

MINUTES OF THE MEETING

THURSDAY, JUNE 11, 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 SHARLA ROSS AT 6:00 PM, AND IT WAS RECOGNIZED A QUORUM WAS PRESENT.

- I. DISCUSS, CONSIDER, AND ACT UPON THE RESIGNATION OF DANA NIXON FROM THE HCFDC BOARD.** Kent Lowder made a motion to approve which was seconded by Brandon Grooms. The motion carried unopposed.
- II. DISCUSS, CONSIDER, AND ACT UPON THE MINUTES OF THE MEETING HELD MARCH 7, 2024.** Motion was made to approve the minutes by Kevin Crosson. It was seconded by Clay Wilson. The motion passed unanimously.
- III. PRESENTATION BY CIVIC CONNECTION GROUP REGARDING UPDATING THE COMPREHENSIVE PLAN.** Alexis Jackson gave a presentation structured more for a Strategic Plan than a full-scale Comprehensive Plan.
- IV. PRESENTATION BY OPPORTUNITY STRATEGIES REGARDING UPDATING THE COMPREHENSIVE PLAN.** Kent Lowder reviewed a proposal by Opportunity Strategies for a Strategic Plan. It was decided to get a proposal from each company for like items of:
 1. ED workshop where we have CDC, P&Z, and council, and possibly the ISD Supt., along with the COO. This would be a high-level view of the role of the Type B. This could include allowable/prohibited Type B projects, business attraction, workforce development, social and physical infrastructure, marketing, confidentiality, social media, events, roles of the Type B board, and building projects.
 2. Strategic Planning where participants include the board, staff, and any invited guests. This can be a 2 or 3-year Strategic Plan covered in one day. We would like to help our board develop goals, strategies, and metrics. It could be goals beyond the HCFDC that includes the overall scope of the community. This would work off our in-house SWOT Analysis. We envision the session to include a Mission and Vision Statement Review or Development; 3-7 realistic goals for the 2-or 3-year

Strategic Plan; Strategy Development; metrics/key performance indicators to gauge progress, accountability areas.

- V. **DISCUSS, CONSIDER, AND ACT UPON EXECUTION OF COMPREHENSIVE PLAN UPDATE.** No action taken.
- VI. **DISCUSS CURRENT INSURANCE POSITION.** Monte Walker informed the board that all board members are covered under the city policy and that Workers Compensation coverage has been added for all board members/council members/P&Z members.
- VII. **DISCUSS, CONSIDER, AND ACT UPON ALLOWING CITY ATTORNEY TO DRAFT FIRST RIGHT-OF-REFUSAL DOCUMENTS FOR AN AGREEMENT BETWEEN HCFDC AND PROJECT HOTEL.** Brandon Grooms made a motion to allow the City Attorney to draft a First-Right-of-Refusal document for an agreement between the HCFD and Project Hotel. Janie Finney made the second which carried unopposed.
- VIII. **BUDGET WORKSHOP.** Monte Walker presented a budget total of \$159,582.30 of which the largest expenditure is for acquisition/construction at \$90,182.30. The budget did not include a salary for the COO of the Corporation as the City Administrator is handling that role. The budget includes \$34,000 for water/sewer infrastructure, \$17,000 for park upgrades, \$10,000 for Strategic Planning, \$5,000 in façade grants/new business grants, and \$2,000 for training, and \$500 for community sponsorships. There was no action to be taken.

THERE BEING NO OTHER FURTHER BUSINESS TO DISCUSS THE MEETING WAS ADJOURNED AT 7:51 PM.



**MONTE WALKER, CITY
ADMINISTRATOR/COO OF
HCFDC, CITY OF HOWE**