



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 June 26, 2024, at 12:00 p.m. in the Technology Center at 508 S. 2nd Street, Copperas Cove, Texas 76522 at which time the following agenda 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 on any matter other than personnel matters, matters under litigation, or matters on the regular agenda, for a length of time not to exceed five minutes per person. Thirty minutes total has been allotted for this section.

- 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 May 22, 2024. **Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC.**
2. Consideration and action on approval of minutes for the Regular Meeting held on June 20, 2024. **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 April 2024 **Fred Welch, Executive Director, Copperas Cove EDC.**

2. Consideration and action on approving Resolution #EDC- 2024-05 for the Copperas Cove Economic Development Corporation FY 2024-2025 Proposed Budget. **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. Marketing Director's Report. **Sheena Tanner, Marketing Director, Copperas Cove EDC.**
3. Workforce Development Specialist's Report. **Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC.**
4. Senior Director, BRE Report. **Sean Stevens, Senior Director BRE, Copperas Cove EDC.**
5. Special Projects Coordinator Report. **Anne Seneca, Copperas Cove EDC.**

J. ITEMS FOR FUTURE AGENDAS

K. EXECUTIVE SESSION

1. Pursuant to §551.072 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session to discuss or deliberate the purchase, exchange, lease, or value of real property. **Narrows Business & Technology Park Phase II – (Mashburn Drive expansion)**
2. Pursuant to §551.087 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session regarding the offer of a financial or other incentive to a business prospect referenced as **Project Nelson.**

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 **5:00 p.m. on June 21, 2024.**

Brittany Sanders, Workforce Development Specialists
Copperas Cove EDC

Economic Development Corporation

F.1.

Meeting Date: June 26, 2024

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

Subject:

Consideration and action on approval of minutes for the Regular Meeting held on May 22, 2024.

Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC

Attachments:

Regular Meeting Minutes – May 22, 2024.



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Meeting Minutes for May 22, 2024

A. CALL TO ORDER

Chairman JC Stubbs called the Regular meeting of the Copperas Cove Economic Development Corporation to order at 12:01 p.m.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

JC Stubbs led the Invocation and the Pledge of Allegiance.

C. ROLL CALL

Roll call led by Anne Seneca, Special Projects Coordinator

<i>Present: JC Stubbs, Chairman</i>	<i>Fred Welch, Executive Director</i>
<i>Bradi Diaz, Vice Chairman</i>	<i>Sean Stevens, Senior Director, BRE</i>
<i>David McPhail, Treasurer</i>	<i>Sheena Tanner, Marketing Director</i>
<i>Ted Gonzalez, Secretary</i>	<i>Anne Seneca, Special Projects Coordinator</i>
<i>Anthony Martinez, Director</i>	<i>Barbara Boulware-Wells, Legal Counsel</i>
<i>Fred Chavez, Council Liaison</i>	

Absent:

*Brittany Sanders, Workforce
Development Specialist*

D. ANNOUNCEMENTS

E. CITIZENS FORUM

At this time, citizens will be allowed matters other than personnel matters, matters under litigation, or matters on the regular agenda, for a length of time not to exceed five minutes per person. Thirty minutes total has been allotted for this section.

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 Regular Meeting held on April 24, 2024. **Anne Seneca, Special Projects Coordinator, Copperas Cove EDC.**

Vice Chairman Bradi Diaz made a motion to approve Agenda Item F1. Chairman JC Stubbs seconded the motion and with a unanimous vote, the motion carried.

G. PUBLIC HEARINGS

None

H. ACTION ITEM

1. Consideration and action on approving the Profit and Loss report for March 2024. **Fred Welch, Executive Director, Copperas Cove EDC.**

Vice Chairman Bradi Diaz made a motion to approve Agenda Item H1. Secretary Ted Gonzalez seconded the motion and with a unanimous vote, the motion carried.

2. Consideration and action on approving Resolution #EDC 2024-04 accepting the Quarterly Investment Report as presented for the quarter ending March 31, 2024, per the Investment Policy **Fred Welch, Executive Director, Copperas Cove EDC.**

Vice Chairman Bradi Diaz made a motion to approve Agenda Item H2. Treasurer David McPhail seconded the motion and with a unanimous vote, the motion carried.

3. Discussion and direction on the Proposed Budget for FY 2024/2025. **Fred Welch, Executive Director, Copperas Cove EDC.**

Fred Welch presented the Proposed Budget for FY2024-2025. Vice Chairman Bradi Diaz had questions regarding expenditures for FY2024.

