

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 **January 26, 2022, at 12.00 p.m.**

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 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 November 17, 2021. **Brittany Sanders, Economic Development Specialist, Copperas Cove EDC.**
2. Consideration and action on approval of minutes for the Special Meeting held on December 9, 2021. **Brittany Sanders, Economic Development Specialist, Copperas Cove EDC.**
3. Consideration and action on approval of minutes for the Special Meeting held on January 6, 2022. **Brittany Sanders, Economic Development Specialist, Copperas Cove EDC.**
4. Consideration and action on approval of minutes for the Special Meeting held on January 20, 2022. **Brittany Sanders, Economic Development Specialist, Copperas Cove EDC**

G. PUBLIC HEARINGS

H. ACTION ITEMS

1. Discussion and direction on video presentation regarding virtual building, given by Chad Chancellor from Next Move Group. **Diane Drussell, Interim Director, Copperas Cove EDC.**
2. Consideration and action on approving the Year End Financial report for September 30, 2021. **Diane Drussell, Interim Director, Copperas Cove EDC.**
3. Consideration and action on approving Resolution # EDC 2021-07 and accepting the Quarterly Investment Report as presented for the quarter ending September 2021, per the Investment Policy. **Diane Drussell, Interim Director, Copperas Cove EDC**

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

J. ITEMS FOR FUTURE AGENDAS

K. EXECUTIVE SESSION – Convene into Executive

Pursuant to §551.087 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session for an update regarding the offer of a financial or other incentive to a business prospect.

L. RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN 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. January 21, 2022**, inside the Display Case of the Copperas Cove Economic Development Corporation, 113 W. Avenue D, Copperas Cove, Texas, a place convenient and readily accessible to the public always.

Brittany Sanders, ED Specialist
Copperas Cove EDC

Economic Development Corporation

F.1.

Meeting Date: January 26, 2022

Contact: Brittany Sanders Economic Development Specialist, Copperas Cove EDC

Subject:

Consideration and action on approval of minutes for the Special Meeting held on November 17, 2021.

Brittany Sanders, Economic Development Specialist, Copperas Cove EDC

Attachments:

November 17, 2021, Special Meeting Minutes



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Meeting Minutes for November 17, 2021

A. CALL TO ORDER

Chairman JC Stubbs called the Regular meeting of the Copperas Cove Economic Development Corporation to order at 12:05 p.m.

B. INVOCATION AND PLEDGE OF ALLEGIANCE

Vice Chairman Joey Acfalle led the Invocation and the Pledge of Allegiance.

C. ROLL CALL

Roll call led by Brittany Sanders, Economic Development Specialist

Present:

- JC Stubbs, Chairman*
- Joey Acfalle, Vice Chairman*
- Elizabeth Ruszkiewicz, Director*
- Rick Kirkpatrick, Director*
- Jay Jackson, Secretary*
- Diane Drussell, Interim Director -EDC*
- Fred Chavez, Council Liaison*
- Barbara Boulware-Wells, EDC Legal Counsel*
- Ryan Haverlah, City Manager*

D. ANNOUNCEMENTS

Information for upcoming events:

- *Krist Kindl Markt- December 2nd-5th, 2021*
- *Small Business Saturday- November 27, 2021*

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 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 October 27, 2021. **Brittany Sanders, Economic Development Specialist, Copperas Cove EDC.**

Vice Chairman Joey Acfalle made a motion to approve Agenda Item F1. Secretary Jay Jackson seconded the motion and with a unanimous vote, motion carried.

G. PUBLIC HEARINGS

None

H. ACTION ITEMS

1. Consideration and action on contracting Neon Cloud to shoot a marketing video for the website and other promotional purposes. **Diane Drussell, Interim Director, Copperas Cove EDC.**

Director Elizabeth Ruszkiewicz made a motion to approve Agenda Item H1. Director Rick Kirkpatrick seconded the motion and with a unanimous vote, motion carried.

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

1. End of Year Recap on EDC activities, **Diane Drussell, Interim Director, Copperas Cove EDC.**

Diane Drussell gave an update on EDC activities regarding recent RFI's from the state and Capital Projects Budget.

2. Update for Board on other activities.

- Executive Search

ED Specialist Brittany Sanders gave an update on the Executive Search and upcoming timelines.

- Appointed Board Members/ Officer Elections

Council Liaison Fred Chavez informed EDC Board of Directors, that the appointment of a new board member has been tabled by City Council to further review applicant qualifications.

- Drainage concerns with citizen on Mueller

Diane Drussell gave an update on the citizen who lives on Mueller St and the status of their drainage issues.

J. ITEMS FOR FUTURE AGENDAS

- Drainage concerns with citizen on Mueller

K. EXECUTIVE SESSION –Convene into Executive Session at 12:21 p.m.

L.

Convene into Executive Session pursuant to Section 551.071 (Advice of Counsel) and Section 1.05 Texas Disciplinary Rules of Professional Conduct in addition to specific Sections stated below:

Pursuant to §§551.071, 104 and 105, Texas Government Code, the Board will be advised and receive information about potential developer in the Narrows Business Park.

