



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

**Monday, December 12, 2022**

**6:00 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. Discuss and Deliberate EDC Business Grant Applications received
  - b. Discuss change from petty cash to Debit card.
  - c. Discuss and approve financials for November 2022
  - d. Discuss Business Fair
  - e. Discuss and Deliberate hiring a Contract Administrator
6. Adjourn



Item Title: Discuss and Deliberate EDC Business Grant Applications received

Summary:

Discuss and Deliberate EDC Business Grant Applications received

Background:



Item Title: Discuss change from petty cash to Debit card.

Summary:

The Debit card will replace the petty cash kept on hand. The signers for the account will be responsible for the use of the card. The debit card will be kept by City Secretary

Background:



Item Title: Discuss and approve financials for November 2022

Summary:

Discuss and approve financials for November 2022

Background:



Item Title: Discuss Business Fair

Summary:

Discuss Business Fair

Registration forms and Invitations are ready

Background:



Item Title: Discuss and Deliberate hiring a Contract Administrator

Summary:

Discuss and Deliberate hiring a Contract Administrator

Background:

**ATTACHMENTS:**

Description

Notes from Lawyer

Notes from Lawyer

Archa Cassel

Type

Cover Memo

Cover Memo

Cover Memo

**From:** Victoria Thomas  
**Sent:** Wednesday, November 30, 2022 2:51 PM  
**To:** Vicki Fisher  
**Subject:** RE: EDC

Hi, Vicki,

To answer that, I will need you to send me a copy of the EDC's By-Laws so I can review those. There is nothing in the State law that would prevent a member of a Board of Directors of a nonprofit corp like the EDC from also serving as the EDC administrator but before I can state that it is legal, I would need to review the EDC's bylaws because in addition to state law, the bylaws would also govern this question.

If a Board member is appointed to serve as the EDC administrator, be aware that s/he must attend an economic development training seminar within 90 days of being appointed to the position. EDC training can be obtained from the Texas Economic Development Council.

**Victoria W. Thomas**  
Partner

**NICHOLS | JACKSON**

Direct: [214-965-9900](tel:214-965-9900)

Cell: [214-687-8958](tel:214-687-8958)

Email: [vthomas@njdhs.com](mailto:vthomas@njdhs.com)

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**From:** Vicki Fisher <[vfisher@ricetx.gov](mailto:vfisher@ricetx.gov)>  
**Sent:** Wednesday, November 30, 2022 1:33 PM  
**To:** Victoria Thomas <[vthomas@njdhs.com](mailto:vthomas@njdhs.com)>  
**Subject:** EDC

Is it legal for an EDC board member to be hired to also do their administrative work as contract labor. She would do the agenda, minutes, fundraise, and plan events for businesses.

Thanks

*Vicki Fisher - City Administrator*

## **Section 2. Annual Corporate Budget.**

The Board shall cause to be prepared and shall submit to the City Council of the City, a budget for the forthcoming fiscal year, and in accordance with the annual budget preparation schedule set forth by the City Administrator. The budget shall be submitted to the City Administrator for inclusion in the annual budget presentation to the City Council. The budget proposed for adoption shall include the projected operating expenses, and such other budgetary information as shall be useful to or appropriate for the Board and the City Council. No budget amendments shall become effective without City Council approval. No expenditures of funds shall be made unless such expenditure is provided for in the Corporation's budget approved by the City Council.

## **Section 3. Contracts for Service.**

- (a) The Corporation may contract with any qualified and appropriate person, association, corporation or governmental entity to perform and discharge designated tasks which will aid or assist the Board in the performance of its duties.
- (b) No such contract shall ever be approved or entered into which seeks or attempts to divest the Board of its discretion and policy-making functions.

## **Section 4. Books, Records, and Audits.**

- (a) The corporation shall keep and properly maintain, in accordance with generally accepted accounting principles, complete books, records, accounts, and financial statements pertaining to its corporate funds, activities, and affairs.
- (b) The Corporation shall cause its books, records, accounts, and financial statements to be audited at least once each fiscal year by an outside, independent auditing and accounting firm approved by the Corporation. Such audit shall be at the expense of the Corporation.
- (c) All books, records, accounts, and financial statements shall be kept and administered in accordance with the Texas Public Information Act, Chapter 552, Texas Government Code.

