



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 April 27, 2022, 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

CCEDC Community Assessment Meetings held on May 11-14th

- Wednesday, Board Workshop, May 11, 2022, from 9 am-11 am
- Wednesday, May 11, 2022, from 12:00 pm to 2:00 pm
- Wednesday, May 11, 2022, from 5:00 pm to 7:00 pm
- Thursday, May 12, from 8:00 am to 10:00 am
- May 13-14th- Individual Interviews

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 March 23, 2022. **Brittany Sanders, Economic Development Specialist, Copperas Cove EDC.**

G. PUBLIC HEARINGS

H. ACTION ITEMS

1. Consideration and action on approving the Profit and Loss report for the month of March 2022. **Diane Drussell, Assistant Director, Copperas Cove EDC.**

2. Consideration and action on approving Resolution # EDC 2022-02 and accepting the Quarterly Investment Report as presented for the quarter ending March 2022, per the Investment Policy. **Diane Drussell, Assistant Director, Copperas Cove EDC.**
3. Consideration and action to approve Resolution # EDC 2022-03, authorizing representatives on the TexPool account to be updated and changed. **Diane Drussell, Assistant Director, Copperas Cove EDC**
4. Consideration and action on approving the engagement letter from Mike Barnes Group for the purpose of facilitation and providing a Community Assessment for the Copperas Cove EDC. **Fred Welch, Executive Director, Copperas Cove EDC.**

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

1. Update on EDC Activities. **Diane Drussell, Assistant Director, Copperas Cove EDC.**
2. Executive Director Report. **Fred Welch, Executive Director, Copperas Cove EDC.**

J. ITEMS FOR FUTURE AGENDAS

K. EXECUTIVE SESSION

1. Pursuant to §551.087 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session to discuss a business prospect referenced as **Project DC.**
2. Pursuant to §551.087 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session to discuss a business prospect referenced as **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 **5:00 p.m. April 22, 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: April 27, 2022

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

Subject:

Consideration and action on approval of minutes for the Regular Meeting held on March 23, 2022.

Brittany Sanders, Economic Development Specialist, Copperas Cove EDC

Attachments:

March 23, 2022, Regular Meeting Minutes



COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION
Meeting Minutes for March 23, 2022

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

Director Rick Kirkpatrick 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*
- Jay Jackson, Secretary*
- Elizabeth Ruskiewicz, Director*
- Rick Kirkpatrick, Director*
- Diane Drussell, Assistant Director -EDC*
- Fred Chavez, Council Liaison*
- Barbara Boulware-Wells, EDC Legal Counsel*
- Ryan Haverlah, City Manager*

D. ANNOUNCEMENTS

Information for upcoming events:

Chamber Mixer hosted by the CCEDC- March 24, 2022, at the CDL Truck Driving School at 5:30 pm.

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 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 January 26, 2022. **Brittany Sanders, Economic Development Specialist, Copperas Cove EDC.**
2. Consideration and action on approval of minutes for the Special Meeting held on February 16, 2022. **Brittany Sanders, Economic Development Specialist, Copperas Cove EDC.**

Vice-Chairman Joey Acfalle made a motion to approve Agenda Item F1 and F2. Secretary Jay Jackson 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 the month of October 2021. **Diane Drussell, Assistant Director, Copperas Cove EDC.**

Vice-Chairman Joey Acfalle made a motion to approve Agenda Item H1. Director Elizabeth Ruszkiewicz seconded the motion and with a unanimous vote, the motion carried.

2. Consideration and action on approving the Profit and Loss report for the month of November 2021. **Diane Drussell, Assistant Director, Copperas Cove EDC.**

Director Rick Kirkpatrick made a motion to approve Agenda Item H2. Secretary Jay Jackson seconded the motion and with a unanimous vote, the motion carried.

3. Consideration and action on approving the Profit and Loss report for the month of December 2021. **Diane Drussell, Assistant Director, Copperas Cove EDC.**

Secretary Jay Jackson made a motion to approve Agenda Item H3. Vice-Chairman Joey Acfalle seconded the motion and with a unanimous vote, the motion carried.

4. Consideration and action on approving the Profit and Loss report for the month of January 2022. **Diane Drussell, Assistant Director, Copperas Cove EDC.**

Vice-Chairman Joey Acfalle made a motion to approve Agenda Item H4. Director Elizabeth Ruszkiewicz seconded the motion and with a unanimous vote, the motion carried.

