



**REGULAR MEETING OF THE RICE COMMUNITY
ECONOMIC DEVELOPMENT CORPORATION
RICE, TEXAS**

**February 24th
6:00 PM
Rice City Hall – Business Hub
305 N. Dallas Street
Rice, TX 75155**

AGENDA

1. Roll Call

- a. Brandi Solomon
- b. Rolando Chapa
- c. Tonya Roberts
- d. Donna Gipson
- e. Sarah Farley
- f. Tiffany Zwinge
- g. Archa Cassel (Coordinator)

2. Pledge of Allegiance

The Pledge of Allegiance to the Flag

"I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

3. Texas Pledge of Allegiance

The Pledge of Allegiance to the Texas State Flag

"Honor the Texas flag; I pledge allegiance to thee, Texas, one state under God, one and indivisible.

4. Prayer

5. Public Forum

6. Agenda Items

- a. Discuss and Deliberate EDC Vice President
- b. Discuss and Deliberate Contract Labor Agreement
Review and update agreement with Archa Cassel (see attached)
- c. Discuss and Deliberate Allocating a % of the Contract Labor/Payroll Budget for a Spanish translator
Translator would help ensure grant documents are correct, answer questions from business owners, developers, etc. EX 20% of our current budget would be \$2,400/year
- d. Discuss: Project Updates
 - 1) Downtown: Archa will present current bids, item prices and plans for Phase 1 - project budget; open discussion
 - 2) Event/Discover Rice Business Promotion: Discuss new options for business promotions/events due to date conflicts. Ideas – passport booklet for retail/food businesses, 3-4 smaller networking/speaker events
- e. Discuss and Deliberate January Financial Statement
 - See attachment
- f. Discuss and Deliberate 01/27/25 Meeting Minutes
 - See attachment

7. Adjourn

I hereby certify that the above notice of meeting was posted on the bulletin board of City Hall, City of Rice, Texas, a place readily accessible to the general public at all times, on the 20th day of February, 2025 by 5:00 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

____Brandi Solomon_____President, EDC_____

Name

Title



Employment Contract Agreement

This Contract Labor Agreement is entered into on 02/24/2025 by and between the Rice Community Economic Development Corporation (EDC), with an address of 305 N. Dallas St., Rice, Texas 75155, and Archa Cassel, with an address of PO BOX 213, Rice, Texas 75155.

During the contract period, Archa Cassel will have the responsibility to perform the following duties:

- Research grant opportunities, correspond with grant providers, and fill out grant applications that support EDC initiatives.
- Perform outreach to local business to promote EDC events and initiatives; event planning.
- Perform outreach to and correspond with potential new businesses.
- Attend every meeting.
- Coordinate development projects; including meeting with contractors, collecting bids and pricing, gather information, etc.

PAY AND COMPENSATION

The above parties agree to an hourly rate of \$20, a monthly car allowance of \$50, and reimbursed for any expenses incurred while performing the duties listed. Invoices with hours and associated duties performed will be submitted on 1st of each month, and will be paid within 2 weeks of receipt.

TERMS OF AGREEMENT

This Agreement shall be effective on the date of signing, and will end on 01/05/2026. Upon the end of the term of the Agreement, this Agreement will not be automatically renewed for a new term.

This Agreement may be terminated in case the following occurs:

1. Immediately in case one of the Parties breaches this Agreement.
2. At any given time by providing a written notice to the other party 14 business days prior to terminating the Agreement.

Upon terminating this Agreement, all materials, products or any other content will be returned to the Rice EDC at the earliest convenience, but not beyond 14 business days.

CONFIDENTIALITY

All terms and conditions of this Agreement and any materials provided during the term of the Agreement must be kept confidential, unless the disclosure is required pursuant to process of law.

Disclosing or using this information for any purpose beyond the scope of this Agreement, or beyond the exceptions set forth above, is expressly forbidden without the prior.

INTELLECTUAL PROPERTY

Hereby, it is in agreement that any intellectual property provided by the EDC will remain the sole property of the EDC including, but not limited to, copyrights and other intellectual property rights associated with any ideas, concepts, processes, works of authorship, or Confidential Information.

EXCLUSIVITY

The Parties agree that this Agreement is not an exclusive arrangement and that both the parties are entitled to enter into other similar agreements.

LIMITATION OF LIABILITY

In no event shall either party be individually liable for any damages for breach of duty by third parties, unless the act or failure to act involves intentional misconduct, fraud, or a knowing violation of the law.