## **Section 5. Deposits and Investments of Corporate Funds.**

- (a) All funds of the Corporation shall be deposited on a regular basis, consistent with generally accepted accounting practices. The depository of the City shall be the depository of the Corporation. The funds of the Corporation shall be kept separate from the funds of the City.
- (b) Temporary and idle funds, which are immediate obligations of the Corporation, shall be maintained on deposit in the Corporation's depository, or may be invested in any other legal manner in compliance with the Internal Financial Control Policies of the Corporation and City Investment Policy.
- (c) All proceeds from loans or from the issuance of bonds, notes, or other debt instruments ("Obligations") issued by the Corporation shall be deposited and invested as provided in the resolution, order, indenture, or other documents authorizing or relating to their execution or issuance.



# Archa Cassel

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P.O. Box 213  
Rice, TX 75155  
Archac4jk@gmail.com  
(903) 641-3409

## Objective

- Dedicated LVN with experience in pediatric orthopedics, long term care/skilled nursing, medical surgical unit, ED, ICU setting, L&D unit, and in Mental Health care looking to join a dynamic medical team, which will utilize all my comprehensive health care training, excellent communication skills, and self-directing prioritization.
- Highly motivated to launch a nursing career, future goals include education leading to a BSN.

## Education

- Navarro College - LVN program Graduated 8/12/2011- Corsicana, TX (Valedictorian)
- Sam Houston State University – General Agriculture/Secondary Ed. 2000 – 2001 – Huntsville, TX
- Kerens High School – Diploma 2000 – Kerens, TX (Salutatorian)

## Personal Summary

- Ability to work competently and efficiently without constant instruction from others.
- Demonstrates aptitude for developing new skills.
- Ability to maintain accuracy and proficiency in a variety of situations.
- Readily develop rapport with patients, families, staff, and other health care professionals.
- Resourceful in completing projects, ability to multi-task effectively.
- Excellent verbal and written communication skills.

## Work Experience

### **Treehouse/Vertava Health** **Scurry, TX** **October 2018- Present**

#### *Mental Health Care with a focus on Addiction Detox and Treatment*

- Provide care and manage safety of clients during detox and residential addiction treatment.
- Provide care and manage safety of clients during mental health crisis.
- Facilitate set up of quarantine/isolation unit and provided treatment to clients quarantined and isolated due to COVID-19 exposure/infection.
- Coordinate with facility staff, insurance, and clients on in facility treatment, discharge planning, and after treatment care.
- Verifying and/or clarifying medications and treatments with facility providers.
- Providing detailed documentation of assessments, treatments, and overall general care on all clients.

### **ELITE NURSING** **Palestine, TX** **July 2013- October 2018**

#### *Agency Nursing- Medical Surgical Unit, ICU, Cardiac, Case Management, and Labor and Delivery- Navarro Regional CHS / College Station Medical Center*

- Provide Patient care in a variety of fast pace acute care settings (Med/Sur Unit, ICU, Labor and Delivery).
- Coordinate with hospital staff, insurance, and patients on discharge planning and after hospital care (Case Management).
- Verifying and/or clarifying medications and treatments.
- Clear, concise documentation of assessments, treatments, and overall general care on all patient.

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## **COREMED NETWORK**

**Plano, TX**

**March 2013- January 2014**

*Agency Nursing – Emergency Department, Medical Surgical Unit, ICU – Ennis Regional / ETMC Crockett*

- Provide patient care in a variety of settings (ED, Medical Surgical Unit, and ICU).
- Interpret and obtain clarification if needed, and implement patient orders.
- Manage assistive staff.
- Administer patient medication and treatments in a timely and efficient manner with precise documentation.
- Able to learn new computer systems allowing efficient and effective documentation in all settings.

## **ENNIS CARE CENTER**

**Ennis, TX**

**May 2012- January 2014**

*Long Term Care / Skilled Nursing Facility*

- Provide care and manage safety of residents with Alzheimer's and advanced stages of dementia in a secure unit.
- Obtain vital signs and assessment of residents, including voice documentation in Accurse.
- Document and implement verbal orders.
- Interpret labs.
- Implement protocol when necessary.

## **SCOTTISH RITE CHILDRENS HOSPITAL**

**Dallas, TX**

**Sept 2011-June 2012**

*Pediatric Orthopedic Clinic*

- Prepare paperwork and documentation.
- Obtain outside medical records.
- Provide preoperative and postoperative information.
- Assist with cast application, removal, and care.
- Administer care for pediatric amputees, patients in traction, and patients dependent upon a variety of prosthetics/orthotics.

## **NAVARRO COLLEGE GVN- Clinical Experience**

**Corsicana/Ennis, TX**

**2010-2011**

*Emergency Room, Medical Surgical Unit, Long Term Care*

- Monitor and document patients' vital signs.
- Provide nursing care in accordance with facilities care policies and procedures.
- Ensure safety, well-being, and privacy of the patient is maintained.
- Provide patients with help transferring and ambulating.
- Provide patients with emotional support and instruction in a variety of health care settings.

