Hamilton Economic Development Corporation

Regular Meeting Minutes
March 18, 2026 5:30 PM
200 E Main Street, Hamilton, Texas 76531

I. Call to Order

The meeting was called to order by President Riley Gardner at 5:30 PM. A quorum was present.

Board Members Present:
Riley Gardner – President
Mandy Blackwell – Treasurer
Terry Baize
Mary Owen
Luke Downs
Justin Frasier – Vice President

Board Members Absent:
Richard Buchanan – Secretary

Ex Officio Present:
Debbie Grieve – Executive Director
Bonnie Harle – Administrative Assistant
Stacey Norris – City Administrator

Public Attendees:
Christine Richman – GSBS
Sam Jones – GSBS

II. Citizens' Comments and Board Introductions

No citizens were present to address the Board.

III. Consent Agenda

a. Approval of the Minutes of February 18, 2026, Regular Meeting
A motion was made by Mandy Blackwell and seconded by Justin Frasier to approve the minutes as presented. Motion carried unanimously.

IV. Regular Agenda

a. Discussion and Possible Action on the Financial Report for the Period Ending February 28, 2026

The Board reviewed the financial report, including discussion regarding Main Street marketing expenses, Sip & Stroll preparations, and timing of sidewalk grant reimbursements.

A motion was made by Mary Owen and seconded by Mandy Blackwell to approve the financial report as presented. Motion carried unanimously.

b. Discussion and Possible Action Regarding EDC Board Training Opportunities

A revised proposal from GSBS was presented, reducing the scope and cost of training. Discussion included tailoring training to Hamilton's needs and creating reusable onboarding materials.

A motion was made by Justin Frasier and seconded by Mandy Blackwell to approve moving forward with GSBS for board training. Motion carried unanimously.

c. Discussion Regarding Quality-of-Life Initiatives and Priorities, Including Potential Projects Eligible Under Type B Expenditures

The Board noted that the Parks Advisory Board had not yet met. The item was tabled for a future meeting.

d. Discussion and Possible Action Regarding EDC Board Member Term Limits

The Board discussed proposed revisions to bylaw language regarding term limits.

- A motion was made by Mary Owen and seconded by Mandy Blackwell to amend the proposal to limit service to three consecutive two-year terms followed by a one-year break in eligibility. Motion carried unanimously.
- A motion was made by Mary Owen and seconded by Mandy Blackwell to approve the bylaw amendment as revised. Motion carried unanimously.

V. Executive Session

The Hamilton Economic Development Corporation convened into Executive Session at 5:44 PM in accordance with Sections 551.072 and 551.087 of the Texas Government Code to deliberate real property and economic development matters, including BBR Properties grant applications.

VI. Reconvene into Open Session and Action on Executive Session Items

The Board reconvened into open session at 6:48 PM.

a. Discussion and Possible Action on Proposal from GSBS Architects for Property Acquisition and Disposition Scope

A motion was made by Terry Baize and seconded by Justin Frasier to move forward with Phase 2 of the redevelopment evaluation process. Motion carried unanimously.

b. Discussion and Possible Action on Downtown Signage, Awning, and Façade Grant Application for BBR Properties
A motion was made by Mary Owen and seconded by Terry Baize to award $7,500 to BBR Properties under the Downtown Façade/Awning Grant program. Motion carried unanimously.

c. Discussion and Possible Action on Commercial Building Improvement Grant (CBIG), Commercial Property Signage Grant (CPSG), and Start-up Business Grant (SUBG) Applications for BBR Properties
A motion was made by Mandy Blackwell and seconded by Mary Owen to:

- Approve the Commercial Building Improvement Grant in the amount of $4,600;
- Approve the Commercial Property Signage Grant in the amount of $1,500; and
- Defer the Start-up Business Grant application to allow revision and resubmission. Motion carried unanimously.

VII. Reports
a. Executive Director's Report
The Executive Director reported that the sidewalk project design is nearing the 90% phase for the Bell Street extension. If progress continues, the project may go out for bid in April, with bids received in late May or early June and construction potentially awarded in late June.

Due to scheduling conflicts, it was recommended that the April meeting be moved to April 22, 2026. The Board indicated agreement with the proposed date change.

VIII. Future Agenda Review
No additional future agenda items were raised.

IX. Adjournment
A motion was made by Mary Owen and seconded by Mandy Blackwell to adjourn. Motion carried unanimously.
There being no further business, the meeting was adjourned at 5:56 PM.

Minutes prepared by:
Bonnie Harle, Administrative Assistant

PASSED AND APPROVED the 22nd day of April, 2026 at the Regular HEDC Board Meeting.