HAMILTON ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING MINUTES
Wednesday, July 15, 2026 – 5:30 p.m.

The Hamilton Economic Development Corporation met in regular session on Wednesday, July 15, 2026, at 5:30 p.m. in the HEDC Conference Room at City Hall, 200 E. Main Street, Hamilton, Texas, with notice of the meeting having been posted in accordance with Chapter 551 of the Texas Government Code.

I. Call to Order

President Riley Gardner called the meeting to order at 5:30 p.m. and confirmed a quorum was present.

Board Members Present:

Riley Gardner, President
Mandy Blackwell, Treasurer
Terry Baize
Luke Downs
Mary Owen
James Hooper

Board Member Absent:

Justin Fraiser, Vice President

Staff Present:

Debbie Grieve, Executive Director
Bonnie Harle, Administrative Assistant

Others Present:

Stacey Norris, City Administrator
Adam Miles, Legal Counsel

President Gardner welcomed James Hooper to his first meeting as the City Council representative and recognized legal counsel Adam Miles.

II. Citizens' Comments

There were no citizens' comments.

III. Consent Agenda

The Board considered approval of the May 20, 2026 Regular Meeting Minutes and the June 24, 2026 Workshop Minutes.

Motion by Mary Owen, seconded by Luke Downs, to approve the Consent Agenda as presented. Motion carried unanimously.

IV. Financial Report

Executive Director Debbie Grieve presented the Financial Report for the period ending June 30, 2026. She reported that expenditures remained consistent with the approved budget and no significant variances were noted. Budget development for Fiscal Year 2026-2027 has begun.

Motion by Mary Owen, seconded by Terry Baize, to approve the Financial Report. Motion carried unanimously.

The Board also reviewed current sales tax collections. Collections remain approximately 5.5 percent above the same period last year. Staff noted the State's sales tax reporting reflects collections approximately two months in arrears.

No action was taken.

V. Director's Report

Executive Director Grieve summarized the June Board Workshop and reported that draft governance documents, bylaw revisions, and policy updates were being developed for future Board consideration. She also provided updates on the revised Startup Business Grant application submitted by The Lofts on Bell St. and the façade grant application being prepared by China Wok in coordination with the Texas Historical Commission.

No action was taken.

VI. Regular Agenda

A. Governance Framework and Bylaw Revisions

The Board reviewed the proposed Governance Framework and related bylaw amendments developed following Board training and the June workshop. Because the Board packet did not include the redlined version of the proposed bylaw revisions, members agreed additional review was appropriate.

The item was tabled until the next regular meeting.

B. Governance Forms

The Board reviewed the proposed Board Orientation and Certification Form, Annual Board Member Certification, Annual Conflict Disclosure Statement, and Meeting Conflict Disclosure and Recusal Statement.

Motion by Mary Owen, seconded by Luke Downs, to adopt the governance forms as presented. Motion carried unanimously.

C. Fiscal Year 2026 -2027 Budget Priorities

The Executive Director presented an overview of the proposed Fiscal Year 2026-2027 budget structure, including revised reporting categories, continued airport project support, a proposed Quality of Life/Parks allocation, and expanded marketing and tourism initiatives. The Finance Committee will continue reviewing the proposed budget prior to Board adoption.

No action was taken.

D. Strategic Investment Program

The Board discussed consolidating the Commercial Business Improvement Grant and Commercial Property Signage Grant into a single Strategic Investment Program while maintaining separate Startup Business and Downtown Improvement Grant programs. The revised structure would provide a more consistent framework for evaluating projects of varying sizes.

Motion by Terry Baize, seconded by Luke Downs, directing staff to continue development of the Strategic Investment Program and return it for Board consideration. Motion carried unanimously.

E. Community Shuttle Service

The Board discussed a potential partnership utilizing a City-owned passenger van to provide transportation between Circle T Arena and downtown Hamilton during major events. Discussion included operational costs, staffing, insurance, demand, potential airport applications, and overall feasibility. Members concluded that additional information would be needed before considering implementation.

No action was taken.

VII. Executive Session

The Board convened into Executive Session at approximately 6:04 p.m. pursuant to Texas Government Code Sections 551.072 (Deliberations Regarding Real Property) and 551.087 (Economic Development Negotiations).

VIII. Reconvene into Open Session

The Board reconvened into open session at approximately 6:57 p.m.

No action was taken following Executive Session.

IX. Adjournment

Motion by Mary Owen, seconded by James Hooper, to adjourn. Motion carried unanimously.

The meeting adjourned at approximately 6:58 p.m.

Prepared by:

Debbie Grieve
Executive Director

Approved by the HEDC Board of Directors on August 5, 2026.

/s/ Riley Gardner
President
Hamilton Economic Development Corporation

EXECUTIVE SESSION CERTIFICATION

I certify that a Certified Agenda for the Executive Session held during this meeting was prepared and is maintained in accordance with Texas Government Code Section 551.103.

/s/ Riley Gardner
President
Hamilton Economic Development Corporation