

**NOTICE OF REGULAR MEETING OF THE
LAMPASAS ECONOMIC DEVELOPMENT BOARD
OF THE CITY OF LAMPASAS, TEXAS
WEDNESDAY, FEBRUARY 11, 2026
JACK CALVERT MUNICIPAL BUILDING
CITY COUNCIL CHAMBERS
302 EAST THIRD STREET
5:30 p.m.**

Notice is hereby given that the regular meeting of the Lampasas Economic Development Corporation Board of the City of Lampasas will be held on Wednesday, February 11, 2026 at 5:30 p.m. in the Jack Calvert Municipal Building located at 302 East Third Street, Lampasas, Texas. The Lampasas Economic Development Corporation reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed, as authorized by the Texas Government Code sections 551.071 (consultation with the attorney), 551.072 (deliberations about real property), 551.073 (deliberations about gifts and donations), 551.074 (personnel matters), 551.076 (deliberations about security devices), and 551.087 (economic development).

REGULAR SESSION

1. Call to Order Regular Session
2. Marketing presentation from Chase and Jordan Kuker.
3. Open forum for citizen comments and questions (limited to five (5) minutes per person).
4. Discussion and possible action regarding approval of the minutes dated January 21, 2026.
5. Discussion and possible action regarding January 2026 Financial Statements and Balance Sheet.
6. Discussion and possible action regarding hiring staff for the Economic Development Corporation.
7. Discussion and possible action regarding scheduling a Strategic Planning Session.
8. Update on the following:
 - County Update
 - LISD Update
 - Staff Update

Adjourn into Executive Session

EXECUTIVE SESSION

The board of the Lampasas Economic Development Corporation will meet in closed Executive Session pursuant to the Texas Government Code, Chapter 551, as follows:

- Section 551.087 (economic development) - (1) to receive and evaluate financial information received from a business prospect, to discuss same, and /or to deliberate regarding commercial or financial information that the LEDC has received from a business prospect that the LEDC seeks to have locate, stay, or expand in or near the city, with which the LEDC is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above: Project Heavy Load and Project Relaxation.

- Section 551.072 (deliberations about real property)- Deliberation concerning the potential purchase, exchange, lease, acquisition, sale and/or value of real property.

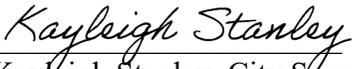
- Lampasas Trucking and Redi-Mix: 1550 N Highway US 281

Adjourn Executive Session and Reconvene Regular Session.

REGULAR SESSION

1. Discussion and possible action regarding items discussed during Executive Session.
2. Any items that the board members may want to place on the next agenda.
3. Adjourn

I, Kayleigh Stanley, City Secretary of the City of Lampasas, Texas, do hereby certify that this Notice of Meeting was posted on the bulletin board/front window of City Hall, 312 East Third Street, Lampasas, Texas, at a place readily accessible to the general public at all times, on the 5th day of February 2026 at 12:00pm.


Kayleigh Stanley, City Secretary

**MINUTES OF REGULAR MEETING OF THE
LAMPASAS ECONOMIC DEVELOPMENT CORPORATION BOARD
OF THE CITY OF LAMPASAS, TEXAS
WEDNESDAY, JANUARY 21, 2026
JACK CALVERT MUNICIPAL BUILDING
302 EAST THIRD STREET
5:30 PM**

The Lampasas Economic Development Corporation of the City of Lampasas met in regular session on the above date with President Deorald Finney presiding.

LEDC Members Present:

Derrick Dewald
Tonja Gebert
Fin Erwin (5:33)
Charley Kennington
Michael Gill
Michael Irvin
Bobby Carrol, Ex-Officio- Lampasas County

City Staff Present:

Erin Harrison, City Manager/Executive Director

LEDC Members Absent:

Randy Morris, Ex-Officio- LISD

REGULAR SESSION

1. Call to Order Regular Session

President Finney called the meeting to order at 5:31 p.m.

2. Open forum for citizen comments and questions (limited to five (5) minutes per person).

Libby Bluntzer, Christmas on the Creek, approached the board to request their attendance at events sponsored by non-profits around town.

3. Discussion and possible action regarding approval of the minutes dated December 17, 2025

Board member Kennington made a motion to approve the minutes dated December 17, 2025 with modified verbiage to the section discussing the letter in support of substandard properties, the motion was seconded by Board member Irvin and with a unanimous vote, the motion carried.

4. Discussion and possible action regarding December 2025 Financial Statements and Balance Sheet.

Board member Erwin made a motion to approve the December 2025 Financial Statements and Balance Sheet and transfer \$250,000 into the Prime account, the motion was seconded by Board member Gebert and with a unanimous vote, the motion carried.

