



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

**March 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 Discover Rice promotion Plans
 - a. RE: Discussion from Workshop
- B. Discuss Downtown Development – Updates
- C. Discuss and Deliberate EDC Management of Business Hub
 - a. The City Council recently met in a Workshop to discuss options for managing the Business Hub; it was mentioned the EDC could take on this responsibility.
 - b. Discuss all aspects including: economic development opportunities, managing payments & contracts, ensuring proper tenants (codes, zoning, insurance, etc), updating the building, dispersing funds, and all legalities on an ongoing and consistent basis.
- D. Discuss and Deliberate Financial Statement
 - a. See attached from 02/28/2025
- E. Discuss and Deliberate Meeting Minutes
 - a. See attached from 02/20/25

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 March, 2025 by 5:00 p.m., and remained posted for at least 72 continuous hours preceding the scheduled time of said meeting.

Name

Title

City of Rice
 Financial Statement
 As of February 28, 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	5,126.43	4,800.00	326.43	20,092.80	60,000.00	33.49%	39,907.20
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	5,126.43	12,546.90	(7,420.47)	20,107.74	153,000.00	13.14%	132,892.26
Expense Summary							
Personnel/Payroll	560.00	1,041.25	(481.25)	1,060.00	12,500.00	8.48%	11,440.00
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	560.00	12,745.40	(12,185.40)	4,106.25	153,000.00	2.68%	148,893.75

City of Rice
 Financial Statement
 As of February 28, 2025

3/19/2025 1:18 PM

950 - Rice EDC	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% of Budget	Budget Remaining
Sales & Property Taxes							
950-4132 4B Economic Development Sales	5,126.43	4,800.00	326.43	20,092.80	60,000.00	33.49%	39,907.20
Sales & Property Taxes Totals	5,126.43	4,800.00	326.43	20,092.80	60,000.00	33.49%	39,907.20
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	5,126.43	12,546.90	(7,420.47)	20,107.74	153,000.00	13.14%	132,892.26

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	560.00	1,041.25	(481.25)	1,060.00	12,500.00	8.48%	11,440.00		
EDC General Administration Totals	560.00	12,745.40	(12,185.40)	4,106.25	153,000.00	2.68%	148,893.75		
Expense Total	560.00	12,745.40	(12,185.40)	4,106.25	153,000.00	2.68%	148,893.75		

City of Rice
 Financial Statement
 As of February 28, 2025

950 - Rice EDC										
EDC General Administration										
	Current Month Actual	Current Month Budget	Budget Variance	YTD Actual	Annual Budget	% Budget Used	Budget Remaining			
950-10-5109 Contract Labor	560.00	833.00	(273.00)	1,060.00	10,000.00	10.60%	8,940.00			
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	560.00	12,745.40	(12,185.40)	4,106.25	153,000.00	2.68%	148,893.75			
Expense Totals	560.00	12,745.40	(12,185.40)	4,106.25	153,000.00	2.68%	148,893.75			



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ECONOMIC DEVELOPMENT CORPORATION
RICE, TEXAS**

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

MINUTES

1. Roll Call

- a. Brandi Solomon
- b. Rolando Chapa
- c. Tonya Roberts - arrived 6:06 pm
- d. Donna Gipson
- e. Sarah Farley
- f. Tiffany Zwinge
- g. Archa Cassel (Coordinator)

2. Pledge of Allegiance

3. Texas Pledge of Allegiance

4. Prayer

5. Public Forum

6. Agenda Items

- a. Discuss and Deliberate EDC Vice President.
- Tonya was nominated to Vice President, she accepted the nomination.
Donna made a motion to elect Tonya. Sarah 2nd. Ayes - Tiffany, Brandi, Rolando.
motion passed
- b. Discuss and Deliberate Contract Labor Agreement
Review and update agreement with Archa Cassel
- Donna made a motion to accept the contract. Tonya 2nd. Ayes - Rolando, Brandi, Sarah, Tiffany.
motion passed
- 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

- Options were discussed to inquire at the Highschool and/or see if there are resources through Navarro County Economic Development before adding a translator to the budget
- Tonya made a motion to table agenda item C. Rolando 2nd. Ayes - Sarah, Brandi, Donna, Tiffany.
motion passed

d. Discuss: Project Updates

1) Downtown: Archa will present current bids, item prices and plans for Phase 1
- project budget; open discussion

- Archa has quotes (\$14,950.88 from County Electric) and is sending info to electricians. She is still looking for more bids. The contractors she has been talking to, have advised against solar lights.
- We have received a quote for a 3D rendering of the project.

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

- We have decided not to do a big event and substitute with the passport and smaller events. Workshop planning to follow.

e. Discuss and Deliberate January Financial Statement

- Tonya made a motion to accept the financial statement.

ADJOURN

Tonya made a motion to adjourn. Donna 2nd. Ayes - Rolando, Sarah, Tiffany, Brandi.
motion passed

Attest: _____ Date: _____
Secretary

Attest: _____ Date: _____
Administrator

February 17, 2025

Tonya Roberts
City of Rice EDC
PO Box 97
Rice, TX 75155

RE: City of RICE EDC-Park Renderings

Dear Tonya:

Thank you for the opportunity to present the following proposal for planning services. Public Management has a dedicated team of professional planners that will ensure these services are to the complete satisfaction of the City of Rice EDC. The service proposal outlined below is separated by specific planning elements.

