



REGULAR MEETING  
322 Belknap, Stephenville Texas  
Thursday, July 17<sup>th</sup>, 2025, at 4:00 PM

**CALL TO ORDER**

**PRESIDENT'S REPORT**

**CONSENT AGENDA**

1. Minutes from May 15th, 2025
2. Financials from May 31st, 2025
3. Financials from June 30th, 2025

**REGULAR AGENDA**

4. Consider Approval of SEDA Budget, FY 2025-2026
5. Consider Façade Grant application for, 159 S. Graham Street

**EXECUTIVE SESSION**

In compliance with the provisions of the Texas open Meetings Law, Subchapter D, Government Code, Vernon's Texas Codes, Annotated, in accordance with Section 551.087;

6. Project Digit
7. Project Stanley
8. Project 2012
9. Project 2133

**ADJOURN**

**Note:** The Stephenville Type B Economic Development Authority may convene into Executive Session on any matter related to any of the above agenda items for a purpose, such closed session allowed under Chapter 551, Texas Government Code.



**Call to Order** ~ July 17th, 2025

**President's Report**

**Consent Agenda**

1. Minutes from May 17th, 2025
2. Financials from May 31st, 2025
3. Financials from June 30th, 2025



City of Stephenville

## Budget Report Account Summary

For Fiscal: 2024-2025 Period Ending: 05/31/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 79 - SEDA</b>						
<b>Revenue</b>						
<a href="#">79-40100.00000</a>						
CITY SALES TAX 4B	738,190.00	738,190.00	72,668.70	526,320.89	-211,869.11	28.70 %
<a href="#">79-45010.00000</a>						
INTEREST ON INVESTMENTS	28,000.00	28,000.00	1,695.82	15,904.35	-12,095.65	43.20 %
<b>Revenue Total:</b>	<b>766,190.00</b>	<b>766,190.00</b>	<b>74,364.52</b>	<b>542,225.24</b>	<b>-223,964.76</b>	<b>29.23%</b>
<b>Expense</b>						
<a href="#">79-790-51110.00000</a>						
SALARIES	274,500.00	274,500.00	20,563.79	168,325.93	106,174.07	38.68 %
<a href="#">79-790-51130.00000</a>						
PART TIME WAGES	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %
<a href="#">79-790-51150.00000</a>						
INCENTIVE PAY	9,000.00	9,000.00	0.00	6,918.86	2,081.14	23.12 %
<a href="#">79-790-51210.00000</a>						
RETIREMENT	23,000.00	23,000.00	1,671.92	14,125.29	8,874.71	38.59 %
<a href="#">79-790-51220.00000</a>						
SOCIAL SECURITY	23,000.00	23,000.00	1,432.51	12,232.97	10,767.03	46.81 %
<a href="#">79-790-51230.00000</a>						
WORKER'S COMPENSATION	1,500.00	1,500.00	0.00	531.16	968.84	64.59 %
<a href="#">79-790-51250.00000</a>						
GROUP INSURANCE	20,000.00	20,000.00	2,694.34	17,665.73	2,334.27	11.67 %
<a href="#">79-790-52110.00000</a>						
POSTAGE	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">79-790-52120.00000</a>						
COMMUNICATIONS	4,500.00	4,500.00	654.24	4,127.13	372.87	8.29 %
<a href="#">79-790-52131.00000</a>						