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

- *Executive Director Fred Welch gave an update on the following topics listed below:*

- *Project Report*
- *Update on Fort Cavazos Rail Study*
- *Update on Infrastructure Grant for State Highway 9*
- *Update on Home Town Heros*
- *Out of Office June 4th – 10th*

- *Marketing Director Sheena Tanner gave an update on the following topics listed below:*

- *Update on Press Release for the Website*
- *Update on Website*
- *Update on EDI course*
- *Attended Flim Friendly Workshop May 16th- 17th*
- *Update on Social Media Platforms*
- *Update on ShopCove and Restaurant Round Table*
- *Starting Quality of Life Campaign*

- *Special Projects Coordinator Anne Seneca gave an update for Workforce Specialist Brittany Sanders on the following topic listed below:*
 - *Update on the Copperas Cove Regional Career Fair on July 17th.*
- *Senior Director of BRE Sean Stevens gave an update on the following topics listed below:*
 - *Update on Restaurant Round Table*
 - *Update on Restaurant Week and meeting*
 - *Launching Restaurant Round Table Facebook page*
 - *Update on Size-Up training*
 - *TEDC mid-year conference – June 5th-7th*
 - *Select USA- June 23rd- 26th*
- *Special Projects Coordinator Anne Seneca gave an update on the following topics listed below:*
 - *Update on #ShopCove Pop-up Market on June 15th*
 - *Update on #ShopCove Oktoberfest*
 - *Assisting the Chamber with Oscars Market on October 5th*
 - *Small Business Saturday, November 30th*

J. ITEM FOR FUTURE AGENDAS.

K. EXECUTIVE SESSION CONVENED AT 12:36

1. Pursuant to 551.072 of the Texas Government Code, the Economic Development Corporation Board meet in Executive Session to discuss or deliberate the purchase, exchange, lease, or value of real property. **Narrows Business & Technology Park Phase II – (Mashburn Drive Expansion)**
2. Pursuant to 551.072 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session to discuss or deliberate the purchase, exchange, lease or value of real property. **Project Spring**

L. RECONVENE INTO OPEN SESSION AT 1:06 PM FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN THE EXECUTIVE SESSION

1. *No Action Taken on Item K1*
2. *No Action Taken on Item K2*

M. ADJOURN

Chairman JC Stubbs adjourned the meeting at 1:08 p.m.

ATTEST:

Brittany Sanders, Workforce Development Specialist

Ted Gonzalez, Secretary

Economic Development Corporation

F.2.

Meeting Date: June 26, 2024

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

Subject:

Consideration and action on approval of minutes for the Regular Meeting held on June 20, 2024.

Brittany Sanders, Workforce Development Specialist, Copperas Cove EDC

Attachments:

Regular Meeting Minutes – June 20, 2024.



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Meeting Minutes for June 20, 2024

A. CALL TO ORDER

Chairman JC Stubbs called the Regular meeting of the Copperas Cove Economic Development Corporation to order at 12:01 p.m.

B. ROLL CALL

Roll call led by Brittany Sanders, Workforce Development Specialist.

<i>Present: JC Stubbs, Chairman</i>	<i>Fred Welch, Executive Director</i>
<i>Bradi Diaz, Vice Chairman</i>	<i>Sean Stevens, Senior Director, BRE</i>
<i>David McPhail, Treasurer</i>	<i>Sheena Tanner, Marketing Director</i>
<i>Anthony Martinez, Director</i>	<i>Anne Seneca, Special Projects Coordinator</i>
<i>Fred Chavez, Council Liaison</i>	<i>Brittany Sanders, Workforce Development Specialist</i>

Absent: Ted Gonzalez, Secretary

C. CITIZENS FORUM

At this time, citizens will be allowed matters other than personnel matters, matters under litigation, or matters on the regular agenda, for a length of time not to exceed five minutes per person. Thirty minutes total has been allotted for this section.

1. Presentation given by TIP Strategies on the Strategic Plan for the Copperas Cove Economic Development Corporation **Jon Roberts, TIP Strategies.**

Jon from TIP Strategies gave a presentation on the Copperas Cove Economic Development Corporation Strategic Plan.

2. Discussion and direction on identifying economic development strategies. **Fred Welch, Executive Director of the Copperas Cove Economic Development Corporation.**

Copperas Cove EDC Staff along with City Council identified the following economic strategies listed below:

- *Small Business and Entrepreneurship*
- *Targeted Business Attraction*
- *Commercial Revitalization and Reuse*
- *Workforce Development*
- *Infrastructure Development and Housing*

D. ADJOURN

Chairman JC Stubbs adjourned the meeting at 4:05 p.m.

ATTEST:

Brittany Sanders, Workforce Development Specialist

Ted Gonzalez, Secretary

Economic Development Corporation

H.1.

Meeting Date: June 26, 2024

Contact: Fred Welch, Executive Director, Copperas Cove EDC

Subject:

Consideration and action on approving the Profit and Loss report for the month of April 2024. **Fred Welch, Executive Director, Copperas Cove EDC**

Description/Information:

The Profit and Loss report for April 2024, 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 April 2024, as presented by Fred Welch.

