



**Rice Community Economic Development Corporation
RICE, TEXAS**

Tuesday, September 14, 2021

5:00 PM

**Rice City Hall
305 N. Dallas Street
Rice, TX 75155**

AGENDA

1. Roll Call
2. Pledge of Allegiance
3. Invocation
4. Public Forum
5. Agenda Items
 - a. Approve minutes for last regular meeting
 - b. Approve minutes from Workshop 9/2/21
 - c. Vote on 2021-2022 Budget
 - d. Discuss possible candidates for board members.
6. Adjourn



MINUTES

Rice Community Economic Development Corporation

Monday, August 16, 2021

6:00 pm

Item 1: Roll Call

Mayor J. Nicole Jackson called the meeting to order at 6:24 and City Administrator, James Alsup conducted roll call.

Members Present: Vickie Young, Jim Franks, Robbie Valdez, and Ollie Harwell

Item 2: Pledge of Allegiance

Item 3: Invocation

Prayer was led by Vickie Young

Item 4: Public Forum

No one present for Public Forum

Item 5: Agenda Items

A: Discuss and deliberate on filling open positions

Voting in New Board Members

Nominees. Vicky Fisher, Gary Teague, Rolando Chapo, Rozanna Cobos, Gretchen Rocho, Linda McMillan and Tonya Roberts,

Linda McMillan Does not reside in Navarro County. Not Eligible to serve on Board

Olli Harwell wishes to resign from board. Mayor Jackson tabled discussion till next meeting.

Motion made by Jim Franks to nominate Vicki Fisher to the EDC Board.

Motion seconded by Vickie Young

Ayes Robbie Valdez and Olli Harwell

Motion Passed

Motion Made by Jim Franks to Nominate Gary Teague to the EDC Board

2nd by Vickie Young

Ayes Ollie Harwell

Abstained Robbie Valdez

Motion Passed

Motion by Robbie Valdez to nominate Tonya Roberts to EDC Board, seconded by Jim Franks
Nos Vickie Young
Abstained Ollie Harwell
Not enough votes to pass nominee

Mayor Jackson and City Administrator asked to keep the final position open until later date to give Tonya Roberts an opportunity to be nominated for that position.

Motion made By Jim Franks to nominate Rolando Chapa to The EDC Board,
Motion seconded by Robby Valdez
Ayes Vickie Young, Ollie Harwell
Motion Passed

New Members elected to the EDC Board
Vicki Fisher
Gary Teague
Rolando Chapa

Nominate Officers. New Members participating in the of Voting Officers.

Motion made by Robby Valdes to Nominate Jim Franks for President of the EDC Board, Gary Teague seconded the motion
Ayes Vickie Young, Rolando Chapo, Vicki Fisher, Gary Teague
Motion Passed

Motion made By Jim Franks to nominate Robby Valdez for Vice President of the EDC Board, Ollie Harwell seconded the motion
Ayes Vicki Young, Vicki Fisher Rolando Chapo
Abstained Gary Teague
Motion Passed

Motion made by Vickie Young to nominate Vicki Fisher for Treasurer of the EDC Board, Robby Valdez seconded the motion
Ayes Gary Teague, Jim Franks, Ollie Harwell
Motion Passed

Gary Teague nominated Rolando Capos for Secretary of the EDC Board, the motion was seconded by Jim Franks
Ayes Vickie Young, Vicki Fisher, Ollie Harwell
Motion Passed

Motion made by Jim Franks to nominate Vickie Young as Administration Officer. Motion seconded by Robby Valdez
Ayes, Vicki Fisher, Rolando Capos, Ollie Harwell, Gary Teague
Motion Passe

B: Elect New Signers on Bank accounts

Motion made by Gary Teague to have new President Jim Franks, and new Treasurer Vicki Fisher be the new signers on EDC bank accounts, seconded by Vickie Young
Ayes Ollie Harwell, Robby Valdez, Rolando Capo
Motion Passed

C: Discuss and deliberate Permanent Location for Farmers Market

Table discussion on Permanent Structure for Farmers Market.

