

NOTICE OF MEETING OF COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION

Notice is hereby given that a Regular Meeting of the Copperas Cove Economic Development Corporation will be held on July 30, 2025, at 12:00 p.m. at the Copperas Cove Economic Development Corporation's office located at 207 S 3rd St, Suite 200, Copperas Cove, Texas 76522 during this time the following subjects will be discussed.

A. CALL TO ORDER

B. INVOCATION AND PLEDGE OF ALLEGIANCE

C. ROLL CALL

D. ANNOUNCEMENTS

E. CITIZENS FORUM

At this time, citizens will be allowed to speak for a length of time not to exceed five minutes per person on any items listed on the agenda and items not listed on the agenda. Thirty minutes total has been allotted for this section. Pursuant to §551.042 of the Texas Open Meetings Act, any deliberation or decision about the subject of inquiry which is not listed on the agenda shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

F. CONSENT AGENDA

All matters listed under this item are considered to be routine by the EDC Board of Directors and will be enacted by one motion. There will not be a separate discussion of these items. If discussion is desired, that item will be removed from the consent agenda and considered separately.

1. Consideration and action on approval of minutes for the Regular Meeting held on June 25, 2025. **Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC.**

G. PUBLIC HEARINGS

H. ACTION ITEMS

1. Consideration and action on approving the Profit and Loss Report for May 2025. **Fred Welch, Executive Director, Copperas Cove EDC.**
2. Consideration and action on approving the Proposal from ED Suite for assistance in developing a marketing and communications strategy plan for Copperas Cove EDC for FY 2025-26. **Fred Welch, Executive Director, Copperas Cove EDC.**

3. Consideration and action on approving the revisions made to the Copperas Cove Economic Development Corporation Bylaws. **Fred Welch, Executive Director, Copperas Cove EDC.**
4. Consideration and action on approving the Performance Agreement for Project Ironwood. **Sean Stevens, Senior Director, BRE, Copperas Cove.**
5. Consideration and action on approving the Professional Service Agreement with Clark Engineering to design drainage improvements for stormwater management across the EDC property adjacent to Constitution Court Apartments. **Fred Welch, Executive Director, Copperas Cove EDC.**
6. Consideration and action on approving the repairs for signage at the entrances to The Narrows Business and Technology Park. **Fred Welch, Executive Director, Copperas Cove EDC.**
7. Consideration and action regarding the appointment of Sean Stevens, Senior Director BRE, to Assistant Executive Director. **Fred Welch, Executive Director, Copperas Cove EDC.**

I. REPORTS FROM STAFF, OUTSIDE ENTITIES, ADVISORY COMMITTEES, AND BOARDS

1. Executive Director's Report. **Fred Welch, Executive Director, Copperas Cove EDC.**
2. Senior Director, BRE Report. **Sean Stevens, Senior Director BRE, Copperas Cove EDC.**
3. Marketing Director's Report. **Sheena Tanner, Marketing Director, Copperas Cove EDC.**
4. Small Business Support Director's Report. **Anne Seneca, Small Business Support Director, Copperas Cove EDC.**
5. Workforce Development Specialist's Report. **Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC.**

J. ITEMS FOR FUTURE AGENDAS

K. EXECUTIVE SESSION

The Board of Directors may convene into Executive Session on any matter related to any of the above agenda items, as allowed under Chapter 551, Texas Government Code.

1. Pursuant to section 551.072, Texas Government Code – The Copperas Cove Economic Development Corporation Board will go into executive session to deliberate the purchase, exchange, lease, or value of real property. **Project Spring**

L. RECONVENE INTO AN OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN THE EXECUTIVE SESSION.

M. ADJOURN

The Board of Directors reserves the right to adjourn into Executive Session at any time regarding any issue on this agenda for which it is legally permissible.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Governing Body of the Copperas Cove Economic Development Corporation was posted at **5 p.m. on July 25, 2025.**

Brittany Sanders, Workforce Development Specialist
Copperas Cove EDC

Economic Development Corporation

F.1.

Meeting Date: July 25, 2025

Contact: Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC

Subject:

Consideration and action on approving the of minutes for the Regular Meeting held on June 25, 2025.

Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC

Attachments:

Regular Meeting Minutes – June 25, 2025



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Meeting Minutes for June 25, 2025

A. CALL TO ORDER

Chairman Bradi Diaz called the Regular Meeting of the Copperas Cove Economic Development Corporation to order at 12:00 p.m.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Chairman JC Stubbs led the Invocation and Pledge of Allegiance.

C. ROLL CALL

Roll call led by Brittany Sanders, Workforce Development Specialist

Present: Bradi Diaz, Chairman

Fred Welch, Executive Director

JC Stubbs, Vice Chairman

Sean Stevens, Senior Director, BRE

Fred Chavez, Secretary

Sheena Tanner, Marketing Director

David McPhail, Treasurer

Anne Seneca, Small Business Support Director

Anthony Martinez, Director

Brittany Sanders, Workforce Development Specialist

Barbara Boulware-Wells, Legal Counsel

Absent: Vonya Hart, Council Liaison

D. ANNOUNCEMENTS

- *Executive Director Fred Welch announced the ASUA membership meeting on June 25, 2025.*

E. CITIZENS FORUM

At this time, citizens will be allowed to speak for a length of time not to exceed five minutes per person on any item which is listed on the agenda and items not listed on the agenda. Thirty minutes total has been allotted for this section. Pursuant to §551.042 of the Texas Open Meetings Act, any deliberation or decision about the subject of inquiry which is not listed on the agenda shall be limited to a proposal to place the subject on the agenda for a subsequent meeting.

Ken Cates from Major Talent gave a short overview to the board about the free resources available for Veterans through Major Talent.

- F. CONSENT AGENDA** - All matters listed under this item are considered to be routine by the EDC Board of Directors and will be enacted by one motion. There will not be a separate discussion of this item. If discussion is desired, that item will be removed from the consent agenda and considered separately.

1. Consideration and action on approval of minutes for the Meeting held on May 28, 2025. **Brittany Sanders, Workforce Development Specialist.**

Chairman Bradi Diaz made a motion to remove Agenda Item F1 due to typos in the meeting minutes from May 28, 2025.

Secretary Fred Chaves made a motion to accept and approve the meeting minutes for May 28, 2025, as corrected. Vice Chairman JC Stubbs seconded the motion, and with a unanimous vote, the motion carried.

G. PUBLIC HEARINGS

None

H. ACTION ITEMS

1. Consideration and action on approving the Profit and Loss report for April 2025. **Fred Welch, Executive Director, Copperas Cove EDC.**

Vice Chairman JC Stubbs made a motion to approve Agenda Item H1. Secretary Fred Chavez seconded the motion, and with a unanimous vote, the motion carried.

2. Consideration and action on approving Resolution #EDC 2025-04 accepting the Quarterly Investment Report as presented for the quarter ending March 31, 2025, per the Investment Policy. **Fred Welch, Executive Director, Copperas Cove EDC**

Treasurer David McPhail made a motion to approve Agenda Item H2. Secretary Fred Chavez seconded the motion, and with a unanimous vote, the motion carried.

3. Consideration and action on approving the revisions made to the Copperas Cove Economic Development Corporation Bylaws. **Fred Welch, Executive Director, Copperas Cove EDC.**

No action was taken. EDC Staff and board members will review and correct the Corporate Bylaw and bring it back at a future meeting.

4. Consideration and action on the Business Improvement Grant. **Sean Stevens, Senior Director, BRE, Copperas Cove EDC.**

Vice Chairman JC Stubbs motioned to approve the Business Improvement Grant based on the discussed changes. Secretary Fred Chavez seconded the motion, and with a unanimous vote, the motion carried.

I. EDC REPORTS FROM STAFF, OUTSIDE ENTITIES, ADVISORY COMMITTEES, AND BOARDS

1. Executive Director Fred Welch gave an update on the following topics listed below:

- *AUSA Scholarship Fund*
- *Development Agreement for Mashburn Drive*
- *State Highway 9 Grant through OLDCC*
- *Buy Back of 15.7 acres in Narrows Business and Technology Park*
- *Drainage ditches behind Constitution Court Apartments.*

2. Senior Director, BRE Sean Stevens gave an update on the following topics listed below:

- *Part-time Administrative Assistant position*
- *EDC's new telecommunication system*
- *Salesforce CRM Platform*

3. Marketing Director Sheena Tanner gave an update on the following topics listed below:

- *Recap of Website and social media growth*
- *Most effective posts for growth and gaining exposure in June 2025*
- *Local brand awareness*
- *Current marketing campaigns*
- *Workforce marketing campaign*
- *Downtown Regional Round Table*
- *Recent EDC news coverage*

4. Business Support Director Anne Seneca on the following topics listed below:

- *Oktoberfest 2025 events and planning.*
- *Downtown Regional Round Table*
- *Meeting at Fort Hood, TX*

5. Workforce Development Specialist Brittany Sanders gave an update on the following topics listed below:

- *Copperas Cove Regional Hiring Event on July 30, 2025, at 10 a.m.*

J. ITEM FOR FUTURE AGENDAS

- *EDC Bylaws*
- *EDC Staff and Board of Directors have rescheduled the regular meeting from July 23 to July 30, 2025, at 12:00 p.m.*

K. EXECUTIVE SESSION CONVENED

The Board of Directors may convene into Executive Session on any matter related to any of the above agenda items, as allowed under Chapter 551, Texas Government Code.

L. RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN THE EXECUTIVE SESSION.

M. ADJOURN

Bradi Diaz adjourned the meeting at 1:26 p.m.

ATTEST:

Brittany Sanders, Workforce Development Specialist

Fred Chavez, Secretary of the Board

Economic Development Corporation

H.1.

