



**NOTICE OF MEETING & AGENDA
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, NOVEMBER 12, 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 and October 8, 2024 Kaufman Economic Development Corporation meetings.

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, discuss and take appropriate action on a concept plan for the Kaufman EDC's 145 acre industrial property located near US Highway 175 and Fair Road.

5. Consider, discuss and take appropriate action on the submission of a 2025-2026 Texas Community Development Block Grant Program Application to the Texas Department of Agriculture for the Community Development Fund.

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 551.087. 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, DP, Kettle, Rogue Roller
- B. Sec. 551.072. DELIBERATION REGARDING REAL PROPERTY; CLOSED MEETING. To deliberate the purchase, exchange, lease, or value of real property regarding: Project Pie

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 6:00 P.M. ON FRIDAY, NOVEMBER 8, 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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City of Kaufman

Revenue & Expense Report

Non departmental

Program:

Period Ending: 11/2024

Department:

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-			53,622.92-	586,377.08-	91.621	627,644.18-	
587,162.04-									
Subtotal:		640,000.00-			53,622.92-	586,377.08-	91.621	627,644.18-	
587,162.04-									
32-4604-000-0	Interest Income	38,750.00-				38,750.00-	100.000	43,852.63-	
128.12-									
32-4606-000-0	Miscellaneous Revenu				1,500.00-	1,500.00		3,685.72-	
200.00-									
32-4608-000-0	Loan Revenue	10,000.00-				10,000.00-	100.000	10,000.00-	
10,000.00-									
32-4612-000-0	Intergovernmental Re							80.09-	
32-4631-000-0	Other Fin Sources-No							2,791,250.00-	
Subtotal:		48,750.00-			1,500.00-	47,250.00-	96.923	2,848,868.44-	
10,328.12-									
Program number:		688,750.00-			55,122.92-	633,627.08-	91.997	3,476,512.62-	
597,490.16-									
Department number: Non departmental		688,750.00-			55,122.92-	633,627.08-	91.997	3,476,512.62-	
597,490.16-									
Revenue Subtotal -----		688,750.00-			55,122.92-	633,627.08-	91.997	3,476,512.62-	
597,490.16-									

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13:46 11/04/24

Fund: 32 ECONOMIC DEVELOPMENT CORP.

City of Kaufman

Revenue & Expense Report

Non departmental

Period Ending: 11/2024

Program:

Department:

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			2,636.15	150,598.85	98.280	143,942.11	
152,322.50									
32-5177-000-0	Retention Pay	6,070.00				6,070.00	100.000	6,085.95	
Subtotal:		159,305.00			2,636.15	156,668.85	98.345	150,028.06	
152,322.50									
32-5203-000-0	Operating Supplies	3,400.00			1,965.00-	5,365.00	157.794	4,779.18	
39.41-									
32-5213-000-0	Meetings	7,500.00			605.35	6,894.65	91.929	6,919.93	
5,446.37									
32-5214-000-0	Promotional Material	7,400.00			3,330.00-	10,730.00	145.000	10,488.40	
3,078.00									
32-5220-000-0	Minor Tools & Equipm	10,925.00			3,150.00	7,775.00	71.167	7,442.16	
6,800.00									
Subtotal:		29,225.00			1,539.65-	30,764.65	105.268	29,629.67	
15,284.96									
32-5302-000-0	Postage & Delivery	500.00				500.00	100.000	355.00	
203.81									
32-5303-000-0	Advertising	18,250.00				18,250.00	100.000	23,255.00	
10,960.00									
32-5305-000-0	Licenses, Dues & Sub	3,905.00				3,905.00	100.000	6,151.93	
3,918.25									
32-5306-000-W	Utilities-Electric/W	550.00				550.00	100.000	500.36	
542.22									
32-5309-000-0	Insurance & Bonds	510.00				510.00	100.000	511.00	
1,100.00									
32-5322-000-0	Tuition & Education	4,450.00			625.00	3,825.00	85.955	4,585.42	
2,174.00									
32-5330-000-0	Travel	7,950.00			144.05	7,805.95	98.188	6,429.10	
8,281.58									
32-5352-000-0	Maintenance-Grounds	12,000.00				12,000.00	100.000	8,000.00	
8,200.00									
32-5362-000-0	Professional Svcs-Ad	97,751.00			737.98	97,013.02	99.245	102,284.12	
69,859.88									
32-5363-000-0	Professional Svcs-Te	8,000.00			750.00	7,250.00	90.625	9,500.00	
7,920.17									