5. Consideration and action on approving the Profit and Loss report for the month of February 2022. **Diane Drussell, Assistant Director, Copperas Cove EDC.**

Director Rick Kirkpatrick made a motion to approve Agenda Item H5. Secretary Jay Jackson seconded the motion and with a unanimous vote, the motion carried.

6. Discussion and direction on scheduling a date for the Board/Staff Strategic Planning Session. **Fred Welch, Executive Director, Copperas Cove EDC**

Fred Welch, Executive Director, presented for discussion and direction, the Board\Staff Strategic Planning Session. The EDC staff recommends scheduling a date for late April or early May for the upcoming Strategic Planning Session.

7. Consideration and action regarding a proposal for a virtual building for the Narrows Business and Technology Park. **Diane Drussell, Assistant Director, Copperas Cove EDC.**

Direction was given by EDC staff to table Agenda Item H7 for a future date.

Vice-Chairman Joey Acfalle made a motion to table Agenda Item H7. Director Rick Kirkpatrick seconded the motion and with a unanimous vote, the motion carried.

8. Consideration and action on accepting/approving a contract to purchase property owned by the CopperasCove Economic Development Corporation (CCEDC) located at 201 S. 2nd Street. **Diane Drussell, Assistant Director, Copperas Cove EDC.**

Director Rick Kirkpatrick made a motion to approve Agenda Item H8. Director Elizabeth Ruszkiewicz seconded the motion and with a unanimous vote, the motion carried.

9. Consideration and action on approving Resolution #EDC 2022-01 and authorizing Fred Welch to be a designated check signer, as per CCEDC Bylaws. **Diane Drussell, Assistant Director, Copperas Cove EDC.**

Vice-Chairman Joey Acfalle made a motion to approve Agenda Item H9. Secretary Jay Jackson seconded the motion and with a unanimous vote, the motion carried.

10. Discussion and direction on a community assessment or strategic plan for the Copperas Cove EDC. **Fred Welch, Executive Director, Copperas Cove EDC.**

Fred Welch, Executive Director, presented for discussion and direction, a community assessment or Strategic Plan for the Copperas Cove EDC. Executive Director Fred Welch recommends hiring a facilitator to conduct a series of interviews with the Community, and Community stakeholders, to address the Business Climate, Workforce Education, current building/sites within the city, Infrastructure, and Transportation.

Direction was given by the EDC Board of Directors to move forward with obtaining proposals for the Community assessment.

11. Discussion and direction on the plan of work for the next six months. **Fred Welch, Executive Director, Copperas Cove EDC**

Fred Welch, Executive Director, presented for discussion and direction, a plan of work for the next six months. Executive Director Fred Welch will be updating the EDC's Staff job descriptions, and creating a marketing and communication plan to better market the community. No direction was given by the EDC Board of Directors.

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

1. Update on EDC Activities. **Diane Drussell, Assistant Director, Copperas Cove EDC.**

- Update Fieldstone Commercial, LLC regarding property in the Narrows Business and Technology Park.

Diane Drussell, Assistant Director gave an update on Fieldstone Commercial, LLC, their current status, and the possibility of a contract extension.

- Past/Upcoming workshops

Small Business Startup, held on March 22, 2022, with 17 attendees

11 people attended the Kids Entrepreneur workshop in preparation for the Oscar market held on April 2, 2022,

2. Executive Director Report. **Fred Welch, Executive Director, Copperas Cove EDC.**

- *Executive Director Fred Welch gave an update on the following topics listed below:*
 - *National Mounted Warfare Gala on April 23, 2022*
 - *Software Launch with EDOIQ to help track incoming projects*
 - *Economic Development Specialist job description update*
 - *Assistant Director trip to California in June with GCTP*
 - *Budget preparation*

J. ITEM FOR FUTURE AGENDAS

- Consideration and action regarding a proposal for a virtual building for the Narrows Business and Technology Park.

K. EXECUTIVE SESSION –Convene into Executive Session at 12:34 p.m.

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 §551.087 of the Texas Government Code, the Economic Development Corporation Board will meet in Executive Session to discuss a business prospect referenced as **Project DC.**

Pursuant §551.074 of the Texas Government Code, the Board of Directors will meet in Executive Session for deliberation regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a member of an advisory body or to hear a complaint or charge against a member of an advisory body – **Diane Drussell, Assistant Director, Copperas Cove EDC.**

L. RECONVENE INTO OPEN SESSION AT 1:57 P.M FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN THE EXECUTIVE SESSION

No action was made for Item 1 in Executive Session.