Meeting Date: July 30, 2025

Contact: Fred Welch, Executive Director, Copperas Cove EDC

Subject:

Consideration and action on approving the Profit and Loss report for the month of May 2025. **Fred Welch, Executive Director, Copperas Cove EDC**

Description/Information:

The Profit and Loss report for May 2025 has been prepared by Donkbuilt Service Exchange “Donkbuilt” as per the agreement between the CCEDC and Donkbuilt. The report is attached for review by the Board.

Financial Impact:

See attached.

Action/Recommendation:

EDC staff recommends the Board of Directors approve the Profit and Loss report for May 2025 as presented by Fred Welch.

Attachments:

May Financials:

Profit and Loss

Profit and Loss Budget vs Actual

Cadence Bank Reconciliation Detail

Tex Pool Reconciliation Detail

Copperas Cove Economic Development Corporation

Profit & Loss

May 2025

May 25

Ordinary Income/Expense

Income

Revenues

Sales Tax Income 124,205.63

Interest Income 25,528.53

Total Revenues 149,734.16

Total Income 149,734.16

Expense

EXPENDITURES

EDC ADMINISTRATION

PERSONNEL

00-1150 · Phone Reimbursement 400.00

00-1100 · Car Allowance 500.00

00-1000 · Staff Salary 33,390.57

00-1200 · Longevity 48.02

00-1500 · FICA Tax 2,282.96

00-1600 · Employee Insurance 2,616.58

00-1800 · Retirement 5,052.48

00-1901 · Other Personnel Expenses 46.20

Total PERSONNEL 44,336.81

SUPPLIES AND MATERIALS

00-2030 · Office Supplies 517.68

00-2842 · Minor Equipment/Electronics 604.94

Total SUPPLIES AND MATERIALS 1,122.62

REPAIRS AND MAINTENANCE

00-4100 · Repairs & Maint. - Bldg 436.99

00-4200 · Repairs & Maint. - Facility 80.00

00-4400 · Repairs & Maint. - Equipment 200.00

Total REPAIRS AND MAINTENANCE 716.99

CONTRACTUAL SERVICES

00-6100 · Advertising 350.25

00-6200 · Communication - Internet (Spec) 533.26

00-6300 · Rental of Equip / Copier Lease 289.99

00-6350 · Rental of Property 2,702.49

00-6400 · Dues and Subscriptions 450.00

00-6600 · Professional Development 819.51

00-6800 · Professional Services 700.00

00-6900 · Utilities 142.03

Total CONTRACTUAL SERVICES 5,987.53

Total EDC ADMINISTRATION 52,163.95

DEBT SERVICES

10-9326 · 2012 Sales Tax Bond Note Int 2,402.46

Total DEBT SERVICES 2,402.46

EDC NON-DEPARTMENTAL

CONTRACTUAL SERVICES

Copperas Cove Economic Development Corporation

Profit & Loss

May 2025

	May 25
90-6550 · Contract Labor	2,650.00
90-6610 · Business Attraction	3,000.00
Total CONTRACTUAL SERVICES	5,650.00
90-9100 · BUSINESS RETENTION	
90-9103 · Retention	544.50
Total 90-9100 · BUSINESS RETENTION	544.50
Total EDC NON-DEPARTMENTAL	6,194.50
OTHER EXPENDITURES	
90-8600 · CAPITAL OUTLAY	
90-8607 · Narrows Phase II Expansion	43,750.00
90-8600 · CAPITAL OUTLAY - Other	13,625.00
Total 90-8600 · CAPITAL OUTLAY	57,375.00
Total OTHER EXPENDITURES	57,375.00
Total EXPENDITURES	118,135.91
Total Expense	118,135.91
Net Ordinary Income	31,598.25
Net Income	31,598.25

Copperas Cove Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2024 through May 2025

	TOTAL	
	Oct '24 - May 25	Budget
Ordinary Income/Expense		
Income		
Revenues		
Sales Tax Income	870,779.38	755,333.32
Interest Income	204,128.33	146,666.68
Total Revenues	1,074,907.71	902,000.00
Other Income	140.80	0.00
Total Income	1,075,048.51	902,000.00
Expense		
EXPENDITURES		
EDC ADMINISTRATION		
PERSONNEL		
00-1150 · Phone Reimbursement	3,211.90	3,200.00
00-1100 · Car Allowance	4,000.00	4,000.00
00-1000 · Staff Salary	270,517.61	260,333.32
00-1200 · Longevity	339.79	700.00
00-1500 · FICA Tax	19,365.30	20,848.68
00-1600 · Employee Insurance	21,592.88	19,156.68
00-1700 · Worker's Comp Insurance	0.00	666.68
00-1800 · Retirement	40,378.11	36,860.00
00-1901 · Other Personnel Expenses	2,544.58	933.32
Total PERSONNEL	361,950.17	346,698.68
SUPPLIES AND MATERIALS		
00-2030 · Office Supplies	5,150.96	2,666.68
00-2040 Printing Costs	0.00	200.00
00-2200 · Postage/Shipping	257.15	200.00
00-2820 · Furniture and Fixtures	208.98	0.00
00-2842 · Minor Equipment/Electronics	1,028.72	3,333.32
Total SUPPLIES AND MATERIALS	6,645.81	6,400.00
REPAIRS AND MAINTENANCE		
00-4100 · Repairs & Maint. - Bldg	6,890.93	2,333.32
00-4200 · Repairs & Maint. - Facility	535.00	1,666.68
00-4400 · Repairs & Maint. - Equipment	1,720.00	2,666.68
Total REPAIRS AND MAINTENANCE	9,145.93	6,666.68
CONTRACTUAL SERVICES		
00-6012 · Consulting Fees (Legal)	3,412.50	3,333.32
00-6000 · Bank Analysis Fees	189.88	533.32
00-6100 · Advertising	1,580.88	2,666.68
00-6200 · Communication - Internet (Spec)	4,207.77	4,166.68
00-6201 · Phone Services - Brightspeed	0.00	0.00
00-6202 · Network Upgrade	0.00	0.00
00-6300 · Rental of Equip / Copier Lease	2,319.92	1,666.68
00-6350 · Rental of Property	21,619.92	22,000.00
00-6400 · Dues and Subscriptions	41,155.34	5,333.32

Copperas Cove Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2024 through May 2025

	TOTAL	
	Oct '24 - May 25	Budget
00-6401 · Subscriptions	0.00	0.00
00-6402 · Software Licenses	0.00	0.00
00-6550 · Contract Labor	0.00	2,333.32
00-6551 · IT Services (Cybersecurity/HD)	0.00	0.00
00-6600 · Professional Development	12,318.91	27,493.32
00-6800 · Professional Services	13,228.61	8,133.32
00-6810 · Provided City Services	0.00	100.00
00-6900 · Utilities	5,428.86	6,133.32
Total CONTRACTUAL SERVICES	105,462.59	83,893.28
DESIGNATED EXPENSES		
00-7000 · Insurance Expense	4,013.75	3,866.68
00-1998 · Board Related Expenses	1,620.47	2,000.00
00-1999 · Public Relations	4,599.22	4,000.00
Total DESIGNATED EXPENSES	10,233.44	9,866.68
Total EDC ADMINISTRATION	493,437.94	453,525.32
DEBT SERVICES		
10-9226 · 2012 Sales Tax Bond Principal	0.00	76,666.68
10-9326 · 2012 Sales Tax Bond Note Int	25,860.10	21,609.32
Total DEBT SERVICES	25,860.10	98,276.00
EDC NON-DEPARTMENTAL		
SUPPLIES AND MATERIAL		
90-2060 · Program / Project Supplies	0.00	0.00
Total SUPPLIES AND MATERIAL	0.00	0.00
CONTRACTUAL SERVICES		
90-6400 · Dues and Subscriptions	0.00	4,000.00
90-6100 · Advertising	0.00	1,426.68
90-6550 · Contract Labor	6,900.00	13,333.32
90-6610 · Business Attraction	26,425.92	36,666.68
90-6800 · Professional Services	49,999.99	48,800.00
Total CONTRACTUAL SERVICES	83,325.91	104,226.68
90-9000 · ENTREPRENEUR CENTER		
90-9001 · Start Up	0.00	2,000.00
90-9002 · Operations	0.00	23,333.32
90-9003 · Employee Appreciation	0.00	0.00
90-9004 · Meals	0.00	0.00
Total 90-9000 · ENTREPRENEUR CENTER	0.00	25,333.32
90-9100 · BUSINESS RETENTION		
90-9101 · Flyers / Design	0.00	633.32
90-9102 · Workshops	1,294.62	333.32
90-9103 · Retention	27,387.10	4,000.00
90-9104 · Travel	-480.20	1,000.00
90-9105 · Visits	0.00	0.00
90-9106 · Workforce Development Training	0.00	1,866.68
90-9107 · Workforce Development Events	2,307.65	2,000.00

Copperas Cove Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2024 through May 2025

	TOTAL	
	Oct '24 - May 25	Budget
90-9100 · BUSINESS RETENTION - Other	0.00	0.00
Total 90-9100 · BUSINESS RETENTION	30,509.17	9,833.32
Total EDC NON-DEPARTMENTAL	113,835.08	139,393.32
OTHER EXPENDITURES		
90-8600 · CAPITAL OUTLAY		
90-8601 · Constitution	0.00	0.00
90-8602 · Land Exchange	0.00	0.00
90-8605 · Infrastructure	0.00	333,333.32
90-8607 · Narrows Phase II Expansion	71,575.00	1,333,333.32
90-8608 · Patriot Circle Office Building	0.00	0.00
90-8600 · CAPITAL OUTLAY - Other	18,625.00	
Total 90-8600 · CAPITAL OUTLAY	90,200.00	1,666,666.64
Total OTHER EXPENDITURES	90,200.00	1,666,666.64
Total EXPENDITURES	723,333.12	2,357,861.28
Total Expense	723,333.12	2,357,861.28
Net Ordinary Income	351,715.39	-1,455,861.28
Net Income	351,715.39	-1,455,861.28

