

BOARD MEETING MINUTES
HAMILTON ECONOMIC DEVELOPMENT CORPORATION
CITY OF HAMILTON, TEXAS
August 16, 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 August 16, 2023, with Jared Cook presiding.

HEDC Board Members Present:

Heather August
Richard Buchanan
Jared Cook
Clint Cooper
Jeff Ensor
Brian Haile

HEDC Board Members Absent:

Others Present:

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

REGULAR SESSION

Board member Jared Cook called the meeting to order at 5:30 p.m.

There were no public comments.

Board member Jeff Ensor moved to approve the July 19, 2023, minutes. Board member Richard Buchanan seconded the motion, and with a unanimous vote, the motion was carried.

Executive Director Jamie LaDuke presented the July 2023 Financial Report. Board member Jeff Ensor moved to approve the July 2023 Financial Report as presented. Board member Brian Haile seconded the motion, and with a unanimous vote, the motion was carried.

Ken Wenzel presented a grant application and supporting documentation to the EDC Board for Commercial Building Improvements. Mr. Wenzel is requesting approval of the application in order to begin renovating the main dining overflow space and the remaining empty space at Wenzel Lonestar Meat. Mr. Wenzel will be renovating the space to allow for an event/venue center. Board member Jeff Ensor made a motion to approve the Commercial Building Improvement application, not to exceed the maximum amount of \$10,000 for Wenzel Lonestar Meat. Board member Clint Cooper seconded the motion, and with a unanimous vote, the motion was carried.

Debbie Grieve introduced herself to the EDC Board, Debbie is the most recent applicant for the vacant board position. Debbie provided an overview of her experience; she and her family are new to Hamilton, and she would like to be more involved in the community. Board member Richard Buchanan made a motion to accept Debbie Grieve's application to join the EDC Board. Board member Heather August seconded the motion, and with a unanimous vote, the motion was carried. Executive Director Jamie LaDuke will take Debbie's nomination to City Council for final approval in September.

The Board discussed the best candidates to fill the roles of President, Vice President, Secretary and Treasurer. Executive Director Jamie LaDuke provided an overview of the responsibilities. Board member Jeff Ensor made a motion to nominate Jared Cook for President, Jeff Ensor for Vice President, Heather August for Secretary and Debbie Grieve to Treasurer, pending Council approval of her nomination. Board member Heather August seconded the motion, and with a unanimous vote, the motion was carried.

Ryan Polster made a presentation to the Board regarding the Hamilton Municipal Airport Hangar Project. Ryan provided details to the new board members regarding the project and current challenge with securing a loan. Ryan introduced guest speaker, Stewart Shirey from Government Capital Corporation. Mr. Shirey is assisting the City of Hamilton with securing a loan for the remaining balance of the project, estimated at \$975,000. Government Capital Corporation is recommending that the Hamilton EDC assist by becoming the signing entity on the loan. Mr. Shirey provided the Board with two options, a fixed loan, and an adjustable-rate loan.

At 7:04 p.m., the Board adjourned into Executive Session, requesting all board members and Jamie LaDuke remain present for the session.

At 7:48 p.m., the Board closed the Executive Session, and re-opened the August 16, 2023 meeting. Board member Jared Cook made a motion to table item VI on the current agenda to a Special Called Meeting on August 30, 2023 at 5:30 p.m. Board member Richard Buchanan seconded the motion, and with a unanimous vote, the motion was carried.

The Board discussed the Fiscal Year 2023-2024 Budget. Jamie LaDuke stated all the recommended changes from the budget workshop were made. Board member Jeff Ensor made a motion to approve the Fiscal Year 2023-2024 Budget. Board member Richard Buchanan seconded the motion, and with a unanimous vote the motion was carried.

Kayla Schraub, Main Street Program Manager, provided updates on current projects. The Main Street Board will be making improvements to Pecan Creek Park, by adding picnic tables, trash receptacles and signage.

Jamie LaDuke, Executive Director, provided information on the upcoming Sales Tax Workshops. Jamie reminded all the members that they are required to complete the training. Jamie stated that she has a marketing plan for the upcoming fiscal year, she will continue to focus on industry guides for site development. Jamie stated that the City Council approved sending the Hamilton Square Zoning Ordinance back to the Planning and Zoning Commission for re-evaluation due to recent developments taking place on the Square.

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

Special Called meeting on August 30, 2023 will include Thompson Building Discussion, Downtown Alley and Parking Lot Project and Hamilton Municipal Airport Hangar Loan.

Next meeting was set for Date: Special Called Meeting, August 30, 2023. Regular scheduled meeting on September 20, 2023.

The meeting was adjourned at 8:13 p.m.

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

PASSED AND APPROVED this 20 day of September, 2023.



Jared Cook, President