## **OPERATIONS MANAGER AND DISPATCHER**

**Richland, TX**

**2004-2009**

*Mill Creek Transportation / McGee Logistics*

- Locating all freight for each company and scheduling pick-ups and deliveries to coordinate with company needs, driver responsibility, and commodity requirements.
- Creating logs for drivers to minimize employee errors and increase efficiency and effectiveness of each employee.
- Organizing employees' schedules to provide each company with the maximum productivity.
- Managing costs, budgeting expenses, conducting employee training and routine inspections on equipment and all accessories.

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**TEXAS DEPARTMENT OF CRIMINAL JUSTICE**

**Hutchins / Midway, TX**

**2001-2003**

*Correctional Officer Level III*

- Mastered effective negotiation and compromising skills while dealing with a variety of people.
- Learning precise documentation and efficient organization.
- Conducting safety and maintenance inspections along with being correctionally aware of all surroundings to promote not only safety, but also security.
- Organizing employee gatherings to help boost morale among employees.

## **Community Service Projects**

- Texas Brigades (July 2018, July 2019, July 2020, July 2021)- Ranch Brigade Camp Nurse- communicate with adult leaders, campers' parents, and campers' medical needs during their summer camp experience. Provide medical attention as needed, over see medication administration for all campers, and provide documentation of any treatments provided.
- Rice Band Booster Club (2016-2018) – Officer: Secretary- organized and supervised adults and students for concession stand duties, and supervised students on multiple band trips
- LVN Club (2010-2011) – Officer: President- provided a support system to other officers, conducting meetings, and overseeing all community service projects
- Relay for Life (2011) – Team Captain – In charge of donations, obtaining sponsors, and organizing students for the relay.

## **Certifications**

- AHA Basic Life Support (CPR and AED) Certification- issued 9/2020 to renew 09/2022
- Crisis Prevention (CPI) Training – issued March 2021
- Child Abuse Awareness and Prevention Training- issued July 2020



# Business Assistance Grant Application

Applicant Name: JASON GRANT

Business Name: 50664 PESO LAUNDRY MAT

EIN (if applicable): 87-4529611

Physical Address: 205 E. CALHOUN AVE, TX 75155

Check to confirm that the business located within the city limits of Rice, Texas (required):  YES  NO

Date Business Opened OPENING SOON

Contact Phone: 903 654-0505

Contact Email: aprilhutsongrant@aol.com

Business Owner Name (if different from applicant): \_\_\_\_\_

Owners Mailing Address: P.O. BOX 16 CHATFIELD, TX 75105

Owners Home Address: 4753 FM 1603 CHATFIELD, TX 75105

Owners SSN: 454-57-9335

Owners Driver's License: 12385067

Owners Date of Birth: 07-10-67

Owners Phone: 903 654-0505

Owners Email: aprilhutsongrant@aol.com

### Required Documents:

- 1. Articles of Formation WE WILL BRING
- 2. State Sales Tax Certificate THESE ITEMS TO MEETING 12/12/22
- 3. DBA Documentation
- 4. IRS Form W-9

### Describe your intended use of City of Rice Economic Development Corporation Business Assistance Grant funds.

Outline what steps you will take to pursue the public purpose of economic development (i.e., create jobs, enhance your facility, etc.). Recipients may be required to show documentation of spending in accordance with grant objectives. Failure to provide documentation within 90 days of receipt will void this grant, and all associated money will be required to be returned to the City of Rice.

WE HAVE SPENT APPROX. \$60,000 + SO FAR ON EQUIPMENT AND BUILDING IMPROVEMENT. WE HAVE BEEN PAYING RENT FOR A YEAR WITH NO INCOME. WE HAVE BOUGHT SIGNAGE AND SECURITY CAMERAS. WE HAVE SPENT ALL WE HAVE AND COULD USE SOME HELP. WE HOPE TO EMPLOY AT LEAST ONE EMPLOYEE. WE THINK THIS BUSINESS WILL BE VERY BENEFICIAL TO THIS COMMUNITY.

Amount Requested (maximum allowed \$1,500.00): \$5,000

Failure to provide complete and accurate information could result in disqualification from City of Rice Economic Development Corporation Grant program. City of Rice Economic Development Corporation reserves the right to verify all information provided and request more information as needed. Your signature verifies that you have read, understood, and agreed to all the information contained in this document.

