



REGULAR MEETING

322 Belknap, Stephenville Texas

Thursday, September 18th, 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

3. CONSENT AGENDA

- A) Minutes from August 21, 2025, Regular Meeting
- B) Financial Report ending August 31, 2025

4. REGULAR AGENDA

- A) 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 BTAPS
- C) Project Shepherd
- D) Project Nibrah

6. RECONVENE INTO OPEN SESSION

- A) Discussion and possible action regarding items discussed in Executive Session.

7. 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

2. PRESIDENT'S REPORT

A) Project Updates and Information

3. CONSENT AGENDA

A) Minutes from August 21, 2025, Regular Meeting

B) Financial Report ending August 31, 2025

A) Stephenville Type B Economic Development Authority

Regular Meeting Minutes

Thursday, August 21, 2025 – 4:00 PM

322 S. Belknap, Stephenville, Texas

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.

Directors:

Marion Cole

Metta Collier

Justin Haschke

Ricky Thurman

Kelijon Nance

Mark McClinton

~~Connie Wooley~~ (absent)

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

1. Call to Order

The meeting was called to order at 4:00 p.m. by Chairman Cole.

2. President's Report

President Sandford provided updates on ongoing and prospective projects, upcoming site visits, and training opportunities. He highlighted continued growth in the Stephenville area, noting progress on key developments, community engagement efforts, and recruitment activities.

3. Consent Agenda

- Minutes from July 17, 2025
- Financials from July 30, 2025

Motion by Mark McClinton second by Justin Haschke to approve consent agenda as presented.

Motion carried unanimously.

4. Regular Agenda

A. Discuss, consider and possible action related to policy updates

Sandford opened by asking the Board to discuss the possible need for an additional layer of approval for certain budgetary items. The Board discussed existing SEDA policies and potential revisions. Mr. Haschke asked if it would be best to examine the policy in play and determine next steps. Mr. Thurman and Mr. McClinton added comments related to the existing procedure and bylaws in place and suggested a review committee be formed. The committee intentions are to review status quo and determine if any additional policy is needed.

Motion by Kelijon Nance second by Metta Collier to implement a transaction review committee to include chairman and finance chair. **Motion carried unanimously.**

B. Discuss, consider and possible action related to community development projects

The Board considered opportunities for community development initiatives aligned with SEDA's mission. President Sandford presented a variety of ideas which included improvements at the Stephenville Park sign, median / islands on 377, real estate purchases, trail improvements. President Sandford stated that over the past 10 years we have been working to make visual improvements with façade grants and bringing in new investment, he charged the Board to consider an effort to assist the city with areas that are highly visible and will leave a favorable impression. In closing the Board was in favor of hearing more details and asked President Sandford to follow up with an itemized plan at next meeting.

5. Executive Session

At 4:47 p.m. the Board adjourned into Executive Session under Texas Government Code Section 551.087 to deliberate on the following economic development projects:

- Project Stanley
- Project 2012
- Project 2133
- Project BTAPS
- Project Shepherd
- Project A-25

The Board reconvened in Open Session at 5:36p.m. No action taken.

6. Adjourn

There being no further business, the meeting was adjourned at 5:36 p.m. by Chairman Cole.

B) Financials from August 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	\$****

<u>April 2025</u>	
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	\$****

<u>May 2025</u>	
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	\$****

<u>June 2025</u>	
June Revenue	\$70,187.05
Interest on Income	\$1,624.79
Total June Revenue.	\$71,811.84
June Expenditures	\$30,651.29
Report Surplus (Defecit)	\$41,160.55
TIRZ 1 Contributions	\$****

<u>July 2025</u>	
July Revenue	\$68,024.92
Interest on Income	\$1822.73
Total July Revenue	\$69,847.65
July Expenditures	\$43,379.21
Report Surplus (Defecit)	\$26,468.44
TIRZ 1 Contributions	\$****

<u>August 2025</u>	
August Revenue	\$70,669.40
Interest on Income	\$2,069.75
Total August Revenue	\$72,739.15
August Expenditures	\$53,757.16
Report Surplus (Defecit)	\$18,981.99
TIRZ 1 Contributions	\$****

<u>FY 24-25 ACTIVITY TOTALS</u>	
4B Revenue	\$724,235.28
Total Interest on Investments	<u>\$ 21,421.62</u>
Total Revenue	\$745,656.90
Total Expenditures	<u>- \$625,110.70</u>
Total Surplus (Deficit)	\$120,546.20