Director Rick Kirkpatrick made a motion to have Executive Director Fred Welch move forward with a renegotiation of the Assistant Director's Salary. Director Rick Kirkpatrick seconded the motion and with a unanimous vote, the motion carried.

M. ADJOURN

Chairman JC Stubbs adjourned the meeting at 12:57 p.m.

ATTEST:

Brittany Sanders, ED Specialist

Jay Jackson, Secretary

Economic Development Corporation

H.1.

Meeting Date: April 27, 2022

Contact: Diane Drussell, Assistant Director, Copperas Cove EDC

Subject:

Consideration and action on approving the Profit and Loss report for the month of March 2022. **Diane Drussell, Assistant Director, Copperas Cove EDC.**

Description/Information:

The Profit and Loss report for March 2022 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 Profit and Loss report.

Action/Recommendation:

EDC staff recommends the Board approve the Profit and Loss report for March 2022 as presented by Diane Drussell.

Attachments:

March 2022 Financials:

Profit and Loss
Bancorp South Reconciliation Summary
TEXPOOL – Reconciliation Summary

Copperas Cove Economic Development Corporation
Profit & Loss

March 2022

Mar 22

Ordinary Income/Expense	
Income	
Revenues	
Sales Tax Income	300,017.82
Interest Income	937.05
Total Revenues	<u>300,954.87</u>
Total Income	300,954.87
Expense	
EXPENDITURES	
EDC ADMINISTRATION	
PERSONNEL	
Staff Salary	22,638.45
Longevity	36.92
FICA Tax	1,241.53
Employee Insurance	708.26
Retirement	2,032.35
Other Personnel Expenses	1,325.03
Total PERSONNEL	<u>27,982.54</u>
SUPPLIES AND MATERIALS	
Office Supplies	251.05
Cleaning Supplies	86.52
Total SUPPLIES AND MATERIALS	<u>337.57</u>
REPAIRS AND MAINTENANCE	
Repairs & Maint. - Bldg	372.17
Repairs & Maint. - Facility	55.00
Repairs & Maint. - Equipment	75.00
Total REPAIRS AND MAINTENANCE	<u>502.17</u>
CONTRACTUAL SERVICES	
Bank Analysis Fees	50.00
Communication	482.67
Rental of Equipment	579.98
Rental of Property	1,600.00
Dues and Subscriptions	1,492.00
Contract Labor	620.00
Professional Services	375.00
Total CONTRACTUAL SERVICES	<u>5,199.65</u>
DESIGNATED EXPENSES	
Insurance Expense	515.95
Total DESIGNATED EXPENSES	<u>515.95</u>
Total EDC ADMINISTRATION	<u>34,537.88</u>
DEBT SERVICES	
2012 Sales Tax Bond Note Int	3,285.52
Total DEBT SERVICES	<u>3,285.52</u>
Total EXPENDITURES	<u>37,823.40</u>
Total Expense	37,823.40

Copperas Cove Economic Development Corporation
Profit & Loss

March 2022

Mar 22

Net Ordinary Income
Net Income

263,131.47

263,131.47

Copperas Cove Economic Development Corporation
Reconciliation Summary
Cash- BANCORPSOUTH, Period Ending 03/31/2022

	<u>Mar 31, 22</u>
Beginning Balance	2,819,895.23
Cleared Transactions	
Checks and Payments - 39 items	-41,472.31
Deposits and Credits - 5 items	300,220.67
Total Cleared Transactions	<u>258,748.36</u>
Cleared Balance	<u>3,078,643.59</u>
Uncleared Transactions	
Checks and Payments - 3 items	-702.02
Total Uncleared Transactions	<u>-702.02</u>
Register Balance as of 03/31/2022	<u>3,077,941.57</u>
New Transactions	
Checks and Payments - 18 items	-100,276.48
Total New Transactions	<u>-100,276.48</u>
Ending Balance	<u><u>2,977,665.09</u></u>

4:52 PM

04/22/22

Copperas Cove Economic Development Corporation
Reconciliation Summary
TEXPOOL ACCOUNT, Period Ending 03/31/2022

	<u>Mar 31, 22</u>
Beginning Balance	5,626,183.54
Cleared Transactions	
Deposits and Credits - 1 item	<u>734.20</u>
Total Cleared Transactions	<u>734.20</u>
Cleared Balance	<u>5,626,917.74</u>
Register Balance as of 03/31/2022	5,626,917.74
Ending Balance	5,626,917.74

Economic Development Corporation

H.2.