MILEAGE REIMBURSEMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">79-790-52140.00000</a>						
ADVERTISEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">79-790-52150.00000</a>						
EDUCATION & TRAINING	12,000.00	12,000.00	1,476.49	10,342.28	1,657.72	13.81 %
<a href="#">79-790-52230.00000</a>						
MARKETING	80,000.00	80,000.00	581.71	30,990.33	49,009.67	61.26 %
<a href="#">79-790-52240.00000</a>						
OTHER INSURANCE	2,000.00	2,000.00	0.00	5,983.43	-3,983.43	-199.17 %
<a href="#">79-790-52251.00000</a>						
MEETINGS	3,000.00	3,000.00	0.00	1,663.37	1,336.63	44.55 %
<a href="#">79-790-52311.00000</a>						
RENTAL	0.00	0.00	0.00	600.00	-600.00	0.00 %
<a href="#">79-790-52510.00000</a>						
UTILITIES	10,200.00	10,200.00	128.23	3,150.79	7,049.21	69.11 %
<a href="#">79-790-52520.00000</a>						
DUES & SUBSCRIPTIONS	5,200.00	5,200.00	175.00	2,395.63	2,804.37	53.93 %
<a href="#">79-790-52531.00000</a>						
OUTSIDE PROFESSIONALS	9,700.00	9,700.00	0.00	532.50	9,167.50	94.51 %
<a href="#">79-790-52542.00000</a>						
SPECIAL SERVICES	5,000.00	5,000.00	0.00	760.18	4,239.82	84.80 %
<a href="#">79-790-52620.00000</a>						
JANITORIAL SERVICE	2,400.00	2,400.00	0.00	615.00	1,785.00	74.38 %
<a href="#">79-790-53140.00000</a>						
OFFICE SUPPLIES	3,000.00	3,000.00	24.00	2,385.54	614.46	20.48 %
<a href="#">79-790-53170.00000</a>						
PHOTO & DUPLICATION	1,000.00	1,000.00	50.27	315.49	684.51	68.45 %
<a href="#">79-790-53320.00000</a>						
OPERATING SUPPLIES	3,000.00	3,000.00	136.30	3,258.73	-258.73	-8.62 %
<a href="#">79-790-53330.00000</a>						
COMPUTER SUPPLIES	7,000.00	7,000.00	2,329.94	6,972.83	27.17	0.39 %
<a href="#">79-790-54110.00000</a>						
VEHICLE MAINTENANCE	5,000.00	5,000.00	1,037.39	3,544.62	1,455.38	29.11 %
<a href="#">79-790-54130.00000</a>						
OFFICE EQUIPMENT MAINTENANC	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<a href="#">79-790-54210.00000</a>						
BUILDING MAINTENANCE	0.00	0.00	1,548.45	2,827.51	-2,827.51	0.00 %
<a href="#">79-790-55210.00000</a>						
BUILDINGS	375,000.00	375,000.00	0.00	95,771.26	279,228.74	74.46 %
<a href="#">79-790-58001.00000</a>						
ECONOMIC DEVELOPMENT PROGR	250,000.00	250,000.00	272.59	50,336.15	199,663.85	79.87 %
<a href="#">79-790-59001.00000</a>						
ADMINISTRATIVE FEE	30,000.00	30,000.00	2,500.00	20,000.00	10,000.00	33.33 %
<b>Expense Total:</b>	<b>1,175,000.00</b>	<b>1,175,000.00</b>	<b>37,277.17</b>	<b>466,372.71</b>	<b>708,627.29</b>	<b>60.31%</b>
<b>Fund: 79 - SEDA Surplus (Deficit):</b>	<b>-408,810.00</b>	<b>-408,810.00</b>	<b>37,087.35</b>	<b>75,852.53</b>	<b>484,662.53</b>	<b>118.55%</b>
<b>Report Surplus (Deficit):</b>	<b>-408,810.00</b>	<b>-408,810.00</b>	<b>37,087.35</b>	<b>75,852.53</b>	<b>484,662.53</b>	<b>118.55%</b>