Copperas Cove Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2024 through May 2025

	<u>\$ Over Budget</u>
Ordinary Income/Expense	
Income	
Revenues	
Sales Tax Income	115,446.06
Interest Income	57,461.65
Total Revenues	172,907.71
Other Income	140.80
Total Income	173,048.51
Expense	
EXPENDITURES	
EDC ADMINISTRATION	
PERSONNEL	
00-1150 · Phone Reimbursement	11.90
00-1100 · Car Allowance	0.00
00-1000 · Staff Salary	10,184.29
00-1200 · Longevity	-360.21
00-1500 · FICA Tax	-1,483.38
00-1600 · Employee Insurance	2,436.20
00-1700 · Worker's Comp Insurance	-666.68
00-1800 · Retirement	3,518.11
00-1901 · Other Personnel Expenses	1,611.26
Total PERSONNEL	15,251.49
SUPPLIES AND MATERIALS	
00-2030 · Office Supplies	2,484.28
00-2040 Printing Costs	-200.00
00-2200 · Postage/Shipping	57.15
00-2820 · Furniture and Fixtures	208.98
00-2842 · Minor Equipment/Electronics	-2,304.60
Total SUPPLIES AND MATERIALS	245.81
REPAIRS AND MAINTENANCE	
00-4100 · Repairs & Maint. - Bldg	4,557.61
00-4200 · Repairs & Maint. - Facility	-1,131.68
00-4400 · Repairs & Maint. - Equipment	-946.68
Total REPAIRS AND MAINTENANCE	2,479.25
CONTRACTUAL SERVICES	
00-6012 · Consulting Fees (Legal)	79.18
00-6000 · Bank Analysis Fees	-343.44
00-6100 · Advertising	-1,085.80
00-6200 · Communication - Internet (Spec)	41.09
00-6201 · Phone Services - Brightspeed	0.00
00-6202 · Network Upgrade	0.00
00-6300 · Rental of Equip / Copier Lease	653.24
00-6350 · Rental of Property	-380.08
00-6400 · Dues and Subscriptions	35,822.02

Copperas Cove Economic Development Corporation
Profit & Loss Budget vs. Actual
October 2024 through May 2025

	\$ Over Budget
00-6401 · Subscriptions	0.00
00-6402 · Software Licenses	0.00
00-6550 · Contract Labor	-2,333.32
00-6551 · IT Services (Cybersecurity/HD)	0.00
00-6600 · Professional Development	-15,174.41
00-6800 · Professional Services	5,095.29
00-6810 · Provided City Services	-100.00
00-6900 · Utilities	-704.46
Total CONTRACTUAL SERVICES	21,569.31
DESIGNATED EXPENSES	
00-7000 · Insurance Expense	147.07
00-1998 · Board Related Expenses	-379.53
00-1999 · Public Relations	599.22
Total DESIGNATED EXPENSES	366.76
Total EDC ADMINISTRATION	39,912.62
DEBT SERVICES	
10-9226 · 2012 Sales Tax Bond Principal	-76,666.68
10-9326 · 2012 Sales Tax Bond Note Int	4,250.78
Total DEBT SERVICES	-72,415.90
EDC NON-DEPARTMENTAL	
SUPPLIES AND MATERIAL	
90-2060 · Program / Project Supplies	0.00
Total SUPPLIES AND MATERIAL	0.00
CONTRACTUAL SERVICES	
90-6400 · Dues and Subscriptions	-4,000.00
90-6100 · Advertising	-1,426.68
90-6550 · Contract Labor	-6,433.32
90-6610 · Business Attraction	-10,240.76
90-6800 · Professional Services	1,199.99
Total CONTRACTUAL SERVICES	-20,900.77
90-9000 · ENTREPRENEUR CENTER	
90-9001 · Start Up	-2,000.00
90-9002 · Operations	-23,333.32
90-9003 · Employee Appreciation	0.00
90-9004 · Meals	0.00
Total 90-9000 · ENTREPRENEUR CENTER	-25,333.32
90-9100 · BUSINESS RETENTION	
90-9101 · Flyers / Design	-633.32
90-9102 · Workshops	961.30
90-9103 · Retention	23,387.10
90-9104 · Travel	-1,480.20
90-9105 · Visits	0.00
90-9106 · Workforce Development Training	-1,866.68
90-9107 · Workforce Development Events	307.65

Copperas Cove Economic Development Corporation

Profit & Loss Budget vs. Actual

October 2024 through May 2025

	<u>\$ Over Budget</u>
90-9100 · BUSINESS RETENTION - Other	0.00
Total 90-9100 · BUSINESS RETENTION	20,675.85
Total EDC NON-DEPARTMENTAL	-25,558.24
OTHER EXPENDITURES	
90-8600 · CAPITAL OUTLAY	
90-8601 · Constitution	0.00
90-8602 · Land Exchange	0.00
90-8605 · Infrastructure	-333,333.32
90-8607 · Narrows Phase II Expansion	-1,261,758.32
90-8608 · Patriot Circle Office Building	0.00
90-8600 · CAPITAL OUTLAY - Other	
Total 90-8600 · CAPITAL OUTLAY	-1,576,466.64
Total OTHER EXPENDITURES	-1,576,466.64
Total EXPENDITURES	-1,634,528.16
Total Expense	-1,634,528.16
Net Ordinary Income	1,807,576.67
Net Income	<u>1,807,576.67</u>

Economic Development Corporation**H.2.****Meeting Date:** July 30, 2025**Contact:** Fred Welch, Executive Director, Copperas Cove EDC

Subject:

Consideration and action on approving the Proposal from ED Suite for assistance in developing a marketing and communications strategy plan for Copperas Cove EDC for FY 2025-26. **Fred Welch, Executive Director, Copperas Cove EDC.**

Description/Information:

Staff is seeking assistance in development of the targeted industry pages on our website and collateral materials to use in our business attraction strategy, as outlined in the recent Strategic Plan. Our current web marketing firm has provided proposed services and fees to assist with this work and development of a comprehensive website review.

A second phase of this work would involve a comprehensive website review to implement content refresh across the website and our social media, rewriting, reorganizing, or removing content as needed to improve clarity, consistency and realignment with our strategic priorities. The work provided by Golden Shovel Agency in 2022 needs to be updated.

Financial Impact:

Phase 1	\$4840.00
Content Refresh	<u>\$3392.50</u>
Total Impact	\$8232.50

Action/Recommendation:

EDC staff requests CCEDC Board approve the Phase 1 services as outlined in the proposal attached and the "Content Refresh" portion of Phase II.

Staff does not recommend doing anything with branding until after the city and EDC complete work on a branding campaign for the city, EDC and all stakeholders in the community.

Attachments:

Proposal is attached for review and questions

Proposal

Phased Website Updates & Continued Support for Copperas Cove EDC

July 9, 2025

Dear Fred,

Thank you for giving us this opportunity to help meet your marketing and communication needs.

Please find enclosed the proposal for the Phased Website Updates & Continued Support as we'd discussed. Should any questions rise, do not hesitate to reach out. I'd love to answer any of your questions regarding our process, services, and terms mentioned in the document.

We are eager to kick start your Phased Website Updates & Continued Support and start reaching for the goal you have in mind. Simply return the signed acceptance of the proposal, and I will follow up with the next steps on getting the project launched.

Sincerely,



Tiffany Moore
Account Manager
tiffany@encoretma.com

Proposed Services and Fees

Phase I – Months 1 to 2

CREATION OF TARGETED INDUSTRIES PAGES

\$2,250.00

EDSuite will create dedicated pages for up to four (4) targeted industry sectors. Included in this proposal are:

- One-hour planning meeting with your assigned copywriter
- Content writing, layout design, and creation of custom calls-to-action for each page (up to 20 hours total)
- Recommendations on three (3) internal link updates for existing website pages to drive traffic to new industry content

COMPREHENSIVE SITE REVIEW & RECOMMENDATIONS

\$2,600.00

EDSuite will review the entire site to identify opportunities for improvement in content, structure, messaging and overall user experience.

The site review will include:

- A content review to assess clarity, tone, and alignment with your new strategic plan
- A structural analysis of page organization and internal linking

On completion, EDSuite will provide a report outlining key findings and prioritized recommendations for enhancing content, improving the website's visual hierarchy, and optimizing user pathways to increase lead capture.

PROJECT MANAGEMENT

INCLUDED

EDSuite will assign a project administrator to coordinate all aspects of the project with the client. The proposal includes up to five (5) hours of management time.

- Initial account set up
- Management of tasks to ensure deadlines are reached
- Coordination of schedules

Total Phase I Investment

\$4,850.00

Phase II – Months 2 to 5

BRANDING UPDATE

\$4,650.00

EDSuite will apply updated branding across the website to reflect your new visual identity. This will include updating global styles such as colors, fonts, and logo usage throughout the site to ensure brand consistency and alignment with your strategic messaging. This proposal also includes applying the updated branding to the homepage map. This proposal does not include redesigning of any elements or applying brand updates to any other image files or documents on the website.

CONTENT REFRESH

\$3,392.50*

Based on the site review in Phase I, EDSuite will implement a full content refresh across the website based on the review's findings and recommendations. This will include up to forty (40) hours of rewriting, reorganizing, or removing content as needed to improve clarity, consistency, and alignment with your updated strategic priorities.

Updates will focus on improving tone and messaging, ensuring content that better supports your new target audiences and economic development goals. Where applicable, we will also improve call-to-action placement and internal linking to guide users more effectively through the site.