Meeting Date: April 27, 2022

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

Subject:

Consideration and action on approving Resolution # EDC 2022-02 to accepting the Quarterly Investment Report as presented for the quarter ending March 2021, per the Investment Policy. Diane Drussell, Assistant 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 March 2022.

Action/Recommendation:

EDC staff recommends that the Board approves Resolution # EDC-2022-02 accepting the Quarterly Investment Report as presented for the quarter ending March 2022 per the Investment Policy.

Attachments:

Resolution # EDC-2022-02

RESOLUTION NO. EDC- 2022-02
A RESOLUTION OF THE COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION,
APPROVING THE INVESTMENT REPORT FOR THE QUARTER ENDING MARCH 2022.

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 the quarter ending March 2022 attached hereto as “Exhibit A,” is hereby approved as the quarterly investment report for the quarter ending March 2022 of the Corporation effective April 27th, 2022.

PASSED, APPROVED, AND ADOPTED on this 27th day of April 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

Economic Development Corporation

H. 3

Meeting Date: April 27, 2022

Contact: Diane Drussell, Assistant Director, Copperas Cove EDC

Subject:

Consideration and action to approve Resolution # EDC 2022-03, authorizing representatives on the TexPool account to be updated and changed. **Diane Drussell, Assistant Director, Copperas Cove EDC**

Description/Information:

On September 26, 2018, City staff recommended the Board of Directors authorize the Interim Director (at the time) to enter into an agreement with TexPool to open an account for the Copperas Cove EDC as a standalone entity.

Representative Information needs to be updated to reflect current representatives. Currently, we are requesting the following changes be made to the account:

- Keep Diane Drussell as an Authorized Representative
- Add Frederick Welch as an Authorized Representative
- Add Elizabeth Ruszkiewicz as an Authorized Representative
- Remove Adam Martin

Financial Impact:

N/A.

Action/Recommendation:

EDC staff requests BOD approve Resolution # EDC 2022-03, updating authorized representatives on the TexPool account to reflect current contact information.

Attachments:

**TEXPOOL Resolution
Resolution #EDC 2022-03**

RESOLUTION NO. 2022-03

**A RESOLUTION AUTHORIZING PARTICIPATION
IN THE TEXPOOL INVESTMENT POOLS AND
DESIGNATING AUTHORIZED REPRESENTATIVES
FOR THE COPPERAS COVE ECONOMIC
DEVELOPMENT CORPORATION.**

WHEREAS, Copperas Cove Economic Development Corporation (Participant) is empowered to delegate to the public funds investment pools the authority to invest funds and to act as custodian of investment purchased with the participants' funds; and

WHEREAS, it is in the best interest of the Participant to invest its funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pools (TexPool), public funds investment pools, were created on behalf of entities whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Investment Act.

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

Section 1.

That the Copperas Cove Economic Development Corporation shall enter into a Participation Agreement to establish an account in its name in TexPool, for the purpose of transmitting local funds for investment in TexPool.

That the individuals, whose signatures appear in the Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives Form are authorized to transmit funds for investments in TexPool and are authorized to withdrawn funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of the Economic Development Corporation.

PASSED, APPROVED, AND ADOPTED on this 27th day of April 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.

JC Stubbs, Chairman

ATTEST:

Brittany Sanders, City ED Specialist

APPROVED AS TO FORM:

The Knight Law Firm



Resolution Authorizing Participation in the TexPool Investment Pools and Designating Authorized Representatives

WHEREAS, _____ (“Participant”) is a local government or state agency of the State of Texas and is empowered to delegate to the public funds investment pools the authority to invest funds and to act as custodian of investments purchased with local investment funds; and

WHEREAS, it is in the best interest of the Participant to invest local funds in investments that provide for the preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act; and

WHEREAS, the Texas Local Government Investment Pools (“TexPool/TexPool Prime”), public funds investment pools, were created on behalf of entities whose investment objectives in order of priority are preservation and safety of principal, liquidity, and yield consistent with the Public Funds Investment Act.

