



REGULAR MEETING
322 Belknap, Stephenville Texas
Friday, November 14, 2025, at 12:00 p.m.

- 1. Call To Order**
- 2. Consent Agenda**
 - a. Minutes from September 18th, 2025
 - b. Financials from September 30th, 2025
- 3. Consider and Discuss Possible Approval for Façade Grant Applicants**
 - A. 2180 W. South Loop, South Loop Plaza, LLC
- 4. Discussion and possible action related to the Implementation Timeline for Selected Façade Grant Applicants.**

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. Consent Agenda

a. Minutes from September 18, 2025

b. Financials from September 30, 2025

a. MINUTES

The Stephenville Type B Economic Development Authority convened on Thursday, September 18th, 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

Ricky Thurman

~~Kelijon Nance~~ (absent)

Mark McClinton

Connie Wooley

Also in attendance: ex – officio members, President Jeff Sandford and Staff Ashleigh Feuerbacher, Lauren Moore. Council members David Baskettt.

1. CALL TO ORDER

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

2. PRESIDENTS REPORT

Sandford opened the meeting by welcoming everyone and expressing his enthusiasm for the day's agenda. He highlighted recent positive feedback from outside developers who appreciate the high level of service provided by SEDA and announced that the SEDA team has been nominated for their fifth Outstanding Economic Development Award, with results expected in October. Sandford shared updates from his attendance at Retail Live in September, where he strengthened several relationships with contacts interested in the Stephenville market. He also noted Cavender's successful grand opening and positive experience in the community, as well as the transition of the Stable area's listing from Edge Commercial Real Estate to CBRE. The opening of EECU and its anticipated economic impact were discussed, along with an update on the 2025–26 Career

Club, which has launched with the new school year and is expected to engage more than 70 students. Their first activity is scheduled for September 25, 2025.

3. CONSENT AGENDA

Motion by Mark McClinton, second by Metta Collier to approve consent agenda. Motion passed unanimously.

4. REGULAR AGENDA

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

Board members engaged in a thorough discussion regarding the motion presented. Board member Haschke reviewed the bid submitted for the community project, while Board member McClinton emphasized the importance of using sales tax funds strategically to broaden the tax base and strengthen future revenue collection. Collier and Wooley added their perspectives on how the proposed improvements would positively influence the experience of guests, tourists, and newcomers. Throughout the discussion, all board members underscored the need to safeguard the Type B organization and its ability to invest in enhancements to medians and other highly visible areas within the community.

Motion by Wooley, second by Collier to approve the proposal for creating community development projects in these two locations. **Motion approved unanimously.**

Motion by Justin Haschke, second by Metta Collier to accept maintenance proposal with vendor committing to a 3-year price freeze at 10,800.00. **Motion carried unanimously.**

5. EXECUTIVE SESSION

At 5:08 p.m. the Board adjourned into Executive Session under Texas Government Codes Section 551.087 to deliberate on the following economic development projects:

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

6. RECONVENE INTO OPEN SESSION

Motion by Mark McClinton, second by Justin Haschke that this Board authorize the President of SEDA to continue with negotiations for project Nibrah as discussed in executive session. **Motion passed unanimously.**

7. ADJOURN

There being no further business, the meeting was adjourned at 5:57 p.m. by Chairman Cole.



City of Stephenville

Budget Report Account Summary

For Fiscal: 2024-2025 Period Ending: 09/30/2025

	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	58,771.67	779,375.40	41,185.40	105.58 %
79-43500.00000						
GRANTS	0.00	0.00	5,000.00	5,000.00	5,000.00	0.00 %
79-45010.00000						
INTEREST ON INVESTMENTS	28,000.00	28,000.00	1,931.75	23,353.37	-4,646.63	16.60 %
Revenue Total:	766,190.00	766,190.00	65,703.42	807,728.77	41,538.77	5.42%
Expense						
79-790-51110.00000						
SALARIES	274,500.00	274,500.00	30,581.36	275,634.71	-1,134.71	-0.41 %
79-790-51130.00000						
PART TIME WAGES	9,000.00	9,000.00	704.04	3,470.04	5,529.96	61.44 %
79-790-51150.00000						
INCENTIVE PAY	9,000.00	9,000.00	0.00	9,918.86	-918.86	-10.21 %
79-790-51210.00000						
RETIREMENT	23,000.00	23,000.00	2,486.00	23,091.87	-91.87	-0.40 %
79-790-51220.00000						
SOCIAL SECURITY	23,000.00	23,000.00	2,228.17	20,418.66	2,581.34	11.22 %
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	3,130.48	27,528.45	-7,528.45	-37.64 %
79-790-52110.00000						
POSTAGE	500.00	500.00	0.00	18.04	481.96	96.39 %
79-790-52120.00000						
COMMUNICATIONS	4,500.00	4,500.00	1,282.99	8,106.49	-3,606.49	-80.14 %
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	2,485.10	15,559.80	-3,559.80	-29.67 %
79-790-52230.00000						
MARKETING	80,000.00	80,000.00	11,571.96	56,639.50	23,360.50	29.20 %
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	211.17	2,361.17	638.83	21.29 %
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	1,732.18	6,297.83	3,902.17	38.26 %
79-790-52520.00000						
DUES & SUBSCRIPTIONS	5,200.00	5,200.00	1,666.00	5,356.81	-156.81	-3.02 %
79-790-52531.00000						
OUTSIDE PROFESSIONALS	9,700.00	9,700.00	1,923.71	2,706.21	6,993.79	72.10 %
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	200.00	1,065.00	1,335.00	55.63 %
79-790-53140.00000						
OFFICE SUPPLIES	3,000.00	3,000.00	201.37	3,665.72	-665.72	-22.19 %
79-790-53170.00000						
PHOTO & DUPLICATION	1,000.00	1,000.00	47.38	601.30	398.70	39.87 %
79-790-53230.00000						
GAS & OIL	0.00	0.00	49.85	93.55	-93.55	0.00 %
79-790-53320.00000						
OPERATING SUPPLIES	3,000.00	3,000.00	823.27	8,576.97	-5,576.97	-185.90 %
79-790-53330.00000						
COMPUTER SUPPLIES	7,000.00	7,000.00	398.95	7,371.78	-371.78	-5.31 %
79-790-54110.00000						
VEHICLE MAINTENANCE	5,000.00	5,000.00	280.00	5,857.69	-857.69	-17.15 %
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	5,777.51	-5,777.51	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	0.00	98.11	-98.11	0.00 %
79-790-58001.00000						
ECONOMIC DEVELOPMENT PROGR	250,000.00	250,000.00	10,162.90	70,543.82	179,456.18	71.78 %
79-790-59001.00000						
ADMINISTRATIVE FEE	30,000.00	30,000.00	2,500.00	30,000.00	0.00	0.00 %
Expense Total:	1,175,000.00	1,175,000.00	75,041.88	700,304.72	474,695.28	40.40%
Fund: 79 - SEDA Surplus (Deficit):	-408,810.00	-408,810.00	-9,338.46	107,424.05	516,234.05	126.28%
Report Surplus (Deficit):	-408,810.00	-408,810.00	-9,338.46	107,424.05	516,234.05	126.28%

3. Consider and Discuss Possible Approval for Façade Grant Applicants

A. 2180 W. South Loop, South Loop Plaza, LLC

4. Discussion and possible action related to the Implementation Timeline for Selected Façade Grant Applicants.