City of Stephenville

## Budget Report

### Account Summary

For Fiscal: 2024-2025 Period Ending: 06/30/2025

		Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
<b>Fund: 79 - SEDA</b>							
<b>Revenue</b>							
<a href="#">79-40100.00000</a>	CITY SALES TAX 4B	738,190.00	738,190.00	70,187.05	592,665.57	-145,524.43	19.71 %
<a href="#">79-43500.00000</a>	GRANTS	0.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">79-45010.00000</a>	INTEREST ON INVESTMENTS	28,000.00	28,000.00	1,624.79	17,529.14	-10,470.86	37.40 %
<a href="#">79-45420.00000</a>	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00 %
	<b>Revenue Total:</b>	<b>766,190.00</b>	<b>766,190.00</b>	<b>71,811.84</b>	<b>610,194.71</b>	<b>-155,995.29</b>	<b>20.36%</b>
<b>Expense</b>							
<a href="#">79-790-51110.00000</a>	SALARIES	274,500.00	274,500.00	21,922.12	190,248.05	84,251.95	30.69 %
<a href="#">79-790-51130.00000</a>	PART TIME WAGES	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00 %
<a href="#">79-790-51150.00000</a>	INCENTIVE PAY	9,000.00	9,000.00	0.00	6,918.86	2,081.14	23.12 %
<a href="#">79-790-51180.00000</a>	ONE-TIME PAY ADJUSTMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">79-790-51210.00000</a>	RETIREMENT	23,000.00	23,000.00	1,782.08	15,907.37	7,092.63	30.84 %
<a href="#">79-790-51220.00000</a>	SOCIAL SECURITY	23,000.00	23,000.00	1,558.64	13,791.61	9,208.39	40.04 %
<a href="#">79-790-51230.00000</a>	WORKER'S COMPENSATION	1,500.00	1,500.00	0.00	531.16	968.84	64.59 %
<a href="#">79-790-51250.00000</a>	GROUP INSURANCE	20,000.00	20,000.00	2,244.08	19,909.81	90.19	0.45 %
<a href="#">79-790-51260.00000</a>	CAR ALLOWANCE	0.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">79-790-52110.00000</a>	POSTAGE	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">79-790-52120.00000</a>	COMMUNICATIONS	4,500.00	4,500.00	0.00	4,127.13	372.87	8.29 %
<a href="#">79-790-52131.00000</a>	MILEAGE REIMBURSEMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
<a href="#">79-790-52140.00000</a>	ADVERTISEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
<a href="#">79-790-52150.00000</a>	EDUCATION & TRAINING	12,000.00	12,000.00	0.00	10,842.28	1,157.72	9.65 %
<a href="#">79-790-52230.00000</a>	MARKETING	80,000.00	80,000.00	25.00	31,049.83	48,950.17	61.19 %
<a href="#">79-790-52240.00000</a>	OTHER INSURANCE	2,000.00	2,000.00	0.00	5,983.43	-3,983.43	-199.17 %
<a href="#">79-790-52251.00000</a>	MEETINGS	3,000.00	3,000.00	0.00	1,663.37	1,336.63	44.55 %
<a href="#">79-790-52311.00000</a>	RENTAL	0.00	0.00	0.00	600.00	-600.00	0.00 %
<a href="#">79-790-52510.00000</a>	UTILITIES	10,200.00	10,200.00	155.30	3,483.95	6,716.05	65.84 %
<a href="#">79-790-52520.00000</a>	DUES & SUBSCRIPTIONS	5,200.00	5,200.00	0.00	2,395.63	2,804.37	53.93 %
<a href="#">79-790-52531.00000</a>	OUTSIDE PROFESSIONALS	9,700.00	9,700.00	0.00	782.50	8,917.50	91.93 %
<a href="#">79-790-52542.00000</a>	SPECIAL SERVICES	5,000.00	5,000.00	0.00	760.18	4,239.82	84.80 %
<a href="#">79-790-52620.00000</a>	JANITORIAL SERVICE	2,400.00	2,400.00	0.00	615.00	1,785.00	74.38 %
<a href="#">79-790-52700.00000</a>	COMMUNITY DEVELOPMENT PROJ	0.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">79-790-53140.00000</a>	OFFICE SUPPLIES	3,000.00	3,000.00	0.00	2,385.54	614.46	20.48 %
<a href="#">79-790-53170.00000</a>	PHOTO & DUPLICATION	1,000.00	1,000.00	0.00	315.49	684.51	68.45 %
<a href="#">79-790-53230.00000</a>	GAS & OIL	0.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">79-790-53320.00000</a>	OPERATING SUPPLIES	3,000.00	3,000.00	89.07	3,347.80	-347.80	-11.59 %
<a href="#">79-790-53330.00000</a>	COMPUTER SUPPLIES	7,000.00	7,000.00	0.00	6,972.83	27.17	0.39 %
<a href="#">79-790-54110.00000</a>	VEHICLE MAINTENANCE	5,000.00	5,000.00	0.00	3,544.62	1,455.38	29.11 %
<a href="#">79-790-54130.00000</a>	OFFICE EQUIPMENT MAINTENANC	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
<a href="#">79-790-54210.00000</a>	BUILDING MAINTENANCE	0.00	0.00	375.00	3,202.51	-3,202.51	0.00 %
<a href="#">79-790-55000.00000</a>	DEPRECIATION	0.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">79-790-55110.00000</a>	VEHICLES	0.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">79-790-55140.00000</a>	OTHER EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">79-790-55210.00000</a>	BUILDINGS	375,000.00	375,000.00	0.00	95,771.26	279,228.74	74.46 %
<a href="#">79-790-56100.00000</a>	BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">79-790-58001.00000</a>	ECONOMIC DEVELOPMENT PROGR	250,000.00	250,000.00	0.00	50,336.15	199,663.85	79.87 %
<a href="#">79-790-58002.00000</a>	ECONOMIC DEV-EASTSIDE SEWER	0.00	0.00	0.00	0.00	0.00	0.00 %
<a href="#">79-790-58003.00000</a>	ECONOMIC STIMULUS GRANTS	0.00	0.00	0.00	0.00	0.00	0.00 %