NOW THEREFORE, be it resolved as follows:

- A. That Participant shall enter into a Participation Agreement to establish an account in its name in TexPool/TexPool Prime, for the purpose of transmitting local funds for investment in TexPool/TexPool Prime.
- B. That the individuals, whose signatures appear in this Resolution, are authorized representatives of the Participant and are each hereby authorized to transmit funds for investment in TexPool/TexPool Prime and are each further authorized to withdraw funds from time to time, to issue letters of instruction, and to take all other actions deemed necessary or appropriate for the investment of local funds.

Authorized Representatives of the Participant

These individuals will be issued P.I.N. numbers to transact business via telephone with a Participant Service Representative.

1.	<input type="text"/>	<input type="text"/>
	Signature	Telephone Number
	<input type="text"/>	<input type="text"/>
	Printed Name	Fax Number
	<input type="text"/>	<input type="text"/>
	Title	Email
2.	<input type="text"/>	<input type="text"/>
	Signature	Telephone Number
	<input type="text"/>	<input type="text"/>
	Printed Name	Fax Number
	<input type="text"/>	<input type="text"/>
	Title	Email
3.	<input type="text"/>	<input type="text"/>
	Signature	Telephone Number
	<input type="text"/>	<input type="text"/>
	Printed Name	Fax Number
	<input type="text"/>	<input type="text"/>
	Title	Email
4.	<input type="text"/>	<input type="text"/>
	Signature	Telephone Number
	<input type="text"/>	<input type="text"/>
	Printed Name	Fax Number
	<input type="text"/>	<input type="text"/>
	Title	Email

Authorized Representatives of the Participant (continued)

5.	<input type="text"/>	<input type="text"/>
	Signature	Telephone Number
	<input type="text"/>	<input type="text"/>
	Printed Name	Fax Number
	<input type="text"/>	<input type="text"/>
	Title	Email
6.	<input type="text"/>	<input type="text"/>
	Signature	Telephone Number
	<input type="text"/>	<input type="text"/>
	Printed Name	Fax Number
	<input type="text"/>	<input type="text"/>
	Title	Email

List the name of the Authorized Representative provided above that will have primary responsibility for performing transactions and receiving confirmations and monthly statements under the Participation Agreement.

Printed Name

In addition and at the option of the Participant, additional authorized representative(s) can be designated to perform inquiry only of selected information. This limited representative cannot make deposits or withdrawals. If the Participant desires to designate a representative with inquiry rights only, complete the following information.

1.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Printed Name	Title	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Telephone Number	Fax Number	Email
2.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Printed Name	Title	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Telephone Number	Fax Number	Email
3.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Printed Name	Title	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Telephone Number	Fax Number	Email
4.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Printed Name	Title	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Telephone Number	Fax Number	Email
5.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Printed Name	Title	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Telephone Number	Fax Number	Email
6.	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Printed Name	Title	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Telephone Number	Fax Number	Email

Authorized Representatives of the Participant (continued)

C. That this resolution and its authorization shall continue in full force and effect until amended or revoked by the Participant, and until TexPool/TexPool Prime receives a copy of any such amendment or revocation.

This resolution is hereby introduced and adopted by the Participant at its regular/special meeting held on the

____ day of _____, 20____.

Document is to be signed by a Board Officer, Mayor or County Judge and attested by a Board Officer, City Secretary or County Clerk.

Name of Participant

SIGNED:

Signature

Printed Name

Title

ATTEST:

Signature

Printed Name

Title

Delivery Instructions

Please return this document to **TexPool Participant Services:**

Email: texpool@dstsistemas.com

Fax: 866-839-3291

Meeting Date: April 27, 2022

Contact Fred Welch, Executive Director, Copperas Cove EDC

Approval Letter of Engagement for Community Assessment

Consideration and action on approving the engagement letter from Mike Barnes Group to facilitate and provide Community Assessment for the Copperas Cove EDC. **Fred Welch, Executive Director, Copperas Cove EDC.**

Description/Information

Mr. Mike Barnes with Mike Barnes Group, Blanco Texas presented a proposal to staff last month on conducting a community assessment with community business leaders, officials, and stakeholders to assist CCEDC in the development of a marketing strategy for business retention and attraction. The focus will be on Business Climate, Workforce, and Education, Buildings, Sites and Infrastructure, Transportation and Quality of Life

This work would commence in Mid to late May and a work product consisting of a community assessment presented to staff and board at either the June or July Board meeting.

