



**NOTICE OF MEETING  
OF THE COPPERAS COVE  
ECONOMIC DEVELOPMENT CORPORATION**

Notice is hereby given that the **Regular Meeting** of the Copperas Cove Economic Development Corporation will be held on **April 24, 2019 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.

*An agenda information packet is available for public inspection on the Copperas Cove Economic Development's website, [www.copperascove-edc.com](http://www.copperascove-edc.com), under the "About CCEDC and Meetings and Agendas" tab.*

- 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 Board Meeting held on March 27, 2019. **Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corporation.**

- G.       **PUBLIC HEARING**
  
- H.       **ACTION ITEMS**

1. Consideration and action on authorizing the release of funds to the City of Copperas Cove for charges to the CCEDC for services rendered, as agreed upon, by various City employees for the month of March, 2019. **Velia Key, Director of Financial Services**
2. Consideration and action on approving the unaudited financial report of the Copperas Cove Economic Development Corporation for the month of March, 2019. **Velia Key, Director of Financial Services**
3. Discussion and direction on the EDC owned building located at 201 S. 2<sup>nd</sup> Street, Copperas Cove, TX. **Diane Drussell, Assistant Director, Copperas Cove Economic Development Corporation**
4. Discussion and possible direction regarding the EDC Bylaws pursuant to April 24 EDC Workshop **Diane Drussell, Assistant Director, Copperas Cove Economic Development Corporation**
5. Consideration and action of assigning another board member as a check signer. **Jonas Titas, Executive Director, Copperas Cove Economic Development Corporation**

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

**J. ITEMS FOR FUTURE AGENDAS**

**K. EXECUTIVE SESSION**

1. Pursuant to §551.074 of the Open Meetings Act, Texas Government Code, the Economic Development Corporation Board will meet in Executive Session for deliberation regarding CCEDC Board Applications.

**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.

The Technology Building is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Secretary at [\(254\) 547-4221](tel:2545474221) or FAX [\(254\) 542-8927](tel:2545428927) for information or assistance.

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 18, 2019**, 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 general public at all times.

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Jonas Titas, Executive Director, Copperas Cove EDC

**Economic Development Corporation**

**F.1.**

**Meeting Date:** April 24, 2019

**Contact:** Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corp.

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**Subject:**

Consideration and action on approval of minutes for the Regular Board meeting held on March 27, 2019. **Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corporation.**

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**Attachments:**

March 27, 2019 Regular Meeting Minutes



**COPPERAS COVE ECONOMIC DEVELOPMENT CORPORATION**  
**Meeting Minutes of March 27, 2019 Minutes**  
**Order #2019-(03)-(27)**

**A. CALL TO ORDER**

*Chairman Adam Martin called the regular meeting of the Copperas Cove Economic Development Corporation to order at 12:00 P.M.*

**B. INVOCATION AND PLEDGE OF ALLEGIANCE**

*Director Joey Acfalle led the Invocation and the Pledge of Allegiance.*

**C. ROLL CALL**

*Roll call led by Administrative Assistant, Brittany Sanders.*

*Present: Adam Martin, Chairman*

*Absent: Jeremy Tate, Secretary*

*Marcie Lowery, Director*

*Joey Acfalle, Director*

*Others Present: Ryan Haverlah, Interim City Manager*

*Diane Drussell, Interim Director – EDC*

**D. ANNOUNCEMENTS**

*Administrative Assistant provided information on the following items:*

- *Chamber Mixer- March 28,2019*
- *Ambassador Garage Sale- April 6,2019*
- *Coffee and Commerce- April 12,2019*
- *Easter Egg Round Up- April 13, 2019*
- *Chamber Mixer- April 25,2019*

**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.

*None at this time*

**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 Board Meeting held on February 27, 2019. **Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corporation.**
2. Consideration and action on approval of minutes for the Special Board Meeting held on March 20, 2019. **Brittany Sanders, Administrative Assistant, Copperas Cove Economic Development Corporation.**

*Director Joey Acfalle made a motion to approve Agenda Items F1 and F2. Director Marcie Lowery seconded that motion and with a unanimous vote, motion carried*

