



**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 Ruszkiewicz, 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 Ruskiewicz 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 Ruskiewicz 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.*

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.**

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. 2<sup>nd</sup> 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**

**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.*

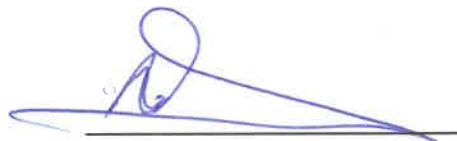
*Director Rick Kirkpatrick made a motion to have Executive Director Fred Welch move forward with a renegotiation of the Assistant Director's Salary. Director Rick Kirkpatrick seconded the motion and with a unanimous vote, the motion carried.*

**M. ADJOURN**

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

ATTEST:

  
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Brittany Sanders, ED Specialist

  
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Jay Jackson, Secretary

