



# Stephenville

ECONOMIC DEVELOPMENT

*August 21, 2025 Board Meeting Packet*



REGULAR MEETING  
322 Belknap, Stephenville Texas  
Thursday, August 21<sup>st</sup>, 2025, at 4:00 PM

Notice is hereby given of a meeting of the Stephenville Type B Economic Development Authority to be held on the above-mentioned date and time at 322 S. Belknap, in Stephenville, Texas for the purpose of discussing the following agenda items. All agenda items are subject to action. The Board of Directors reserves the rights to adjourn into Executive Session at any time during this meeting to discuss any of the matters listed below, as authorized by Title 5, Chapter 551, of the Texas Government Code.

**1. CALL TO ORDER**

**2. PRESIDENT'S REPORT**

- A) Project Updates and Information
- B) Upcoming Meetings, Trainings and Site Visits

**3. CONSENT AGENDA**

- A) Minutes from July 17, 2025, Regular Meeting
- B) Financial Report ending July 30, 2025

**4. REGULAR AGENDA**

- A) Discuss, consider and possible action related to policy updates
- B) Discuss, consider and possible action related to community development projects

**5. 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 SECTION 551.087

- A) Project Stanley
- B) Project 2012
- C) Project 2133
- D) Project BTAPS
- E) Project Shepherd
- F) Project A-25

**6. 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.



**1. Call to Order** ~ August 21, 2025

**2. President's Report**

**3. Consent Agenda**

- A. Minutes from July 17, 2025
- B. Financials from July 30, 2025

REGULAR MEETING  
322 Belknap, Stephenville Texas  
Thursday, July 17, 2025, at 4:00 PM

The Stephenville Type B Economic Development Authority convened on Thursday, July 17th, 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 (arrived 4:02)  
Mark McClinton  
Connie Wooley

Also in attendance: ex – officio members, President Jeff Sandford and Staff Ashleigh Feuerbacher, Lauren Moore and Emily Sword. Council members David Baskett, Gerald Cook and Alan Nix.

## **CALL TO ORDER**

### **PRESIDENT'S REPORT**

President Sandford opened the report by highlighting that it is a healthy and vibrant time in Stephenville, with numerous positive developments taking place across the community. Significant progress continues to be made on several key commercial projects. At University Plaza, notable updates with tenancy are taking shape. The opening of 7 Brew has added to the city's expanding retail and dining landscape, while the continued development of Cavender's within The Stable is particularly impactful. With Cavender's now joining Chic Fil A and McAlister's, The Stable features three high-performing entities, each generating \$15 million, \$9 million, and \$3 million respectively in annual revenue.

SEDA staff recently attended the International Council of Shopping Centers (ICSC) event, where they held 20 targeted meetings over the course of just three days. These interactions play a key role in strengthening relationships and attracting new investment to Stephenville. Mayor Svien also traveled with the SEDA team and participated in several productive recruitment discussions and strategic meetings aimed at fostering economic growth.

Sandford also reported that Tarleton State University continues to make visible progress on multiple construction projects that will contribute to both academic and community advancement. Additionally, the long-anticipated EECU Event Center is on schedule and set to host its Grand Opening in August, marking a major milestone for the community.



In closing, President Sandford reported that he and Vice President Feuerbacher actively represent Stephenville on several boards and committees. Recently, they have attended the Town & Gown meeting, the North Central Texas Economic Development District Board meeting, and the State of Texas One Star Commission Board meeting. Their participation ensures that Stephenville remains engaged at both the regional and state level.

#### **CONSENT AGENDA**

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

*Motion by Ricky Thurman second by Mark McClinton to approve consent agenda as presented.  
Motion carried unanimously.*

#### **REGULAR AGENDA**

##### **4.Consider Approval of SEDA Budget, FY 2025-2026**

Chairman Cole opened the budget discussion by reporting that she had designated the Executive Committee to serve as the Finance Committee for this budget cycle. She noted that the Finance Committee held multiple meetings and engaged in ongoing email correspondence with President Sandford throughout the budget preparation process. On behalf of the Finance Committee, Chairman Cole expressed full confidence in President Sandford's work and invited him to present the proposed FY 2025–2026 budget.

President Sandford proceeded to share the budget with the full Board and guests in attendance. He provided a comprehensive line-by-line review of budget allocations, offering context and explanations where needed. During the presentation, specific discussion was held regarding key line items, including building maintenance, vehicle maintenance and economic development programs. Board Member McClinton discussed the line item labeled economic development programs and inquired about SEDA's capacity to support broader community development initiatives. In response, Sandford explained the scope of these programs and SEDA's role in fostering projects that enhance the community and local economy. With a strong reserve position and assets performing profitably, the Board discussed the potential benefits of investing in community development. There was consensus that such investments would contribute to enhanced "pride in place" and align with SEDA's broader mission. The Board expressed support for continuing to explore and allocate funds toward responsible community development projects as part of its economic development strategy. *Motion by Metta Collier second by Kelijon Nance to approve the SEDA Budget for FY 2025-26 as presented. Motion carried unanimously.*

##### **5.Consider Façade Grant application, 159 S. Graham Street**

*No action taken*

#### **EXECUTIVE SESSION**

The Board went into Executive Session at 5:08 p.m. 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 Economic Development: discussion concerning the following project

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

*NO ACTION taken during executive session.*

#### **ADJOURN**

Chairman Cole adjourned the meeting at 6:06 p.m.

