

**BOARD MEETING MINUTES**  
**HAMILTON ECONOMIC DEVELOPMENT CORPORATION**  
**CITY OF HAMILTON, TEXAS**  
**May 17, 2023**  
**HAMILTON ECONOMIC DEVELOPMENT CORPORATION OFFICE**  
**108 NORTH BELL STREET**  
**HAMILTON, TEXAS 76531**  
**AT 5:30 P.M.**

The Economic Development Corporation Board for the city of Hamilton, Texas, convened for the monthly meeting on May 17, 2023 with President Randy Lee presiding.

**HEDC Board Members Present:**

- Randy Lee - President
- Will Hale - Treasurer
- Jared Cook – Secretary
- Jeff Ensor
- Melanie Housden

**HEDC Board Members Absent:**

- Reagan Reich

**Others Present:**

- Rodney Craddick – Mayor
- Ryan Polster – City Administrator
- Jamie L. LaDuke – Executive Director, EDC
- Kayla Schraub – Main Street Program Manager

**REGULAR SESSION**

President Randy Lee called the meeting to order at 5:34 p.m.

Joseph Polster requested the board consider and approve reimbursement for lifeguard training to the city of Hamilton lifeguards, just as the board has done in the past. This will be an item on the June agenda.

Board member Jeff Ensor moved to approve the March 15, 2023, minutes. Board member Melanie Housden seconded the motion, and with a unanimous vote, the motion carried.

Board member Will Hale presented the March and April 2023 Financial Reports. Board member Will Hale moved to approve the March and April Financial Reports as presented. Board member Jeff Ensor seconded the motion, and with a unanimous vote, the motion was carried.

Makayla Grissam presented to the board a Start-up Business Grant application and business plan for Makayla’s Kravery Co. Makayla requested the grant, in order to assist with purchasing appliances that will be installed at a location she is renting in collaboration with the expanding business, Texas Coffee. Board member Will Hale stated that he has concerns about providing the grant money. Will stated that the restaurant industry as a whole has a high failure rate, and that he would prefer to provide grant money to improve the location’s facade, awning, and signage. Will recommended that Makayla apply for one of the downtown or signage grants. Board member

Jared Cook stated that the board should provide some assistance, similar to previous applicants. Board member Jeff Ensor made a motion to provide Makayla Grissam with a grant in the amount of \$3,074 to assist with start-up costs. Board member Will Hale seconded the motion, and with a unanimous vote, the motion carried.

BreAnna Bullard presented to the board a Commercial Building Improvement Grant application to assist with the cost of updating her parking lot and office space to ADA compliance. BreAnna stated that her business recently secured a contract with the government to be the preferred organization to assist Veterans and their families with in-home care. Pedestrian traffic in and around her location will increase drastically, and BreAnna believes being ADA compliant is critical to her clients. In addition, BreAnna will be increasing her current workforce by over ten percent and will be adding satellite locations to assist with logistics. Executive Director Jamie LaDuke provided a letter of request to the board, to assist BreAnna with workforce development costs. Board member Randy Lee made a motion to provide BreAnna Bullard with a grant in the amount of \$10,000 for commercial building improvements, and \$6,000 for workforce development. Board member Will Hale seconded the motion, and with a unanimous vote, the motion carried.

Board member Randy Lee made a motion to approve the agreement and resolution for the Economic Development Funding Agreement Between The City of Hamilton And The Hamilton Economic Development Corporation For The Hamilton Municipal Airport Improvement Project. Board member Jared Cook seconded the motion, and with a unanimous vote, the motion carried.

Board member Jeff Ensor made a motion to accept Council Member Richard Buchanan and applicant Clint Cooper to the EDC Board of Directors effective June 1, 2023. Board members Randy Lee, Will Hale and Reagan Reich will complete their terms on May 31, 2023.

Kayla Schraub provided the board with updates regarding the Main Street Program.

Jamie LaDuke, Executive Director, provided updates on the following:

- DDCT Scholarship
- Downtown Alley and Parking Lot Revitalization Project
- Hamilton Ambassador's
- EDOiQ Software Implementation
- FY 2023-2024 Budget Preparations

Board member comments and items to be placed on future agendas:

- Consideration and/or action approving reimbursement for lifeguard training

Next meeting was set for June 21, 2026<sup>3</sup>

The meeting was adjourned at 6:54 p.m.

Meeting minutes completed by: Jamie L. LaDuke, Executive Director

PASSED AND APPROVED this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

\_\_\_\_\_  
Board Member