Subtotal:		153,866.00		2,257.03	151,608.97	98.533	161,571.93
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			100,000.00	100.000	92,787.50
44,272.10							
32-5501-000-0	Incentives / Intergo	150,000.00			150,000.00	100.000	50,000.00
32-5507-000-0	HWY 34 Bypass Fundin	100,000.00			100,000.00	100.000	100,000.00
100,000.00							
32-5591-000-0	Budgetary Reserve	50,000.00			50,000.00	100.000	
Subtotal:		400,000.00			400,000.00	100.000	242,787.50
144,272.10							
32-5607-000-0	Note - Principal						38,929.59
32-5608-000-0	Note - Interest						11,070.41
32-5651-000-0	Note - Issuance Cost						41,250.00
Subtotal:							91,250.00
Program number:		742,396.00		3,353.53	739,042.47	99.548	3,421,026.26
425,039.47							
.							
glbase_scm1 kedcdir		City of Kaufman					
Page	3	Revenue & Expense Report					
13:46	11/04/24	Period Ending: 11/2024					
Fund:	32 ECONOMIC DEVELOPMENT CORP.	Department:	Non departmental	Program:			
Account	Description	Current	Current	Encumbrances	Current	Budget	Budget
Prior		Year	Month		YTD Actual	Balance	Balance
Actual		Budget	Actual		& Encumbr		Percent
Total							
Department number:	Non departmental	742,396.00		3,353.53	739,042.47	99.548	3,421,026.26
425,039.47							
Expenditure	Subtotal -----	742,396.00		3,353.53	739,042.47	99.548	3,421,026.26
425,039.47							
Fund number:	32 ECONOMIC DEVELOPMENT CORP.	53,646.00		51,769.39-	105,415.39	196.502	55,486.36-
172,450.69-							

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



**MINUTES OF THE
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, SEPTEMBER 17, 2024
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142**

PLEDGE OF ALLEGIANCE

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

President Gillenwater called the KEDC meeting to order at 6:04 PM. Directors present were Charles Gillenwater, Barry Ratcliffe, Jane Lucas, Tommy Henricks, and Ben Breshear. President Gillenwater declared a quorum present. Also, present were City Secretary Jessie Hanks, and Economic Development Director Stewart McGregor.

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

No comments were given.

CONSENT AGENDA

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

Director Brashear presented the monthly Financial Report.

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

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

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

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

3. KEDC Executive Director's Report - Discussion Only (No Action Taken)

- 3.1) Staff Report on monthly Kaufman EDC marketing and prospect activities;
- 3.2) Staff Report on monthly business retention and expansion (BRE) activities;
- 3.3) Staff Report on monthly commercial development activities;
- 3.4) Staff Report on events attended by KEDC Staff

Mr. McGregor presented the KEDC Executive Director's report about his activities for the previous month.

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

President Gillenwater recessed into executive session at 6:11 p.m.

- 9. A. Section 551.071 - CONSULTATION WITH ATTORNEY. To consult with attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the Texas Open Meetings Act: rights and obligations of the EDC regarding a real estate broker agreement; Prairie Creek Crossing Business Park lawn maintenance agreement.
- B. Section 551.074. PERSONNEL MATTERS; CLOSED MEETING. (1) To deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: Executive Director Annual Review
- C. Section 551.087. DELIBERATION REGARDING ECONOMIC DEVELOPMENT NEGOTIATIONS; CLOSED MEETING. (1) To discuss or deliberate regarding commercial or financial information that the governmental body has received from a business prospect that the governmental body seeks to have locate, stay, or expand in or near the territory of the governmental body and with which the governmental body is conducting economic development negotiations; or (2) to deliberate the offer of a financial or other incentive to a business prospect described by Subdivision (1): Projects Pie, Blue, Snooze, Jetson, Olaf, AC/DC, Patriot, DP

RECONVENE INTO OPEN SESSION

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

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

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

DISCUSSION/ACTION ITEMS

- 4. Consider and take appropriate action on a year-end budget amendment for the Kaufman Economic Development Corporation's Fiscal Year 2024 Budget.

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

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

5. Consider and take appropriate action on an extension to the site enhancement matching grant for The Gent Law Firm, PLLC, located at 113 W. Mulberry St., Kaufman, TX 75142.

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

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

6. Consider and take appropriate action on a business retention services contract between the Kaufman Economic Development Corporation and Kaufman Chamber of Commerce for Fiscal Year 2024-2025.

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

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

7. Consider and take appropriate action on an administrative services contract between the Kaufman Economic Development Corporation and City of Kaufman for Fiscal Year 2024-2025.

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

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

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

There was no action on this item.