5. Discussion and possible action regarding awarding a bid for block placement at the Business Park.

Board member Irvin made a motion to award the bid to BL3 for block placement at the Business Park in the amount of \$2,700, the motion was seconded by Board member Gill and with a unanimous vote, the motion carried.

6. Discussion and possible action regarding hiring staff for the Economic Development Corporation.

The Board requested additional time to review the provided job descriptions and place this item on a future agenda.

7. Presentation from Burleson Economic Development Director, Alex Phillips and Mayor Pro Tem, Dan McLendon.

This item was moved to begin immediately after calling the meeting to order. A presentation was provided regarding a summary of how the City of Burleson approaches Economic Development.

8. Discussion and possible action regarding Board member priorities.

City manager Harrison reminded the Board to provide their priorities to her prior to February 1st.

9. Update on the following:

- County Update – Bobby Carrol provided an update on the County regarding chip sealing roads and the upcoming election.
- LISD Update – N/A
- Staff Update – Erin Harrison provided an update that City Manager interviews will be happening soon.

Adjourn into Executive Session

Board member Irvin moved to adjourn into executive session at 6:36, the motion was seconded by Board member Kennington and with a unanimous vote, the motion carried.

City Manager, Erin Harrison entered executive session at this time.

EXECUTIVE SESSION

The board of the Lampasas Economic Development Corporation will meet in closed Executive Session pursuant to the Texas Government Code, Chapter 551, as follows:

- Section 551.087 (economic development) - (1) to receive and evaluate financial information received from a business prospect, to discuss same, and /or to deliberate regarding commercial or financial information that the LEDC has received from a business prospect that the LEDC seeks to have locate, stay, or expand in or near the city, with which the LEDC is conducting economic development negotiations; and/or (2) to deliberate an offer of any financial or other incentives to any business prospect described above: Project Heavy Load and Project Relaxation.

Adjourn Executive Session and Reconvene Regular Session.

The Board adjourned executive session and reconvened regular session at 7:14pm.

REGULAR SESSION

1. Discussion and possible action regarding items discussed during Executive Session.

N/A

2. Any items that the board members may want to place on the next agenda.

** Employment*

** Priorities*

3. Adjourn

Board member Irvin moved to adjourn at 7:15. The motion was seconded by Board member Kennington and with a unanimous vote, the motion carried.

PASSED AND APPROVED this _____ day of _____, 2026.

Deorald Finney, LEDC President

Kayleigh Stanley, City Secretary

BALANCE SHEET

AS OF: JANUARY 31ST, 2026

75 -LAMPASAS ECONOMIC DEV CRP

ACCT# ACCOUNT NAME

ASSETS

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1020	CADENCE CHECKING 7001092 LEDC	509,777.53
1021	CADENCE CAP FD CHECKING7002363	164,161.02
1025	CADENCE LEDC LOAN 2678	0.00
1026	BUSINESS BANK OF TX 4001561	0.00
1027	TEXPRIME EDC	1,000,000.00
1030	CLAIM ON CASH	161,331.94
1210	ACCOUNTS RECEIVABLE	0.00
1222	ACCOUNTS RECEIVABLE	0.00
1235	NOTE RECEIVABLE BACHMAYER	0.00
1236	NOTE RECEIVABLE-PECAN CRK HVM	0.00
1300	LAND PURCHASE/IMPROVEMENTS	1,725,616.61
1310	FAG-BUILDINGS & IMPROVEMENTS	1,777,853.31
1396	ACCUMULATED DEPRECIATION	(519,797.00)
1499	DUE FROM CASH & CONCENTRATION	0.00
1999	LEDC CLEARING ACCOUNT	<u>0.00</u>

TOTAL ASSETS

4,818,943.41

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LIABILITIES & FUND BALANCE

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2209	ACCOUNTS PAYABLE CAPITAL ACCT	0.00
2210	ACCOUNTS PAYABLE	0.00
2220	ACCOUNTS PAYABLE PENDING	0.00
2225	ACCRUED INTEREST PAYABLE	3,943.00
2283	UNAPPLIED CREDIT	0.00
2284	BONDS PAYABLE	(29,469.00)
2285	NOTES PAYABLE	2,129,272.00
2310	RETAINAGE PAYABLE	0.00
3009	DESIGNATED RE/DONATIONS	0.00
3010	UNASSIGNED FUND BALANCE	2,367,212.06
3030	ASSIGNED FUND BALANCE	180,730.47