**G. PUBLIC HEARINGS**

*None at this time*

**H. ACTION ITEMS**

1. Consideration and action on authorizing the release of funds to the City of Copperas Cove for charges to the CCEDC for services rendered, as agreed upon, by various City employees for the month of January, 2019. **Velia Key, Director of Financial Services**

*Director Marcie Lowery made a motion to approve Agenda Item H1. Director Joey Acfalle seconded that motion and with a unanimous vote, motion carried*

2. Consideration and action on authorizing the release of funds to the City of Copperas Cove for charges to the CCEDC for services rendered, as agreed upon, by various City employees for the month of February, 2019. **Velia Key, Director of Financial Services**

*Director Marcie Lowery made a motion to approve Agenda Item H2. Director Joey Acfalle seconded that motion and with a unanimous vote, motion carried*

3. Consideration and action on approving the unaudited financial report of the Copperas Cove Economic Development Corporation for the month of January, 2019. **Velia Key, Director of**

**Financial Services**

*Director Joey Acfalle made a motion to approve Agenda Item H3. Director Marcie Lowery seconded that motion and with a unanimous vote, motion carried*

- 4. Consideration and action on approving the unaudited financial report of the Copperas Cove Economic Development Corporation for the month of February, 2019. **Velia Key, Director of Financial Services**

*Director Joey Acfalle made a motion to approve Agenda Item H4. Director Marcie Lowery seconded that motion and with a unanimous vote, motion carried*

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

*None requested at this time*

**J. ITEMS FOR FUTURE AGENDAS**

*None requested at this time*

**K. EXECUTIVE SESSION**

*None requested at this time*

**L. RECONVENE INTO OPEN SESSION FOR POSSIBLE ACTION RESULTING FROM ANY ITEM POSTED AND LEGALLY DISCUSSED IN EXECUTIVE SESSION.**

*No requested at this time*

**M. ADJOURN**

*Chairman Adam Martin adjourned the meeting at 12:15 P.M.*

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Jeremy Tate, Secretary

ATTEST:

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Diane Drussell

**Economic Development Corporation**

**H.1.**

**Meeting Date:** April 24, 2019

**Contact:** Velia Key, Director of Financial Services.

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**Subject:**

Consideration and action on authorizing the release of funds to the City of Copperas Cove for charges to the CCEDC for services rendered, as agreed upon, by various City employees for the month of March, 2019. **Velia Key, Director of Financial Services**

**Description/Information:**

Effective October 1, 2018, the CCEDC transitioned away from being under the direction of the City Manager. The CCEDC and the City have an agreement to pay City staff for services performed, to include the financials. Furthermore, several members of City staff performed services directly benefiting the CCEDC and its operations during the month of March, 2019. State law requires the CCEDC to reimburse the City for services rendered on behalf of the Corporation.

**Financial Impact:**

The invoice is attached for Board review represents hours for services performed by City Staff as per an agreement between the CCEDC and the City. The total invoiced amount is \$772.87 for the month of March, 2019.

**Action/Recommendation:**

EDC staff recommends the Board authorize the release of funds to the City for services rendered directly benefiting the CCEDC during the month of March, 2019.

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**Attachments:**

EDC March, 2019 Invoice

INVOICE

REMIT TO: CITY OF COPPERAS COVE, TX  
P.O. BOX 1449  
COPPERAS COVE, TX 76522-2241  
PHONE (254) 547-4221

ECONOMIC DEVELOPMENT CORPORATION  
113 W. AVE D  
COPPERAS COVE, TX 76522

INVOICE# 201903  
INVOICE DATE 4/9/2019

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CHARGE DETAIL

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ITEM DESCRIPTION	AMOUNT
MARCH 2019 HOURS WORKED	\$ 772.87

HOURS WORKED IN THE MONTH OF MARCH FOR THE FOLLOWING PERSONNEL: VELIA KEY 10 HRS; STEPHANIE POTVIN 3 HRS; GREG MITCHELL 1 HR; ROBERT BROWNING 1 HR.

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TOTAL DUE	\$ 772.87
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**Economic Development Corporation**

**H.2.**

**Meeting Date:** April 24, 2019

**Contact:** Velia Key, Director of Financial Services.

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**Subject:**

Consideration and action on approving the unaudited financial report of the Copperas Cove Economic Development Corporation for the month of March, 2019. **Velia Key, Director of Financial Services**

**Description/Information:**

The Financial report for March, 2019 has been prepared by the Finance Department as per the agreement between the CCEDC and the City. The report is attached for review by the Board.