ITEMS OF COMMUNITY INTEREST Pursuant to Texas Government Code Sec. 551.0415, a member of the Board or Kaufman EDC Staff may make an announcement about items of community interest during a meeting of the corporation without having given notice of the subject of the announcement. "Items of community interest" includes: (1) expression of thanks, congratulations or condolence; (2) information regarding holiday schedules; (3) an honorary or salutary recognition of a

public official, public employee, or other citizen, except that a discussion regarding a change in the status of a person's public office or public employment is not an honorary or salutary recognition for purposes of this subdivision; (4) a reminder about an upcoming event organized or sponsored by the corporation; (5) information regarding a social, ceremonial, or community event organized or sponsored by an entity other than the corporation that was attended or is scheduled to be attended by a board member or employee of the corporation.

No comments were given.

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

No comments were given.

ADJOURNMENT

There being no further business, President Gillenwater adjourned the meeting at 7:32 p.m.

APPROVED:

ATTEST:

Charles Gillenwater, President

Ben Brashear, Secretary/Treasurer



MINUTES OF THE
KAUFMAN ECONOMIC DEVELOPMENT
CORPORATION MEETING
TUESDAY, OCTOBER 8, 2024
CITY HALL COUNCIL CHAMBERS
209 S. WASHINGTON STREET
KAUFMAN, TEXAS 75142

PLEDGE OF ALLEGIANCE

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

Vice-President Ratcliffe called the KEDC meeting to order at 6:00 p.m. Directors present were Barry Ratcliffe, Ben Brashear, and Tommy Henricks. President Charles Gillenwater and Director Jane Lucas were absent. Vice-President Ratcliffe declared a quorum present. Also, present were Assistant City Manager Rachel Balthrop Mendoza, City Attorney Patricia Adams, City Secretary Jessie Hanks, and Economic Development Director Stewart McGregor.

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

No comments were given.

CONSENT AGENDA

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

Director Brashear presented the monthly Financial Report.

Director Henricks made a motion to approve the monthly Financial Report for the KEDC. The motion was seconded by Director Brashear and passed 3/0.

2. Consider and take appropriate action on the minutes from the September 17, 2024 Kaufman Economic Development Corporation meeting.

The minutes from the September 17, 2024, Kaufman Economic Development Corporation meeting were not available for consideration and will be brought back for review at the next 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

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:

Vice President Ratcliffe recessed into Executive Session at 6:18 p.m.

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

Vice President Ratcliffe reconvened into open session at 7:07 p.m.

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

Director Brashear made a motion to enter into a real estate contract with Beverly Davis of Elsie Halbert for 6 months to list the various KEDC properties in the business park. The motion was seconded by Director Henricks and passed 3/0.

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.

Mr. McGregor presented the proposed amendments to the KEDC Site Enhancement Matching Grant Program and the Downtown Destination Matching Grant Program.

Director Henricks made a motion to approve the amendments to the KEDC Site Enhancement

Matching Grant Program and the Downtown Destination Matching Grant Program as discussed. The motion was seconded by Director Brashear and passed 3/0.

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

Director Brashear made a motion to approve a lawn services maintenance notice for certain property owners in the Prairie Creek Crossing Business Park with the amendments as discussed in Executive Session. The motion was seconded by Director Henricks and passed 3/0.

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, Vice President Ratcliffe adjourned the meeting at 7:29 p.m.

APPROVED:

ATTEST:

Charles Gillenwater, President

Ben Brashear, Secretary/Treasurer

Executive Director's Report

November 12, 2024

Calendar

- **10/9:** Quarterly Workforce Roundtable Meeting
- **10/11:** Vacation Day
- **10/14:** Columbus Day Holiday
- **10/15:** Quarterly Industry Roundtable Meeting (Realtors)
- **10/16:** Monthly Meeting w/ Chamber; Meeting w/ Taurus Commercial; Call w/ Project Blue
- **10/17:** Meeting w/ Kimley-Horn (Matt Lucas); Monthly Chamber Board Meeting; Governor's Small Business Summit Prep. Call
- **10/18:** Call w/ Project Olaf & Oncor
- **10/22:** Project Kettle Site Visit
- **10/23-25:** Texas Economic Development Council Annual Conference & CEDA Awards Ceremony
- **10/28:** Monthly City Council Meeting
- **10/29:** Governor's Small Business Summit Prep. Call
- **10/30:** Meeting w/ Salser Development Group
- **10/31:** Kaufman County Day at the Capitol Planning Meeting
- **11/1:** Kaufman County Leadership Council (KCLC) Nominations Committee Meeting
- **11/4:** Progress Update w/ KFM Engineering (KEDC Industrial Land Concept Plan & Zoning)
- **11/5-8:** Team Texas Small Cities Business Marketing Trip (Los Angeles)
- **11/11:** Veteran's Day Holiday
- **11/12:** Quarterly Kaufman County Leadership Council (KCLC) Meeting

Prospect Lead Responses: Projects Rogue Roller, Electric Motors & Zeus Lighting

Upcoming Events: Thanksgiving Holiday (11/28-29); Governor's Small Business Summit (12/5); Texas Economic Development Council Board Retreat (12/5-6)

Next Regular KEDC Board Meeting: Tuesday, December 10th

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



Meeting Date: 11-12-2024	Date: 11-8-2024	Item #: 4	Dept.: KEDC
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(Check one)

☐ Consent	☒ Action	☐ Discussion
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SUBJECT:
 Consider, discuss and take appropriate action on a concept plan for the Kaufman EDC's 145 acre industrial property located near US Highway 175 and Fair Road.

