

HAMILTON ECONOMIC DEVELOPMENT CORPORATION CALLED MEETING MINUTES

Wednesday, August 5, 2026 - 5:30 p.m.

The Hamilton Economic Development Corporation met in called session on Wednesday, August 5, 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 5:31 p.m. and confirmed a quorum was present.

Board Members Present:

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

Staff Present:

Debbie Grieve, Executive Director

Others Present:

Stacey Norris, City Administrator
Michael Nasche

II. Citizens' Comments

There were no citizens' comments.

III. Consent Agenda

The Board considered approval of the July 15, 2026 Regular Meeting Minutes.

A motion was made and seconded to approve the Consent Agenda as presented. Motion carried unanimously.

IV. Regular Agenda

A. Appointment of Secretary

Following the resignation of Richard Buchanan, the Board considered the vacancy in the office of Secretary and briefly reviewed the responsibilities of the position, including the signing of approved meeting minutes.

A motion was made and seconded to appoint Mary Owen as Secretary of the Hamilton Economic Development Corporation Board of Directors. Motion carried unanimously.

B. Appointment to Grants Committee

The Board considered the vacancy on the Hamilton Economic Development Corporation Grants Committee created by Richard Buchanan's resignation. Members discussed the committee's role and meeting frequency.

A motion was made and seconded to appoint Mandy Blackwell to the Hamilton Economic Development Corporation Grants Committee. Motion carried unanimously.

C. Extraco Bank Authorizations

The Board reviewed the current and proposed authorizations for the Corporation's Extraco Bank accounts. The proposed update removes Richard Buchanan as an authorized signatory, adds Treasurer Mandy Blackwell as an authorized signatory, and designates Executive Director Debbie Grieve as the Controlling Owner in place of City Administrator Stacey Norris. Online banking access and all other previously approved banking authorizations remain unchanged.

A motion was made and seconded to approve the proposed amendments to the Hamilton Economic Development Corporation's Extraco Bank authorization. Motion carried unanimously.

D. Fiscal Year 2026 -2027 Operating Budget

Executive Director Debbie Grieve presented the proposed Fiscal Year 2026-2027 Operating Budget. The balanced budget totals \$361,200 in revenues and expenditures, including projected sales tax revenue of \$335,000. She reviewed revised reporting categories designed to better align expenditures with Texas Comptroller, Texas Main Street, and Main Street America reporting requirements.

Discussion included personnel capacity and the opportunity to make the Assistant position full-time, along with funding for business development, marketing and tourism, grants, airport economic development, quality-of-life initiatives, site readiness, and Main Street programs.

A motion was made and seconded to approve the proposed Hamilton Economic Development Corporation Fiscal Year 2026-2027 Operating Budget and recommend it to the Hamilton City Council for adoption. Motion carried unanimously.

V. Future Agenda Items

No future agenda items were requested. The Board was reminded of the August 13, 2026 City Council meeting and the next regular HEDC meeting on August 19, 2026.

VI. Adjournment

A motion was made and seconded to adjourn. Motion carried unanimously.

The meeting was adjourned.

Prepared by:

Debbie Grieve
Executive Director

Approved by the HEDC Board of Directors on August 19, 2026.

/s/ Mary Owen
Secretary
Hamilton Economic Development Corporation