  
\_\_\_\_\_  
Signature

12/03/22  
Date

Return this application along with required documents to:

City of Rice Economic Development Corporation

305 North Dallas St. Rice, TX 75155

## Business Assistance Grant Application

Applicant Name: ERIK A Gomez & Eigio Eduardo

Business Name: El Rincon de michoacan LLC

EIN (if applicable): 320507638

Physical Address: 402 SW McKinney St Rice Tx 75155

Check to confirm that the business located within the city limits of Rice, Texas (required):  YES  NO

Date Business Opened 4/1/2015

Contact Phone: 214-325-6522

Contact Email: ElRincondemichoacan1@gmail.com

Business Owner Name (if different from applicant): \_\_\_\_\_

Owners Mailing Address: \_\_\_\_\_

Owners Home Address: 4749 ME County Rd 10890 Rice TX 75155

Owners SSN: \_\_\_\_\_

Owners Driver's License: \_\_\_\_\_

Owners Date of Birth: 04/14/86 12/1/79

Owners Phone: 214-874-1647

Owners Email: None

**Required Documents:**

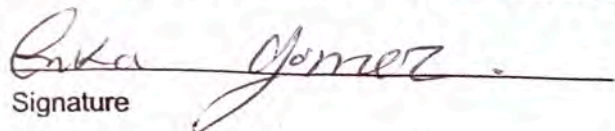
1. Articles of Formation
2. State Sales Tax Certificate
3. DBA Documentation
4. IRS Form W-9

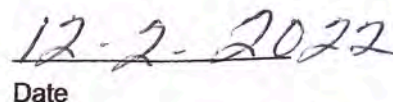
**Describe your intended use of City of Rice Economic Development Corporation Business Assistance Grant funds.** Outline what steps you will take to pursue the public purpose of economic development (i.e., create jobs, enhance your facility, etc.). Recipients may be required to show documentation of spending in accordance with grant objectives. Failure to provide documentation within 90 days of receipt will void this grant, and all associated money will be required to be returned to the City of Rice.

Our goal all the time is to have our customers happy and make sure we can give them our best of us and we always try our best to help the city of Rice and also attend there events and give the best donation we can.

Amount Requested (maximum allowed \$1,500.00): \_\_\_\_\_

Signature to provide complete and accurate information could result in disqualification from City of Rice Economic Development Corporation Grant program. City of Rice Economic Development Corporation reserves the right to verify all information provided and request more information as needed. Your signature verifies that you have read, understood, and agreed to all the information contained in this document.

  
Signature

  
Date

Return this application along with required documents to:

City of Rice Economic Development Corporation

305 North Dallas St. Rice, TX 75155



# Business Assistance Grant Application

Applicant Name: Dolce Beauty Bar LLC / Gretchen Rocha  
 Business Name: Dolce Beauty Bar  
 EIN (if applicable): 87-1439042  
 Physical Address: 305 N Dallas St, Rice, TX, 7555  
 Check to confirm that the business located within the city limits of Rice, Texas (required):  YES  NO  
 Date Business Opened 7/26/2021

Contact Phone: 214-874-1558  
 Contact Email: gretchenrocha3@gmail.com / DolceBeautyBar903@gmail.com  
 Business Owner Name (if different from applicant): \_\_\_\_\_  
 Owners Mailing Address: 10470 NE CR 1070 Rice, TX, 75555  
 Owners Home Address: PO BOX 285, Rice, TX, 75555  
 Owners SSN : 392-11-9294  
 Owners Driver's License: 38578013  
 Owners Date of Birth: 12/12/1992  
 Owners Phone: 214-874-1558  
 Owners Email: gretchenrocha3@gmail.com

Required Documents:

1. Articles of Formation
2. State Sales Tax Certificate
3. DBA Documentation
4. IRS Form W-9

**Describe your intended use of City of Rice Economic Development Corporation Business Assistance Grant funds.**

Outline what steps you will take to pursue the public purpose of economic development (i.e., create jobs, enhance your facility, etc.). Recipients may be required to show documentation of spending in accordance with grant objectives. Failure to provide documentation within 90 days of receipt will void this grant, and all associated money will be required to be returned to the City of Rice.

Hello, and thank you for offering this grant for our business.  
My intended use for the grant would be to acquire signage to enhance our facility.

Amount Requested (maximum allowed \$1,500.00): 1500.00



Failure to provide complete and accurate information could result in disqualification from City of Rice Economic Development Corporation Grant program. City of Rice Economic Development Corporation reserves the right to verify all information provided and request more information as needed. Your signature verifies that you have read, understood, and agreed to all the information contained in this document.