**Financial Impact:**

See the attached unaudited financial report.

**Action/Recommendation:**

EDC staff recommends the Board approved the unaudited financial report for March, 2019 as presented by Velia Key, Director of Financial Services.

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**Attachments:**

March, 2019 Unaudited Financial Report



“The City Built for Family Living”

Finance Department

April 18, 2019

Mayor, City Council Members and Board of Directors of the Copperas Cove Economic Development Corporation:

The Finance Department is pleased to submit the Unaudited Monthly Financial Report for the month of March 2019. The Finance Department performs all financial services for the Economic Development Corporation. The month of March includes two payroll runs for the employees. The employees received their payroll checks on March 8, 2019, and March 22, 2019. Total expenditures for the month of March 2019, include 24 disbursements to various vendors and two voided checks (#260 & #266). All supporting documentation is available for review at the City's Finance Department.

As of March 31, 2019, the Economic Development Corporation investment portfolio consisted of bank deposits with National United Bank and Texpool. Total cash available at month end was \$5,967,529. Interest earned during this month equals to \$11,507, which is an increase of \$5,058 in comparison to \$6,449 earned in prior year 2018.

We anticipate regular monitoring of the Economic Development Corporation's financial position and we will continue to provide the City Council and the Board of Directors with information that is useful for making sound policy decisions.

Respectfully submitted,

Velia Key- Dir. of Financial Services

**Copperas Cove Economic Development Corporation**

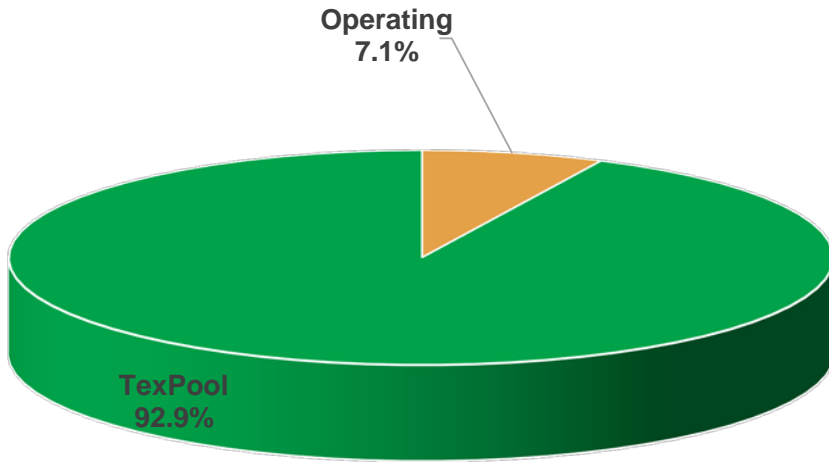
**Portfolio Summary Management Report  
For the Month Ended March 31, 2019**

All cash balances were deposited at National United Bank and TexPool

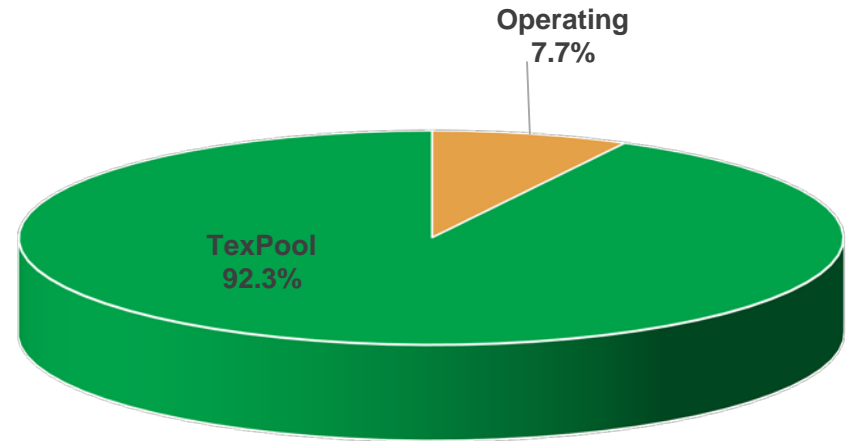
<u>Portfolio as of March 31, 2018</u>	<u>Portfolio as of March 31, 2019</u>
Operating Account.....\$375,198	Operating Account..... \$460,341
TexPool.....\$4,891,489	TexPool Account.....\$5,507,188

