

**Hamilton Economic Development Corporation
Meeting Minutes**

On this the 20th day of September 2023 the Hamilton Economic Development Corporation convened in regular session at 5:30 p.m. at the Hamilton Economic Development Corporation Office located at 108 North Bell 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.

HEDC Board Members Present:

Heather August	Secretary
Richard Buchanan	Board Member
Jared Cook	President
Clint Cooper	Board Member
Debbie Grieve	Treasurer
Brian Haile	Board Member

HEDC Board Members Absent:

Jeff Ensor	Vice President
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HEDC Staff Present:

Jamie L. LaDuke	Executive Director
Kayla Schraub	Main Street Manager

City of Hamilton

Rodney Craddick	Mayor
George Beard	Council Member
Ryan Polster	City Administrator

Visitor(s):

Vicki Beard

1. **CALL TO ORDER AND ANNOUNCE A QUORUM IS PRESENT.** President Jared Cook called the meeting to order and announced the presence of a quorum at 5:32 p.m.
2. **CITIZENS COMMENTS.** There were no citizen comments.
3. **CONSENT AGENDA.**
 - a. **Approval of the minutes of the August 16, 2023 regular meeting.**
 - b. **Approval of the minutes of the August 29, 2023 called meeting.**
 - c. **Approval of the minutes of the September 12, 2023 called meeting.**

Board member Richard Buchanan made a motion to approve the consent agenda. Board member Heather August seconded the motion. The consent agenda was approved by a unanimous vote (6-0).

4. **REGULAR AGENDA.**

- a. **Discussion and Action on the August 2023 financial reports**

Board member Richard Buchanan made a motion to approve the August 2023 financial reports. Board member Brian Haile seconded the motion. The motion was carried by a vote of 6-0.

- b. **Discussion regarding the position of Executive Director for the Corporation.**

Executive Director Jamie LaDuke addressed the board. No action was taken.

c. Discussion and Action on a payroll solution for the Corporation.

Executive Director Jamie LaDuke addressed the board, providing information on a payroll solution for the Corporation. Board member Debbie Grieve requested that the board discuss this agenda item after agenda item e. is discussed. Board members agreed.

After discussing the agenda item e., the board returned to this agenda item. Board member Clint Cooper made a motion to utilize Will R. Hale CPA as the payroll solution for the Corporation. Board member Brian Haile seconded the motion. The motion was carried by a vote of 6-0.

d. Discussion and Action to move the Main Street Program Manager's method of receiving pay (paycheck) from the responsibility of the city of Hamilton to the Corporation.

President Jared Cook addressed the board, providing the need to make this change. Board member Heather August made a motion to approve the Main Street Program Manager's method of receiving pay (paycheck) from the responsibility of the city of Hamilton to the Corporation. Board member Richard Buchanan second the motion. The motion was carried by a vote of 6-0.

e. Discussion and Action on the Fiscal Year 2023-2024 budget for the Corporation.

Executive Director Jamie LaDuke addressed the board, providing the concerns the City Council mentioned at the regular meeting on September 13, 2023 at City Hall. Board member Clint Cooper made a motion to amend the Fiscal Year 2023-2024 budget by increasing the *Consulting* line item to \$6,000 and decreasing the *Business Development Reserves* line item to \$3,000. Board member Debbie Grieve seconded the motion. The motion was carried by a vote of 6-0.

5. **EXECUTIVE DIRECTOR'S REPORT.** Jamie LaDuke, Executive Director gave updates on required training, job description, employee handbook, organizational chart, and annual review process.

6. **FUTURE AGENDA REVIEW.** The next regular meeting is October 18, 2023. Agenda items will include:

- a. Strategic Plan Review
- b. Downtown Alley and Parking Lot Revitalization Project

7. **ADJOURNMENT.** There being no further business to discuss, President Jared Cook moved to adjourn the meeting. Board Member Clint Cooper seconded the motion. The meeting was adjourned at 6:30 p.m.

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

PASSED AND APPROVED this 18 day of October, 2023.



Jared Cook, President