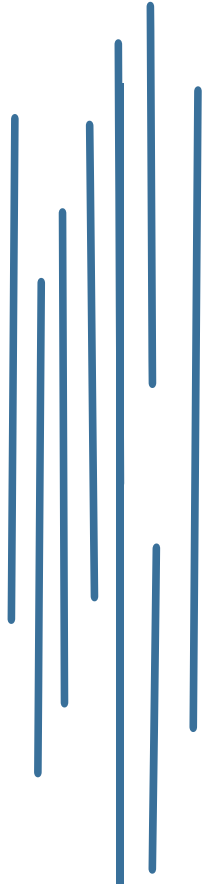
ZONING & SUBDIVISION REGULATIONS		
<u>Activity</u>	<u>Schedule</u>	<u>Fee</u>
EDC Park Renderings: <ul style="list-style-type: none"> • INVENTORY-DATA GATHERING • Preliminary Drawings (To be reviewed by Client) • Final EDC Park Renderings 	February 2025	\$3,500.00
Total		\$3,500.00

Thank you for your trust in Public Management, Inc.

Respectfully,



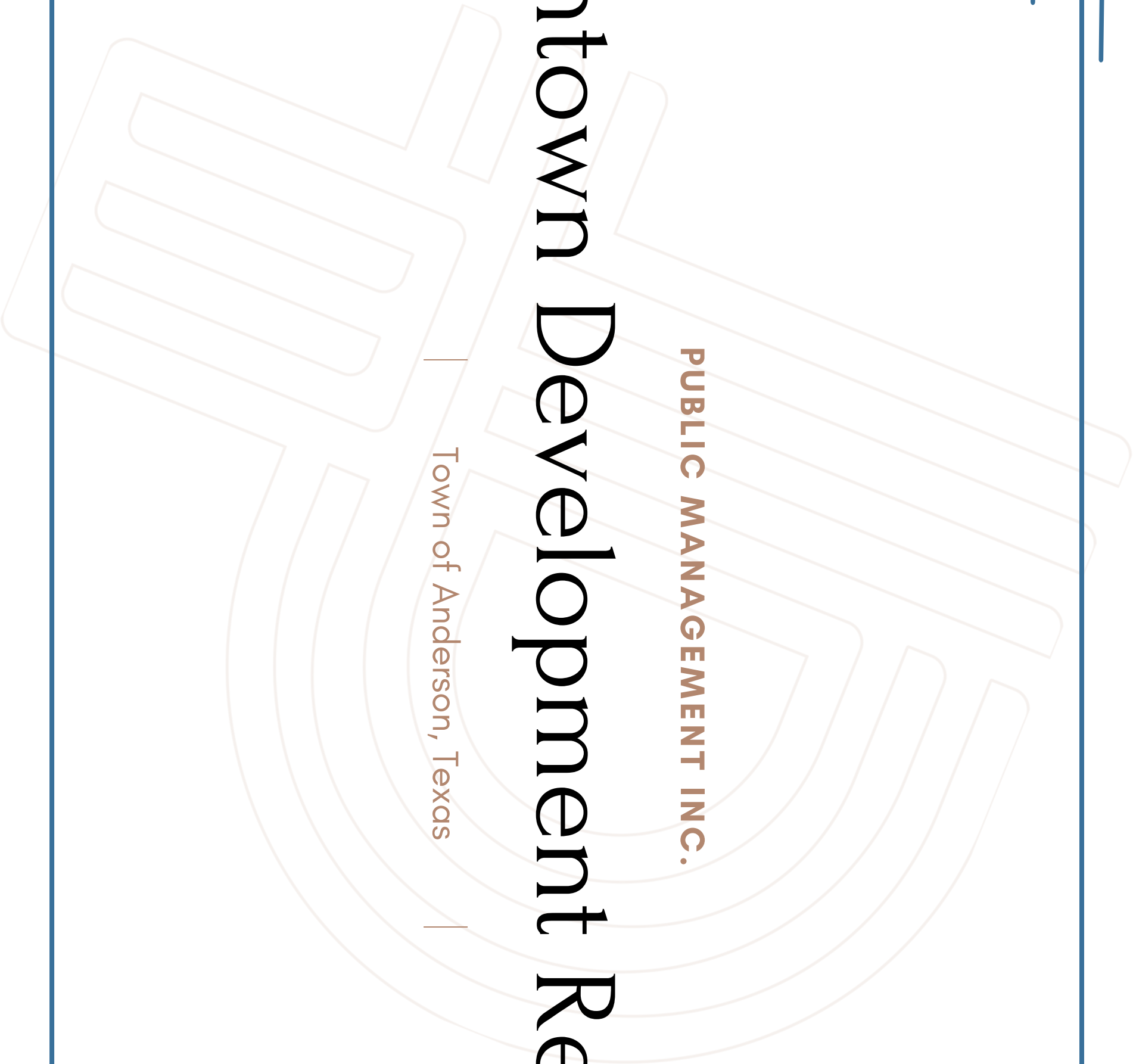
Kenneth J. Coignet
Vice President



PUBLIC MANAGEMENT INC.

Downtown Development Rendering

Town of Anderson, Texas



Current Site