# Copperas Cove Economic Development Corporation Portfolio Allocation Analysis

Fiscal Year 2017-18  
March 2018



Fiscal Year 2018- 2019  
March 2019



Copperas Cove Economic Development Corporation  
 Unaudited Financial Report  
 March 31, 2019

**OPERATING REVENUES AND EXPENDITURES**

- Year-to-date total revenue exceeded expenditures by \$482,315.
- Total Sales Tax Allocation received from the City \$92,696.
- Interest earnings received for the month of March was \$11,507.
- Total Operating and Debt Service Expenditures for the month of March amount to \$33,275.
- Salary and benefits for the month of March 2019 amounted to \$10,235. This amount includes the salaries and benefits for two full time employees.
- The A/P runs during the month of March 2019 include the following disbursements:

Check #	Payee	Amount	Description
000252	CenturyLink	\$64.67	Service Period: 2/7/19- 3/9/19
000253	CC Leader Press	\$275.63	Progress/Outlook Edition
000254	McMullin Property Management	\$1,600.00	March Rent
000255	Philadelphia Insurance Company	\$781.10	Monthly Premium
000256	InHouse System	\$39.99	Service Period: 3/1/19-3/31/19
000257	Diane Drussell	\$105.33	Mileage Reimbursement
000258	The Knight Law Firm	\$3,638.45	Invoices for November 2018, December 2018 & January 2019
000259	Topsarge Business Solutions LLC	\$200.00	Web Hosting
000260	VOID	\$0.00	
000261	Federal Express Corporation	\$45.84	Delivery Services
000262	Konica Minolta	\$100.54	Service Period: 1/24/19-2/23/19
000263	Konica Minolta Business	\$166.63	Copier
000264	TXU Energy	\$393.96	Service Period: 1/28/19-2/25/19
000265	Copperas Cove	\$1,020.58	Medical Insurance

000266	VOID	\$0.00	
000267	City of Copperas Cove	\$1,487.43	TMRS-Pension
000268	CC Utility Department	\$32.06	Service Period: 02-01-19-02/28/19
000269	Card Service Center	\$2,572.36	Loopnet Advertising, Public Relations & Prof. Development
000270	Pristine Building Maintenance Inc	\$322.50	Monthly Janitorial Services
000271	Spectrum	\$115.42	Service Period: 03/12/19-4/11/19
000272	Chloe R. Johnson	\$10,555.51	Executive Search
000273	CenturyLink	\$144.66	Service Period: 3/10/19-4/9/19
000274	McMullin Property Management	\$1600.00	April Rent
000275	TEDC	\$165.00	TX Women Conference
000276	InHouse System Inc	\$39.99	Service Period: 4/1/19-4/30/19
000277	United Way	\$10.00	EE Contribution

ECONOMIC DEVELOPMENT CORPORATION  
MONTHLY FINANCIAL REPORT  
AS OF MARCH 31, 2019 (FY 2018-2019)