****Includes a 15% discount if accepted with Phase I updates***

PROJECT MANAGEMENT**INCLUDED**

EDSuite will assign a project administrator to coordinate all aspects of the project with the client. The proposal includes up to five (5) hours of management time.

- Initial account set up
- Management of tasks to ensure deadlines are reached
- Coordination of schedules

Total Phase II Investment**\$8,041.50**

Phase III – Months 6+**DIGITAL MEDIA SERVICES****TBD**

EDSuite can support your marketing and outreach goals through a broad range of digital media services designed to increase visibility, drive engagement, and generate leads across targeted audiences and platforms. These may include:

- Google Ads
- Geofenced (Location-Based) Ads
- Social Media Organic Posts and Paid Ads for platforms such as LinkedIn, Facebook, Instagram, and X

EDSuite will tailor any media plan to align with your available budget, timeline, and strategic goals, with performance reporting and recommendations provided throughout.

PRINT & TRADESHOW MATERIALS**TBD**

EDSuite also offers design and production support for traditional marketing materials. These assets can be developed to align with your updated branding and support in-person outreach efforts, business recruitment, and community engagement. These assets can include:

- Tradeshow Materials
- Industry-Targeted Brochures
- Community Profiles
- Print Collateral

Total Phase II Investment**TBD**

Disclaimer: Tax not included. Proposals expire or may differ in price after 30 days.

Acceptance of Proposal: The undersigned has read, understands, agrees to, and accepts the prices, specifications, terms and conditions and all other elements of this proposal and authorizes EDSuite to perform all work as specified. Further terms and conditions may be established in a client service agreement and statement of work.

Please sign and return to Encore.

Copperas Cove EDC

Date

Encore Communications, LLC,
d/b/a EDSuite

Date

Economic Development Corporation**H.3.****Meeting Date:** July 30, 2025**Contact:** Fed Welch, Executive Director, CCEDC.

Subject:

Consideration and action on approving the revisions made to the Copperas Cove Economic Development Corporation Bylaws. **Fred Welch, Executive Director, Copperas Cove EDC.**

Description/Information:

The Copperas Cove Economic Development Corporation (CCEDC) is required to have the Board of Directors review and amend the CCEDC Bylaws at a minimum of every two years according to the Texas Local Government Code Section 501.064(a).

On September 28, 2022, Executive Director Fred Welch discussed the revisions made to the CCEDC Bylaws. No action was taken.

On October 25, 2022, the Board of Directors approved the revisions made to the CCEDC Bylaws.

Once the Board has approved the revised Bylaws, they will then need to be taken to City Council for approval.

On November 15, 2022, the CCEDC Bylaws were presented to City Council for approval. CCEDC Bylaws were approved by the City Attorney and returned to the Board of Directors for revisions. CCEDC Board Attorney and City Attorney have approved the attached document.

On March 30, 2023, the Board of Directors approved the revisions made to the CCEDC Bylaws.

On April 18, 2023, the revised CCEDC Bylaws were presented to City Council and approved.

On June 25, 2025, the EDC Bylaws were presented to the Board of Directors for approval, but no action was taken. The Board directed staff to make the revisions that were given and bring the bylaws back at our next meeting.

Financial Impact :

None

Action/Recommendations:

EDC staff recommends the Board of Directors approve the revised CCEDC Bylaws.

Attachments:

CCEDC Bylaws



CORPORATE BYLAWS

ARTICLE I

Section 1. AUTHORITY. In order to implement the purposes for which the Copperas Cove Economic Development Corporation (the, "Corporation") was formed as set forth in the Articles of Incorporation, the Corporation shall receive, secure, and reimburse tax proceeds from the half cent sales tax for economic development and may issue obligations to finance all or part of the cost of one or more "projects" or other uses authorized by Chapters 501, 502 and 504 of the Texas Local Government Code (the "Act"), as amended (the "Code").

Section 2. POWERS. The property and business of the Corporation shall be managed by the Board of Directors, which may exercise all powers of the Corporation.

Section 3. INTERFERENCE WITH ADMINISTRATION. Should the Corporation fall under the City of Copperas Cove for administrative and oversight purposes, neither the Copperas Cove Economic Development Corporation Board of Directors nor its individual members, including the Chairman, shall give any order or direction, public or private, to any officer or employee who is subject to the direction and supervision of the City Manager where the spirit and intent is to interfere with the management and administration of the City.

ARTICLE II

DIRECTORS AND OFFICERS

Section 1. BOARD OF DIRECTORS. The property and affairs of the Corporation shall be managed and controlled by the Board of Directors ("Board"), subject to the restrictions imposed by law, the Articles of Incorporation/Formation and Bylaws, and shall be composed in its entirety of five (5) persons appointed by the City of Copperas Cove City Council (the, "Unit"). The Directors and Officers shall be appointed and serve in accordance with Texas Local Government Code Chapter 504, Subchapter B.

The Directors shall serve for two (2) staggered three-year terms.

Anthony: Consider amending to - **:Commented [SS1]**
not fewer than five (5) " ,allow a Board size range (e.g
to future-proof ("and not more than seven (7)
the Unit has already previously voted unless ,governance
and has a recorded session of this voting to limit the
.number to five. Deferring to Barbara Boulware-Wells

Of the five directors, four shall be appointed to serve as Officers as described in Section 4. There shall also be a Unit Liaison as described in Section 5.

Section 2. TERM OF OFFICE

A. Tenure: Directors shall serve a term of three (3) years, be reviewed by the Unit annually, and are eligible for reappointment upon approval of the Unit. To maintain the operations of the Corporation, a Director shall continue to serve in the capacity of Director until such time as their successor is appointed by the governing body and sworn in as a Director of the Corporation.

B. Vacancies: Vacancies on the Board shall be filled by the appointment of successor Directors by the Unit.

C. Absences: Regular attendance at Board meetings is required of all Directors. Should any Director miss three consecutive meetings or meetings equaling fifty percent (50%) of the regularly scheduled meetings over any twelve-month period, the Chairman shall submit to the full Board for their consideration an item concerning such Director's absences. Should the Board determine that such Director be replaced, the Chairman shall provide such recommendation, in writing, to the City Secretary for consideration by the Unit.

Section 3. BASIC ECONOMIC DEVELOPMENT COURSE (BEDC). The Executive Director of the EDC shall provide each new board member with an overview of the Corporation's economic development policies and procedures in the first 90 days of appointment. Members of the Board of Directors may attend the Basic Economic Development Course (BEDC) within twelve months of the initial appointment date to the Board of Directors. In addition, within 90 days of taking the oath of office, the Director shall complete the courses of training regarding their responsibilities as a Board Member in accordance with Chapter 551 of the Texas Government Code, the Texas Open Meetings Act and Chapter 552 of the Texas Government Code, the Public Information Act. These courses may be completed online. Proof of Certificate of Completion shall be provided to the Executive Director or appointed Staff.

Section 4. OFFICERS: Each October, at the Annual or Regular meeting of the Board, the Directors shall organize, appointing a Chairman, Vice Chairman, Treasurer and Secretary by resolution. Any Officer may be removed from such office at any time by an affirmative vote of a majority of the whole Board. If the office of any Officer becomes vacant for any reason, the vacancy in such an office shall be filled by the Board of Directors. The same person may not hold the offices of Chairman and Secretary.

A. **The Chairman** shall preside at all meetings of the Board of Directors and shall be an ex officio member of all standing committees, shall have a general supervision of the management of the business of the Corporation, and shall see that all orders and resolutions of the Board of Directors are carried into effect. Once reviewed and approved by the Unit, the Chairman may execute bonds, mortgages, and other contracts requiring a seal of the Corporation, except where required or permitted by law to be otherwise signed and executed and except where the signing and execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of the Corporation.

Commented [SS2]: Anthony: The term "annual review" by the Unit is vague
Recommendation: Clarify whether the review is advisory or tied to formal reappointment or removal. (i.e., clarify that the Unit may reappoint, replace, or take no action at the end of a director's term, and that the annual review is advisory unless otherwise specified by City ordinance or policy.)

Commented [SS3]: Anthony: No removal process exists for crimes or legal violations.

B. **The Vice-Chairman**, in the absence or disability of the Chairman, performs the duties and exercises the powers of the Chairman and shall perform such other duties as the Board of Directors shall prescribe. Additionally, the Vice-Chairman is granted the authority to sign all legal documents for the Corporation requiring the signature of Chairman should the Chairman be unavailable to complete such duties and/or responsibilities.

C. **The Treasurer** shall attend all sessions of the Board of Directors and provide a monthly report to the Board of the Corporation's budget and expenses as prepared for staff by the Corporation's accounting/bookkeeping firm. The Treasurer will report and assist staff as needed in preparation and maintenance of the operating budget, reserves, and indebtedness of the Corporation. The Treasurer will review the annual audit with staff and the Corporation's auditing firm for presentation and approval by the Board. The Treasurer will advise the board on risk assessments provided by the Corporation's Financial Advisors, including corporate investments, loans and incentives negotiated for business development and other activities as defined for Type "A" Sales Tax cities in statute. The Treasurer shall have such powers and perform such other duties as may be incident to the office and those duties assigned to the Treasurer by the Board of Directors or pursuant to these by-laws. The Treasurer shall, in the absence, unavailability, or disability of the Chairman and Vice-Chairman, perform the duties and exercises the powers of the Chairman, including the authority to sign all legal documents for the Corporation requiring the Chairman.

D. **The Secretary** shall attend all sessions of the Board of Directors and cause to be recorded accurate minutes of the proceedings in compliance with all statutes and ordinances governing the EDC as well as the bylaws and resolutions of the City Council. The Secretary shall give, or cause to be given, notice of all special meetings of the Board of Directors and shall perform other such duties as may be prescribed by the Board of Directors or the Chairman, under whose supervision the position shall be. The Secretary shall keep in safe custody the seal of the Corporation and, when authorized by the Board, affix the same to any instrument requiring it, and when so affixed, it shall be required as to instruments executed in the course of ordinary business and shall attest to the signature of the Chairman and shall affix the seal hereto.

