



**NOTICE OF MEETING & AGENDA  
KAUFMAN ECONOMIC DEVELOPMENT  
CORPORATION MEETING  
TUESDAY, JANUARY 9, 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 December 12, 2023 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 a Site Enhancement Matching Grant for Teresa Pineda (dba Teresa's Creations) located at 104 S. Jefferson St., Kaufman, TX.

5. Consider and take appropriate action on a budget amendment and assigned fund balance for the Kaufman Economic Development Corporation for Fiscal Year 2023-24.

**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. 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): Projects Elsie, Pie, Cowbell, Blue, Orange, Snooze, Jetson, Lego, Prime  
  
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; SH 34 Connector Road; Prairie Creek Crossing Business Park Lot 9; Projects Pie, Prairie

### **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 5:00 P.M. ON FRIDAY, JANUARY 5, 2024, AND REMAINED SO POSTED CONTINUOUSLY FOR AT LEAST 72 HOURS PRECEDING THE SCHEDULE TIME OF SAID MEETING.

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STEWART McGREGOR  
EXECUTIVE DIRECTOR

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

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

Revenue & Expense Report

Fund: 32 ECONOMIC DEVELOPMENT CORP.

Department: Non departmental

Program:

Period Ending: 1/2024

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	606,500.00-			152,762.58-	453,737.42-	74.812
587,162.04-	559,897.00-						

Subtotal:		606,500.00-			152,762.58-	453,737.42-	74.812
587,162.04-	559,897.00-						

32-4604-000-0	Interest Income	250.00-			5,584.02-	5,334.02	-2,133.608
128.12-	104.44-						

32-4606-000-0	Miscellaneous Revenue						
200.00-							
32-4608-000-0	Loan Revenue	10,000.00-				10,000.00-	100.000
10,000.00-							

Subtotal:		10,250.00-			5,584.02-	4,665.98-	45.522
10,328.12-	104.44-						

Program number:		616,750.00-			158,346.60-	458,403.40-	74.326
597,490.16-	560,001.44-						

Department number: Non departmental		616,750.00-			158,346.60-	458,403.40-	74.326
597,490.16-	560,001.44-						

Revenue		Subtotal -----			616,750.00-	158,346.60-	458,403.40-	74.326
597,490.16-	560,001.44-							

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	143,015.00			19,812.47	123,202.53	86.147
152,322.50	120,388.10						
32-5177-000-0	Retention Pay	5,000.00				5,000.00	100.000
Subtotal:		148,015.00			19,812.47	128,202.53	86.615
152,322.50	120,388.10						
32-5203-000-0	Operating Supplies	3,400.00			65.81	3,334.19	98.064
39.41-	6,059.85						
32-5213-000-0	Meetings	7,500.00			1,274.60	6,225.40	83.005
5,446.37	7,585.79						
32-5214-000-0	Promotional Material	7,400.00			253.50	7,146.50	96.574
3,078.00	3,456.21						
32-5220-000-0	Minor Tools & Equipm	10,925.00			3,000.00	7,925.00	72.540
6,800.00	4,978.44						
Subtotal:		29,225.00			4,593.91	24,631.09	84.281
15,284.96	22,080.29						
32-5302-000-0	Postage & Delivery	500.00				500.00	100.000

203.81	34.87				
32-5303-000-0	Advertising	18,250.00	1,685.00	16,565.00	90.767
10,960.00	10,208.08				
32-5305-000-0	Licenses, Dues & Sub	3,905.00	401.08	3,503.92	89.729
3,918.25	2,290.05				
32-5306-000-W	Utilities-Electric/W	550.00	129.39	420.61	76.475
542.22	423.17				
32-5309-000-0	Insurance & Bonds	1,100.00		1,100.00	100.000
1,100.00	1,100.00				
32-5322-000-0	Tuition & Education	4,450.00	900.00	3,550.00	79.775
2,174.00	3,433.68				
32-5330-000-0	Travel	7,950.00	605.41	7,344.59	92.385
8,281.58	3,658.87				
32-5352-000-0	Maintenance-Grounds	12,000.00	1,000.00	11,000.00	91.667
8,200.00	8,000.00				
32-5362-000-0	Professional Svcs-Ad	97,751.00	26,165.15	71,585.85	73.233
69,859.88	79,272.24				
32-5363-000-0	Professional Svcs-Te	8,000.00	750.00	7,250.00	90.625
7,920.17	10,750.00				
Subtotal:		154,456.00	31,636.03	122,819.97	79.518
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	100,000.00	36,500.00	63,500.00	63.500
44,272.10	27,633.78				
32-5501-000-0	Incentives / Intergo	150,000.00		150,000.00	100.000
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	36,500.00	363,500.00	90.875
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-	
Subtotal:			50,000.00	50,000.00-	
Program number:		731,696.00	2,888,301.51	2,156,605.51-	-294.741
425,039.47	389,273.13				

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15:08 01/05/24

Fund: 32 ECONOMIC DEVELOPMENT CORP.

City of Kaufman

Revenue & Expense Report

Department: Non departmental

Program:

Period Ending: 1/2024

Account Prior Year	Description 2 Years Prior	Current Year	Current Month	Encumbrances	Current YTD Actual & Encumbr	Budget Balance	Budget Balance Percent
Actual	Actual	Budget	Actual				
Total							
425,039.47	Department number: Non departmental 389,273.13	731,696.00			2,888,301.51	2,156,605.51-	-294.741
425,039.47	Expenditure Subtotal ----- 389,273.13	731,696.00			2,888,301.51	2,156,605.51-	-294.741
172,450.69-	Fund number: 32 ECONOMIC DEVELOPMENT CORP. 170,728.31-	114,946.00			2,729,954.91	2,615,008.91-	-2,274.989
*****	End of Report *****						



MINUTES OF THE  
KAUFMAN ECONOMIC DEVELOPMENT  
CORPORATION MEETING  
TUESDAY, DECEMBER 12, 2023  
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 6:03 P.M. Directors present were Jane Lucas, Charles Gillenwater, Barry Ratcliffe, and Ben Brashear. Director Tommy Henricks was absent. 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 for the month of November.

Director Lucas made a motion to approve the monthly Financial Report for November 2023. The motion was seconded by Vice President Ratcliffe and passed 4/0.

2. Consider and take appropriate action on the minutes from the November 14, 2023 Kaufman Economic Development Corporation meeting.

Director Brashear made a motion to approve the minutes from the November 14, 2023, Kaufman Economic Development Corporation meeting. The motion was seconded by Vice President Ratcliffe and passed 4/0.

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

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



- 3.1) Staff Report on monthly Kaufman EDC marketing and prospect activities;
- 3.2) Staff Report on monthly business retention and expansion (BRE) activities;
- 3.3) Staff Report on monthly commercial development activities;
- 3.4) Staff Report on events attended by KEDC Staff
- 3.5) Staff Report introducing Josh Mazur, new City/KEDC Employee

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

### **DISCUSSION/ACTION ITEMS**

4. Consider and take appropriate action on a Downtown Destination Matching Grant for Wiley's Western Wear, to be located at 114 N. Washington St., Ste. A in Downtown Kaufman.

Mr. McGregor presented the application from Wiley's Western Wear for a Downtown Destination Matching Grant. Alexandra Kelly, Maples Hall Building Owner, informed the Corporation about the impact these business owners have had on the community and want their desire to increase that impact. She outlined the type of business that is proposed as well as the proposed improvements to the building.

Vice Chairman Ratcliffe made a motion to approve a Downtown Destination Matching Grant for Wiley's Western Wear, to be located at 114 N. Washington St., Ste. A in Downtown Kaufman for an amount not to exceed \$20,000.00. The motion was seconded by Director Brashear and passed 4/0.

5. Consider and take appropriate action on a grazing lease with 2L Ranch (Brady & Olga Lambeth) for a term not to exceed six months on the recently acquired 105-acre property owned by the Kaufman EDC near Fair Road and US Highway 175.

Mr. McGregor outlined the purpose and intent of the grazing lease.

Director Lucas made a motion to approve a grazing lease with 2L Ranch (Brady & Olga Lambeth) for a term not to exceed six months on the recently acquired 105-acre property owned by the Kaufman EDC near Fair Road and US Highway 175. The motion was seconded by Director Brashear and passed 4/0.

6. Consider and take appropriate action on an economic development performance agreement between the Kaufman Economic Development Corporation and MyRish Hospitality, LLC.

Mr. McGregor presented the proposed economic development performance agreement for the Hampton Inn Hotel.

Director Lucas made a motion to approve an economic development performance agreement between the Kaufman Economic Development Corporation and MyRish Hospitality, LLC in an amount not to exceed \$100,000.00 reimbursable upon the issuance of a Certificate of Occupancy and to authorize staff and legal counsel to execute an agreement based upon board direction. The motion was seconded by Director Brashear and passed 4/0.