Motion made by Gary Teague to donate \$2000 From EDC to improve Farmers Market with purchasing picnic tables and covers and trash cans Seconded by Rolando Capo
Ayes, Jim Franks, Robbie Valdez, Ollie Harwell, Vicki Fisher, Vickie Young
Motion passed

D: Discuss and deliberate Quarterly Networking Meeting

Motion Made by Robby Valdez quarterly Networking meeting last quarter (October) of this year, motion seconded by Jim Franks
Ayes Vickie Young, Vicki Fisher, Rolando Capo, Ollie Harwell, Gary Teague
Motion Passed

E: Discuss and deliberate having monthly EDC Meetings

Motion Made by Jim Franks to have EDC Meetings Bi – Monthly meeting. 1st Monday of every other month. Vickie Young Seconded the Motion

Ayes Gary Teague, Rolando Capo, Vicki Fisher, Ollie Harwell
Motion Passed

F: Discuss and Deliberate on Offer from BGP Rice Investments, LLC Block 18, lots 9 and 10

Motion made by Gary Teague to move forward with contract on offer from BGP Rice Investments, LLC for block 18, lots 9 and 10 For the amount of \$3000.00.
Motion seconded by Vickie Young
Ayes Ollie Harwell, Vicki Fisher, Rolando Capo, Jim Franks
Abstained Robbie Valdez
Motion passed

6: Motion to Adjourn made by Gary Teague
Motion seconded by Vickie Young
Ayes Jim Franks, Vicki Fisher, Robby Valdez, Ollie Harwell, Rolando Capo
Motion Passed

Attest:

Secretary

Date



Item Title: Approve minutes from Workshop 9/2/21

Summary:

Approve minutes from EDC Workshop 9/2/21

Background:

ATTACHMENTS:

Description

EDC Workshop Minutes 9-2-21

Type

Cover Memo



MINUTES

Rice Community Economic Development Corporation
Budget Workshop
Thursday, September 2, 2021
6:00 pm

Item 1: Roll Call

City Administrator James Alsup conducted roll call.

Members Present: Jim Franks, Robbie Valdez, Vickie Fisher, Rolando Chapa, Gary Teague

Item 2: Pledge of Allegiance James Franks

Item 3: Invocation

Prayer was led by James Franks

Noted that Vickie Young Resigned from Board due to stipulations in the bylaws. She is an elected City council member and will step down from EDC Board. James Franks accepted her letter of resignation. Ollie Harwell has resigned from the board.

Item 4: Agenda Items

A: Create the 2021-2022 Budget For EDC

1. Discussed repayment of monies loaned to the City of Rice. Payments of \$2500 each due quarterly. The total owed is \$10,000 for this year. Remaining balance will \$17500. This item to be voted on in regular meeting to approve budget.
2. Discussed Sharon Watkins as the new EDC employee to be the first Contact and to take control of advertising and day to administration. The pay discussed is \$10,000 for 500 hours per year. This item is to be voted on in Regular meeting to approve budget.
3. EDC discussed staying away from purchasing land for profit. Due to increase of property value.
4. Discussed allocating \$10,000 to be marked for purchasing land if the price is a lot lower than the market value. This item will be voted on in regular meeting to approve budget.
5. Discussed allocating \$5000.00 for general improvements. This item will be voted on in regular meeting to approve budget.
6. Discussed the estimate finalized income estimated to be \$36,000 a year.

7. Discussed allocating \$2000.00 for Legal and professional fees.
This item will be voted on in regular meeting to approve budget.
8. Discussed allocating \$500 for training
This item will be voted on in regular meeting to approve budget.
9. Discussed allocating \$1000 for Audit expenses
This item will be voted on in regular meeting to approve budget.
10. Discussed allocating \$ 1000 for Hardware software use
This item will be voted on in regular meeting to approve budget.
11. Discussed allocating \$1000 for Public Relations (business networking)
This item will be voted on in regular meeting to approve budget.
12. Discussed Finalizing budget. Estimate income to be \$36,000 per year.

Proposed Budget Expenses

- \$5000 for General City Improvements
- \$1000 for Land Purchasing
- \$2000 for Lawyers and Professional Fees
- \$30000 for Economic Development
- \$10000 for EDC for compensated employee
- \$500 for Training Expenses
- \$1000 for Audit Expenses
- \$1000 for Hardware/Software
- \$2000 for Advertising and Marketing
- \$1000 for Public Relations (networking)

B: Review EDC Bylaws

Lawyer has not contacted James Franks with completed review,

Discussed changing the bylaw that states a member can be removed for any reason.

Discussed adding Secretary position and change wording of the Treasurer position.

Discussion for these items tabled to another meeting.