  
\_\_\_\_\_  
Signature

12/7/2022  
Date

Return this application along with required documents to:

City of Rice Economic Development Corporation

305 North Dallas St. Rice, TX 75155



Business Assistance Grant Application

Applicant Name: Benny Hoffman
Business Name: Hoffman Tire & Brake
EIN (if applicable):
Physical Address: 404 South McKinney
Check to confirm that the business located within the city limits of Rice, Texas (required): [X] YES [ ] NO
Date Business Opened 4-2016

Contact Phone: 903-326-4545
Contact Email: Hoffman Tire & Brake @ Gmail.com
Business Owner Name (if different from applicant):
Owners Mailing Address: Benny Hoffman 1501 South 18th St Corsicana Texas 75110
Owners Home Address: Benny Hoffman 1501 South 18th St Corsicana Texas 75110
Owners SSN: 453-35-3384
Owners Driver's License: 01396219
Owners Date of Birth: 4-11-64
Owners Phone: 903-875-8354
Owners Email: NA

- Required Documents:
1. Articles of Formation
2. State Sales Tax Certificate
3. DBA Documentation
4. IRS Form W-9

Describe your intended use of City of Rice Economic Development Corporation Business Assistance Grant funds. Outline what steps you will take to pursue the public purpose of economic development (i.e., create jobs, enhance your facility, etc.). Recipients may be required to show documentation of spending in accordance with grant objectives. Failure to provide documentation within 90 days of receipt will void this grant, and all associated money will be required to be returned to the City of Rice.

Grant funds will be used to update office equipment and improve signage in front of building.

Amount Requested (maximum allowed \$1,500.00): \$1,500.00

Failure to provide complete and accurate information could result in disqualification from City of Rice Economic Development Corporation Grant program. City of Rice Economic Development Corporation reserves the right to verify all information provided and request more information as needed. Your signature verifies that you have read, understood, and agreed to all the information contained in this document.

  
Signature

\_\_\_\_\_  
Date

Return this application along with required documents to:

City of Rice Economic Development Corporation

305 North Dallas St. Rice, TX 75155



City of Rice, Texas

**(469) 256-8005**

**EXIT242.com**

To register your business  
for the 2023 Business Fair,  
or for more information,  
contact the Rice EDC.

*open to businesses in the 75155 zip code*

# **BUSINESS FAIR 2023**

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Get to know the  
people behind  
your favorite  
local businesses,  
and learn about  
what they can  
do for you.

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**Join Us!**

**Saturday  
January 14<sup>th</sup>**

**10:00 AM - 1:00 PM**

in the Gym at Rice City Hall

Conozca detrás de sus negocios locales favoritos y  
aprenda lo que pueden hacer por usted.

Para registrar su negocio para la Feria de Negocios 2023, o para obtener más  
información, comuníquese con Rice EDC.

**(469) 256-8005 • Exit242.com**



## **BUSINESS FAIR REGISTRATION**

**Saturday, January 14<sup>th</sup>, 2022**

**10:00 AM to 1:00 PM – City of Rice Gym**

The Rice EDC Business Fair is an opportunity to showcase your business to a local audience.

**\*\* Registration Deadline: Thursday, January 12<sup>th</sup> \*\***

**Open to businesses in the 75155 zip code.**

### **Event Details:**

- Set-up will begin at 9:00 AM on Saturday, January 4<sup>th</sup> in the City of Rice Gym 305 N. Dallas St. (South side of the building), Rice, TX 75155
- Each Business will be provided one table and 2 chairs (you may bring additional chairs).
- Businesses are welcome to bring their own signage, flyers, table coverings, displays, etc.
- This is a meet and greet event, no direct sales. You are welcome to provide samples or giveaways, etc.
- If you will be providing food samples, you will need to comply with Navarro County Health Department regulations.

### **Application Deadline: January 12, 2022. Send completed applications to:**

- Email: [edcboard@ricetx.gov](mailto:edcboard@ricetx.gov)
- Mail or in person:  
City of Rice/ATTN: EDC  
305 N. Dallas St.  
Rice, TX 75155

## BUSINESS INFORMATION

Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: Work \_\_\_\_\_ Mobile/Other \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please provide a short description about your business and the services/products you provide:

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*I hereby affirm that I understand that The City of Rice Tx, nor its employees, volunteers or sponsors shall bear any responsibility for damage to or loss of my property at the event site. Furthermore, I release and hold harmless the City of Rice Tx, its employees, contractors, volunteers, and sponsors from any liability for personal injury or loss of life arising out of or relating to my participation in the 2023 EDC Business Fair.*

Signature \_\_\_\_\_ Date \_\_\_\_\_