BACKGROUND:
 Last October, the KEDC closed on 105 acres located adjacent to an existing 40 acre tract the KEDC owned. Since then, the county has begun construction on their connector road serving the north end of the KEDC site. The KEDC engaged KFM Engineering to put together a concept plan and planned development zoning for the property. The intended concept plan is for industrial uses, mostly larger tracts. The planned development zoning will encapsulate certain development restrictions in order to foster quality industrial development that remains flexible to the demands and speed of future users.

The site is currently zoned with a mix of zoning layers, including Highway Commercial, SF-6 (single family 6,000 sf lots), Retail and Light Industrial. The concept plan includes potential thoroughfare developments based on the City of Kaufman's Thoroughfare Plan.

KEDC Staff seeks any input or direction related to the concept plan. A draft planned development zoning ordinance will be brought forward at next month's KEDC meeting for input and direction. It is intended the rezoning will be taken to Planning & Zoning and City Council for approval in January.

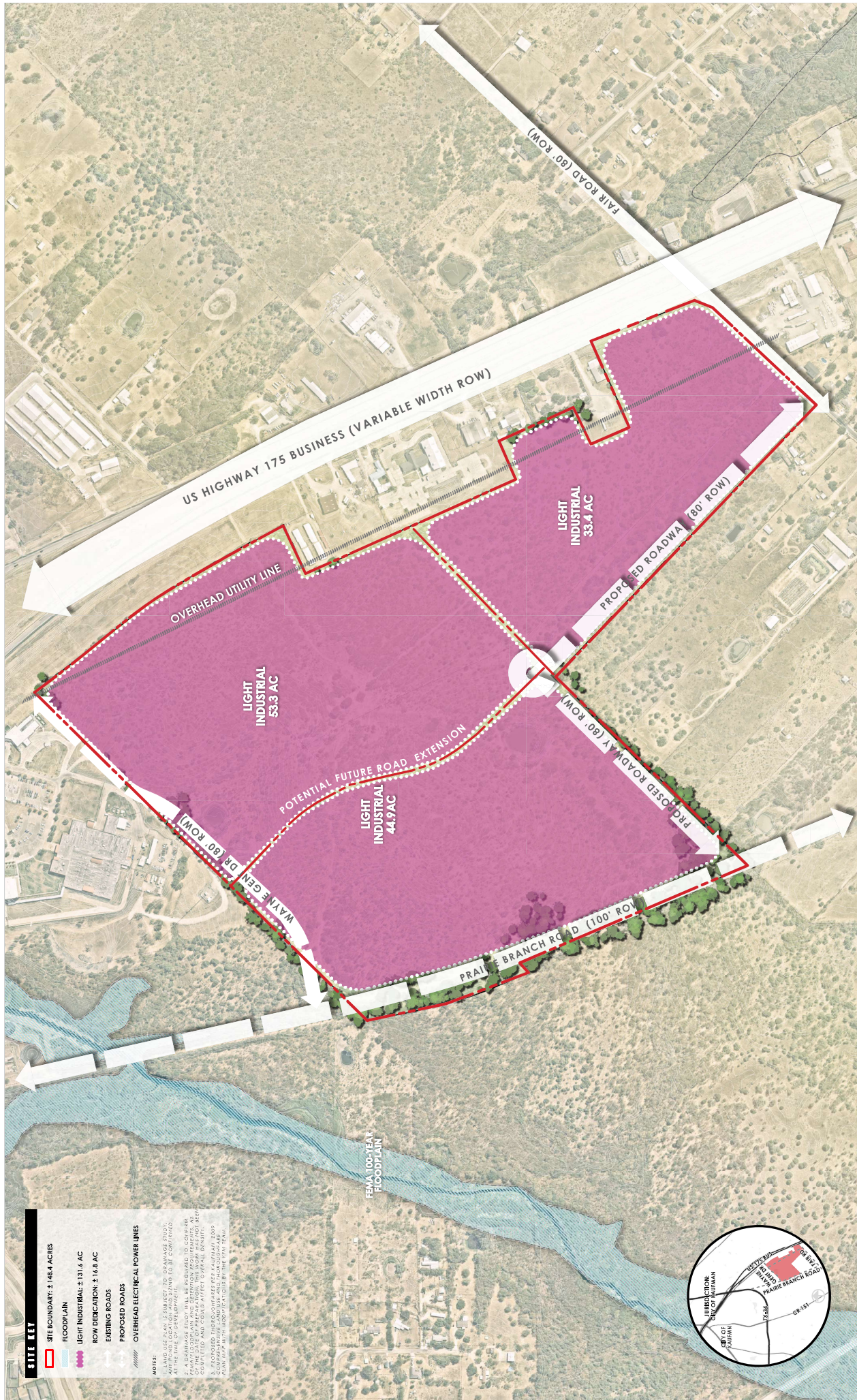
Author: Stewart McGregor, KEDC Executive Director	Reviewed: Stewart McGregor, KEDC Executive Director
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Cost: N/A	Funds Available: N/A	Source: N/A
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Recommendation:
Board Discussion & Direction

