Hamilton Economic Development Corporation

Regular Meeting Notes

Thursday, January 22, 2026 - 5:30 p.m.
200 E. Main Street, Hamilton, Texas

On this day, January 22, 2026, the Hamilton Economic Development Corporation convened in regular session at 5:30 p.m. at the Hamilton Economic Development Corporation office located at 200 E Main Street, Hamilton, Texas 76531, with notice of meeting giving time, place, date, and subject having been posted as described in Chapter 551 of the Texas Government Code.

Board Members Present
Riley Gardner – President
Richard Buchanan – Secretary
Mandy Blackwell – Treasurer
Terry Baize
Mary Owen
Luke Downs

Board Members Absent
Justin Frasier – Vice President

Ex Officio Present
Debbie Grieve – EDC & Main Street Executive Director
Stacey Norris – City Administrator

Visitors
Peter James – City CFO

I. **Call to Order**
The meeting was called to order by President Riley Gardner at 5:30 p.m. A quorum was present.

II. **Citizens' Comments**
No citizens' comments were presented.

III. Consent Agenda

The items listed were considered routine and non-controversial by the Board and were approved by a single motion. There was no separate discussion.

a. Approval of Minutes — December 18, 2025 Regular Meeting
The Board considered the consent agenda item to approve the minutes from the

December 18, 2025 regular meeting. A motion was made and seconded to approve the minutes. The motion carried.

IV. Regular Agenda

a. Financial Report — Period Ending December 31, 2025

The Board discussed the financial report for the period ending December 31, 2025. Staff noted no significant variances or unusual activity for the month and described December as business as usual, consisting primarily of routine vendor payments. A motion was made and seconded to approve the financial report as presented. The motion carried.

b. GSBS Architects Proposal — Property Acquisition & Disposition Scope (Grogan Street Nursing Home Property)

The Board received a presentation from Christine Richmond of GSBS Architects regarding a phased scope of work to evaluate the Grogan Street nursing home property for potential acquisition and future disposition. The phased approach was discussed as a method to create natural go/no-go decision points, reduce risk, and ensure the Board is informed before taking steps toward a property purchase or development initiative. Phase 1 was described as including an on-site visit to Hamilton, a review of market conditions, and a working session with the Board to clarify goals (including financial and community outcomes). GSBS will provide a written report addressing whether the site aligns with the Board's objectives and whether the market supports a viable concept that could justify investment. The Board discussed potential outcomes such as workforce-supportive housing concepts and the benefit of a third-party feasibility review prior to any acquisition decision. A motion was made and seconded to approve proceeding with Phase 1 (estimated $5,900 plus mileage). The motion carried.

c. GSBS Architects Proposal — EDC Board Training

The Board discussed a separate proposal for EDC board training intended to provide a broad overview of EDC roles, responsibilities, and tools, including strategic planning and oversight, real estate and infrastructure tools, housing support, workforce development, and local business support. Board members expressed interest in practical, useful training while also discussing concerns about cost, meeting length, scheduling, and the desire to compare alternatives. No formal action was taken. Staff will explore additional training options and potential formats for future consideration.

d. Discussion — Quality-of-Life Initiatives & Priorities (Type B Eligible Projects)

The Board held a discussion regarding quality-of-life initiatives and priorities that may be eligible Type B expenditures and that could support workforce attraction and retention. Discussion topics included parks and recreation improvements, trails, wayfinding signage, downtown and tourism-supportive improvements, workforce development partnerships, technical training opportunities, and childcare-related considerations.

Board members also discussed the challenges of attracting skilled labor and young families and the importance of aligning future FY 2026–2027 budget planning with a long-term community vision. No action was taken.

e. Transfer Administration of Downtown Grant Program to Main Street
The Board discussed transferring the application vetting and recommendation process for the downtown signage and façade grant program to the Main Street Program, with the EDC retaining the funding decision and reimbursement process based on Main Street recommendations. The intent is to better align downtown grant recommendations with Main Street design guidance and downtown preservation objectives. A motion was made and seconded to transfer administration (application review and recommendations) of the downtown grant program to the Main Street Program as described. The motion carried.

V. **Executive Director's Report**

The Executive Director provided a brief update and noted that, due to the holiday period, there were no additional items to report. Staff will distribute available training resources and continue exploring board training options for future agendas.

VI. **Future Agenda Items Requested**

The Board requested that future agendas include the following items:

- Board training options (including format, schedule, and potential participation by City Council)
- Project planning and priorities for FY 2026–2027 budget discussions
- Consideration of EDC board term limits and an onboarding/training approach for future board members
- Review of available community survey results (including Main Street surveys) to inform project priorities

VII. **Adjournment**

A motion was made and seconded to adjourn. The meeting was adjourned.

Meeting minutes completed by:
Debbie Grieve, Executive Director

PASSED AND APPROVED this 18 day of February, 2026.

Richard Buchanan, Secretary

Richard Buchanan