SIGNATURE AND DATE

The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated throughout by their signatures below:

Contract Labor

Community of Rice EDC

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



**REGULAR MEETING OF THE RICE COMMUNITY
ECONOMIC DEVELOPMENT CORPORATION
RICE, TEXAS**

**January, 27th
6:00 PM
Rice City Hall – Business Hub
305 N. Dallas Street
Rice, TX 75155**

MINUTES

1. Roll Call

- a. Brandi Solomon - present
- b. Rolando Chapa - late arrived at 6:06
- c. James Franks – absent (received resignation)
- d. Tonya Roberts - present
- e. Donna Gipson - present
- f. Sarah Farley - present
- g. Tiffany Zwinge - late arrived 6:13
- h. Archa Cassel (Coordinator) - present

2. Pledge of Allegiance

3. Texas Pledge of Allegiance

Prayer

4. Public Forum

5. Agenda Items

- a. Discuss Board Member Updates

Welcome New Board Member, Tiffany Zwinge, position 1

Positions are as follows:

- 1) Tiffany Zwinge 06/25
- 2) Donna Gipson 06/26

- 3) Tonya Roberts 06/25
- 4) Rolando Chapa 06/26
- 5) Sarah Farley 06/25
- 6) James Franks 06/26
- 7) Brandi Solomon 06/25

- Tiffany was introduced to the current EDC board and given a “crash course” on how we operate, position responsibilities, as well as current EDC projects and goals.
- Next meeting the board will have to elect a new vice president to fill Garry Teague’s previous position.

b. Discuss: Project Updates

Archa reviewed progress on EDC Event 4/26/25 & downtown

- Archa has collected bids for the pavilion, we are seeking alternate bids for external siding materials like red iron.
- David Lynch and Saucedo are both interested in bidding on the project.
- The original date for the event has been rescheduled to due Derrick Days falling on the same day.
- A tentative date of 4/12 has been proposed.

c. Discuss and Deliberate Items for Downtown Development Project

We need to identify the following for pricing and potential donors

- Benches
- Trash Bins – we will purchase park appropriate trash bins
- Trees/plants/planter boxes
 - The EDC has decided to use wire mesh covered in a rubber coating as the bench material.
 - We would prefer to use native trees such as crepe myrtle, oak, and Vitex tress.

d. Discuss and Deliberate December Financial Statement

- Tonya made a motion to accept the Financial Statement, Donna seconded, Ayes - Rolando, Brandi, Sarah, and Tiffany. Motion Passed.

e. Discuss and Deliberate 12/16/24 Meeting Minutes

- See attachment
- Donna made a motion to accept the Minutes, Sarah seconded. Ayes - Rolando, Brandi, Tiffany, Tonya, Motion Passed.

6. **Adjourn**

Tonya made a motion to adjourn. Donna seconded. Ayes - Rolando, Sarah, Brandi, Tiffany. Motion Passed.

Attest: _____ Date: _____
Secretary

Attest: _____ Date: _____
Administrator

City of Rice Financial Statement As of January 31, 2025

950 - Rice EDC	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Revenue Summary							
Sales & Property Taxes	4,238.47	4,800.00	(561.53)	14,966.37	60,000.00	24.94%	45,033.63
Other Revenue Sources	0.00	0.00	0.00	14.94	0.00	0.00%	(14.94)
EDC Account Carry Forward Year End	0.00	7,746.90	(7,746.90)	0.00	93,000.00	0.00%	93,000.00
Revenue Totals	4,238.47	12,546.90	(8,308.43)	14,981.31	153,000.00	9.79%	138,018.69
Expense Summary							
Personnel/Payroll	0.00	1,041.25	(1,041.25)	500.00	12,500.00	4.00%	12,000.00
Office & Supplies	0.00	74.97	(74.97)	0.00	900.00	0.00%	900.00
Legal & Professional Fees	0.00	166.60	(166.60)	46.25	2,000.00	2.31%	1,953.75
Operating Expense	0.00	166.60	(166.60)	0.00	2,000.00	0.00%	2,000.00
Community Programs & Donations	0.00	2,916.00	(2,916.00)	3,000.00	35,000.00	8.57%	32,000.00
Capital	0.00	2,499.00	(2,499.00)	0.00	30,000.00	0.00%	30,000.00
Grant Expense	0.00	2,499.00	(2,499.00)	0.00	30,000.00	0.00%	30,000.00
EDC Reserves	0.00	3,381.98	(3,381.98)	0.00	40,600.00	0.00%	40,600.00
Expense Totals	0.00	12,745.40	(12,745.40)	3,546.25	153,000.00	2.32%	149,453.75