Financial Impact – Funds would be allocated from the current year's budget- \$25,000.00

Recommendation

Staff recommends approval of the engagement letter with Mr. Barnes for work beginning on or before May 11, 2022

Attachments:

Proposal for Community Assessment Engagement Letter



COMMUNITY ASSESSMENT PROPOSAL FOR COPPERAS COVE EDC

Submitted by Mike Barnes Group, Inc.

Mike Barnes Group, Inc.
Economic Development

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Mike Barnes Group
COMMUNITY ASSESSMENT PROPOSAL FOR COPPERAS COVE EDC

Mike Barnes Group, Inc.
Economic Development

P.O. Box 1729, Blanco, TX. 78606-1729
Office: 830.833.5300. Mobile: 254.214.5969

March 14, 2022

Fred Welch, Executive Director
Copperas Cove EDC

Sent via email: fwelch@coveedc.com

Dear Mr. Welch:

Thank you for the opportunity to present our firm's proposal for the Copperas Cove EDC Economic Development Community Assessment. Our firm has completed a number of these types of projects for Texas communities and those outside the state. Mike Barnes Group has provided economic development services to more than forty Texas communities/agencies since its inception more than sixteen years ago.

The firm (MBG) takes a market-oriented approach to these types of projects. MBG distinguishes itself from our competitors in that we conduct economic development daily, serving as the economic development entity for several economic development agencies at any given time. We interact with developers, brokers, site selectors and public officials routinely in assisting our clients grow their respective economies.

We are familiar with Copperas Cove, having previously provided the incentive negotiations on the Seton Regional Hospital and provided a Community Assessment for nearby Nolanville. Our approach is thorough, market-oriented, in addition to being creative, adaptive, and flexible as cities differ from one another. Our team is experienced and well-respected in economic development.

Thank you for your consideration of MBG for this exciting project. We welcome your comments and questions.

Sincerely,

Mike Barnes
Michael G. Barnes
President/CEO

<https://www.mikebarnesgroup.com>
mbarnes@mikebarnesgroup.com

Experience of the Firm

The Mike Barnes Group was formed in 2005 by Mike Barnes. Prior to forming MBG, Mike Barnes directed successful award-winning economic development agencies. These agencies follow:

- Terre Haute, IN, Redevelopment Corporation/Economic Development Division
- High Point, NC, Economic Development Commission
- Plano, TX, Economic Development Board
- Florence County, SC, Economic Development Authority
- Southern Indiana Economic Development Council
- Waco, TX, Chamber of Commerce/Economic Development Division
- Clermont, OH, Chamber of Commerce

Mike Barnes received a Bachelor of Science and a Master of Public Administration from Indiana State University. He is a member of the following organizations:

- Texas Economic Development Council—former board member and frequent presenter
- American Economic Development Council—former board member at time of merger
- International Economic Development Council—former board member
- Southern Economic Development Council—former board member
- Texas Municipal League—Associate Member

In addition, Barnes served on the Indiana Jobs Council under former Governor Joseph Kernan, the South Carolina Economic Developers Association Board of Directors, and was a Charter Member of the Industrial Asset Management Council. Many of our firm's former associates are directing Texas economic development programs or are now engaged in private consulting; this reflects MBG's respect in the marketplace.

Mike Barnes has directed Strategic Plans, Community Assessments, or established Programs of Work for nearly thirty Texas communities since the formation of MBG. Many of these projects evolved into MBG providing executive search, virtual economic development services, or other types of activities for the client. As earlier stated, MBG has been engaged by more than forty Texas communities/agencies.

Recently, MBG retained the services of an outstanding professional, Zachariah Barnes. Zachariah has a Bachelor of Science in Construction Services and Management with a minor in Business Administration from Texas State University. He has recently served as an Engineer 2 with Kiewit Construction on a major highway infrastructure project in Denver, CO. Prior to that role, he was an Assistant Superintendent with Jimmy Evans Construction in Austin, TX. During his college years, he worked with Austin Commercial Construction and Hensel Phelps. Zachariah brings major insight into infrastructure, construction, and business management to our firm. He is currently engaged by MBG on a major site selection project and is assisting the firm with another company project involving construction activity.