City of Stephenville

Budget Report

Account Summary

For Fiscal: 2024-2025 Period Ending: 08/31/2025

	Original Total Budget	Current Total Budget	Period Activity	Fiscal Activity	Variance Favorable (Unfavorable)	Percent Remaining
Fund: 79 - SEDA						
Revenue						
79-40100.00000						
CITY SALES TAX 4B	738,190.00	738,190.00	70,669.40	724,235.28	-13,954.72	1.89 %
79-45010.00000						
INTEREST ON INVESTMENTS	28,000.00	28,000.00	2,069.75	21,421.62	-6,578.38	23.49 %
Revenue Total:	766,190.00	766,190.00	72,739.15	745,656.90	-20,533.10	2.68%
Expense						
79-790-51110.00000						
SALARIES	274,500.00	274,500.00	32,883.18	245,053.35	29,446.65	10.73 %
79-790-51130.00000						
PART TIME WAGES	9,000.00	9,000.00	1,947.00	2,766.00	6,234.00	69.27 %
79-790-51150.00000						
INCENTIVE PAY	9,000.00	9,000.00	3,000.00	9,918.86	-918.86	-10.21 %
79-790-51210.00000						
RETIREMENT	23,000.00	23,000.00	2,916.42	20,605.87	2,394.13	10.41 %
79-790-51220.00000						
SOCIAL SECURITY	23,000.00	23,000.00	2,777.59	18,190.49	4,809.51	20.91 %
79-790-51230.00000						
WORKER'S COMPENSATION	1,500.00	1,500.00	0.00	531.16	968.84	64.59 %
79-790-51250.00000						
GROUP INSURANCE	20,000.00	20,000.00	2,244.08	24,397.97	-4,397.97	-21.99 %
79-790-52110.00000						
POSTAGE	500.00	500.00	18.04	18.04	481.96	96.39 %
79-790-52120.00000						
COMMUNICATIONS	4,500.00	4,500.00	747.31	6,823.50	-2,323.50	-51.63 %
79-790-52131.00000						
MILEAGE REIMBURSEMENT	2,000.00	2,000.00	0.00	0.00	2,000.00	100.00 %
79-790-52140.00000						
ADVERTISEMENT	500.00	500.00	0.00	0.00	500.00	100.00 %
79-790-52150.00000						
EDUCATION & TRAINING	12,000.00	12,000.00	1,078.00	13,074.70	-1,074.70	-8.96 %
79-790-52230.00000						
MARKETING	80,000.00	80,000.00	-488.82	45,067.54	34,932.46	43.67 %
79-790-52240.00000						
OTHER INSURANCE	2,000.00	2,000.00	0.00	5,983.43	-3,983.43	-199.17 %
79-790-52251.00000						
MEETINGS	3,000.00	3,000.00	290.68	2,150.00	850.00	28.33 %
79-790-52311.00000						
RENTAL	0.00	0.00	0.00	600.00	-600.00	0.00 %
79-790-52510.00000						
UTILITIES	10,200.00	10,200.00	772.44	4,565.65	5,634.35	55.24 %
79-790-52520.00000						
DUES & SUBSCRIPTIONS	5,200.00	5,200.00	1,278.14	3,690.81	1,509.19	29.02 %
79-790-52531.00000						
OUTSIDE PROFESSIONALS	9,700.00	9,700.00	0.00	782.50	8,917.50	91.93 %
79-790-52542.00000						
SPECIAL SERVICES	5,000.00	5,000.00	0.00	760.18	4,239.82	84.80 %
79-790-52620.00000						
JANITORIAL SERVICE	2,400.00	2,400.00	0.00	865.00	1,535.00	63.96 %
79-790-53140.00000						
OFFICE SUPPLIES	3,000.00	3,000.00	860.28	3,464.35	-464.35	-15.48 %
79-790-53170.00000						
PHOTO & DUPLICATION	1,000.00	1,000.00	10.38	401.78	598.22	59.82 %
79-790-53230.00000						
GAS & OIL	0.00	0.00	43.70	43.70	-43.70	0.00 %
79-790-53320.00000						
OPERATING SUPPLIES	3,000.00	3,000.00	88.64	7,753.70	-4,753.70	-158.46 %
79-790-53330.00000						
COMPUTER SUPPLIES	7,000.00	7,000.00	0.00	6,972.83	27.17	0.39 %
79-790-54110.00000						
VEHICLE MAINTENANCE	5,000.00	5,000.00	55.00	5,577.69	-577.69	-11.55 %
79-790-54130.00000						
OFFICE EQUIPMENT MAINTENANC	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00 %
79-790-54210.00000						
BUILDING MAINTENANCE	0.00	0.00	375.00	5,402.51	-5,402.51	0.00 %
79-790-55210.00000						
BUILDINGS	375,000.00	375,000.00	0.00	101,670.06	273,329.94	72.89 %
79-790-56100.00000						
BANK CHARGES	0.00	0.00	98.11	98.11	-98.11	0.00 %
79-790-58001.00000						
ECONOMIC DEVELOPMENT PROGR	250,000.00	250,000.00	261.99	60,380.92	189,619.08	75.85 %
79-790-59001.00000						
ADMINISTRATIVE FEE	30,000.00	30,000.00	2,500.00	27,500.00	2,500.00	8.33 %
Expense Total:	1,175,000.00	1,175,000.00	53,757.16	625,110.70	549,889.30	46.80%
Fund: 79 - SEDA Surplus (Deficit):	-408,810.00	-408,810.00	18,981.99	120,546.20	529,356.20	129.49%
Report Surplus (Deficit):	-408,810.00	-408,810.00	18,981.99	120,546.20	529,356.20	129.49%

TIF #1
 Washington Commons
 FY 24-25 Sales Tax Reported

Sales Month	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
Allocation Month	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25		
City Share	38,248.44	39,770.05	37,929.11	48,064.48	70,530.35	32,861.35	34,180.74	42,266.13	37,879.25	40,491.79		
SEDA Share	3,477.12	3,615.46	3,448.11	4,369.50	6,411.85	2,987.39	3,107.32	3,842.37	3,443.55	3,681.06		
	41,725.56	43,385.51	41,377.22	52,433.98	76,942.20	35,848.74	37,288.06	46,108.50	41,322.80	44,172.85		

Transferred Previously
 Amount to transfer

	41,725.56	43,385.51	41,377.22	52,433.98	76,942.20	35,848.74	37,288.06	46,108.50	41,322.80	44,172.85		
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4. REGULAR AGENDA

- A) 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 BTAPS
- C) Project Shepherd
- D) Project Nibrah

6. RECONVENE INTO OPEN SESSION

- A) Discussion and possible action regarding items discussed in Executive Session.

7. ADJOURN