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







Meeting Date: 11-12-2024	Date: 11-8-2024	Item #: 5	Dept.: KEDC
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(Check one)

☐ Consent	☒ Action	☐ Discussion
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SUBJECT:
 Consider, discuss and take appropriate action on the submission of a 2025-2026 Texas Community Development Block Grant Program Application to the Texas Department of Agriculture for the Community Development Fund.

BACKGROUND:
 The Texas Department of Agriculture provides a competitive grant program to support public infrastructure and other community development projects in rural communities. Awards provided go up to \$750,000 with minimal matching requirements. After consultation with the Kaufman City Manager, KEDC Staff is interested in applying for this grant opportunity to support the development/extension of public infrastructure (water/sewer/potentially streets) at the 145 acre industrial property owned by the Kaufman Economic Development Corporation.

The application process takes multiple months but involves initial community interest (City Council resolution) submittal by December 9th. The City would be the lead applicant for this grant. Following this submittal, the Texas Department of Agriculture scores initial applications and notifies the highest scoring communities of their ability to move forward in applying for the grant. Applications in the second phase are due June 30, 2025.

Due to the KEDC being the potential beneficiary of this grant, it is requested the KEDC Board provide feedback and direction as to whether continue pursuing the opportunity or not.

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:
Board Discussion & Direction

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

Community Development Fund Goals and Requirements

The Community Development Fund (CD Fund) provides funding for a variety of community priorities to support low- to moderate-income persons. Although most funds are used for public facilities (water/wastewater infrastructure, street and drainage improvements and housing activities), there are numerous other activities for which these funds may be used.

Funds are allocated to each state planning region to ensure a broad geographic distribution of funds as described in the one-year action plan. Additional funds deobligated from previous awards may be made available using the same formula. Funds allocated to a region that does not have an eligible application to fund will be reallocated to other regions to maximize the number of awards granted.

Community Application Due Date	December 9, 2024, 11:59 p.m. C.T.
Grant Amount	\$750,000
Minimum Match Amount	\$0 – see Scoring Criteria
National Program Objective	Benefit for Low- to Moderate-Income Persons
Application Method	Applications will be accepted online via the TDA-GO! grant management system. The system may be accessed by navigating to https://tda-go.intelligrants.com/ .

Eligible Applicants

To be eligible to apply for and to receive funding under the TxCDBG Program, a community must meet all of the following criteria, in accordance with Title 24, Part 570 of the Code of Federal Regulations and Title 4, Part 1, Chapter 30, Subchapter A, Section 30.4 of the Texas Administrative Code (TAC), and TxCDBG program requirements:

- 1) Qualify as a unit of general local government (UGLG).
An UGLG is a city, county, town, township, village, or other general purpose political subdivision of the state, or as otherwise defined in 42 U.S.C. §5302. Special purpose political subdivisions are not eligible as TxCDBG applicants.
- 2) Qualify as a non-entitlement community.
Only communities NOT identified as part of the federal CDBG entitlement program may apply for TxCDBG funding. Entitlement communities are listed in Appendix B Community Application Scoring Elements. Municipalities located within an entitlement county may elect to participate with either the county program or the state non-entitlement program, but not both, for each three-year period; please contact the entitlement county to confirm eligibility for the current year.
- 3) Levy and collect a local property tax or local sales tax option in the current fiscal year.
- 4) Meet Progress Thresholds for existing TxCDBG grant agreements.
Applicants must demonstrate current compliance with progress threshold requirements for existing TxCDBG grant awards to be eligible for additional rounds of TxCDBG funding.
 - Mid-Point Progress Threshold: Existing Grant Agreements beginning on or before the date identified in the chart below must have satisfied all Group B requirements prior to the Community Application due date.