Section 5. UNIT LIASON

A. Any Unit liaison or designee may attend all meetings of the Board of Directors, including executive, private or public. These representatives shall not have the power to vote in the meetings they attend. Their attendance shall be for the purpose of ensuring the flow of information occurs to assist project movement. The Board reserves the right to exclude any person from Executive Session if it is deemed to be in the best interest of the Corporation to do so.

ARTICLE III

Section 1. ANNUAL MEETING

The annual meeting of the Corporation shall be held during the Regular October Meeting at the Corporate offices Board Room or publicly accessible location in the City of Copperas Cove. All other meetings may be held at the place selected within the corporate limits of the City of Copperas Cove, Texas.

Commented [SS4]: Anthony: The Treasurer serving as Acting Chair is unusual but acceptable if intentional. Suppose the CCEDC Board has already made a deliberate, recorded decision to structure the Treasurer as the default Acting Chair when both the Chairman and Vice-Chairman are unavailable. In that case, that is entirely within our authority, provided the Board adopted this structure knowingly and formally, either when the Bylaws were drafted or through a separate vote that amended or confirmed this process. I noted that it is already articulated in Article II, Section 4(C), so it is most likely that I was not yet a member of the Board, and therefore, I did not witness this in person. Please kindly confirm.
Recommendation: Consider adding a provision allowing the Board to elect an Acting Chair if needed. If this structure is deliberate, no change is required, but we should at least consider adding a fallback provision for the Board to elect an Acting Chair in unique situations.

Every Annual, Regular, or Special Meeting of the Board of Directors shall be open to the public, except as otherwise permitted by the Constitution of the State of Texas or by the Open Meetings Act, Texas Government Code Chapter 551.

Section 2. MEETINGS

A. Regular Meetings

Regular Meetings shall be held monthly on the fourth Wednesday beginning at 12 pm at the Unit's Technology Building, 508 S 2nd St, Copperas Cove ~~or other locations~~ within the City of Copperas Cove ~~that are~~ deemed accessible to the public ~~and with have the~~ ability to record the meeting. All Regular Meetings of the Board shall be recorded. All meetings of the Board shall be held in accordance with the Texas Open Meetings Act. All meeting notices shall be placed on the Official Notice location for the Copperas Cove Economic Development Corporation ~~with a copy to be placed Official Bulletin Board of the Copperas Cove EDC~~, located at 207 South 3rd Street, Suite 200, Copperas Cove, Texas, as well as on the City's community bulletin board, located at City Hall, 914 S. Main Street, Copperas Cove, Texas. All meeting agendas shall adhere to the agenda format utilized by the Unit for its meetings. All meeting minutes of the Board shall be posted on the Corporation's ~~and City's~~ website upon approval by the Board.

Meetings of the Board and requests for public information shall comply with the Texas Government Code Chapters 551~~7~~ and ~~552~~.

Commented [SS5]: Should we include language to comply with HB2520 that go into effect on September 1, 2025?

B. Special Meetings

Special meetings of the Board may be called by the Chairman on three days' notice to each Director, either personally, by regular mail or by electronic mail. Special meetings may also be called by the Chairman in a like manner at the written request of two Directors.

Section 3. QUORUM

At all meetings of the Board of Directors a majority of the entire membership of the Board shall constitute a quorum for the transaction of business. Unless otherwise provided in these Bylaws or in the Articles of Incorporation/Formation or as required by law, the act of a simple majority of the Directors present at any meeting for which a quorum is present shall be the act of the Board of Directors.

ARTICLE IV

COMMITTEES

The Board may, by resolution ~~(s) or resolutions~~ adopted by a majority ~~of the Board~~ ~~vote~~, establish one or more committees, each committee consisting of up to two of the Directors of the Corporation. Such ~~committee or~~ committees shall have such ~~name or~~ names, and such powers, as may be determined from time to time by ~~resolution~~ ~~resolutions~~ adopted by the Board.

A committee shall keep regular meeting minutes of their proceedings and report the same to the Board. A

committee shall file the official approved minutes with the Corporation's Office.

ARTICLE V

Section 1. FISCAL YEAR: The fiscal year shall be from October 1 to September 30 each year.

Section 2. BONDS: The Corporation shall not issue any bonds or certificates of obligation pursuant to the Code, unless the City of Copperas Cove City Council (the "Unit") has approved said action by resolution, adopted no less than thirty (30) days prior to the date of the issuance of the bonds or certificates of obligation. The Unit shall have the authority to request the Corporation to expend funds to support eligible projects pursuant to the Code.

Section 3. MONTHLY FINANCIAL REPORTING. The Corporation shall review and upon approval by the Board submit monthly financial reporting in a format approved by the Unit. All books and records of the Corporation shall be maintained in accordance with Section 501.073 of the Texas Local Government Code. The Unit and the Corporation acknowledge and agree that the management of the Corporation's financial records shall be administered by a competent accountant familiar and experienced with governmental accounting.

Section 4. ANNUAL AUDIT All expenditures of the Corporation shall be completed in accordance with Texas Local Government Code chapter 501, Subchapter A, Section 501.073, and Chapter 504. The Corporation shall have its records and accounts audited annually and shall have an annual financial statement prepared based on the audit. The audit shall be completed by an independent auditor selected by the corporation.

Section 5. MONTHLY REPORTS. The Board of Directors shall have prepared for each annual meeting a full and clear statement of the business and condition of the Corporation. The Corporation will be audited annually. The audit shall be presented to the Unit for review. The Corporation will submit reports to the unit as requested. The audit will be submitted to the Unit for inclusion in its budget.

Section 6. DIVIDENDS. No dividends shall ever be paid by the Corporation and no part of its net earning remaining after payment of its expenses shall be distributed to or inure to the benefit of its directors or officers or any individual, firm, corporation, or association, except that in the event the Board of Directors shall determine that sufficient provision has been made for the full payment of the expenses, bonds and other obligations of the Corporation, then any net earnings, of the Corporation upon dissolution shall be paid to the City of Copperas Cove, Texas.

Section 7. SIGNATORY. All checks for items that are in the current budget and within the line-item budget for such items and do not exceed \$2,500 for a specific expenditure may be signed by the Executive Director or Assistant Director in his/her absence without additional Board approval. All checks of the Corporation equal to or greater than \$2,501 for a specific expenditure shall be signed by the Corporation's authorized signatories (1) plus the Executive Director upon Board approval of the expenditure(s). All notes of the Corporation shall be signed by such officers as the Board may from time to time designate.

Commented [SS6]: Anthony: Language for checks over \$2,501 could be more precise.
Recommendation: State explicitly that such checks require two authorized signatures, including the Executive Director, following Board approval. I am deferring to Barbara Boulware-Wells for further guidance.

Section 8. ANNUAL BUDGET. The Executive Director shall prepare each year a Corporation itemized budget to cover the proposed expenditures of the Corporation for the succeeding year. The proposed budget shall be submitted to the Board the 90th day prior to the Board adoption of the budget. The Board shall submit the proposed itemized budget to the Unit's City Secretary, for record and placement on the Council agenda, before the 60th day before the Unit is scheduled to approve the Corporation's budget. The itemized budget shall provide as clear a comparison as practicable between expenditures included in the proposed budget and actual expenditures for the same or similar purposes made for the preceding year. The budget must show as definitely as possible each of the projects for which expenditures are set up in the budget and the estimated amount of money carried in the budget for each project. The budget must contain a complete financial statement of the Corporation that shows (1) the outstanding obligations of the Corporation; (2) the cash on hand to the credit of each fund; (3) the funds received from all sources during the preceding year; (4) the funds available from all sources during the ensuing year; and (5) the estimated revenue available to cover the proposed budget. A public hearing shall be held by the Unit's governing body. The Unit's governing body shall set the public hearing date after the 15th day after the date the Board files the proposed budget with the City Secretary. The Corporation shall provide notice of the date, time and location of the hearing and the approval date by the Unit on the Corporation's website.

Section 9. CASH RESERVE/CAPITAL PROJECT FUNDS. The Corporation shall maintain unencumbered cash reserves equivalent to three (3) months of expenditures for the Operating Fund. Any long-term debt shall have at least a three (3) month reserve or whatever is required by bond ordinance or instrument (once reviewed and approved by the Unit). Unencumbered cash reserves in excess of the recommended amounts may be moved to the Reserves of the Corporation for use in future Capital Projects or extraordinary expenses not budgeted but approved by the Board. These Capital Projects Funds may be used in a manner prescribed by the Board of Directors for a major capital outlay, capital improvement, land acquisition, incentives or assistance to qualified businesses or other items allowed by Texas Law. Disbursement from the Capital Project Fund shall be by budget appropriation. Upon approval by the Unit funds may also be transferred from the Capital Project Fund to the Operating Fund Reserve when the level of reserve falls below minimum levels with approval of the Board of Directors.

Section 10. BUDGET TRANSFERS. The Executive Director with the approval of the Chairman shall be authorized to complete line-item transfers within the Budget, without increasing the total budget. These line-item transfers will be completed by budget reallocation, as needed, and will be presented to the Board for approval. Estimated expenditures shall not exceed estimated resources. If at any time the budget needs to be amended through an increase, a majority vote of the Board and approval of the Unit will be required. Any budget reallocations between funds equal to or greater than \$50,000.00 will require the approval of the Unit.

Section 11. INVESTMENT POLICY. Temporary and idle funds which are undesignated may be invested in any legal manner authorized by the Public Funds Investment Act and authorized by the Corporation's approved Investment Policy. The Corporation's Investment Policy must be reviewed and approved annually by the Board.