322 Belknap, Stephenville Texas  
Thursday, May 15, 2025, at 4:00 PM

The Stephenville Type B Economic Development Authority convened on Thursday, May 15th, 2025 at 4:00 p.m. in the SEDA Conference room at 322 Belknap, Stephenville, Texas with the meeting being open to the public and notice of said meeting, giving time and date, place and subject thereof, having been posted as prescribed Chapter 551, Government Code, Vernon's Texas Codes of Annotated, with the following members present to wit:

**Directors:**

Marion Cole  
Metta Collier  
~~Justin Haschke (absent)~~  
Ricky Thurman  
Kelijon Nance  
Mark McClinton  
Connie Wooley

Also in attendance: ex – officio members, President Jeff Sandford and Staff Ashleigh Feuerbacher, Lauren Moore Council member David Baskett, County Judge Brandon Huckabee and July Danley, Jacey Wood, Luis Ramirez, and Sara Hansen.

**1. Call To Order**

The meeting of the Stephenville Type B Economic Development Authority was called to order at 4:00 p.m.

**2. Presentation of Grant Funds – Career Club**

Jacey Wood, Luis Ramirez and July Danley announced the selection of the Stephenville Leadership Class of 2025 project, The Independence Grant, aimed at supporting local graduating youth as they transition into the workforce. Leadership Stephenville successfully raised \$9,000 to fund this initiative and is proud to partner with SEDA's Career Club to implement the program. The goal is to create a lasting, supportive structure that prepares young people for employment and contributes to strengthening the local talent pipeline. Mrs. Wood added that their goal in providing students with job preparation support, including interview readiness, resume development and professional networking would impact the local workforce and major employers.

**3. Recognition of 10 years of SEDA / Growth in Stephenville, Texas**

Chairman Cole announced that SEDA will celebrate its 10th anniversary this October. "Ten years is a decade of service to the community," she recommended hosting a community event and inviting former board members to honor the milestone. Board Member Nance was appointed as Chair of the planning committee. President Sandford confirmed that staff would assist in any way necessary. Sandford also emphasized this and reminded the board of several significant announcements from just this fiscal year, including Amazon Distribution Center, Trojan Steel, Ingram concrete plant, Bosque River Taphouse, Spring Hill Suites, Cielo Restaurant Estate, Cavender's, The Bridge, and multiple façade grants.