C: Review Yearly meeting Schedule

Schedule to be confirmed at Regular meeting

D: Develop Job Description for Compensated Assistant

To be Discussed and debated on at Regular Meeting

Item 5: Adjourn

Attest:

Secretary

Date_____



Item Title: Vote on 2021-2022 Budget

Summary:

Vote on 2021-2022 Budget

Background:

ATTACHMENTS:

Description

EDC Budget proposal 2021-2022

Type

Cover Memo

City of Rice
Budget Report
2021 - 2022 Fiscal Year Working Budget

9/13/2021 4:28 PM

950 - Rice EDC	2021 Current	2022 Working	2022 Requested	% Change
Revenue Summary				
EDC Account Carry Forward Year	0.00	80,000.00	80,000.00	100.00%
Other Revenue Sources	0.00	10,000.00	10,000.00	100.00%
Sales & Property Taxes	35,000.00	36,000.00	36,000.00	2.78%
Revenue Totals	35,000.00	126,000.00	126,000.00	72.22%
Expense Summary				
Capital	24,000.00	10,000.00	10,000.00	-140.00%
EDC Reserves	0.00	66,100.00	66,100.00	100.00%
Grant Expense	0.00	30,000.00	30,000.00	100.00%
Legal & Professional Fees	3,000.00	5,000.00	5,000.00	40.00%
Office & Supplies	500.00	1,400.00	1,400.00	64.29%
Operating Expense	1,000.00	3,000.00	3,000.00	66.67%
Personnel/Payroll	10,500.00	10,500.00	10,500.00	0.00%
Expense Totals	39,000.00	126,000.00	126,000.00	69.05%

City of Rice
 Budget Report
 2021 - 2022 Fiscal Year Working Budget

9/13/2021 4:28 PM

950 - Rice EDC	2021 Current	2022 Working	2022 Requested	% Change
EDC Account Carry Forward Y				
950-8001 EDC Account Carry For	0.00	80,000.00	80,000.00	100.00%
EDC Account Carry Forward Year	0.00	80,000.00	80,000.00	100.00%
Other Revenue Sources				
950-4190 Other Income	0.00	10,000.00	10,000.00	100.00%
950-4906 Proceeds from Sale of	0.00	0.00	0.00	0.00%
Other Revenue Sources Totals	0.00	10,000.00	10,000.00	100.00%
Sales & Property Taxes				
950-4132 4B Economic Developm	35,000.00	36,000.00	36,000.00	2.78%
Sales & Property Taxes Totals	35,000.00	36,000.00	36,000.00	2.78%
Revenue Totals	35,000.00	126,000.00	126,000.00	72.22%

City of Rice
Budget Report
2021 - 2022 Fiscal Year Working Budget

9/13/2021 4:28 PM

950 - Rice EDC EDC General Administr	2021 Current	2022 Working	2022 Requested	% Change
950-10-5109 Contract Labor	10,000.00	10,000.00	10,000.00	0.00%
950-10-5201 Office Supplies	200.00	200.00	200.00	0.00%
950-10-5202 Printing Supplies	200.00	200.00	200.00	0.00%
950-10-5203 Postage	100.00	1,000.00	1,000.00	90.00%
950-10-5206 Training Expense	500.00	500.00	500.00	0.00%
950-10-5223 Audit Expense	1,000.00	1,000.00	1,000.00	0.00%
950-10-5224 Legal Fees	2,000.00	2,000.00	2,000.00	0.00%
950-10-5227 Advertising	0.00	2,000.00	2,000.00	100.00%
950-10-5229 Public & Employee	0.00	2,000.00	2,000.00	100.00%
950-10-5452 Hardware/Software	1,000.00	1,000.00	1,000.00	0.00%
950-10-5700 Property Acquisition	24,000.00	10,000.00	10,000.00	-140.00%
950-10-5702 Business Improvem	0.00	30,000.00	30,000.00	100.00%
950-10-5703 COVID 19 Stimulus	0.00	0.00	0.00	0.00%
950-10-8009 EDC Reserves	0.00	66,100.00	66,100.00	100.00%
EDC General Administration Total	39,000.00	126,000.00	126,000.00	69.05%
Expense Totals	39,000.00	126,000.00	126,000.00	69.05%



Item Title: Discuss possible candidates for board members.

Summary:

Discuss possible candidates for board members. To be voted on at the next meeting.

Background: