City of Kaufman's Development Services Department. KEDC Staff may request additional follow up documentation, including company financial information. Upon verification, the application will be placed on the next agenda for the KEDC Board of Directors meeting (2nd Tuesday of each month). 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(s) 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 Downtown Destination Matching Grant Program cannot be combined with the Site Enhancement Matching Grant Program unless otherwise approved by the Kaufman EDC Board of Directors.

Time to Complete:

Applicants will have up to twelve months upon approval by the KEDC Board to complete their project, unless approved for an amended timeline. Upon reimbursement, the applicant must remain in business on the property for at least 18 months. Failure to remain in business on the property for the minimum time period could result in forfeiture of reimbursed funds.

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



DOWNTOWN DESTINATION 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: _____ Date: _____

Legal Business Entity Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Building Owner (if different from applicant): _____

Project Site/Address: _____

Tax ID Number: _____

**Business must remit sales tax, unless improvement is for second floor commercial use*

Type of Business:

- ☐ New/Unique Dining Concept ☐ Specialty Retail ☐ Entertainment
- ☐ Brewery/Winery/Distillery ☐ 2nd Floor Commercial Use (specify): _____

Days/Hours of Operation: _____

**Businesses open until at least 8:00 p.m. two nights a week are eligible for up to \$25,000 in matching funds*

Type of Work (check all that apply):

- ☐ Exterior Façade ☐ Signage ☐ Paint (Exterior/Interior)
- ☐ Utility Upgrades ☐ Environmental ☐ Building Renovation
- ☐ Awnings ☐ Demolition ☐ Property Repairs
- ☐ Mechanical/Electrical/Plumbing ☐ ADA Accessibility ☐ Fire Code Improvements
- ☐ Property Beautification ☐ Other (specify): _____

Description of Fixed Site Improvements:

Total Anticipated Improvement Costs: _____

**Attach all estimates for work subject to the applicable uses of this grant program*

Name/Contact Info of General Contractor: _____

Type of Financing (*check all that apply*):

☐ Self-Funded ☐ Business Loan ☐ Private Equity

Name/Contact Info of Banker (*if applicable*): _____

**Describe how your business will contribute to the square and attract customers from outside Kaufman.
Also, describe any new concept/improvement your business will provide that's not currently in Kaufman:**

Does your business have other existing locations? ☐ Yes ☐ No

If yes, where? Length of business at location(s): _____

Describe owner(s) background and industry experience:

Type of Project: ☐ New Location ☐ Relocation ☐ Expansion

Is this project competitive? Are other area cities being considered for this project? ☐ Yes ☐ No

Will product be manufactured on site? ☐ Yes ☐ No

If yes, describe (including any export activity): _____

Anticipated Job Creation (specify FT/PT): _____

Average Job Wage: _____

Value Type	Estimated Amount (\$)
Annual Taxable Sales	
Real Property (after improvements)	
Business Personal Property (Inventory/FF&E)	
Annual Mixed Beverage Sales (if applicable)	

Attachments Requested (if available):

- Building Plans/Renderings
- Contractor/Other Estimates
- Photos of Existing Location(s)
- City of Kaufman Permit(s)
- Sales Tax Permit
- Lending Institution Letter of Support
- Business Plan
- Business Owner(s) Resume

I have met with Kaufman EDC Staff and have read and fully understand the Downtown Destination Matching Grant Program policies and procedures. I intend to use this grant program for the aforementioned renovation projects to advance the historic Downtown Kaufman square as a destination for unique businesses that will

draw visitors to the community. *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. If I am awarded a grant for any work pursuant to this program and the completed work is altered for any reason within 18 months from construction, I may be required to reimburse the KEDC for the full amount of the grant.

Business Name: _____

Applicant Signature: _____

Applicant Name (printed): _____

Property Owner Signature (if different): _____

Property Owner Name (printed): _____

Date: _____

This section to be completed by KEDC Staff

KEDC Staff Review: _____ **Date:** _____

Staff Recommendation: ☐ Approve ☐ Deny ☐ More Information Needed

KEDC Board Action: ☐ Approve ☐ Deny ☐ More Information Needed **Date:** _____



Meeting Date: 10-8-2024	Date: 10-4-2024	Item #: 5	Dept.: KEDC
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(Check one)

☐

Consent

☒

Action

☐

Discussion

SUBJECT:

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

BACKGROUND:

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

Author:

Stewart McGregor, KEDC Executive Director

Reviewed:

Stewart McGregor, KEDC Executive Director

Cost:

N/A

Funds Available:

N/A

Source:

N/A

Recommendation:

Discussion & Board Direction

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



LOT OWNER NAME

MAILING ADDRESS

CITY/STATE/ZIP

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

Dear Property Owner:

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

We wanted to make you aware of a recent policy change by the KEDC Board of Directors regarding lawn care maintenance service within the PCC Business Park. Effective March 1, 2025, the KEDC will continue to provide lawn care maintenance for the entire business park and assess a pro-rata fee to each private undeveloped lot owner. Your tract represents XX acres of the remaining undeveloped acres; therefore, your pro rata share for October 2024-September 2025 fiscal year will be \$XXX dollars. Should you wish to provide your own maintenance, you will need to make the KEDC aware of your plan to maintain your property.

If you wish to continue receiving lawn care maintenance from the KEDC's contractor, your fee is due no later than May 31, 2025. Checks can be mailed to the Kaufman Economic Development Corporation, P.O. Box 1168, Kaufman, TX 75142, or dropped off at the KEDC offices at Kaufman City Hall, 209 S. Washington Street. Kaufman, Texas. Should you have any questions regarding this recent policy change, please contact Stewart McGregor, Executive Director, Kaufman Economic Development Corporation at (972) 932-5332 or by email at smcgregor@kaufmantx.org. Please be aware that should you either not pay the maintenance fee or opt out and not provide proper ongoing maintenance to your lot, City of Kaufman code compliance could be engaged.

Thank you for your cooperation with the KEDC to maintain a clean and attractive business park. Please provide your signature below to acknowledge receipt of this Agreement and your authorization to allow the KEDC to provide you with law care maintenance service. If you plan to opt out, please contact the KEDC as soon as possible to let them know of your plans.

To avoid citations for code violations and escalated enforcement, please return this agreement, including your signature below, to the KEDC by mail or email no later than March 1, 2025.

Thank you,

Stewart McGregor, CEcD
Executive Director
Kaufman Economic Development Corporation

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

Signature

Date