#### **4. Discussion Economic Development Impact on other sectors**

Chairman Cole addressed the local conversations around housing shortages and the impact on economic development. She noted that during recruitment efforts, one common question staff fields from prospects is “where are your rooftops?” She expressed concern over the number of housing projects denied at the city level and urged the board to discuss status quo and what role SEDA can play in supporting or facilitating successful developments. She emphasized the reciprocal relationship between housing and economic growth. Board Member Ricky Thurman proposed that SEDA consider engaging earlier in the rezone request stage of housing projects to better understand and address potential barriers. President Sandford shared that in recent denied projects, city staff developed solutions, but it seems they were not effectively communicated. Board Member Kelijon Nance requested group input on SEDA’s operational scope and strategic parameters to better define how SEDA can assist housing developers and serve the community. Board Member Connie Wooley added that with the City being short several hundred homes, the issue is urgent and demands focused attention. Sandford shared insights from a recent housing conference, citing the “30% rule” as a helpful tool for first-time buyers to determine affordability. Judge Huckabee noted the need to understand how the housing market has changed: “large lots and large homes are no longer affordable for many. Regulations, buyer expectations, and developer needs are evolving.” Board Member Mark McClinton referenced a past student housing project where SEDA led a successful public engagement effort that resulted in positive outcomes for both neighbors and the developers. Board Member Ricky Thurman proposed that staff formally request a meeting with the City to explore collaboration strategies focused on communication and development support. Councilman Baskett agreed and advised staff to schedule the meeting without delay to avoid further inaction. President Sandford confirmed that staff will secure a meeting date and report back at the next board meeting.

#### **5. President’s Report**

President Sandford opened his report by officially introducing new staff member Lauren Moore, who joins the organization as Director of Workforce Development and Community Engagement. Lauren brings over a decade of experience with the Texas Department of Agriculture, where she built strong regional partnerships and gained deep insight into workforce and rural development. It was also noted that Emily Sword, a Tarleton State University intern, has joined the team and will be formally introduced at the next board meeting. Staff recently supported a Texas Enterprise Fund nomination for TechnipFMC, a major employer and valued manufacturer in the Stephenville area. City Council approved the nomination, marking a significant step forward in retaining and supporting this long-standing community partner. Marketing & Outreach Initiatives have included meetings with the following key partners such as: Tarleton State University, KSTV Radio, Texas Rangers Baseball Organization and the Dallas Cowboys Organization. These partnerships are part of a broader effort to increase visibility, engagement, and brand alignment for Stephenville across various sectors. Sandford also shared photos and key takeaways from the recent tour of the new Amazon Distribution Center. The facility is now fully constructed, and operational activity is scheduled to begin mid-July.



**6.Consent Agenda**

Minutes from April 17th, 2025

Financials from April 30th, 2025

Motion by Metta Collier second by Mark McClinton to approve consent agenda as presented,

**Motion carried unanimously.**

**7.Adjourn**

Chairman Cole adjourned the meeting at 5:44 p.m.



**Financials from May 31st, 2025**

**Financials from June 30th, 2025**

2024-2025 SEDA approved budget: \$ 738,190.00

\*Full financial reports available in SEDA office

October 2024

October Revenue	\$69,502.99
Interest on Investment	\$3281.06
Total October Revenue	\$72,784.05
October Expenditures	<u>-\$17,249.97</u>
Report Surplus	\$55,534.08
TIRZ 1 contribution	\$****

November 2024

November Revenue	\$79,163.46
Interest on Investment	\$2,561.02
Total November Revenue	\$81,724.48
November Expenditures	<u>-\$96,912.95</u>
Report Surplus (Deficit)	<u>-\$15,188.47</u>
TIRZ 1 contribution	\$****