Section 12. EXECUTIVE DIRECTOR AND SALARY. The Executive Director Position shall be posted, or may be sought through an executive search firm, as may be decided by a vote of the Board. It is desired that the Executive Director shall be a graduate of the Economic Development Institute or complete such a course within two years

of employment. The salary and benefits of the Executive Director shall be decided upon and approved by the Board and the Unit. Immediate succession in the event of retirement, resignation, disability or absence of the Executive Director will fall to the Assistant Director of the EDC on a temporary basis until a decision is made as to whether that move is final, as decided by a vote of the Board, or the Board desires to seek assistance through an executive search firm.

Section 13. ASSISTANT EXECUTIVE DIRECTOR AND SALARY: The Assistant Executive Director position shall be posted, or may be sought through an executive search firm, as may be decided by a vote of the Board. It is desired that the Assistant Executive Director shall be a graduate of the Economic Development Institute or complete such a course within two years of employment. The salary and benefits of the Assistant Executive Director shall be decided upon and approved by the Board and the Unit. In the absence, disability, retirement, or resignation of the Executive Director, the Assistant Executive Director shall perform the duties and exercise the powers of the Executive Director on an interim basis until an Executive Director is appointed as set out in Section 12 hereinabove.

Commented [SS7]: Bradi: We do not do this.

Commented [SS8R7]: We technically do not have an Assistant Executive Director at this time.

Commented [SS9]: We technically do not have an Assistant Executive Director at this time

ARTICLE VI

Section 1. NOTICES: Whenever under the provisions of the statutes or these Bylaws, notice is required to be given to any Director, it shall not be construed to mean personal notice, but such notice may be given in writing, by regular mail or electronic mail addressed to such Director at such address as appears on the books of the Corporation and such notice shall be deemed to be given at the time when the same shall be thus mailed.

Whenever any notice is required to be given under the provisions of the statutes or of these Bylaws, a waiver thereof in writing signed by the person or persons entitled to said notice, whether before or after the time stated therein, shall be deemed equivalent thereto.

ARTICLE VII

Section 1. OFFICES: The principal office of the Copperas Cove Economic Development Corporation (the "Corporation") shall be at 207 S 3rd Street, Suite 200, Copperas Cove, Texas 76522. Offices may move to another location in the City provided the Unit is notified and the location is open to the public. These by-laws will remain the same except for the new office location which will be amended.

ARTICLE VIII

Section 1. AMENDMENTS: These Bylaws are not in force until approved by the Unit. These Bylaws may not be altered, changed, or amended in any manner without review and approval by the Unit. Amendments must be completed in accordance with the Texas Local Government Code Section 501.064(c)(2) and shall be reviewed a minimum of every two (2) years.

Commented [SS10]: Anthony: Missing governance safeguards.

Recommendation: Add standard Conflict of Interest language per Texas Local Government Code Chapter 171 and Indemnification provisions for Directors, Officers, and employees acting in good faith.

PASSED, APPROVED AND ADOPTED this _____ day of _____ at a meeting of the Economic Development Corporation of the City of Copperas Cove, Texas which meeting was held in compliance with the Open Meeting Act, Texas, and Gov't Code 551.001, et. seq, at which meeting a quorum was present and voting.

**COPPERAS COVE
ECONOMIC DEVELOPMENT CORPORATION**

~~JC STUBBS~~BRADI DIAZ, Chairman

ATTEST:

Secretary

APPROVED AS TO FORM:

The Knight Law Firm, LLP
Copperas Cove Economic Development Corporation Attorney

APPROVED BY THE UNIT ON THIS _____ DAY OF _____, 2023 at a meeting held in compliance with the Open Meetings Act (Texas Government Code, Article 551.001 et seq), at which meeting a quorum was present and voting.

CITY OF COPPERAS COVE, TEXAS

Dan Yancey

ATTEST:

Lisa Wilson, City Secretary

APPROVED TO AS FORM:

Denton, Navarro, Rocha Bernal, & Zech, P.C., City Attorney

Amended by CCEDC Board 2/19/2016 Approved by City Council 3/1/2016 Adopted by CCEDC Board 3/24/2016

Amended by CCEDC Board 10/18/2016 Approved by City Council 11/1/16

Amended by CCEDC Board 2/23/17 Approved by City Council 3/7 /17

Amended by CCEDC Board 1/24/18

Amended by the CCEDC Board 10/4/2018

Amended/Approved by the CCEDC **Board** 09/25/2019

Amended/Approved by the CCEDC Board 10-23-2019 Approved by City Council 11/5/2019

~~Amended/Approved by CCEDC BOD 10-25-2022 Approved by City Council 11/15/2022~~

~~Amended/Approved by CCEDC BOD 03/29/2023 Approved by City Council 04/18/2023~~

Amended/Approved by CEEDC BOD 07/30/2025 Approved by City Council

Economic Development Corporation

H.4.

Meeting Date: July 30, 2025

Contact: Sean Stevens, Senior Director, BRE, Copperas Cove EDC

Subject:

Consideration and action on approving the Performance Agreement for Project Ironwood.

Sean Stevens, Senior Director, BRE, Copperas Cove EDC

Description/Information:

The Copperas Cove Economic Development Corporation has negotiated a Performance Agreement with Tractor Supply Co. of Texas, LP, together with the City of Copperas Cove, for the development of a new Tractor Supply retail store on approximately 6.3 acres located at 917 W Business 190, Copperas Cove, Texas. This project is known as Project Ironwood.

Under the terms of this agreement, Tractor Supply will invest a minimum capital investment of \$4,000,000 in capital improvements and create and maintain at least three (3) full-time jobs and two (2) part-time jobs during the term of the agreement. In return, CCEDC will provide a Development Grant totaling \$70,250 to support the construction of wastewater construction, which will be extended to serve adjacent properties. The grant will be disbursed in two equal installments over the first two years of the store's operations, contingent on meeting capital investment and job creation benchmarks.

This project aligns with CCEDC's strategic plan and the attraction of the targeted industry sector, Retail Destinations. The agreement includes standard clawback provisions to protect public investment if performance requirements are not met. The construction of the wastewater infrastructure also allows for future development on surrounding parcels.

Financial Impact:

The Development Grant of \$70,250 will be paid in two equal installments: \$35,125 on or after February 1, 2026, and \$35,125 on or after February 1, 2027, provided performance milestones are achieved.

Action/Recommendation:

The CCEDC Staff recommends the Board of Directors approve the Performance Agreement for Project Ironwood

Attachments:

Economic Development and Performance Agreement between Copperas Cove Economic Development Corporation, together with the City of Copperas Cove and Tractor Supply Co. of Texas, LP

Economic Development Corporation

H.5

Meeting Date: July 30, 2025

Contact: Fred Welch, Executive Director, Copperas Cove EDC.

Subject:

Consideration and action on approving the Professional Service Agreement with Clark Engineering to design drainage improvements for stormwater management across the EDC property adjacent to Constitution Court Apartments. **Fred Welch, Executive Director, Copperas Cove EDC.**

Description/Information:

The stormwater outfall coming from Mueller Drive runs across a narrow strip of land owned by the EDC before it falls into the drainage and retention system maintained by either the City or Constitution Court Apartments. The land is uneven, and water backs up into residential properties abutting the opposite side between Mueller and the outfall to the drainage at Constitution Court Apartments.

The intent is to study the drainage outfall, develop plans for an appropriate drainage channel, which can then be conveyed to the City for maintenance, and ease the ponding that is now taking place on the EDC property by recommending certain cuts to the slope that will allow water to flow towards the current drainage.

This has been an ongoing concern for several years and just cutting the grass has not solved the water ponding onto residential properties. This would be the first step in development of a master plan to coordinate the stormwater runoff from above the property.

Financial Impact:

Topo Work	\$14,750.00
Design Services	\$20,850.00
Project Bidding	\$ 4,000.00
Total Impact	\$ 39,600.00

Action/Recommendation:

EDC staff requests the CCEDC Board of Directors to approve the Professional Services Agreement with Clark Engineering for new grading and drainage improvements to support stormwater outfall behind the Constitution Court Apartments.

Attachments:

Proposal is attached



STANDARD TERMS AND CONDITIONS – CONT'D

9. CLIENT will indemnify CA against any claims or costs which exceed the limitation on CA's liability provided for in the preceding paragraph or result from acts or omissions of CLIENT.

10. Cancellation of the Agreement to which these terms and conditions apply may be made by either party for just cause after thirty days' written notification of intent of cancellation is provided to the other party. In the event the CLIENT elects to terminate the Agreement, CA will be compensated in full for all services, materials, supplies, and expenses incurred prior to the actual cancellation date of the Agreement regardless of whether final Instruments of Service have been provided to CLIENT. The CLIENT shall promptly in any event pay all amounts invoiced that the CLIENT does not dispute as provided herein.

11. All claims, disputes, and other controversy between CA and CLIENT arising out of or in any way related to the services provided by CA will be submitted to "alternative dispute resolution" (ADR) such as mediation, before and as a condition precedent to other remedies provided by law. If a dispute at law arises related to these services and that dispute requires litigation as provided above, then; a) CLIENT assents to personal jurisdiction in the State of CA's principal place of business; b) The claim will be brought and tried in judicial jurisdiction of the court of the county where CA's principal place of business is located, and CLIENT waives the right to remove action to any other county or jurisdiction; and c) CA is entitled to recovery of all reasonable costs incurred in prosecuting or defending same, including staff time, court costs, attorneys' and expert witness fees, and other claim-related expenses.