- Final Progress Threshold: Existing Grant Agreements beginning on or before the date identified in the chart below must be completed and have submitted both the Project Completion Report (PCR) and the final payment request prior to the Community Application due date.
 - Where the Community Application due date falls between the date of an existing grant agreement's original end date and the date the Project Completion Report is due, TDA will initially accept a Community Application and will assess compliance with the Final Progress Threshold on the date the PCR become due.

Details regarding documentation for meeting these thresholds can be found in the TxCDBG Project Implementation Manual.

Fund Category	Mid- Point Progress Threshold applies if Grant Start Date is at least:	Final Progress Threshold applies if Grant Start Date is at least:
Community Development Fund (CDV)	12 months prior to due date (12/9/2023)	24 months prior to due date (12/9/2022)
Downtown Revitalization Program (CDM)	12 months prior to due date (12/9/2023)	24 months prior to due date (12/9/2022)
Colonia Fund (CFC and CEDAP, excluding CSH)	12 months prior to due date (12/9/2023)	24 months prior to due date (12/9/2022)
FAST Fund (CFA)	9 months prior to due date (3/9/2024)	18 months prior to due date (6/9/2023)
State Urgent Need Fund (CSU)	9 months prior to due date (3/9/2024)	12 months prior to due date (12/9/2023)
Pilot Projects: • Rural Economic Development • FAST Rural Outreach & Wellness Program	n/a	n/a

Eligible Project Activities

The 2025-2026 TxCDBG Community Application does not require identification of a specific project or activity. The following information is provided in order for communities to understand the type of projects that may be considered for communities if/when invited by TDA to submit a Project Application.

All eligible TxCDBG program activities (see Appendix D TxCDBG Activity Code Reference Table) are eligible for the CD Fund.

CD Fund projects must benefit a primarily residential area AND must primarily benefit low- to-moderate income residents. This may include:

- A project intended to benefit all residents of the community, or
- A project that is narrowly tailored to benefit a specific neighborhood or street.
- Reference TxCDBG Guide to National Program Objective for detailed guidance on eligible activities.

Prioritized Project Activities

The Community Application requires the applicant to commit to selecting a project based on activity priorities established by each state planning region. See page 10 Scoring Criteria for detailed information. The most common activities prioritized by the regions are:

- Water and/or sewer system improvements, including first-time services;
- Street reconstruction;
- Flood protection and drainage structure improvements;
- Sidewalks and lighting improvements;
- Parks and recreation improvements;
- Fire protection facilities, vehicles, and equipment;
- Housing rehabilitation; and
- Comprehensive planning services.

Associated Activities

The following activities may be funded to support the project activities.

- Grant administration
- Engineering services

Ineligible Project Activities

In general, any type of activity not described or referred to in Section 105(a) of the Housing and Community Development Act of 1974 (HCDA), as amended, is ineligible for TxCDBG funding. Specific ineligible activities under the TxCDBG Program include:

- Construction of buildings and facilities used for the general conduct of government (e.g., city halls and courthouses). The only exception is for improvements made to these buildings solely to provide complete access for elderly persons and persons with severe disabilities;
- Financing of political activities;
- Purchase of construction equipment;
- Income payments, such as housing allowances;
- Activities in a floodway may be ineligible; see Implementation Manual, Chapter 3 for specific guidance;
- New housing construction; and
- Operation and maintenance expenses of public facilities, improvements and services, including activities identified through the environmental review as maintenance activities.

Application Acceptance

TDA staff will review each submitted Community Application. Completed applications received by the published deadline may be subject to disqualification including, but not limited to, any of the following reasons:

- The Applicant is not a unit of general local government;
- The Applicant is identified as a CDBG Entitlement Program participant;
- The Applicant does not meet the Applicant Threshold Requirements;
- The Community Application does not comply with the requirement to provide a passed/adopted local government resolution authorizing submission of the Community Application;
- The Community Application does not comply with the requirement to fully complete all required forms in the TDA-GO system;
- The Community Application contains false information; or
- The Applicant does not respond, refuses to respond, or does not provide an adequate response to requests for revisions or additional information within the prescribed timeline.

Complete and eligible Community Applications will be scored by TDA staff, and cumulative scores will be posted to the TDA website for public review.

Steps in Community Application Process

Step 1: Create application in TDA-GO

TxCDBG Community Applications will only be accepted online through the TDA-GO grant management system.

TDA-GO can be accessed by navigating to <https://tda-go.intelligrants.com/>

For assistance creating a new account for an individual person and/or community, refer to [How to Register New Users and Organizations](#) in the TxCDBG Project Implementation Manual.