CURRENT INCREASE / (DECREASE) IN FUND BALANCE

167,254.88

TOTAL LIABILITIES & FUND EQUITY

4,818,943.41

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FINANCIAL STATEMENT

AS OF: JANUARY 31ST, 2026

75 -LAMPASAS ECONOMIC DEV CRP

FINANCIAL SUMMARY

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>REVENUE SUMMARY</u>							
<u>OPERATING REVENUE</u>							
	TAX REVENUE	455,000.00	40,383.45	164,701.47	36.20	0.00	290,298.53
	SERVICE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER REVENUE	38,500.00	0.00	8,230.45	21.38	0.00	30,269.55
	TRANSFERS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL OPERATING REVENUE	493,500.00	40,383.45	172,931.92	35.04	0.00	320,568.08
<u>BOND FUND REVENUE</u>							
	OTHER REVENUE	168,000.00	0.00	872.05	0.52	0.00	167,127.95
	TRANSFERS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL BOND FUND REVENUE	<u>168,000.00</u>	<u>0.00</u>	<u>872.05</u>	<u>0.52</u>	<u>0.00</u>	<u>167,127.95</u>
	FUND TOTAL REVENUE	661,500.00	40,383.45	173,803.97	26.27	0.00	487,696.03
		=====	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>							
<u>LEDC OPERATING FUNDS</u>							
	SUPPLIES	1,800.00	0.00	132.91	7.38	0.00	1,667.09
	CONTRACTUAL SERVICES	41,500.00	1,000.00	4,895.57	11.89	37.21	36,567.22
	MAINTENANCE	4,500.00	0.00	0.00	0.00	0.00	4,500.00
	OTHER EXPENSES	68,200.00	0.00	1,520.61	2.23	0.00	66,679.39
	CAPITAL EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
	CONTINGENCY AND RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
	TRANSFERS	123,201.00	0.00	0.00	0.00	0.00	123,201.00
	DEBT SERVICE	<u>164,330.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>164,330.00</u>
	TOTAL LEDC OPERATING FUNDS	403,531.00	1,000.00	6,549.09	1.63	37.21	396,944.70
<u>LAMPASAS EDC BOND FUNDS</u>							
	CONTRACTUAL SERVICES	10,000.00	0.00	0.00	70.00	7,000.00	3,000.00
	MAINTENANCE	10,000.00	0.00	0.00	0.00	0.00	10,000.00
	CAPITAL EXPENDITURES	50,000.00	0.00	0.00	0.00	0.00	50,000.00
	CONTINGENCY AND RESERVES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL LAMPASAS EDC BOND FUNDS	<u>70,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10.00</u>	<u>7,000.00</u>	<u>63,000.00</u>
	FUND TOTAL EXPENDITURES	473,531.00	1,000.00	6,549.09	2.87	7,037.21	459,944.70
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	TOTAL PROFIT / (LOSS)	187,969.00	39,383.45	167,254.88	85.24	(7,037.21)	27,751.33

FINANCIAL STATEMENT

AS OF: JANUARY 31ST, 2026

75 -LAMPASAS ECONOMIC DEV CRP

REVENUES

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
OPERATING REVENUE							
TAX REVENUE							
400-4017	SALES TAX	455,000.00	40,383.45	164,701.47	36.20	0.00	290,298.53
	TOTAL TAX REVENUE	455,000.00	40,383.45	164,701.47	36.20	0.00	290,298.53
SERVICE REVENUE							
400-4330	LEASE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
400-4330.01	LEASE REVENUE (QUONSET HUT)	0.00	0.00	0.00	0.00	0.00	0.00
400-4335	WEBSITE REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
400-4383	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL SERVICE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
OTHER REVENUE							
400-4710	BONDS	0.00	0.00	0.00	0.00	0.00	0.00
400-4820	INTEREST & DIVIDENDS	38,500.00	0.00	8,230.45	21.38	0.00	30,269.55
400-4821	INTEREST NOTE BACHMAYER	0.00	0.00	0.00	0.00	0.00	0.00
400-4822	INTEREST NOTE - HVM PECAN CR	0.00	0.00	0.00	0.00	0.00	0.00
400-4830	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
400-4897	DESIGNATED RE/DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00
400-4898	UNDESIGNATED RETAINED EARNIN	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OTHER REVENUE	38,500.00	0.00	8,230.45	21.38	0.00	30,269.55
TRANSFERS							
400-4910	TRANSFER FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
400-4999	MISCELLANEOUS REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL OPERATING REVENUE	493,500.00	40,383.45	172,931.92	35.04	0.00	320,568.08
BOND FUND REVENUE							
OTHER REVENUE							
410-4520	LOAN PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
410-4710	BOND FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
410-4820	INTEREST EARNED	5,000.00	0.00	872.05	17.44	0.00	4,127.95
410-4898	DESIGNATED RE/BOND FUNDS	163,000.00	0.00	0.00	0.00	0.00	163,000.00
	TOTAL OTHER REVENUE	168,000.00	0.00	872.05	0.52	0.00	167,127.95
TRANSFERS							
410-4999	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
	TOTAL BOND FUND REVENUE	168,000.00	0.00	872.05	0.52	0.00	167,127.95

