

# MINUTES OF THE MEETING

MONDAY, FEBRUARY 22, 2024, 6:00 P.M.  
100 E. O'CONNELL STREET, HOWE, TEXAS



**MEMBERS PRESENT:** Kevin Crosson, Janie Finney, Clay Wilson, Brandon Grooms, Sharla Ross, Kent Lowder

**MEMBERS ABSENT:** Dana Nixon

**STAFF PRESENT:** Monte Walker, City Administrator/COO of HCFDC

MEETING WAS CALLED TO ORDER BY BOARD PRESIDENT CLAY WILSON AT 6:05 PM, AND IT WAS RECOGNIZED A QUORUM WAS PRESENT.

**I. SWEARING-IN OF BRANDON GROOMS, KENT LOWDER, AND SHARLA ROSS.**

**II. DISCUSS, CONSIDER, AND ACT UPON PRESIDENT CLAY WILSON'S RESIGNATION AS PRESIDENT OF THE HOWE COMMUNITY FACILITIES DEVELOPMENT CORPORATION.** Clay Wilson said he had several out of state commitments and wanted to remain on the board but was unable to serve as president. Sharla Ross made a motion to accept the resignation of Clay Wilson as president of the board, but to remain on the board. Kent Lowder made a second and the motion carried unanimously.

**III. DISCUSS, CONSIDER, AND ACT UPON NOMINATIONS FOR PRESIDENT OF THE BOARD OF THE HOWE COMMUNITY FACILITIES DEVELOPMENT CORPORATION.** Janie Finney nominated Mr. Lowder, however, Mr. Lowder declined due to his time commitment to Connections Park. Mrs. Finney then nominated Mrs. Ross who accepted after discussions of time considerations. Mr. Lowder made the second and the motion to name Mrs. Ross as president was approved unanimously.

**IV. DISCUSS, CONSIDER, AND ACT UPON THE MINUTES OF THE MEETING HELD AUGUST 7, 2023.** President Ross asked if the expenditure of \$4,537 that should have come from the Collins Memorial Fund for a porch repair at Summit Gardens but instead was taken from the HCFDC account. Monte Walker informed Ross that the correction was made (August 2023). Mr. Wilson made a motion to approve the minutes as presented which were seconded by Kevin Crosson. The motion carried unanimously.

**V. REVIEW THE 2023-24 FISCAL YEAR BUDGET AND FINANCES.** Walker presented an account balance of \$209,896.91 which was reflected in the working budget.

He gave the budget figure of \$142,783.09 and stated that the revenues are pacing well ahead of the budgeted figure. Mr. Walker recommended spending up to \$500 out of the sponsorship budgeted amount to split the cost with the Howe Community Library for a Splash Bash to be held June 10, 2024. Kent Lowder had a question about the \$8,000 expenditure for baseball wind screens and suggested in the future that park money be spent from the city park fund. Mr. Walker said it was a qualified expenditure under Type B Community Development Corporations and was concerned that the wind screens would not be funded by the city in time for baseball season. Walker said that park fees will be collected moving forward as the City Ordinance states and this will provide more flexibility in next year's budget. Mr. Lowder was not opposed to wind screens on the ballfield but wanted the city to make future expenditures from the park fund. Mr. Lowder also wanted information on the budgeted \$34,000 for city public utilities. Mr. Walker said that that money was allocated as part of the process of weening the City of Howe budget away from the HCFDC. Mr. Walker also his salary and benefits currently reflected in the budget will be reallocated to another line item in the future.

- VI. PRESENTATION BY MAURICE SCHWANKE OF BUREAU VERITAS REGARDING UPDATING THE COMPREHENSIVE PLAN.** Maurice Schwanke was not present to make the presentation of updating the comprehensive plan that was last done for the City of Howe in 2010. Mr. Lowder indicated that the Comprehensive Plan budgeted expenditure of \$10,000 needed to have a strategic plan to accomplish the goals outlined in the comprehensive plan. Mrs. Ross wanted clarification on the actual amount it would take to complete the project. Mr. Walker said Mr. Schwanke gave him a list of menu items that would be within the \$10,000 budgeted amount. Mr. Walker said he would speak with Mr. Schwanke for clarification. Mr. Lowder also indicated he would like to see several bids on the process and Mr. Walker said he would look at several other companies for that project.
- VII. DISCUSS AND CONSIDER PROJECTS FOR THE HOWE COMMUNITY FACILITIES DEVELOPMENT CORPORATION THAT BENEFIT THE CITY OF HOWE WITHIN THE SCOPE OF ELIGIBLE TYPE B EXPENDITURES.** The board did not identify specific projects other than city-owned property on Haning Street in the downtown area for a possible construction project. It was discussed for a need to expand the downtown footprint. The board requested to meet in executive session at the next meeting to discuss in detail various opportunities. Mrs. Ross requested to inquire about moving non-interest funds to an interest-bearing account. Mr. Walker said he would investigate options for an additional CD. Mrs. Finney asked about replacing street signs and Mr. Walker said that he would speak with Public Works Director Mickey Phillips about putting together a working list.

- VIII. DISCUSS LIABILITY FOR BOARD MEMBERS** Mr. Walker presented a copy of the Texas Municipal League’s Errors and Omissions Liability Coverage. Mr. Lowder was looking for Directors and Officers Liability insurance. Mayor Karla McDonald, from the audience, said that the board members are covered by TML. Mr. Lowder said he would like a copy of the insurance policy. Mr. Walker said he would forward that to the board members.
- IX. DISCUSS, CONSIDER, AND ACT UPON SETTING A FORMAL QUARTERLY MEETING DATE, TIME, AND LOCATION.** After Mr. Wilson asked about the timing of budget approval, Mrs. Ross made a motion to set the Regular Quarterly meeting on the first Monday each quarter beginning March 7, 2024, at 6 pm at Summit Gardens. The motion was seconded by Mr. Crosson and carried unanimously.
- X. DISCUSS, CONSIDER, AND ACT UPON AGENDA ITEMS FOR THE SUCCEEDING MEETING.** Mrs. Ross suggested Bureau Veritas Comprehensive Plan, CD Investments, and insurance coverage. Mr. Lowder suggested an executive session to discuss future projects. A formal motion was not made.

**THERE BEING NO OTHER FURTHER BUSINESS TO DISCUSS THE MEETING WAS ADJOURNED AT 7:15 PM.**



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**MONTE WALKER,  
DIRECTOR OF ECONOMIC  
DEVELOPMENT, CITY OF  
HOWE**