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Elgin Economic Development Corporation

EDC Regular Meeting Minutes

Wednesday, June 11th, 2025, at 5:00 p.m

Elgin Public Library Annex Council Chambers
404 North Main Street, Elgin Texas

Board Members:
Bryan Bracewell - President, Cody Mauck – Vice President, Vicki Dumbeck - Secretary, Sue Brashar, Steven Cutbirth, Irina Cortinas, Forest Dennis

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Attending: Bryan Bracewell, Cody Mauck, Vicki Dumbeck, Sue Brashar, Steven Cutbirth, Chuck Swain, Irina Cortinas

Absent:

Staff: Kaley Frye, Isaac Turner, Pam Sanders, Mark Schroeder

I. **CALL TO ORDER–** The meeting was called to order at 5:03 PM by Bryan Bracewell

II. **PUBLIC COMMENT**

Hallie Rock provided comments in opposition to amending the bylaws to have the EDC Director report to the City Manager instead of the Board of Directors. Ms. Rock emphasized that it is vital to the organization's success for the EDC Board to retain oversight and control of the EDC Director.

III. **APPROVAL OF MINUTES**

Brashar motioned to approve the minutes from the May 14, 2025 meeting, seconded by Dumbeck. The motion passed unanimously.

IV. **FINANCIAL REPORT**

The EDC Assistant Director presented the Financial Report and shared a draft budget.

V. **NEW BUSINESS**

1. **Receive and discuss economic development related initiatives from City Council & EDC Board strategic planning session.**

   Frye provided a side-by-side comparison of the goals that resulted from both strategic planning sessions.

2. **Discussion and possible action to approve a Business Enhancement Grant for Amuego, Inc. in the amount of $20,000.**

   Frye provided brief comments on the scope of the project and invited Melissa Cole forward to provide additional details. Ms. Cole stated that the grant would go towards a roof replacement and that insurance covers $7,600 from the hailstorm.

Mauck made a motion to approve the grant in the amount of approximately $16,937.50, with the flexibility for Frye to adjust the amount as needed to cover 50% of the anticipated costs. Brashar seconded the motion. The motion passed unanimously.

3. **Discussion and possible action to approve approximately $10,000 in funding for the purchase and installation of a grease interceptor system to support infrastructure improvements serving business in Downtown Elgin.**

   This item was moved into executive session.

4. **Discussion and possible action on a proposed Master Lease Agreement with Headwater Capital Partners for the construction of a speculative industrial building on approximately 10 acres in Elgin Business Park III**

   This item was moved into executive session.

5. **Discussion and possible action on amending the by-laws of the Elgin Economic Development Corporation to transfer supervisory authority over the EDC Director from the EDC Board of Directors to the City Manager of the City of Elgin subject to final approval by the Elgin City Council**

   This item was moved into executive session.

6. **Discussion and possible action to name an Acting or Interim Director of the Elgin Economic Development Corporation.**

   This item was moved into executive session.

VI. BUSINESS PARK COMMERCIAL INVESTMENT STATUS REPORT

This item was moved into executive session.

VII. EXECUTIVE SESSION

Executive Session Personnel Matters – Evaluation and Discussion Regarding the Economic Development Corporation (EDC) Director. The Economic Development Corporation Board of Directors will convene into Executive Session pursuant to Section 551.074 of the Texas Government Code to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the EDC Director. Possible Action in Open Session Following Executive Session, the Economic Development Corporation Board of Directors may reconvene in Open Session to consider and take possible action regarding matters discussed in Executive Session related to the interim city manager and the EDC Director

The EDC Board entered executive session at 5:28PM.

VIII. RECONVENE

The Elgin Economic Development Corporation Board of Directors will reconvene into Open Session to discuss, consider and/or take any action necessary related to the executive session noted herein, or regular agenda items, noted above, and/or related items.

The EDC Board reconvened from executive session at 7:22PM.

Action was taken on the following items:

VII. EXECUTIVE SESSION

Brashar made a motion to terminate the current Economic Development Director, seconded by Dumbeck. The motion passed unanimously.

V. NEW BUSINESS

3. **Discussion and possible action to approve approximately $10,000 in funding for the purchase and installation of a grease interceptor system to support infrastructure improvements serving business in Downtown Elgin.**

   Mauck made a motion to approve funding of approximately $10,000 for the Downtown grease interceptor system. The motion was seconded by Swain. Cutbirth abstained from the vote. The motion passed with the following vote: Mauck – yes, Dumbeck – yes, Cutbirth – abstained, Swain – yes, Cortinas – yes, Brashar – yes.

4. **Discussion and possible action on a proposed Master Lease Agreement with Headwater Capital Partners for the construction of a speculative industrial building on approximately 10 acres in Elgin Business Park III.**

   Dumbeck made a motion to continue negotiations with Headwater Capital Partners, seconded by Brashar. The motion passed unanimously.

5. **Discussion and possible action on amending the by-laws of the Elgin Economic Development Corporation to transfer supervisory authority over the EDC Director from the EDC Board of Directors to the City Manager of the City of Elgin subject to final approval by the Elgin City Council**

   Brashar made a motion to table this item until the next meeting, seconded by Cutbirth. The motion passed unanimously.

6. **Discussion and possible action to name an Acting or Interim Director of the Elgin Economic Development Corporation.**

   Dumbeck made a motion to name Kaley Frye as the Interim Director of the Elgin Economic Development Corporation and giving authority to the City Manager in coordination with the EDC Board President to set the salary, seconded by Mauck. The motion passed unanimously.

ANNOUNCEMENTS

Frye announced that Sip Shop & Stroll would be held tomorrow.

New grant guidelines and applications were distributed.

Western Days will be held on June 28th

The Bastrop County Leadership Summit will take place at the end of July, focused on county-wide strategic collaboration.

ADJOURNMENT

The Board adjourned at 7:32 PM

ATTEST:

Vicki Dumbeck, Secretary

APPROVED:

Bryan Bracewell, President