Similar Engagements by MBG

The following represent sample communities/agencies for which MBG has conducted Economic Development Strategic Plans:

1. Balch Springs, TX, EDC
2. Bastrop, TX, EDC
3. Borger, TX, EDC
4. Carlsbad, NM, Department of Economic Development
5. City of Angleton, TX
6. City of Huntsville, Tx
7. City of Willow Park, Tx
8. Crandall, TX, EDC
9. Development Authority of Rockdale, Co, GA
10. Development Corporation of Snyder, TX
11. EDC of Lea County, NM
12. Everman, TX, EDC
13. Gregory, TX, EDC
14. Hillsboro, TX, EDC
15. Jacksonville, TX, EDC
16. Lacy Lakeview, TX, EDC
17. Lamesa, TX, EDC
18. Llano, TX, EDC
19. Lufkin/Angelina, TX, Economic Development Partnership
20. Mathis, TX, EDC
21. Nolanville, TX, EDC
22. Odessa, TX, Development Corporation
23. Orange County, TX, EDC
24. Pottawatomie, KS, EDC
25. Regional Economic Development Initiative, Beaumont, TX
26. Robinson, TX, EDC
27. Southeast TX, Economic Development Foundation
28. Southeast TX Workforce Solutions

In addition, MBG, as stated previously, has assisted many Texas communities/agencies in developing Programs of Work, Economic Development Workshops, executive searches, and evaluations of the existing economic development efforts undertaken. We jokingly state that we have worked from Burkburnett to Falfurrias and from Orange County to Andrews, including work in the Texas Panhandle. MBG knows economic development in Texas!

MBG Approach

Overall Project:

Mike Barnes will oversee this project in its entirety. The Project will be a combination of data research, one-on-one interviews, group meetings with stakeholders and input from the Copperas Cove EDC staff. As indicated previously, we anticipate Zachariah Barnes' engagement in aspects of this project. MBG conducts site selection activities on behalf of private corporations. We have developed a hierarchy of factors that are used in this site selection process. This Strategy will use these factors in evaluating the community's economic development activity and performance capacity. These factors (in no order) are below:

- I. Business Climate
- II. Workforce/Education
- III. Buildings/Sites/Infrastructure
- IV. Transportation
- V. Quality of Life

Demographics and Workforce:

Unless otherwise advised by the client, MBG will provide a broad overview of the demographics of Copperas Cove.

o Methodology

Stakeholder Focus Groups:

MBG will conduct a minimum of three focus groups—attendees are to be invited by Client. Please understand not to hold a quorum from various attendees, although the groups would not make any formal decisions or act—it simply is easier to avoid this. During these Focus Groups, we will seek input from the participants relative to the five categories identified above. MBG encourages a broad cross section of participants to gain as much input as possible. This, we have found, will provide tremendous support for the economic development effort moving forward. Mike Barnes will conduct these Focus Groups and is quite experienced at gaining input from participants.

One-on-One Interviews:

MBG will conduct a minimum of three one-on-one interviews (in addition to employers) to gain insight. These participants are chosen by the client. MBG suggests the interviews be with key office holders within the city/county and key stakeholders that might discuss more in a private setting than in a group format.

Community Tours:

MBG will ask EDC staff to provide tours of the following:

- o **Commercial/Office/Retail Developments**
- o **Industrial/Logistics/Warehouse Developments, if applicable**
- o **Residential—multi-family and single family**

These tours provide a firsthand consultant view of the community. In addition, the consultant

will independently tour the community. These tours provide a realistic contemporary vision of ongoing activities. These can be weighed against the input gained from the interviews and focus groups.

Consultant Observations:

MBG has more than thirty years of executive level experience in economic development. We work across the state and beyond and have seen best practices and practices that are not the best. Our observations and expertise will play a critical role in this project. MBG clients typically hire us for our conclusions based on data, research, and observations. We envision this being the case for the Copperas Cove EDC.