City of Rice
 Financial Statement
 As of January 31, 2025

	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
950 - Rice EDC							
Sales & Property Taxes							
950-4132 4B Economic Development Sales	4,238.47	4,800.00	(561.53)	14,966.37	60,000.00	24.94%	45,033.63
Sales & Property Taxes Totals	4,238.47	4,800.00	(561.53)	14,966.37	60,000.00	24.94%	45,033.63
Other Revenue Sources							
950-4190 Other Income	0.00	0.00	0.00	14.94	0.00	0.00%	(14.94)
Other Revenue Sources Totals	0.00	0.00	0.00	14.94	0.00	0.00%	(14.94)
EDC Account Carry Forward Year End Estimated Balance							
950-8001 EDC Account Carry Forward Year	0.00	7,746.90	(7,746.90)	0.00	93,000.00	0.00%	93,000.00
EDC Account Carry Forward Year End Estimated Balance Totals	0.00	7,746.90	(7,746.90)	0.00	93,000.00	0.00%	93,000.00
Revenue Totals	4,238.47	12,546.90	(8,308.43)	14,981.31	153,000.00	9.79%	138,018.69

950 - Rice EDC	EDC General Administration	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining
Capital		0.00	2,499.00	(2,499.00)	0.00	30,000.00	0.00%	30,000.00
Community Programs & Donations		0.00	2,916.00	(2,916.00)	3,000.00	35,000.00	8.57%	32,000.00
EDC Reserves		0.00	3,381.98	(3,381.98)	0.00	40,600.00	0.00%	40,600.00
Grant Expense		0.00	2,499.00	(2,499.00)	0.00	30,000.00	0.00%	30,000.00
Legal & Professional Fees		0.00	166.60	(166.60)	46.25	2,000.00	2.31%	1,953.75
Office & Supplies		0.00	74.97	(74.97)	0.00	900.00	0.00%	900.00
Operating Expense		0.00	166.60	(166.60)	0.00	2,000.00	0.00%	2,000.00
Personnel/Payroll		0.00	1,041.25	(1,041.25)	500.00	12,500.00	4.00%	12,000.00
EDC General Administration Totals		0.00	12,745.40	(12,745.40)	3,546.25	153,000.00	2.32%	149,453.75
Expense Total		0.00	12,745.40	(12,745.40)	3,546.25	153,000.00	2.32%	149,453.75

City of Rice

Financial Statement

As of January 31, 2025

950 - Rice EDC	Current	Current	Budget	YTD	Annual	% Budget	Budget
EDC General Administration	Month Actual	Month Budget	Variance	Actual	Budget	Used	Remaining
950-10-5109 Contract Labor	0.00	833.00	(833.00)	500.00	10,000.00	5.00%	9,500.00
950-10-5201 Office Supplies	0.00	41.65	(41.65)	0.00	500.00	0.00%	500.00
950-10-5202 Printing Supplies	0.00	24.99	(24.99)	0.00	300.00	0.00%	300.00
950-10-5203 Postage	0.00	8.33	(8.33)	0.00	100.00	0.00%	100.00
950-10-5206 Training Expense	0.00	208.25	(208.25)	0.00	2,500.00	0.00%	2,500.00
950-10-5223 Audit Expense	0.00	83.30	(83.30)	0.00	1,000.00	0.00%	1,000.00
950-10-5224 Legal and Professional Fees	0.00	83.30	(83.30)	46.25	1,000.00	4.63%	953.75
950-10-5227 Advertising	0.00	83.30	(83.30)	0.00	1,000.00	0.00%	1,000.00
950-10-5229 Public & Employee Relations	0.00	416.50	(416.50)	0.00	5,000.00	0.00%	5,000.00
950-10-5452 Hardware/Software	0.00	83.30	(83.30)	0.00	1,000.00	0.00%	1,000.00
950-10-5700 Property Acquisitions	0.00	2,499.00	(2,499.00)	0.00	30,000.00	0.00%	30,000.00
950-10-5702 Business Improvement	0.00	2,499.00	(2,499.00)	0.00	30,000.00	0.00%	30,000.00
950-10-8009 EDC Reserves	0.00	3,381.98	(3,381.98)	0.00	40,600.00	0.00%	40,600.00
950-10-9501 Recreational Improvements	0.00	1,249.50	(1,249.50)	0.00	15,000.00	0.00%	15,000.00
950-10-9502 EDC Property Improvements	0.00	1,250.00	(1,250.00)	3,000.00	15,000.00	20.00%	12,000.00
EDC General Administration Totals	0.00	12,745.40	(12,745.40)	3,546.25	153,000.00	2.32%	149,453.75
Expense Totals	0.00	12,745.40	(12,745.40)	3,546.25	153,000.00	2.32%	149,453.75