

STEPHENVILLE TYPE B ECONOMIC DEVELOPMENT AUTHORITY
Minutes of Regular Meeting
Stephenville City Hall Training Room
298 West Washington St., Stephenville, Texas
Friday, March 10, 2017 – 11:30 a.m.

The Stephenville Type B Economic Development Authority (SEDA), convened on March 10, 2017, at 11:30 a.m., in the Training Room at Stephenville City Hall, 298 West Washington Street, for the purpose of a regular business meeting, with the meeting being open to the public and notice of said meeting, giving the date, time, place and subject thereof, having been posted as prescribed by Chapter 551, Government Code, Vernon's Codes Annotated, with the following members present, to wit:

President	:	Matt Harpole
Vice President	:	Gerald Cook
Treasurer	:	Nathan Heller (absent)
Secretary	:	Shelby Slawson
Directors	:	Michele Dunkerley Marion Cole Wendell Hollingsworth

Also in attendance: Ex-officio members John Hubbard, Kenny Weldon, Wayne McKethan, Alan Nix and July Danley.

- I. **Call to Order.** The meeting of the Stephenville Type B Economic Development Authority was called to order at 11:31 a.m. on March 10, 2017, by President Matt Harpole.
- II. **Treasurer's Report.** John Hubbard gave the Treasurer's report, a copy of which is attached. Motion by Gerald Cook, seconded by Wendell Hollingsworth to accept the Treasurer's report. Motion carried.
- III. **Executive Director's Report.** John Hubbard gave the Director's report, a copy of which is attached. Hubbard indicated that the response to the Façade Improvement Program has been well received, with seven requests for applications. Hubbard mentioned that he and President Harpole would be attending a South-by-Southwest event at the Governor's Mansion in Austin on March 11. Hubbard also gave an update on other economic activity efforts during the past month. Motion by Marion Cole, seconded by Michele Dunkerley to accept the Director's report. Motion carried.
- IV. **Report and discussion from Wayne McKethan concerning public facilities and arenas in Stephenville.** Wayne McKethan indicated that the core group is scheduled to meet on Wednesday, March 15, 2017. McKethan also mentioned that he attended a meeting with a developer who is interested in forming a public-private partnership with Stephenville to construct an events center. No action was taken by the board.

- V. **Consider approval of mid-year budget adjustments to the FY2016-17 SEDA Budget.** Hubbard reviewed the expenditures with the Board. He noted, except some marketing expenses that were budgeted in FY2015-16, but spent in FY2016-17, budget expenditures and revenues were on track. President Harpole suggested that a re-estimate of the budget be provided monthly to assist board members to track the budget. No action was taken.
- VI. **Consider approval of part-time assistant.** It was the consensus of the Board that the executive director funding in the FY2016-17 Budget for a permanent part-time assistant but also develop a job description for a summer intern to be brought before the Board at a later date.
- VII. **Consider agenda and schedule for "Stephenville Day" at the Texas Capitol.** President Harpole and Hubbard provided details about the trip to Austin. The Board talked about a strategy to contact key officials. There was a general discussion by the Board to target local businesses to get key company officials to attend the trip.
- VIII. **Consider approval of forming SEDA Board sub-committees.** President Harpole explained that after the discussion with the Board at the last meeting about sub-committees, SEDA task forces, as required, would be more appropriate. Hubbard explained to the group that immediate needs were taskforces on the TIRZ and incentive policy. Hubbard expressed that members of the Planning and Zoning Board and a County representative should be on the TIRZ taskforce. Hubbard will provide an outline for the TIRZ taskforce.
- IX. **Consider relocating SEDA office to Clark Field Municipal Airport.** Shelby Slawson reviewed the proposed lease at Clark Field with the Board. Motion by Gerald Cook, seconded by Shelby Slawson to approve the lease of office space at Clark Field. Motion carried. The City Council will consider this item at the April 4, 2017, Regular City Council Meeting.
- X. **Consider incentive policy for new and existing businesses.** Board members Harpole, Cook, and Hollingsworth, volunteered to serve on the Incentives Policy Taskforce. Mayor Weldon suggested that Hubbard contact Allen Barnes for the current City incentive policy.
- XI. **Consent Agenda: Minutes of the Special Meeting on November 28, 2016, the Regular Meeting on January 19, 2017, and the Regular Meeting on February 16, 2017.** Motion by Shelby Slawson, seconded by Michele Dunkerley to approve the minutes of the Special Meeting on November 28, 2016, the Regular Meeting on January 19, 2017, and the Regular Meeting on February 16, 2017. Motion carried.
- XVI. President Matt Harpole called the Meeting adjourned at 12:33 pm.



Matt Harpole, President

ATTEST:



Shelby L. Slawson, Secretary