M. RECONVENE INTO OPEN SESSION AT 1:21 P.M FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN EXECUTIVE SESSION

Vice Chairman Joey Acfalle made a motion to have the Interim Director move forward with the information provided in Executive Session. Secretary Jay Jackson seconded the motion and with a unanimous vote, motion carried.

N. ADJOURN

Chairman JC Stubbs adjourned the meeting at 1:21 p.m.

ATTEST:

Brittany Sanders, ED Specialist

Jay Jackson, Secretary

Economic Development Corporation

F.2.

Meeting Date: January 26, 2022

Contact: Brittany Sanders Economic Development Specialist, Copperas Cove EDC

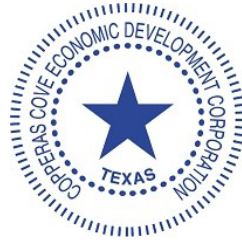
Subject:

Consideration and action on approval of minutes for the Special Meeting held on December 9, 2021.

Brittany Sanders, Economic Development Specialist, Copperas Cove EDC

Attachments:

December 9, 2021, Special Meeting Minutes



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Meeting Minutes of December 9, 2021

A. CALL TO ORDER

Chairman JC Stubbs called the Special Meeting of the Copperas Cove Economic Development Corporation to order at 12:03 P.M.

B. ROLL CALL

Roll call led by Brittany Sanders, Economic Development Specialist

Present:

*JC Stubbs Chairman
Joey Acfalle, Vice Chairman
Rick Kirkpatrick, Director*

Absent

*Jay Jackson, Secretary
Elizabeth Ruskiewicz, Director
Diane Drussell, Interim Director -EDC
Barbara Boulware-Wells, EDC Legal Counsel
Fred Chavez, Council Liaison*

C. EXECUTIVE SESSION - Convene into Executive Session pursuant to Section 551.071 (Advice of Counsel) and Section 1.05 Texas Disciplinary Rules of Professional Conduct in addition to specific Sections stated below:

1. Pursuant to §551.071 and §551.074, Texas Government Code, the Economic Development Corporation Board will meet in Executive Session for deliberation regarding process and options for obtaining a new Executive Director.

No action was taken

ADJOURN

Chairman JC Stubbs adjourned the meeting at 2:10 P.M.

ATTEST:

Brittany Sanders, Economic Development Specialist

Jay Jackson, Secretary

Economic Development Corporation

F.3.

Meeting Date: January 26, 2022

Contact: Brittany Sanders Economic Development Specialist, Copperas Cove EDC

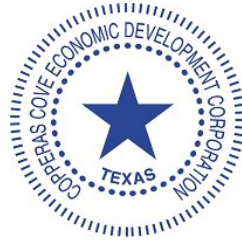
Subject:

Consideration and action on approval of minutes for the Special Meeting held on January 6, 2022.

Brittany Sanders, Economic Development Specialist, Copperas Cove EDC

Attachments:

January 6, 2022, Special Meeting Minutes



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Meeting Minutes of January 6, 2022

A. CALL TO ORDER

Chairman JC Stubbs called the Special Meeting of the Copperas Cove Economic Development Corporation to order at 9:13 A.M.

B. ROLL CALL

Roll call led by Brittany Sanders, Economic Development Specialist

Present:

*JC Stubbs Chairman
Joey Acfalle, Vice Chairman
Rick Kirkpatrick, Director
Elizabeth Ruskiewicz, Director*

Absent

*Jay Jackson, Secretary
Diane Drussell, Interim Director -EDC
Barbara Boulware-Wells, EDC Legal Counsel
Fred Chavez, Council Liaison*

C. EXECUTIVE SESSION - Convene into Executive Session pursuant to Section 551.071 (Advice of Counsel) and Section 1.05 Texas Disciplinary Rules of Professional Conduct in addition to specific Sections stated below:

1. Pursuant to §551.071 and §551.074, Texas Government Code, the Economic Development Corporation Board will meet in Executive Session for deliberation regarding process and options for obtaining a new Executive Director.

No action was taken

ADJOURN

Chairman JC Stubbs adjourned the meeting at 12:08 P.M.

ATTEST:

Brittany Sanders, Economic Development Specialist

Jay Jackson, Secretary

Economic Development Corporation

F.4.

Meeting Date: January 26, 2022

Contact: Brittany Sanders Economic Development Specialist, Copperas Cove EDC

Subject:

Consideration and action on approval of minutes for the Special Meeting held on January 20, 2022.

Brittany Sanders, Economic Development Specialist, Copperas Cove EDC

Attachments:

January 20, 2022, Special Meeting Minutes



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Meeting Minutes of January 20, 2022

A. CALL TO ORDER

Chairman JC Stubbs called the Special Meeting of the Copperas Cove Economic Development Corporation to order at 8:30 A.M.