Description	Current Budget	Current Month Mar. 2019	Total Year to Date
<b>BEGINNING FUND BALANCE</b>			
Unassigned	\$ 5,700,796	\$ 6,112,183	\$ 5,700,796
<b>TOTAL BEG. FUND BALANCE</b>	<u>\$ 5,700,796</u>	<u>\$ 6,112,183</u>	<u>\$ 5,700,796</u>
<b>REVENUES:</b>			
	<b>Taxes</b>		
Sales Tax	\$ 1,279,871	\$ 92,696	\$ 639,493
<b>Subtotal Taxes</b>	<u>\$ 1,279,871</u>	<u>\$ 92,696</u>	<u>\$ 639,493</u>
	<b>Investment Earnings</b>		
Interest Revenue	\$ 46,800	\$ 11,507	\$ 63,567
<b>Subtotal Investment Earnings</b>	<u>\$ 46,800</u>	<u>\$ 11,507</u>	<u>\$ 63,567</u>
<b>TOTAL REVENUES</b>	<u>\$ 1,326,671</u>	<u>\$ 104,203</u>	<u>\$ 703,060</u>
<b>TOTAL FUNDS AVAILABLE</b>	<u>\$ 7,027,467</u>	<u>\$ 6,216,386</u>	<u>\$ 6,403,856</u>
<b>EXPENDITURES</b>			
	<b>Administration</b>		
<b>Personnel Services</b>			
Salaries	\$ 280,205	\$ 8,089	\$ 42,235
Longevity	361	22	122
Fica Tax	21,463	587	3,041
Employee Insurance	29,304	461	2,766
Workers Compensation	856	-	-
Retirement	35,723	996	5,280
Other Personnel Expenses	2,160	80	578
<b>Total Personnel Services</b>	<u>\$ 370,072</u>	<u>\$ 10,235</u>	<u>\$ 54,022</u>
<b>Supplies &amp; Materials</b>			
Office Supplies	\$ 1,074	\$ 29	\$ 1,085
Cleaning Supplies	180	-	58
Printing Cost	1,400	101	347
Postage	400	46	137
Furniture & Fixture	440	-	2,105
<b>Total Supplies &amp; Materials</b>	<u>\$ 3,494</u>	<u>\$ 176</u>	<u>\$ 3,732</u>
<b>Maintenance &amp; Repairs</b>			
Repair & Maintenance Building	\$ 6,700	\$ 573	\$ 2,715
Repair & Maintenance Facility	350	-	350
Repair & Maintenance software	17,873	16	17,858
<b>Total Maintenance &amp; Repairs</b>	<u>\$ 24,923</u>	<u>\$ 589</u>	<u>\$ 20,923</u>

ECONOMIC DEVELOPMENT CORPORATION  
MONTHLY FINANCIAL REPORT  
AS OF MARCH 31, 2019 (FY 2018-2019)

Description	Current Budget	Current Month Mar. 2019	Total Year to Date
<b>Expenditures (cont.)</b>			
<b>Contractual Services</b>			
Consulting Services	\$ 36,000	\$ 3,638	\$ 8,517
Bank Analysis Charge	1,200	-	-
Communication	3,720	325	3,265
Rental of Equipment	2,004	167	851
Rental of Property	19,200	3,200	9,600
Dues & Subscription	5,500	-	3,500
Contract Labor	1,600	200	2,895
Professional Development	21,200	2,243	6,758
Professional Services	7,700	10,838	10,838
Provided City Services	21,200	-	2,626
Utilities	5,400	426	2,109
<b>Total Contractual Services</b>	<b>\$ 124,724</b>	<b>\$ 21,037</b>	<b>\$ 50,959</b>
<b>Designated Expenses</b>			
Insurance	\$ 4,500	\$ 781	\$ 4,418
Public Relations	4,750	69	1,854
<b>Total Designated Expenses</b>	<b>\$ 9,250</b>	<b>\$ 850</b>	<b>\$ 6,272</b>
<b>TOTAL ADMINISTRATION EXPENDITURES</b>	<b>\$ 532,463</b>	<b>\$ 32,887</b>	<b>\$ 135,908</b>
<b>Non-Departmental</b>			
<b>Supplies &amp; Materials</b>			
Program/Project Supply	\$ 4,200	\$ -	\$ 28
<b>Total Supplies &amp; Materials</b>	<b>\$ 4,200</b>	<b>\$ -</b>	<b>\$ 28</b>
<b>Contractual Services</b>			
Advertising	\$ 5,400	\$ 356	\$ 1,156
Dues and Subscriptions	7,740	20	7,750
Contract Labor	300	-	300
Business Attraction	126,000	12	1,014
Professional Services	51,000	-	41,144
<b>Total Contractual Services</b>	<b>\$ 190,440</b>	<b>\$ 388</b>	<b>\$ 51,364</b>
<b>Capital Outlay</b>			
Land	\$ 2,000,000	\$ -	\$ -
<b>Total Capital Outlay</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL NON-DEPARTMENTAL EXPENDITURES</b>	<b>\$ 2,194,640</b>	<b>\$ 388</b>	<b>\$ 51,392</b>