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## Financials from July 30, 2025

2024-2025 SEDA approved budget: \$ 766,190.00

\*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
TIRZ 1 Contribution	\$****

### March 2025

March Revenue	\$64,900.57
Interest on Income	\$1,613.63
Total March Revenue	\$66,514.20
March Expenditures	<u>\$42,327.62</u>
Report Surplus (Deficit)	\$24,186.58
TIRZ 1 Contribution	\$****

April 2025

April Revenue	\$56,953.66
Interest on Income	\$1,515.70
Total April Revenue	\$58,469.36
April Expenditures	\$39,018.99
Report Surplus (Deficit)	\$19,450.37
TIRZ 1 Contributions	\$****

May 2025

May Revenue	\$68,826.33
Interest on Income	\$1,695.82
Total May Revenue	\$70,522.15
May Expenditures	\$43,318.53
Report Surplus (Defecit)	\$27,203.62
TIRZ 1 Contributions	\$****

June 2025

June Revenue	\$70,187.05
Interest on Income	\$1,624.79
Total June Revenue.	\$71,811.84
June Expenditures	\$30,651.29
Report Surplus (Deficit)	\$41,160.55
TIRZ 1 Contributions	\$****

July 2025

July Revenue	\$68,024.92
Interest on Income	\$1822.73
Total July Revenue	\$69,847.65
July Expenditures	\$43,379.21
Report Surplus (Deficit)	\$26,468.44
TIRZ 1 Contributions	\$****

FY 24-25 ACTIVITY TOTALS

4B Revenue	\$657,246.94
Total Interest on Investments	<u>\$ 19,351.87</u>
Total Revenue	\$676,598.81
Total Expenditures	<u><del>-\$561,853.54</del></u>
Total Surplus (Deficit)	\$114,745.27



City of Stephenville

## Budget Report

### Account Summary

For Fiscal: 2024-2025 Period Ending: 07/31/2025

	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	68,024.92	657,246.94	-80,943.06	10.97 %
<a href="#">79-45010.00000</a>						
INTEREST ON INVESTMENTS	28,000.00	28,000.00	1,822.73	19,351.87	-8,648.13	30.89 %
<b>Revenue Total:</b>	<b>766,190.00</b>	<b>766,190.00</b>	<b>69,847.65</b>	<b>676,598.81</b>	<b>-89,591.19</b>	<b>11.69%</b>
<b>Expense</b>						
<a href="#">79-790-51110.00000</a>						
SALARIES	274,500.00	274,500.00	21,922.12	212,170.17	62,329.83	22.71 %
<a href="#">79-790-51130.00000</a>						
PART TIME WAGES	9,000.00	9,000.00	819.00	819.00	8,181.00	90.90 %
<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	1,782.08	17,689.45	5,310.55	23.09 %
<a href="#">79-790-51220.00000</a>						
SOCIAL SECURITY	23,000.00	23,000.00	1,621.29	15,412.90	7,587.10	32.99 %
<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	22,153.89	-2,153.89	-10.77 %
<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	606.20	6,076.19	-1,576.19	-35.03 %
<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	856.15	11,996.70	3.30	0.03 %
<a href="#">79-790-52230.00000</a>						
MARKETING	80,000.00	80,000.00	1,183.30	45,556.36	34,443.64	43.05 %
<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	195.95	1,859.32	1,140.68	38.02 %
<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	284.46	3,793.21	6,406.79	62.81 %
<a href="#">79-790-52520.00000</a>						
DUES & SUBSCRIPTIONS	5,200.00	5,200.00	0.00	2,412.67	2,787.33	53.60 %
<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	125.00	865.00	1,535.00	63.96 %
<a href="#">79-790-53140.00000</a>						
OFFICE SUPPLIES	3,000.00	3,000.00	194.53	2,604.07	395.93	13.20 %
<a href="#">79-790-53170.00000</a>						
PHOTO & DUPLICATION	1,000.00	1,000.00	75.91	391.40	608.60	60.86 %
<a href="#">79-790-53320.00000</a>						
OPERATING SUPPLIES	3,000.00	3,000.00	1,190.34	7,665.06	-4,665.06	-155.50 %
<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	55.00	5,522.69	-522.69	-10.45 %
<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	1,825.00	5,027.51	-5,027.51	0.00 %
<a href="#">79-790-55210.00000</a>						
BUILDINGS	375,000.00	375,000.00	5,898.80	101,670.06	273,329.94	72.89 %
<a href="#">79-790-58001.00000</a>						
ECONOMIC DEVELOPMENT PROGR	250,000.00	250,000.00	0.00	50,618.93	199,381.07	79.75 %
<a href="#">79-790-59001.00000</a>						
ADMINISTRATIVE FEE	30,000.00	30,000.00	2,500.00	25,000.00	5,000.00	16.67 %
<b>Expense Total:</b>	<b>1,175,000.00</b>	<b>1,175,000.00</b>	<b>43,379.21</b>	<b>561,853.54</b>	<b>613,146.46</b>	<b>52.18%</b>
<b>Fund: 79 - SEDA Surplus (Deficit):</b>	<b>-408,810.00</b>	<b>-408,810.00</b>	<b>26,468.44</b>	<b>114,745.27</b>	<b>523,555.27</b>	<b>128.07%</b>
<b>Report Surplus (Deficit):</b>	<b>-408,810.00</b>	<b>-408,810.00</b>	<b>26,468.44</b>	<b>114,745.27</b>	<b>523,555.27</b>	<b>128.07%</b>



## **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 Section 551.087 Economic Development: discussion concerning the following projects**

- A. Project Stanley
- B. Project 2012
- C. Project 2133
- D. Project BTAPS
- E. Project Shepherd
- F. Project A-25

**ADJOURN**