To initiate a grant application in TDA-GO:

1. Login to TDA-GO and navigate to the **Initiate New Application** panel of the dashboard.
2. Under **Initiate New Application**, click on CDBG – Community Development Fund - 2025.
NOTE: Only the Authorized Official or local staff Project Director for the applicant community can initiate new applications. TDA staff can also assist with new applications.
3. A brief description and agreement language will appear, review and click “Agree” to continue.
4. The **Document Landing Page** will appear along with four menu sections: Forms, Tools, Status Options, and Related Documents.
 - a. In the **Tools** menu, select **Add/Edit people** to review internal staff assigned to the application or to invite third party users. To request additional individuals to be added to the application, submit a [TxCDBG Support Ticket](#) and TDA staff will assist you.
 - b. In the **Forms** menu, review each page of the Community Application:
 - i. Applicant Contact Information
 - ii. Community Needs Assessment
 - iii. CDV Community Development Fund

Step 2: Develop community needs list

TDA expects each Community Application to identify a list of 10-15 community needs relevant to the community's participation in the TxCDBG program. If the community is selected for funding, this list will inform the selection of a project for funding, as well as any future amendment requests.

Community needs identified in the TxCDBG Community Application should reflect the priorities of the local government, developed through consultation with local officials and staff as well as existing planning documents developed by the community

For the 2025 TxCDBG Community Application process, a community needs list must outline each of these factors for each need listed:

- Community Need – a broad community need statement that describes the problem.
- Action to Address Need – a brief description of the type of work that would address the associated community need.
- Activity category – select from the dropdown list of activity codes is used to classify the various community needs.

Examples of Community Needs include:

Community Need	Action to Address Need	Activity Category
Water lines are deteriorated resulting in significant water loss	Replace water lines, primarily in area south of the highway	03J
Wastewater treatment plant has deficiencies identified by TCEQ	Upgrade various components of WWTP	03J
Streets in the downtown area are deteriorated	Reconstruct roads in the downtown area and residential neighborhoods	03K
Sidewalks are deteriorated and unsafe	Replace sidewalks in multiple locations	03L
Poor drainage leads to flooding and deteriorating infrastructure	Install drainage features to direct stormwater away from buildings and infrastructure	03I or 03K
The community lacks a facility for community programs and local events	Construct a community center	03E

For assistance in determining the appropriate Activity category, contact CDBGApps@texasagriculture.gov

Step 3: Adopt the necessary local governing body resolution committing to the grant application

TxCDBG Community Applications require a resolution from the local governing body (i.e., County Commissioners Court or City Council) authorizing the submission of a Community Application and confirming the community's commitments related to the program. Failure to comply with this resolution requirement will result in disqualification of the application.

Resolution: Community Commitment

The resolution must:

1. Authorize the submission of a Community Application for funding under the Texas Community Development Block Grant Program;
2. Identify the fund category under which the application is to be considered;
3. Designate the dollar amount of matching funds committed;
4. Commit to, if selected for funding, developing a project that meets programmatic priorities as identified in the Community Application; and
5. Commit to compliance with all federal, state, and program requirements, including environmental review, labor standards, procurement, acquisition of property, civil rights, and administrative requirements.

The required resolution format is found in Appendix A Community Application Public Participation – update the relevant information fields prior to publication.

Step 4: Complete and submit the Community Application in TDA-GO

Complete the application in the TDA-GO system. Additional step-by-step instructions can be found in Appendix C Community Application TDA-GO Instructions.

The completed application must be submitted in TDA-GO. Under **Status Options**, select **Submit Application** to complete this final step.

Scoring Criteria

The table below describes the criteria used by TDA for scoring Community Applications. Locate the name of your community on each source document listed below to review the scoring data:

Scoring Element	Maximum Points	Source
Regional Project Priorities	50	Applicant's resolution
Poverty Rate	20	American Community Survey 5-year estimate – See Appendix B Community Application Scoring Elements
Match Ratio	50	Applicant's resolution
Previous Funding	60	TxCDBG Grant History report – See Appendix B Community Application Scoring Elements
Past Performance - Timeliness of environmental clearance - Maximum utilization of grant funds awarded - Timeliness of completing projects - Timely submission of closeout reports	20	TxCDBG grant management records
Total Points	200	

The following table provides more detailed guidance on how the scores are calculated using the data provided:

Regional Scoring Factor	
Regional Project Priorities (50 Points): Awarded for the commitment by the local government to complete a project identified as a priority by the state planning region.	
For established project priorities for the 2025-2026 CD Fund Application by region please visit the Regional Priorities web page.	50 Points
Unified Scoring Committee (USC) Scoring Factors	
Poverty Rate (20 Points): Awarded by reviewing the most recent U.S. Census American Community Survey (ACS) 5-year estimate Table S1701 for the applicant. - The poverty rate for each applicant is calculated by dividing the total number of persons at or below the designated poverty level by the population from which impoverished persons was determined. Once this has been established, the average poverty rate is determined by dividing the sum of all poverty rate by the number of applicants. - A base is calculated by multiplying the average poverty rate by 1.25 - The poverty rate of each applicant is then divided by the base to determine each applicant's poverty factor - The poverty factor for each applicant is multiplied by the total maximum allowable points. Any applicants exceeding the total allowed points will be capped at the maximum. Note: Cities will be compared to all cities, and counties will be compared to all counties	