December 2024

December Revenue	\$66,558.90
Interest on Investment	\$1991.90
Total December Revenue	\$68,550.80
December Expenditures	<u>-\$40,836.78</u>
Report Surplus (Deficit)	\$27,714.02
TIRZ 1 contribution	\$****

January 2025

January Revenue	\$61,210.38
Interest on Investment	\$1,720.98
Total January Revenue	\$62,931.36
January Expenditures	<u>-\$80,054.85</u>
Report Surplus (Deficit)	<u>-\$17,123.49</u>
TIRZ 1 Contribution	\$****

February 2025

February Revenue	\$82,778.74
Interest on Investment	\$1,524.24
Total February Revenue	\$84,302.98
February Expenditures	<u>-\$34,793.76</u>
Report Surplus (Deficit)	\$49,509.22



<i>TIRZ 1 Contribution</i>	\$****
<u><i>March 2025</i></u>	
<i>March Revenue</i>	\$64,900.57
<i>Interest on Income</i>	\$1,613.63
<i>Total March Revenue</i>	\$66,514.20
<i>March Expenditures</i>	<u>\$42,327.62</u>
<i>Report Surplus (Deficit)</i>	\$24,186.58
<i>TIRZ 1 Contribution</i>	\$****
<u><i>April 2025</i></u>	
<i>April Revenue</i>	\$56,953.66
<i>Interest on Income</i>	\$1,515.70
<i>Total April Revenue</i>	\$58,469.36
<i>April Expenditures</i>	\$39,018.99
<i>Report Surplus (Deficit)</i>	\$19,450.37
<i>TIRZ 1 Contributions</i>	\$****
<u><i>May 2025</i></u>	
<i>May Revenue</i>	\$68,826.33
<i>Interest on Income</i>	\$1,695.82
<i>Total May Revenue</i>	\$70,522.15
<i>May Expenditures</i>	\$43,318.53
<i>Report Surplus (Surplus)</i>	\$27,203.62
<i>TIRZ 1 Contributions</i>	\$****
<u><i>June 2025</i></u>	
<i>June Revenue</i>	\$70,187.05
<i>Interest on Income</i>	\$1,624.79
<i>Total June Revenue</i>	\$71,811.84
<i>June Expenditures</i>	\$30,651.29
<i>Report Surplus (Surplus)</i>	\$41,160.55
<i>TIRZ 1 Contributions</i>	\$****
<u><i>FY 24-25 ACTIVITY TOTALS</i></u>	
<i>4B Revenue</i>	\$592,665.57
<i>Total Interest on Investments</i>	<u>\$ 17,811.84</u>
<i>Total Revenue</i>	\$610,194.71
<i>Total Expenditures</i>	<u>-\$497,986.36</u>
<i>Total Surplus (Deficit)</i>	\$112,208.35



**REGULAR AGENDA**

4. Consider Approval of SEDA Budget, FY 2025-2026
5. Consider Façade Grant application for, 159 S. Graham Street

**EXECUTIVE SESSION**

**In compliance with the provisions of the Texas Open Meeting Law, Subchapter D, Government Code, Vernon's Texas Codes, Annotated, in accordance with**

6. Project Digit
7. Project Stanley
8. Project 2012
9. Project 2133

**ADJOURN**



Sandford opened up president's report by welcoming new staff member, Emily Sword.

FMC delay a bit, but still moving forward

Cavender's, opening and hoping to do so 9/27 in coordination with PRCA.

Smoothie King university plaza happening dulce panda, soar, 7 brew, BRT and the branding TEXAN beer.

Summary of events, Attended ICSC, TEDC mid-year, multiple site visits including Clean Control. Upcoming events, town and gown, progress being made on hallway, one star and NCTEDD.

Consent agenda

RT motion, MM second and motion passes

Façade Grant – was not eligible per guidelines but we are proud to report the building progress and the group