ECONOMIC DEVELOPMENT CORPORATION  
MONTHLY FINANCIAL REPORT  
AS OF MARCH 31, 2019 (FY 2018-2019)

Description	Current Budget	Current Month Mar. 2019	Total Year to Date
<b>Expenditures (cont.)</b>			
<b>Debt Service</b>			
<b>Capital Outlay</b>			
Reliever Route Infrastructure	\$ 133,125	\$ -	\$ 6,563
<b>Total Capital Outlay</b>	<b>\$ 133,125</b>	<b>\$ -</b>	<b>\$ 6,563</b>
<b>Other</b>			
Principal 01 Sales Tax	\$ 60,000	\$ -	\$ -
Principal 12 Sales Tax	35,000	-	-
Interest 01 Sales Tax	10,764	-	5,377
Interest 12 Sales Tax	43,012	-	21,505
<b>Total Other</b>	<b>\$ 148,776</b>	<b>\$ -</b>	<b>\$ 26,882</b>
<b>TOTAL DEBT SERVICE EXPENDITURES</b>	<b>\$ 281,901</b>	<b>\$ -</b>	<b>\$ 33,445</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,009,004</b>	<b>\$ 33,275</b>	<b>220,745</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 4,018,463</b>	<b>\$ 6,183,111</b>	<b>\$ 6,183,111</b>

**Meeting Date:** February 27, 2019

**Contact:** Diane Drussell, Interim Director, Copperas Cove Economic Development Corp.

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**INFORMATION**

**Subject:**

Discussion and direction on the EDC owned building located at 201 South 2<sup>nd</sup> Street, Copperas Cove. **Diane Drussell, Assistant Director, Copperas Cove Economic Development Corporation**

**Description/Information:**

In 2017, the Copperas Cove EDC and Coryell County did a building swap between 201 S. 2nd Street and 210 S. First Street. The building on 2nd Street now belongs to the Copperas Cove Economic Development Corporation. This building is not being utilized by anyone at the moment and sits empty.

While some CCEDC Board members have suggested the EDC staff have this building renovated, there are others who have asked to get an estimate on the demolition of the building and foundation, resulting in an empty lot.

Diane Drussell contacted some businesses who do this type of work and two businesses have responded:

- Burk's Dirt and Site Prep – actual quote attached - \$40,000
- S3 Site Work – provided cost per square footage at \$5-\$6 per square foot (email communication only, to date) at a cost of approximate \$38,400
- RNC - pending

An asbestos inspection will be conducted prior to any work or demolition being done to the building and the CCEDC is moving forward on that.

On April 9<sup>th</sup>, 2019, County Judge Roger Miller approached the CCEDC Executive Director and the Assistant Director about the possibility of the County leasing the building located on 2<sup>nd</sup> St. for elections due to the lack of parking at their current location. Both parties would sign a mutual agreement for an agreed upon timeframe.

**Financial Impact:**

TBD

**Action/Recommendation:**

CCEDC staff seeks direction from the board in the disposition or action to be taken on this building.

**Attachments:**

Burk's Dirt Site Prep-Quote  
S3 Site Work- Email

# ESTIMATE

**Diane Drussell**  
201 S. 2nd Street  
Copperas Cove, TX 76522  
(254) 547-7874  
(254) 547-7874

## Burk's Dirt & Site Prep

4893 Heidenheimer Rd  
Temple, Tx 76501

Phone: (254) 760-4947

Email: burksconstruction@gmail.com

Estimate # 000101  
Date 02/26/2019  
Business / Tax # 46-4854981

## Description

## Total

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Demolition	\$40,000.00
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Commercial building in Copperass Cove this is removing slab and all debris related to the building structure this price does include disposal fees all asbestos fees and testing are additional

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<b>Subtotal</b>	\$40,000.00
<b>Total</b>	<b>\$40,000.00</b>

By signing this document, the customer agrees to the services and conditions outlined in this document.

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Diane Drussell

**From:** [Diane Drussell](#)  
**To:** ["David Smith II"](#)  
**Subject:** FW: UPDATE NEEDED PLEASE - Demo for 2nd street Building Copperas Cove  
**Date:** Thursday, April 18, 2019 10:45:00 AM

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David,

To follow up on our conversation – and because this is an agenda item again...