12. The person or entity responsible for performing the Work under the contract for Construction shall be defined as the Contractor. CA's site safety responsibilities are solely limited to the activities of CA and CA's employees on the site. These responsibilities shall not be inferred by any party to mean that CA has responsibility for site safety for any reason. Safety in, on or about the site is the sole and exclusive responsibility of the Contractor and/or CLIENT. The Contractor's methods of work performance, superintendent of the Contractor's employees, and sequencing of construction are also the sole and exclusive responsibility of the Contractor and/or CLIENT. CLIENT warrants that: 1) these responsibilities will be made clear in CLIENT'S agreement with the Contractor; 2) CLIENT'S agreement with the Contractor shall require the Contractor, to the extent of Contractor's negligence, to indemnify, defend and hold CLIENT and CA harmless from any fine, penalty, claim, or liability for injury or loss arising from CLIENT's and CA's alleged failure to exercise site safety responsibility; and 3) CLIENT'S agreement with Contractor shall require the Contractor to make CLIENT and CA additional insured under the Contractor's general liability insurance policy and all other relevant and applicable policies, which insurance protection shall be primary protection for CLIENT and CA, and shall hold CLIENT and CA harmless from claims, losses, and defense arising from the negligence of Contractor or subcontractor on any tier.

13. Each provision of this Agreement is intended to be several. If any terms or provisions of this agreement shall be held to be invalid, illegal, or unenforceable of any reason whatsoever, the validity, legality, and enforceability of the remaining provisions hereof shall remain in full force and effect and shall not in any way be affected or impaired thereby. Moreover, to the maximum extent allowed by law, the Parties hereto stipulate that any offending provisions will be modified or altered, as necessary, so as to give such provision the maximum permissible effect and application intended.

14. This Agreement, and all of its attachments, constitutes the entire, integrated Agreement between the Parties to it, and this Agreement superseded all other Agreements, oral or written between the Parties, concerning the subject set forth in this Agreement. This Agreement may not be amended except in writing, with that amendment being signed by both Parties.

June 16, 2025

Fred Welch
Executive Director
Copperas Cove EDC
113 W. Avenue D
Copperas Cove, Texas 76522



Proposal for Professional Civil Engineering & Surveying Consulting Services to support the
Constitution Drive – New Drainage and Grading Improvements located in Copperas Cove, Texas

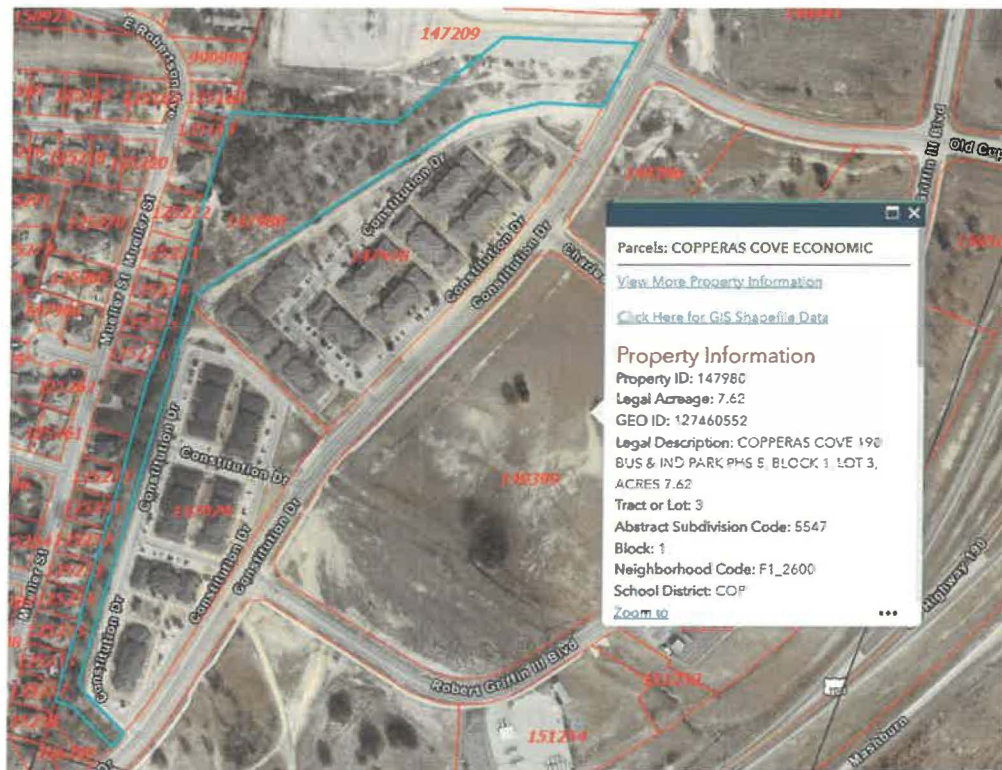
Mr. Welch:

We appreciate the opportunity to submit a professional services proposal in response to your request for a proposal to perform Professional Civil Engineering & Surveying Consulting Services required for the above-mentioned project.

BASIC ENGINEERING SERVICES:

Clark Associates, PLLC hereinafter **ENGINEER** proposes to the Copperas Cove EDC hereinafter **CLIENT** the following professional Civil Engineering and Surveying Services for the Constitution Drive – New Drainage and Grading Improvements located in Copperas Cove, Texas.

It is our understanding that a regional drainage assessment and new grading and erosion improvements are to be designed for the highlighted area below. Phase I of the project will consist of the area adjacent to property ID 147970. In addition, project coordination with the EDC and the City of Copperas Cove will be required as a part of the project scope. We understand that the extents of the civil portion of BASIC SERVICES are as outlined below.





PROFESSIONAL FEE SCHEDULE

Senior Licensed Professional Engineer (PE)	\$ 225.00/hr.
Licensed Professional Engineer (PE)	\$ 185.00/hr.
Licensed Professional Structural Engineer (PE)	\$ 220.00/hr.
Licensed Professional Architect	\$ 220.00/hr.
Engineer in Training (EIT)	\$ 125.00/hr.
Design Technician	\$ 90.00/hr.
CADD Technician	\$ 80.00/hr.
CADD Draftsman	\$ 65.00/hr.
Clerical	\$ 55.00/hr.
Licensed Professional Land Surveyor (RPLS)	\$ 275.00/hr.
Field Crew & Total Station	\$ 195.00/hr.
Field Crew & GPS	\$ 250.00/hr.
Survey Technician	\$ 125.00/hr.
Survey Research and Schematic Production	\$ 90.00/hr.
Daily On-Site Inspection Services	\$ 68.00/hr.
Landscaping Designer	\$ 85.00/hr.
Expenses	Additional Cost Plus 10%

Economic Development Corporation

H.6

Meeting Date: July 30, 2025

Contact: Name, Title, Copperas Cove EDC

Subject:

Consider and approve repairs for signage at the entrances to The Narrows Business and Technology Park. **Fred Welch, Executive Director, Copperas Cove EDC.**

Description/Information:

The signs at the entrances to The Narrows have become inoperable due to wear and tear. The sign on Old Copperas Cove Road was repaired two years ago and is now destroyed – The original firm that installed the signs is now out of business.

Staff received a bid from one vendor for a better replacement of what is now in place with permanent letters that can be either illuminated from the back or not.

Either option would use the current monument (stone) base and remove the old signage and replace

Financial Impact:

Option 1 Flat Cut-Out aluminum letter \$ 21,884.58

Option 2 Illuminated push through letters \$ 28,947.35

Action/Recommendation:

EDC staff requests CCEDC Board approve either Option 1 or Option 2 with Sign Craftsmen of Temple, Texas to repair and replace entrance signage at the Narrows Business and Technology Park.

Attachments:

Proposal for sign repair

ARROWS
BUSINESS TECHNOLOGY PARK

THE ARROWS

03/28/2025 09:44 AM



03/28/2025 09:44 AM



03/28/2025 09:44 AM

THE NARROWS

INOLOGY PARK

03/28/2025 09:38 AM



03/28/2025 09:38 AM

THE NARROWS

INOLOGY PARK

03/28/2025 09:38 AM



Sean Stevens <sstevens@coveedc.com>

Copperas Cove EDC Design Proposal

1 message

Heather Barrett <heather@scoftx.com>
 To: "sstevens@coveedc.com" <sstevens@coveedc.com>
 Cc: Bryan Barrett <bryan@scoftx.com>

Fri, Jun 27, 2025 at 9:13 AM

Good morning,

Attached is the monument sign design proposal for Copperas Cove EDC. We truly appreciate the opportunity to collaborate with you on this project.

We've developed two signage options that will complement your branding and elevate the visual impact of the existing monument structure. Both options feature a custom fabricated sign tray with a 3" return that wraps cleanly around the faces and side of the monument, offering a polished, integrated look.

Option 1: Flat Cut-Out Aluminum Letters

This option features flat cut-out white aluminum letters flush-mounted to the surface of the black sign tray. While not internally illuminated, this option provides sharp contrast, high legibility, and a professional appearance.

Option 2: Illuminated Acrylic Push-Through Letters

This premium signage solution features dimensional white acrylic letters pushed through a routed black aluminum face. The letters extend slightly beyond the surface and are internally illuminated with white LEDs, creating a crisp, professional glow. This design enhances visibility, and projects a high-end image.

I've included a photo of a previously manufactured acrylic push-through sign to help you visualize the look and finish of Option 2.



You will receive two separate emails with quotes for each of these design proposals. These emails will be sent from our software platform; if you do not receive them, they may have been routed to your junk folder.

Next Steps:

1. Review the attached proposal and provide any feedback. We're happy to make revisions. Both options utilize the existing monument structure. If you would like to explore options of a demolition and rebuild of new monument signs, we can also do that.
2. Once the design is chosen, submit a 50% deposit to initiate the next phase.
3. Sign Craftsmen will begin the permitting process with the city.

Don't hesitate to reach out with questions—we look forward to moving ahead!

Best regards,



Heather Barrett

Phone: 254-774-1199
 Email: heather@scoftx.com
 147 SW H K Dodgen Loop
 Temple, Texas 76502
 www.signcraftsmen.com

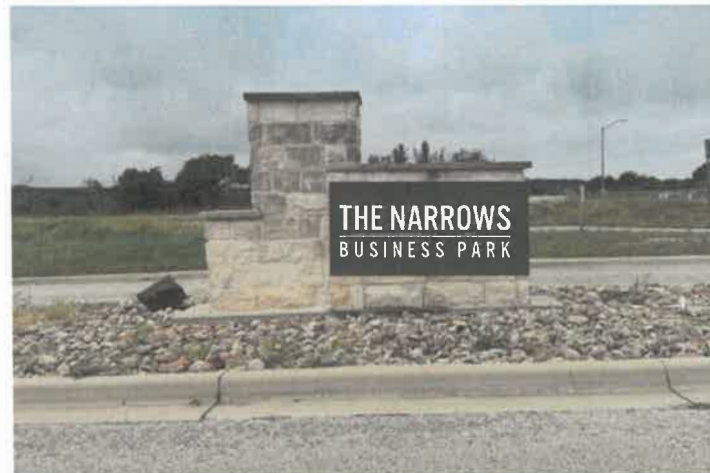
Design Proposal.pdf
 263K



NON - ILLUMINATED

-BLACK TRAY THAT
WRAPS AROUND STONE

-WHITE FCO LETTERS



147 SW H K Dodgen Loop
Temple, Texas 76502
254-774-1199
www.signcraftsmen.com

Project:
Copperas Cove

Project Description:
Monument Sign

Location:

Date:
6/24/2025

JB Number:

1197

Page Number:
1 of 1

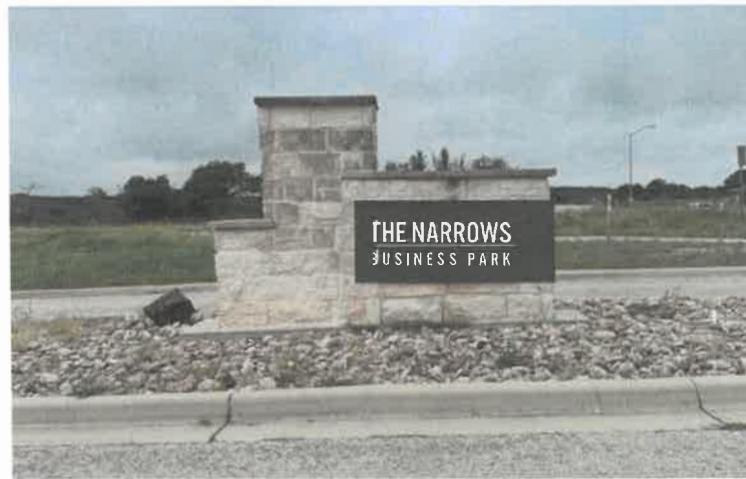
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ILLUMINATED

-BLACK TRAY THAT
WRAPS AROUND STONE

-WHITE ACRYLIC PUSH
THROUGH LETTERS



147 SW H K Dodgen Loop
Temple, Texas 76502
254-774-1199
www.signcraftsmen.com

Project:
Copperas Cove

Project Description:
Monument Sign

Location:

Date:
6/24/2025

JB Number:

1197

Page Number:
1 of 1

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Sign Craftsmen Of Texas
147 SW H K Dodgen Temple, Tx 76502
orders@signcraftsmen.com
(254) 774-1199

License #: TSCL 19176
www.signcraftsmen.com



Quote 240604 #1

Monument Sign - Flat Cut Out Letters

Option #1

QUOTE DATE
Wed, 06/25/2025

QUOTE DUE DATE
Fri, 07/25/2025

QUOTE EXPIRY DATE
Fri, 07/25/2025

TERMS
Net 30

REQUESTED BY
Copperas Cove Economic Development
207 South 3rd Street, STE 200
Copperas Cove, TX 76522

CONTACT INFO
Sean Stevens
sstevens@coveedc.com
(254) 547-7874

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	Custom Fabricated Signage 3 (Three) Custom Fabricated Signs with Flat Cut Out Letters - Black ACM sign tray with 3" return to wrap around monument sign - Flat Cut Out Letters per design proposal	1	Each	\$17,276.70	\$17,276.70	Y
2	Field Installation Includes powerwashing of 3 monument signs	1	Each	\$2,540.00	\$2,540.00	Y

This handcrafted quote is based on the specific information you've given us and is valid for 30 days.

When you approve this quote, you are agreeing to pay 100% of the quoted price. We require a 50% deposit to begin work on your project. Once we receive your deposit, we'll schedule your project and email you an estimated completion date. The remaining balance is due upon completion of your order.

Need to make that changes?

No problem - but please realize, changes to quantity or specifications will affect your price. We will provide you with an updated quote based on the changes.

Permit Fee:	\$400.00
Subtotal:	\$20,216.70
Sales Tax (8.25%):	\$1,667.88
Total:	\$21,884.58

Downpayment (50.0 %)

\$10,942.29

SIGNATURE:

DATE:

Sign Craftsmen Of Texas
147 SW H K Dodgen Temple, Tx 76502
orders@signcraftsmen.com
(254) 774-1199

License #: TSCL 19176
www.signcraftsmen.com



Quote 240603 #1

Monument Sign - Push Through Acrylic

Option #2

QUOTE DATE
Tue, 06/24/2025
QUOTE DUE DATE
Thu, 07/24/2025
QUOTE EXPIRY DATE
Thu, 07/24/2025
TERMS
Net 30

REQUESTED BY
Copperas Cove Economic Development
207 South 3rd Street, STE 200
Copperas Cove, TX 76522

CONTACT INFO
Sean Stevens
sstevens@coveedc.com
(254) 547-7874

#	ITEM	QTY	UOM	U.PRICE	TOTAL (EXCL. TAX)	TAXABLE
1	Custom Fabricated Signage 3 (Three) Custom Fabricated Acrylic Push Through Signs - Black painted (automotive grade) .080 aluminum sign tray with 3" return to wrap around monument sign - 1/2" white acrylic push through letters - LED illumination through white acrylic letters (front lit)	1	Each	\$22,681.20	\$22,681.20	Y
2	Field Installation Includes powerwashing of 3 monument signs	1	Each	\$3,660.00	\$3,660.00	Y

This handcrafted quote is based on the specific information you've given us and is valid for 30 days.

When you approve this quote, you are agreeing to pay 100% of the quoted price. We require a 50% deposit to begin work on your project. Once we receive your deposit, we'll schedule your project and email you an estimated completion date. The remaining balance is due upon completion of your order.

Need to make that changes?

No problem - but please realize, changes to quantity or specifications will affect your price. We will provide you with an updated quote based on the changes.

Permit Fee: \$400.00
Subtotal: \$26,741.20
Sales Tax (8.25%): \$2,206.15
Total: \$28,947.35

Downpayment (50.0 %)

\$14,473.67

SIGNATURE:

DATE:

Economic Development Corporation

H.7.

Meeting Date: July 30, 2025

Contact: Fred Welch, Executive Director, Copperas Cove EDC

Subject:

Consideration and action regarding the appointment of Sean Stevens, Senior Director of Business Retention and Expansion, to the position of Assistant Executive Director.

Fred Welch, Executive Director, Copperas Cove EDC

Description/Information:

In accordance with Section 13 of the CCEDC Bylaw, the Board of Directors may appoint an individual to the position of Assistant Executive Director. The role is intended to provide continuity of leadership and administrative support to the Executive Director and to serve as acting director in the event of the Executive Director's absence, disability, resignation, retirement, or termination.

If the Executive Director position becomes vacant, the Assistant Executive Director may serve in an interim capacity; however, the Board of Directors retains the authority to determine whether to appoint the Assistant Executive Director to the permanent position or conduct a search for new leadership, as outlined in Section 12 of the Bylaws.

Should the Board approve the action, Mr. Stevens would also be designated as an authorized signatory per Section 7 of the Bylaws and would fulfill the responsibilities and duties of the Assistant Executive Director as outlined in Section 13.

Financial Impact:

There is no immediate fiscal impact associated with the appointment.

Action/Recommendation:

The CCEDC Staff recommends the Board of Directors approve the appointment of Sean Stevens to the position of Assistant Executive Director.

Attachments:

Economic Development Corporation

I.1.

Meeting Date: July 30, 2025

Contact: Fred Welch, Executive Director, Copperas Cove EDC

UPDATE

1. Executive Director's Report. **Fred Welch, Executive Director, Copperas Cove EDC**
-

Economic Development Corporation

I.2.

Meeting Date: July 30, 2025

Contact: Sean Stevens, Senior Director, BRE, Copperas Cove EDC

UPDATE

2. Senior Director, BRE's Report. **Sean Stevens, Copperas Cove EDC**
-

Economic Development Corporation

I.3.

Meeting Date: July 30, 2025

Contact: Sheena Tanner, Marketing Director, Copperas Cove EDC

UPDATE

3. Marketing Director's Report. **Sheena Tanner, Copperas Cove EDC**
-

Economic Development Corporation

I.4.

Meeting Date: July 30, 2025

Contact: Anne Seneca, Small Business Support Director, Copperas Cove EDC

UPDATE

4. Small Business Support Director's Report. **Anne Seneca, Copperas Cove EDC**

Economic Development Corporation

I.5

.

Meeting Date: July 30, 2025

Contact: Brittany Sanders, Workforce Specialist, Copperas Cove EDC

UPDATE

5. Workforce Development Specialist's Report. **Brittany Sanders, Copperas Cove EDC**