B. ROLL CALL

Roll call led by Brittany Sanders, Economic Development Specialist

Present:

*JC Stubbs Chairman
Joey Acfalle, Vice Chairman
Rick Kirkpatrick, Director
Elizabeth Ruskiewicz, Director*

Absent

*Jay Jackson, Secretary
Diane Drussell, Interim Director -EDC
Barbara Boulware-Wells, EDC Legal Counsel
Fred Chavez- Council Liaison*

C. EXECUTIVE SESSION - Convene into Executive Session pursuant to Section 551.071 (Advice of Counsel) and Section 1.05 Texas Disciplinary Rules of Professional Conduct in addition to specific Sections stated below:

1. Pursuant to §551.071 and §551.074, Texas Government Code, the Economic Development Corporation Board will meet in Executive Session for deliberation regarding process and options for obtaining a new Executive Director.

Director Rick Kirkpatrick made a motion to approve Agenda Item C1. Director Elizabeth Ruskiewicz seconded the motion and Vice Chairman Joey Acfalle opposed the motion with a unanimous vote, motion carried.

ADJOURN

Chairman JC Stubbs adjourned the meeting at 2:00 P.M.

ATTEST:

Brittany Sanders, Economic Development Specialist

Jay Jackson, Secretary

Economic Development Corporation

H.1.

Meeting Date: January 26, 2022

Contact: Diane Drussell, Interim Director, Copperas Cove EDC

Subject:

Discussion and direction on video presentation regarding virtual building given by Chad Chancellor from Next Move Group. **Diane Drussell, Interim Director, Copperas Cove EDC.**

Description/Information:

During November's Regular Meeting the EDC Board requested the Interim Director to invite Next Move Group to give a presentation regarding a virtual spec building in the Narrows Business and Technology Park.

Financial Impact:

TBD

Action/Recommendation:

EDC staff seeks direction from the Board regarding presentation given by Next Move Group.

Economic Development Corporation

H.2.

Meeting Date: January 26, 2022

Contact: Diane Drussell, Interim Director, Copperas Cove EDC

Subject:

Consideration and action on approving the Year End Financial report for September 2021. **Diane Drussell, Interim Director, Copperas Cove EDC.**

Description/Information:

The Year End Financial report for September 2021 has been prepared by the 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 the attached Year End Financial report.

Action/Recommendation:

EDC staff recommends the Board approve the Year End Financial report for September 2021 as presented by Diane Drussell.

Economic Development Corporation

H.3.

Meeting Date: January 26, 2022

Contact: Diane Drussell, Interim Director, Copperas Cove EDC.

Subject:

Consideration and action on approving Resolution # EDC 2021-07 and accepting the Quarterly Investment Report as presented for the quarter ending September 2021, per the Investment Policy. **Diane Drussell, Interim Director, Copperas Cove EDC.**

Description/Information:

The Public Funds Investment Act of Chapter 2256, Texas Government Code, requires investment management reports to be accepted by the Board. The Copperas Cove Economic Development Corporation's Investment Policy requires that the Investment Officer shall report, a detailed listing of all purchases, sales and payments, and a description of each security held as well as management summary information.

Financial Impact:

See attached Quarterly Investment Report for the month ending September 2021.

Action/Recommendation:

EDC staff recommends that the Board approves Resolution # EDC-2021-07 accepting the Quarterly Investment Report as presented for the quarter ending September 2021 per the Investment Policy.

Attachments:

Resolution # EDC-2021-07

RESOLUTION NO. EDC- 2021-07
A RESOLUTION OF THE COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION,
APPROVING THE INVESTMENT REPORT FOR QUARTER ENDING SEPTEMBER 2021.

WHEREAS, Chapter 2256 of the Texas Government Code, commonly known as the “Public Funds Investment Act,” requires the Investment Officer of the City to present s written report of investment transactions for all Economic Development Corporation’s accounts covered for the preceding reporting period to the Board of Directors; and

WHEREAS, this reporting is authorized by the Public Funds Investment Act; and

WHEREAS, the Public Funds Investment Act requires the Quarterly Investment Report be presented to the Board of Directors; and

WHEREAS, the attached Quarterly Investment Report complies with the Public Funds Investment Act.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED BY THE BOARD OF DIRECTORS OF THE COPPERAS COVE ECONOMIC CORPORATION:

Section 1.

That the Copperas Cove Economic Development Corporation has complied with the requirements of the Public Funds Investment Act, and the Quarterly Investment Report for quarter ending September 2021 attached hereto as “Exhibit A,” is hereby approved as the quarterly investment report for quarter ending September 2021 of the Corporation effective January 26, 2022.

PASSED, APPROVED, AND ADOPTED on this 26th day of January 2022 at a regular meeting of the 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.

ATTEST:

Brittany Sanders, ED Specialist

JC Stubbs, Chairman

APPROVED AS TO FORM:

The Knight Law Firm
Copperas Cove Economic Development Corporation Attorney