7. Consider and take appropriate action on the dedication of Right of Way from the Kaufman Economic Development Corporation to Kaufman County for the purpose of the State Highway 34 Connector Road project.

Mr. McGregor outlined the purpose for the dedication of right-of-way for the purpose of the State Highway 34 Connector Road Project.

Director Brashear made a motion to approve the dedication of Right of Way from the Kaufman Economic Development Corporation to Kaufman County for the purpose of the State Highway 34 Connector Road project. The motion was seconded by Vice President Ratcliffe and passed 4/0.

8. Consider and take appropriate action on a budget amendment and assigned fund balance for the Kaufman Economic Development Corporation for Fiscal Year 2023-24.

Mr. McGregor presented the proposed budget amendments and assigned fund balance for FY 24.

Vice President Ratcliffe made a motion to approve the budget amendment and assigned fund balance for the Kaufman Economic Development Corporation for Fiscal Year 2023-24 as presented. The motion was seconded by Director Lucas and passed 4/0.

9. Consider and take appropriate action on a bylaws amendment for the Kaufman Economic Development Corporation.

Mr. McGregor informed the Corporation of the proposed bylaw amendment to authorize the Executive Director to be able to execute certain documents on behalf of the board.

Director Lucas made a motion to approve a resolution based on Section 5.42 and Section 7.04 on the bylaws of the Kaufman Economic Development Corporation authorizing the Executive Director to execute any and all contracts involving expenditures of \$10,000.00 or less. The motion was seconded by Director Brashear and passed 4/0.

**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 6:46 P.M.

10. 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): Projects Elsie, Pie, Cowbell, Blue, Orange, Snooze, Jetson, Lego

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; SH 34 Connector Road; Prairie Creek Crossing Business Park Lots 8 & 9, Projects Pie, Prairie

### **RECONVENE INTO OPEN SESSION**

President Gillenwater reconvened into open session at 7:16 P.M.

11. Consider and take appropriate action on a purchase and sale contract between the Kaufman Economic Development Corporation and RSDS Investments for Lot 9 in the Prairie Creek Crossing Business Park.

Director Lucas made a motion to approve a purchase and sale contract between the Kaufman Economic Development Corporation and RSD Investments for Lot 9 of the Prairie Creek Crossing Business Park in the amount of \$125,926.00 and authorize staff to work with legal counsel to make amendments as negotiated to the contract based on board direction prior to full execution. The motion was seconded by Director Brashear and passed 4/0.

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

There was no further action was taken.

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

No comments were given.

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

No comments were given.

**ADJOURNMENT**

There being no further business, President Gillenwater adjourned the meeting at 7:19 P.M.

**APPROVED:**

**ATTEST:**

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

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

## Executive Director's Report January 9, 2024

### Calendar

- **12/13:** City Christmas Luncheon
- **12/14:** KEDC-Chamber Monthly Meeting
- **12/18:** Meeting w/ Conlan Construction; Monthly City Council Meeting
- **12/19:** Meeting w/ TVCC Corporate Training Director & Kaufman Chamber; Meeting w/ Project Prime
- **12/20:** Call w/ Alto Industrial
- **12/21:** Meeting w/ Texas Security Bank; Hampton Inn Incentive Agreement Call
- **12/22-26:** Christmas Holiday (Out of the Office)
- **12/28:** Business Retention Visit w/ Advance Tabco
- **12/29-1/1:** New Year's Holiday (Out of the Office)
- **1/5:** Call w/ Texas Health Resources & Project Cowbell
- **1/9:** Meeting w/ Alliance Architects

Prospect Lead Responses: N/A

Upcoming Events: KEDC Office Closed 1/12 & 1/15 (MLK Holiday); ICSC Red River Retail Show - Dallas (2/1-2); Kaufman Chamber Annual Banquet; KEDC Office Closed 2/19 (President's Day); Kaufman Chamber Banquet (2/20); TEDC Winter Conference – San Antonio (2/21-23)

Next Regular KEDC Board Meeting: Tuesday, February 13<sup>th</sup>

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



<b>Meeting Date: 1-9-2024</b>	<b>Date: 1-5-2024</b>	<b>Item #: 4</b>	<b>Dept.: KEDC</b>
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(Check one)

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

**SUBJECT:**  
 Consider and take appropriate action on a Site Enhancement Matching Grant for Teresa Pineda (dba Teresa’s Creations) located at 104 S. Jefferson St., Kaufman, TX.

**BACKGROUND:**  
 Teresa Pineda, owner of Teresa’s Creations alterations has been a longtime business owner in Downtown Kaufman. She is looking to make several exterior improvements to her building and has applied for a site enhancement matching grant. She plans to do extensive exterior remodeling as detailed below:

- Roof: \$10,000 (\$5,000 max match)
- Windows: \$6,200 (\$3,000 max match)
- Exterior Siding: \$10,300 (\$5,000 max match – brick/stone)
- Paint: \$5,000 (\$2,500 max match)

Total Improvement: \$31,500

Qualified EDC Match: ≤ \$15,500

KEDC Staff recommends a site enhancement matching grant for up to \$15,500.

<b>Author:</b> Stewart McGregor, KEDC Executive Director	<b>Reviewed:</b> Stewart McGregor, KEDC Executive Director
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<b>Cost:</b> \$15,500	<b>Funds Available:</b> Matching Grant Funds	<b>Source:</b> KEDC Budget
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**Recommendation:**  
 Approval

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

### About the Program:

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

### Qualified Applicants:

Qualified applicants may only apply for projects once per year.

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

### Qualified Development Areas:

- Four sides of Town Square plus one block in each direction
- Washington St. Corridor from Town Square to 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
Awnings <sup>1</sup>	50% up to \$2,000
Brick/Stone	50% up to \$5,000
Public Art Murals <sup>2</sup>	50% up to \$1,000
Accent Lighting	50% up to \$2,000

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

<sup>2</sup> Funds for public art murals are only permissible within the downtown square area facing the public Right of Way and in compliance with the City of Kaufman Mural Ordinance. Applicants for murals must be a business owner or commercial property owner.

### Signage

Signage	50% up to \$1,500
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### Sidewalks

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

New Paving/Resurfacing/Striping Removal/Relocation of Existing Drives	50% up to \$4,000
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### Additional Improvements

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

#### **Process:**

Applicant must fill out an application and cannot begin work until such application is approved by the KEDC Board of Directors. Upon application, KEDC Staff will meet with the applicant and verify all submitted documentation. Application shall in good faith obtain at least two bids for each project. Depending on the proposed improvements and location of the property, KEDC Staff may seek feedback from the City of Kaufman's Development Services Department. Upon verification, the application will be placed on the next agenda for the KEDC Board of Directors meeting (2<sup>nd</sup> Tuesday of each month). 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.

#### **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.

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



### **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 architectural style
- Promote and develop new or expanded business enterprises

### **Grant Program Contact**

**Stewart McGregor, CEcD**

**Executive Director**

**Kaufman Economic Development Corporation**

**209 S. Washington St.**

**Kaufman City Hall**

**(972) 932-5332**

**[smcgregor@kaufmantx.org](mailto:smcgregor@kaufmantx.org)**





**SITE ENHANCEMENT MATCHING GRANT PROGRAM**

**INCENTIVE APPLICATION**

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

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

Applicant name: Teresa Pineda Date: 1/3/2024

Legal Business Entity Name: Teresa's Creations

Type of Business: Sewing & Alterations Site Address: 104 S Jefferson Street  
Kaufman, Tx 75142

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

Mailing address: 104 S. Jefferson Street, Kaufman, Tx 75142

Phone Number: 972-932-0443 E-mail: sharon.borlong@gmail.com  
972-742-1290  
214-796-1706 Project Information

Description of proposed eligible improvements: See Attachment 1

Total Cost of Eligible Improvements: \$ \$31,500.00

Requested grant amount: \$ \$15,500.00

General or Main Contractor

Name: Robert Jackson Firm: Jackson Painting & Remodeling Phone: 903-880-3018

Contractor Address: 235 Wildwood Street  
Gun Barrell, Tx 75156

Estimated start date of construction: 2/1/2024

Estimated completion date of construction: 4/30/2024

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

See Attachment 1

Source of matching funds: Personal Funds for improvements not eligible for grant funding. Sharon Long is assisting w/ financing of this project. (214-716-1706)  
Attachments

- Photographs of structure showing existing facades, landscaping, drives, parking, etc. Attachment 6  
Email w/ pictures attached sent on 1/3/24 (to Stewart McGregor, CECD)
- Project budget Attachment 1
- Written bids for work to be completed (minimum two requested) Attachments 2-5
- 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: Teresa Pineda

Applicant Name (printed): Teresa Pineda

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

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

Date: 1/4/2024

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

**Description of Proposed Eligible Improvements**

To remodel the exterior building of Teresa’s Creations with several safety and aesthetic improvements. Such improvements include a new roof, replacement of damaged/rotted siding and trim, installation of new windows, and paint.

**Description of Other Improvements**

To replace bathroom flooring and other inside upgrades/improvements as personal budget and finances permit.

**Proposed Budget**

<b>Description</b>	<b>Estimated Cost</b>	<b>Total Expense</b>
Roof Replacement	\$10,000.00	\$10,000.00
Brick/Stone/Siding -Exterior Siding	\$10,300.00	\$10,300.00
Replacement of Windows	\$6,200.00	\$6,200.00
Painting	\$5,000.00	\$5,000.00
<b>Total Budget</b>	<b>\$31,500.00</b>	<b>\$31,500.00</b>

<b>Subcontractor</b>	<b>Project</b>	<b>Bid Amount</b>
Ridgemark Roofing & Construction	Roof*	\$10,000.00
Roy Self Construction, LLC	Roof	\$17,650.00
Ridgemark Roofing & Construction	Windows	\$6,500.00
Jackson Painting & Remodeling	Windows*	\$6,200.00
Ridgemark Roofing & Construction	Exterior Siding	\$14,000.00
Jackson Painting & Remodeling	Exterior Siding*	\$10,300.00
Ridgemark Roofing & Construction	Painting	\$4,000.00
Jackson Painting & Remodeling	Painting*	\$5,000.00

\*Subcontractor Selected Based on either Lowest Bid and/or Expertise/Specialty



# Ridgemark Roofing & Construction

6925 FM 2515  
Kaufman, TX 75142  
Phone: (214) 876-6049

Attachment 2  
Roof Replacement  
**ESTIMATE**

DATE: JANUARY 2 2024

TERESA PINEDA  
104 S. JEFFERSON ST.  
KAUFMAN, TX 75142

FRA9729320443

SALESPERSON	CLAIM NUMBER	DATE COMPLETE	POLICY NUMBER	DEPRECIATION	TERMS
Casey Frazier		TBD			

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	Tear Off and remove felt 20 sq Synthetic Underlayment Install 20 sq- 30 YR ARCHITECTURAL SHINGLES Replace 50 sheets 7/16 x 4x8 OSB Ridge 3 tab Starter Pipe jacks Turbines Drip edge Haul off debris		\$10,000.00
SUBTOTAL			\$10,000.00
SALES TAX			Included
Overhead & Profit			N/A
TOTAL DUE			\$10,000.00

If you have any questions concerning this invoice, call Casey Frazier @ 214-876-6049  
THANK YOU FOR YOUR BUSINESS!

Attachment 3  
Roof Replacement

# ROY SELF CONSTRUCTION, LLC

130 Creekview Lane, Tx. 75114 | 214-876-0157 | rdselfconstruction@gmail.com

Date December 1, 2023

Sharon Long  
Teresa's Creations  
104 S. Jefferson  
Kaufman Tx. 75142

## Estimate 104SJ

- Tear off/haul off/dispose 3 layers of existing shingles including wood shingles
- Replace/repair several rafters
- Install new 30 year composite shingles
- New decking
- New felt, drip edge, pipe jacks, rain caps, ridge vents, flashing, paint jacks & caps

#1 shingles	\$17,650.00
#2 shingles	\$16,650.00

Thank you,

Roy Self

Jackson Painting & Remodeling  
235 Wildwind St Gun Barrel City Tx 75156

Attachment #  
Windows, Exterior Siding, &  
Painting

Phone 903 880 3018

Email [stormieriver69@gmail.com](mailto:stormieriver69@gmail.com)

Att: Sharon Long  
Teresa's Creations  
104 S Jefferson  
Kaufman Tx 75142

**Exterior Siding**

Remove all existing siding.

Repair damaged/rotted framing and replace insulation.

Install new 4x8 T111 siding and new trim.

Cost \$10,300.00

**Windows**

Remove all old windows and frames.

Install new Relibilt 105 series vinyl windows.

Cost \$6,200.00

**Paint**

Prep prim one coat paint two coats. Up to two colors.

Cost \$5,000.00

**Total Cost:** \$21,700.00

Deposit \$6,500.00

Accepted By:

Owner: \_\_\_\_\_

Date: \_\_\_\_\_

All prices include labor and materials. All trash debris will be removed by Jackson Painting & Remodeling. Work site will be cleaned daily.

# Ridgemark Roofing & Construction

## Attachment 5 Windows, Exterior Siding, & Painting ESTIMATE

6925 FM 2515  
Kaufman, TX 75142  
Phone: (214) 876-6049

DATE: December 21, 2023

TERESA PINEDA  
104 S JEFFERSON ST.  
KAUFMAN, TX 75142

FRA9729320443

SALESPERSON	CLAIM NUMBER	DATE COMPLETE	POLICY NUMBER	DEPRECIATION	TERMS
Casey Frazier		TBD			

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
	<p><b><u>WINDOWS:</u></b> INCLUDES REMOVAL OF EXISTING WINDOWS AND INSTALLATION OF NEW WINDOWS. ALSO INCLUDES ANY REPAIR OF INTERIOR DRYWALL THAT MAY HAVE BEEN DAMAGED DURING INSTALLATION.</p> <p><b><u>SIDING- FASCIA -TRIM:</u></b> INCLUDES REMOVAL OF ALL EXISTING SIDING FASCIA AND TRIM. REPLACING WITH HARDIE BOARD.</p> <p><b><u>PAINT:</u></b> INCLUDES PAINTING THE ENTIRE HOUSE INCLUDING THE BACK ADD ON</p> <p><b><u>POSSIBLE ADDITIONAL CHARGES</u></b> DUE TO THE AGE OF THE HOUSE ADDITIONAL COSTS MAY OCCUR DUE TO FAULTY INSULATION, ELECTRICAL WORK OR PLUMBING THIS WILL NOT BE VISIBLE UNTIL EXISTING SIDING IS REMOVED.</p> <p><b><u>Payment is due at completion of project</u></b> PAY SCHEDULE: 45%, 45%, 10%</p>		<p>\$6500.00</p> <p>\$14,000.00</p> <p>\$4000.00</p>
		SUBTOTAL	\$24,500.00
		SALES TAX	Included
		Overhead & Profit	N/A
		TOTAL DUE	\$24,500.00

If you have any questions concerning this invoice, call Casey Frazier @ 214-876-6049  
THANK YOU FOR YOUR BUSINESS!





Attachment 6  
Sharon Long <sharon.borlong@gmail.com>  
Page 1 of 3

### Pictures & Video for Teresa's Creation - Matching Grant Application

1 message

Sharon Long <sharon.borlong@gmail.com>  
To: Stewart McGregor <smcgregor@kaufmantx.org>  
Bcc: Sharon Long <sharon.borlong@gmail.com>

Wed, Jan 3, 2024 at 10:42 PM

Stewart,

The Matching Grant Application for Teresa's Creations will be dropped off at your office tomorrow.

Attached are pictures of Teresa Pineda's building along with one video of the roof to serve as evidence of need for this renovation project.

If you have any questions, please do not hesitate to contact me at 214-796-1706. If this project is approved, both Ms. Pineda and I will be most appreciative! Thank you for your consideration.

Sincerely,

Sharon Long, Ed. D.  
214-796-1706

 [Front of House IMG\\_8281.jpg](#)

 [Side of House - Left IMG\\_8220.jpg](#)

 [Side of House - Right 2 IMG\\_8211.jpg](#)

 [Side of House - Right .jpg](#)

 [Roof Video -IMG\\_5105.MOV](#)

8 attachments



top of Roof 4 Screenshot 2023-12-12 132037.png  
784K

Attachment 6  
Page 2 of 3



**Top of Roof 1 Screenshot 2023-12-12 131617.png**  
784K



**Top of Roof 3 Screenshot 2023-12-12 131907.png**  
789K



**top of Roof 2 .png**  
850K



**Top of Roof 5 Screenshot 2023-12-12 132135.png**  
782K



**Top of Roof 6 Screenshot 2023-12-12 132342.png**  
723K

Attachment 6  
Page 3 of 3



Top of Roof 6 Screenshot 2023-12-12 132240.png  
825K



Roof Picture - On Top of Roof - IMG\_5106.jpg  
6532K



<b>Meeting Date: 1-9-2024</b>	<b>Date: 1-5-2023</b>	<b>Item #: 5</b>	<b>Dept.: KEDC</b>
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(Check one)  
 **Consent**                       **Action**                       **Discussion**

**SUBJECT:**  
 Consider and take appropriate action on a budget amendment and assigned fund balance for the Kaufman Economic Development Corporation for Fiscal Year 2023-24.

**BACKGROUND:**  
 The KEDC Board approved a budget amendment for the FY 2024 budget at last month’s KEDC meeting. Council will not take formal action on this budget amendment until their meeting on January 22, 2024. This item is a placeholder should any updates to the KEDC budget amendment be warranted.

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

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