To confirm, you quoted \$5-\$6 per square foot and including the slab for demolition. (whoever called you last time about 3,600 square feet was not us).

So, at \$6 per sq. ft at 6400 sq, that comes to \$38,400. Is this something you would like for your company to even be considered for? Please let me know asap (today) and if you could even send an email stating the quote.

Thank you,

Diane

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**From:** Diane Drussell [<mailto:ddrussell@copperascove-edc.com>]  
**Sent:** Monday, March 18, 2019 6:13 PM  
**To:** 'David Smith II' <[david@s3sitework.com](mailto:david@s3sitework.com)>  
**Subject:** RE: UPDATE NEEDED PLEASE - Demo for 2nd street Building Copperas Cove

The building is about 6400 sq ft. If you can give me a rough number in writing, that would be fine.

Thank you.

Diane

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**From:** David Smith II [<mailto:david@s3sitework.com>]  
**Sent:** Wednesday, February 27, 2019 12:39 PM  
**To:** Diane Drussell <[ddrussell@copperascove-edc.com](mailto:ddrussell@copperascove-edc.com)>  
**Subject:** Re: UPDATE NEEDED PLEASE - Demo for 2nd street Building Copperas Cove

I haven't had a chance to look at it yet. I know somebody called me yesterday asking for a rough number. Believe they said it was 3600 square feet if we are talking about the same building.

Building and slab is going to run roughly \$5 to \$6 a square foot to remove the building structure and the slab.

Thanks

David Smith II

S3 Sitework LLC  
254-394-1640 cell  
[david@S3sitework.com](mailto:david@S3sitework.com)

On Feb 26, 2019, at 8:38 AM, Diane Drussell <[ddrussell@copperascove-edc.com](mailto:ddrussell@copperascove-edc.com)> wrote:

Hi David,

Following up again because I have not heard from you.

Are you going to be able to give me a rough estimate on this still? I need to take something to the board tomorrow.

Thank you,

Diane

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**From:** Diane Drussell [<mailto:ddrussell@copperascove-edc.com>]

**Sent:** Wednesday, February 13, 2019 1:13 PM

**To:** 'David Smith II' <[david@s3sitework.com](mailto:david@s3sitework.com)>

**Subject:** Update

Hello,

Were you able to go by the 2<sup>nd</sup> street address for a quote for demolition?

Thank you,

**Diane Drussell**

Interim Director, Copperas Cove EDC

O) 254-547-7874

M) 254-423-7050

**Economic Development Corporation**

**H.4.**

**Meeting Date:** April 24, 2019

**Contact:** Jonas Titas, Executive Director, Copperas Cove Economic Development Corp.

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**Subject:**

Discussion and possible direction regarding the EDC Bylaws pursuant to April 24 EDC Workshop

**Jonas Titas, Executive Director, Copperas Cove Economic Development Corporation**

**Description/Information:**

EDC Bylaws pursuant to April 24 EDC Workshop

**Financial Impact:**

None

**Action/Recommendation:**

CCEDC staff is requesting direction from the city as it relates to the bylaws

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**Attachments:**

None

**Economic Development Corporation**

**H.5.**

**Meeting Date:** April 24, 2019

**Contact:** Jonas Titas, Executive Director, Copperas Cove Economic Development Corp.

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**Subject:**

Consideration and action of assigning another board member as a check signer. **Jonas Titas, Executive Director, Copperas Cove Economic Development Corporation**

**Description/Information:**

In January 2019, Christian Mulvey, who was the elected Vice Chairman, resigned. Mr. Mulvey was one of the check signers. Check requires two signatures on all checks. This puts a strain on signers and staff and causes a delay at times

**Financial Impact:**

None

**Action/Recommendation:**

CCEDC staff recommended the Board of Directors assign at least one more check signer to the account.

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**Attachments:**

None



**Economic Development Corporation**

**K.1.**

**Meeting Date:** April 24, 2019

**Contact:** Jonas Titas, Executive Director, Copperas Cove Economic Development Corp.

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**Information**

**Subject:**

Pursuant to §551.074 of the Open Meetings Act, Texas Government Code, the Economic Development Corporation Board will meet in Executive Session for deliberation regarding CCEDC Board Applications.

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