

**BOARD MEETING MINUTES**  
**HAMILTON ECONOMIC DEVELOPMENT CORPORATION**  
**CITY OF HAMILTON, TEXAS**  
**January 19, 2022**  
**HAMILTON ECONOMIC DEVELOPMENT CORPORATION BOARD ROOM**  
**103 ½ NORTH RICE**  
**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 Date, with President Dr. Randy Lee presiding.

**HEDC Board Members Present:**

Randy Lee - President  
Will Hale - Treasurer  
Jared Cook - Secretary  
Melanie Housden  
Lucas Robinson

**HEDC Board Members Absent:**

Meredith Daniels – Vice President  
Jeff Ensor

**Others Present:**

Rodney Craddick – Mayor  
Ryan Polster – City Administrator

**REGULAR SESSION**

President Randy Lee called the meeting to order at 5:32 p.m.

There were no public comments.

Board member Melanie Housden moved to approve the December 15, 2021 minutes at 5:35 p.m. Board member Jared Cook seconded the motion, and with four votes, the motion carried. Board member Will Hale abstained.

Board member Will Hale presented the December 2021 Financial Report. Board member Jared Cook moved to approve the December 2021 Financial Report as presented at 5:34 p.m. Board member Lucas Robinson seconded the motion, and with a unanimous vote, the motion carried. *Note: the December 2021 Financial Report was approved prior to the December 15, 2021 minutes.*

Jamie LaDuke provided a brief summary of the 2022 Hamilton Ambassador Workshop. Jamie stated that thirteen individuals attended, which included Mayor Rodney Craddick and City Administrator Ryan Polster.

Unfortunately, no City Council Members were in attendance. Jamie LaDuke asked the EDC Board Members that attended for suggestions and feedback. Board Member Melanie Housden stated that the workshop was extremely successful. She really enjoyed it and thought many others gained knowledge from the presentations. Melanie stated that this was an important step towards successful communication. Board Member Lucas Robinson stated that everyone learned a lot and learning about the community foundation option was a prime example of communication efforts. Board Member Jared Cook stated that he observed many of the participants being fully engaged in the presentations. Jared felt the presentations were simple and structured very well. Jamie LaDuke stated that she has every intention of hosting a workshop in January of each year. A workshop in January is a great way to align communication, goals, and objectives for the coming year. Board President Randy Lee stated that he fully supported a yearly workshop and that communication between all facets remains a priority. Jamie LaDuke stated that she and Julia Dailey have not had much time to discuss the notes and action items from the workshop. Jamie would like to take time to review notes and suggestions thoroughly and present an action plan for the initiatives discussed and present the plan at the February Board Meeting. The board was in full agreement.

Jamie LaDuke provided a brief oral report to the board. Items reviewed included an update on the offices relocating. Jamie stated that the anticipated move-in is scheduled for the first week in February. Board Member Melanie Housden and Jamie LaDuke will meet in the next week to sign and notarize the lease agreement. In anticipation of the move, Jamie stated that none of the office furniture that is currently utilized belongs to the EDC. Therefore, new furniture, including desks, chairs, and a conference table will need to be purchased. Jamie LaDuke wanted to make sure that the board agreed with the purchases. Treasurer Will Hale, stated that there is a budget for these expenses, there is no need for further action or approval. Will Hale stated that he did not want to put a monetary limit on the expenses because that could cause delays in ordering and moving. In the event that the expenses go over the budgeted allotment, the budget can be amended later in the year. Board Member Jared Cook offered to take Jamie and Julia to a local merchant to discuss options for a conference table. President Randy Lee stated that was a good idea, he stressed the importance of the new location being inviting and professional.

In addition to the need for new furniture, Jamie LaDuke stated that they need some assistance setting up a secure network. Jamie received a quote and scope of work agreement from Dojuro Cloud Solutions LLC. They are able to come on-site to establish a safe and secure network. Board Member Melanie Housden stated that she would also check with her current provider, about setting up the network. Board member Will Hale stated that he would contact his local contact as well but did not think the individual would be available to assist. Will Hale stated there was no need for further action because there was a budget allotment for new technology as well.

Julia Dailey, Main Street Manager, provided an update regarding the Main Street program. Julia stated that Main Street will begin hosting monthly merchant meetings starting in February. The objective is to have as many merchants participate as possible, so that communication and ideas can be exchanged. A merchant within the square stated that the Chamber of Commerce hosted merchant meetings years ago, and that they were informative and productive. The first Merchant Meeting will take place on February 7 at 8:30 a.m. at the Lee Conference Center. The meetings will be held monthly on the first Monday of each month. Julia also stated that there was a request for a separate monthly meeting for realtors. The idea was brought to Julia by a current realtor that has noticed an increase in investor interest and would like local realtors to work together to fill the vacancies within the Main Street District. Jamie LaDuke, Julia Dailey, and the Main Street Board agreed this was an excellent opportunity. Monthly realtor meetings will begin on February 17 and will continue each month on the third Thursday. Julia completed her updates by stating that Main Street President Jim Edson has called a special

meeting for the Main Street Board for tomorrow morning. The subject of the meeting is regarding the upcoming Planning and Zoning Commission meeting in which the subject of a potential multi-use/overlay ordinance will be discussed. Julia stated that she has invited Mo Moore, Code Enforcement Specialist, to attend the special meeting, to assist with answering questions and provide information regarding the subject.

Treasurer Will Hale requested that more research be provided to him and the board regarding the community foundation. Will would like the EIN, so that he can research to ensure that adding a DBA to the existing foundation is in the best interest of the EDC Board. Jamie LaDuke stated that she will get additional information and place the item on the February agenda. Jamie LaDuke stated that the action plan of initiatives from the Ambassador Workshop will also be on the February agenda.

Next meeting was set for February 16, 2022

Meeting was adjourned at 6:02 p.m.

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

PASSED AND APPROVED this 16th day of February, 2022.

Jamie L. LaDuke Jamie L. LaDuke, behalf of Randy Lee  
Randy Lee, HEDC President