Attachments:

April 2024, Financials:

Profit and Loss
Profit and Loss Budget Performance
Cadence Bank Reconciliation
Tex Pool Reconciliation

Economic Development Corporation

H.2

Meeting Date: June 26, 2024

Contact: Fred Welch, Executive Director, Copperas Cove EDC

Subject:

Consideration and action on approving Resolution #EDC- 2024-05 for the Copperas Cove Economic Development Corporation FY 2024-2025 Proposed Budget. **Fred Welch, Executive Director, Copperas Cove EDC**

Description/Information:

The Executive Director of the EDC is required to prepare an itemized budget to cover the proposed expenditures of the EDC for each upcoming fiscal year FY 2024-2025 Article V, Section 8 of the CCEDC's Bylaws state that the proposed budget is to be submitted to the Board 90 days prior to adoption.

The first draft of the budget was presented to the Board of Directors on May 22, 2024. No changes were requested at that time.

Financial Impact:

See Proposed FY 2024/2025 Proposed Budget

Action/Recommendations:

CCEDC staff requests the CCEDC Board of Directors approve Resolution # EDC 2024-05 the Proposed Budget for FY 2024/2025, and once approved, the budget will then be presented to Council.

Attachments:

FY 2024/2025 Proposed Budget
Resolution #EDC 2024-05

RESOLUTION NO. EDC 2024-05

**A RESOLUTION OF THE COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
APPROVING AND ADOPTING THE BUDGET FOR OPERATING THE ECONOMIC
DEVELOPMENT CORPORATION FOR THE FISCAL YEAR BEGINNING OCTOBER 1, 2024,
AND ENDING ON SEPTEMBER 30, 2025; AND ESTABLISHING A SAVINGS CLAUSE AND
AN EFFECTIVE DATE.**

WHEREAS, said the proposed operating budget for the fiscal year beginning October 1, 2024, through September 30, 2025, has been submitted to the Economic Development Corporation Board by the Economic Development Director in accordance with the Bylaws; and

WHEREAS, the Copperas Cove Economic Development Corporation has undertaken a review of the operating budget for the past year as well as held several meetings and one hearing for the operating budget for fiscal year October 1, 2024, through September 30, 2025; and

WHEREAS, after approval by the Board of Directors, said the proposed operating budget will be submitted for ratification to the City Council of the City of Copperas Cove, Texas

**NOW, THEREFORE, BE IT RESOLVED BY THE COPPERAS COVE ECONOMIC
DEVELOPMENT CORPORATION:**

SECTION I.

That the Copperas Cove Economic Development Corporation Board of Directors approves and adopts the proposed operating budget considered for the fiscal year of October 1, 2024, through September 30, 2025, as identified in "Exhibit A" of this resolution.

SECTION II.

That the operating budget approved and adopted hereby be forwarded for consideration and approval by the City Council of the City at their next available meeting.

SECTION III.

That should any part, portion, or section of this resolution be declared invalid or inoperative or void for any reason by a court of competent jurisdiction, such decision, opinion or judgment shall in no way affect the remaining portions, parts, or sections or parts of section of this resolution, which provisions shall be, remain and continue to be in full force and effect.

SECTION IV.

That this resolution shall take effect and be in full force and effect from and after its passage and subsequent approval by the City Council of the City of Copperas Cove, Texas.

PASSED, APPROVED, AND ADOPTED this ____ day of _____, 2024, at a meeting of the Copperas Cove Economic Development Corporation, which meeting was held in compliance with the Open Meetings Act, *Tex. Gov't Code* 551.001, et.seq., at which meeting a quorum was present and voting.

J.C Stubbs, Chairman of the Board

ATTEST:

Brittany Sanders, Workforce Development Specialist

APPROVED AS TO FORM:

Barbara Boulware-Wells
Knight Law Firm LLP

Economic Development Corporation

I.1.

Meeting Date: June 26, 2024

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

UPDATE

1. Executive Director Report. **Fred Welch, Executive Director, Copperas Cove EDC.**
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Economic Development Corporation

I.2.

Meeting Date: June 26, 2024

Contact: Sheena Tanner, Marketing Director, Copperas Cove EDC.

UPDATE

1. Marketing Director's Report. **Sheena Tanner, Copperas Cove EDC**
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Economic Development Corporation

I.3.

Meeting Date: June 26, 2024

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

UPDATE

1. Workforce Specialist's Report. **Brittany Sanders, Copperas Cove EDC.**
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Economic Development Corporation

I.4.

Meeting Date: June 26, 2024

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

UPDATE

1. Senior Director, BRE Report. **Sean Stevens, Copperas Cove EDC.**
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Economic Development Corporation

I.5.

Meeting Date: June 26, 2024

Contact: Anne Seneca, Special Projects Coordinator, Copperas Cove EDC.

UPDATE

1. Special Projects Coordinator Report. Anne Seneca, Copperas Cove EDC.
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