Match Ratio (50 Points): Awarded for the commitment of matching funds relative to the maximum amount of CDBG funds as follows:

	Minimum Match Ratio	Matching Funds Committed	Points Awarded
Applicant(s) population equal to or less than 1,500 and ALL county applicants (regardless of population):			
	2%	\$15,000 or more	50 Points
	1.5%	\$11,250 - \$14,999	40 Points
	1%	\$7,500 - \$11,249	30 Points
	0.5%	\$3,750 - \$7,499	20 Points
	Less than 0.5%	\$0 - \$3,749	10 Points
Applicant(s) population equal to or less than 5,000 but over 1,500:			
	5%	\$37,500 or more	50 Points
	4%	\$30,000- \$37,499	40 Points
	3%	\$22,500 - \$29,999	30 Points
	2%	\$15,000 - \$22,499	20 Points
	Less than 2%	\$0 - \$14,999	10 Points
Applicant(s) population equal to or less than 10,000 but over 5,000:			
	10%	\$75,000 or more	50 Points
	7.5%	\$56,250 - \$74,999	40 Points
	5%	\$37,500 - \$56,249	30 Points
	2.5%	\$18,750 - \$37,499	20 Points
	Less than 2.5%	\$0 - \$18,749	10 Points
Applicant(s) population over 10,000:			
	15%	\$112,500 or more	50 Points
	11.5%	\$86,250 - \$112,499	40 Points
	7.5%	\$56,250 - \$86,249	30 Points
	3.5%	\$26,250 - \$56,249	20 Points
	Less than 3.5%	\$0 - \$26,249	10 Points
Match commitments may be cash and/or in-kind. The Applicant must provide a resolution from the city council or county commissioners court authorizing the match expenditure. The resolution must include the commitment amount and the proposed use of the funds. If other eligible sources of funding are injected into the project, a commitment letter from the sources must also be submitted.			
For applications submitted by cities, the total city population is used. Data Source: Most recently available ACS 5-year Estimate, Table B01003			
Previous Funding (60 Points):			
Awarded based on TxCDBG records of awards issued for the Community Development Fund (CDV).			
Applicant has received 0 CDV awards in the previous three fund cycles			60 Points
Applicant has received 1 CDV award in the previous three fund cycles			40 Points
Applicant has received 2 CDV awards in the previous three fund cycles			20 Points
Applicant has received 3 CDV awards in the previous three fund cycles			0 Points

State-Selected Scoring Factors		
Past Performance on previously awarded grants (Awarded 9/1/2020 – 8/31/2024)		
Methodology: Each applicant is initially awarded full points in each Past Performance score factor. Points are deducted based upon the performance of an applicant on a previously awarded grant. The final Past Performance score will be the average of points for each grant awarded between 9/1/2020 – 8/31/2024.		
Timely submission of closeout reports Five (5) points will be deducted for applicants that did not submit close-out report within 60 days from the end date of the grant.	5 Points	
Timeliness of environmental clearance Zero (0) points will be deducted for applicants that completed the environmental review within 30 days of the environmental clearance milestone (210 days after the grant start date) One (1) point will be deducted for applicants that completed the environmental review within 60 days of the environmental clearance milestone (240 days after the grant start date) Three (3) points will be deducted for applicants that completed the environmental review within 90 days of the environmental clearance milestone (270 days after the grant start date) Five (5) points will be deducted for applicants that did not complete the environmental review within 90 days of the environmental clearance milestone (271+ days after the grant state date)	5 Points	
Maximum utilization of grant funds awarded Zero (0) points shall be deducted for completed grants that fully expended the grant funds, or deobligated less than the threshold amount (\$10,000). Seven (7) points shall be deducted for grants that deobligated an amount equal to or greater than the threshold for any reason. Exception: This scoring criterion will not apply to Texas Capital Fund Real Estate/ Infrastructure grants that completed the minimum necessary AND fulfilled 100% of the job commitment.	7 Points	
Timeliness of completing projects (i.e., extension of grants) Three (3) points will be deducted for applicants that received an extension on a previous grant.	3 Points	
Tie Breaker		
In the event of a tie, applicants shall be ranked starting with the lowest median household income. Data Source: Most recently available ACS 5-Year Estimate, Table DP03.		
If a tie still exists after applying the first criteria, then applications shall be ranked starting with the highest unemployment rate. Data Source: Table DP03		