Adherence to Schedule:

MBG would, upon receipt of the award of the project, develop a timetable in conjunction with the Client. We see no issues in completing the project within a three-month timetable. Our typical process is to conduct the interviews during the same time as the Focus Groups, thus maximizing efficiency and saving the client money on expenses. Our suggested timetable follows:

- A. Execute the contract
- B. Within a week of the execution, establish dates/times for the Focus Groups—Client to provide meeting places/refreshments, if any, and attendee selection. We encourage RSVP and follow up calls to ensure participation.
- C. One-on-One Stakeholder Interviews—these could be completed on the first day by Consultant Team dividing those interviewees
- D. Stakeholder Focus Groups would be completed on the first day of consultant on-site.
- E. Community Tours—we would expect these to occur on the second day. This provides opportunity for discussions with staff.
- F. Data/Research—We would initiate this aspect of the project upon return from our on-site visit.
- G. Within 45 days of on-site visit, drafting of reports would be forwarded to client
- H. Within 60-90 days, a draft report would be finalized
- I. Reviews of report and final report would be completed with 90 days.
- J. Should the client desire, MBG would provide a Power Point presentation to a group in Copperas Cove invited by the Client.

Deliverables and Fee Structure

MBG will deliver a Community Assessment with goals, objectives, and strategies for the Copperas Cove EDC over the next five-year period. Quantifiable benchmarks shall be established for the five-year period. In addition, MBG will provide a minimum of three business/industrial targets by NAICS code as a component of the project for business attraction. As stated previously, should the client elect, MBG will provide a Power Point presentation of the findings to a group of invitees by the client.

Mike Barnes Group
COMMUNITY ASSESSMENT PROPOSAL FOR COPPERAS COVE EDC

Mike Barnes Group will complete this project at a cost of \$25,000 plus expenses billed on an “at cost” basis. Expenses to include lodging, meals, travel at the IRS allowable mileage reimbursement rate. Expenses capped at \$1,500.00

Feel free to contact any MBG client shown on our website: <https://www.mikebarnesgroup.com>

Recent projects with contacts:

Angleton—Chris Whitaker, City Manager cwhitaker@angleton.tx.us
979.849.4364

Development Corporation of Snyder, Bill Robertson, Chair, bigapplesnydertx@gmail.com
325.436.1641

Southeast Texas Regional Planning Commission, Bob Dickinson, Economic Development and Transportation Director, bdickinson@setrpc.org
409.781.0250

General Reference:

Carlton Schwab, President
Texas Economic Development Council
carlton@texasedc.org
512.480.8432

Mike Barnes Group, Inc.
Economic Development

P.O. Box 1729 Blanco, TX. 78606-1729
Office: 830.833.5300. Mobile: 254.214.5969

March 24, 2022

Fred Welch, Executive Director
Copperas Cove Economic Development Corporation

Sent via email: fwelch@coveedc.com

Dear Mr. Welch:

Thank you for the opportunity to assist your economic development agency. We are excited to work with you and develop a Community Assessment. The short-term requirements include your identification of persons you seek to participate in the Focus Groups and the one-on-one interviews. As I have stated, we are flexible in terms of persons in the Focus Groups—your decision as to the number. Similarly, obtaining a suitable space for these sessions is also a consideration. We would welcome you to forward any marketing materials, annual reports, newsletters, etc. which reflect the ongoing activity of the agency.

We are flexible in terms of our ability to commence the on-site work. I am happy to come to your office, meet with your team and discuss the overall project in advance of our commencement. We would like to discuss recent developments, receive a tour of the city to include the industrial areas and commercial areas, and an overview of the residential areas. This could occur before the “formal” engagement date. We could schedule this early to mid-April and then formally kick off the project later in the month. This would provide a solid foundation for us to move forward quickly.

As stated in the proposal we would conduct three focus groups, three one-on-one interviews, in addition to the above-referenced community tour and review of information. We would have the tour and staff discussions underway prior to the commencement date. Please keep in mind we will communicate directly with you and your team throughout the process. Our Community Assessment fee of \$25,000 remains for the project. Through a contract, we can incorporate those specific items outlined in the proposal, including the deliverables identified. We normally would request payments in three parts—one/fifth at the contract execution; one/half of the balance at the submission of the rough draft; the remaining one/half at the time of acceptance of the assessment by the client. If this is consistent with your thinking, please sign on the signature page following this page.

<https://www.mikebarnesgroup.com/mbarnes@mikebarnesgroup.com>

Signature Page:

Date: _____

By: _____
Copperas Cove Economic Development Corporation

Date: _____

By: _____
Mike Barnes Group