C I T Y O F L A M P A S A S
FINANCIAL STATEMENT
AS OF: JANUARY 31ST, 2026

75 -LAMPASAS ECONOMIC DEV CRP
REVENUES

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
*** FUND TOTAL REVENUE ***		661,500.00	40,383.45	173,803.97	26.27	0.00	487,696.03

C I T Y O F L A M P A S A S
 FINANCIAL STATEMENT
 AS OF: JANUARY 31ST, 2026

75 -LAMPASAS ECONOMIC DEV CRP
 LAMPASAS EDC BOND FUNDS
 DEPARTMENT EXPENSES

ACCT#	ACCOUNT NAME	ANNUAL BUDGET	CURRENT PERIOD	Y-T-D ACTUAL	% OF BUDGET	Y-T-D ENCUMB.	BUDGET BALANCE
<u>CONTRACTUAL SERVICES</u>							
510-5316	BANK CHARGES	0.00	0.00	0.00	0.00	0.00	0.00
510-5346	ENGINEERING/SERVEYING SERVIC	10,000.00	0.00	0.00	0.00	0.00	10,000.00
510-5361	LEGAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
510-5395	PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	7,000.00	(7,000.00)
510-5399	OTHER SERVICES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL CONTRACTUAL SERVICES	10,000.00	0.00	0.00	70.00	7,000.00	3,000.00
<u>MAINTENANCE</u>							
510-5405	BUILDINGS AND GROUNDS	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
	TOTAL MAINTENANCE	10,000.00	0.00	0.00	0.00	0.00	10,000.00
<u>CAPITAL EXPENDITURES</u>							
510-5505	BUILDING AND GROUNDS	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>
	TOTAL CAPITAL EXPENDITURES	50,000.00	0.00	0.00	0.00	0.00	50,000.00
<u>CONTINGENCY AND RESERVES</u>							
510-5600	CONTINGENCY/RESERVES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	TOTAL CONTINGENCY AND RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL LAMPASAS EDC BOND FUNDS		70,000.00	0.00	0.00	10.00	7,000.00	63,000.00
*** TOTAL EXPENSES ***		473,531.00	1,000.00	6,549.09	2.87	7,037.21	459,944.70
TOTAL PROFIT / (LOSS)		187,969.00	39,383.45	167,254.88	3.74-	(7,037.21)	27,751.33

*** END OF REPORT ***

Job Description

The Economic Development Specialist provides critical support to the Executive Director/City Manager and department staff through a combination of administrative, technical and research functions. This position plays a key role in maintaining efficient operations, managing data systems and ensuring accurate, high-quality information to guide strategic initiatives and business attraction, retention and redevelopment efforts. The Specialist will assist with departmental purchasing, invoicing, vendor procurement while also serving as the primary administrator of the department's economic development database.

Job Requirements

ESSENTIAL JOB FUNCTIONS:

- Assist the Executive Director and department Managers with day-to-day operations and project coordination;
- Assist the Executive Director in the development and implementation of marketing strategies to effectively promote the economic opportunities available in Lampasas including designing and updating marketing collaterals and preparing prospect packets;
- Generate reports and data summaries to support strategic planning, business outreach and marketing initiatives;
- Conduct research and data analysis using tools such as ImpactData and other regional or national data sources to identify trends, support business recruitment and track market conditions;
- Gather, verify and maintain demographics and site selection data for use in reports, presentations and department website;
- Regularly update the economic development website with community data and other relevant information for site selectors and business prospects;
- Manage departmental administrative functions, including purchasing, invoicing, vendor procurement and records management;
- Coordinate meeting logistics including scheduling, preparing conference rooms and ensuring materials and technology are ready for use;
- Support departmental participation in conferences and events through logistics coordination and material preparation;
- Provide exceptional customer service to internal departments, external partners and the business community through timely and professional communication;
- Perform other related duties as assigned to support the goals and priorities of the economic development department;
- Collect data and information to respond to Requests For Information (RFI) and Requests for Proposals (RFP) from local and state organizations;

- Provides administrative support as needed;
- Represents the department at various internal and external events;
- Any other duties that may be assigned by the Director.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- N/A

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic principles of graphic design;
- Skilled in research and analysis with the ability to collect, interpret and present complex data clearly and accurately;
- Knowledge of basic principles and procedures of record keeping;
- Operations, services and activities of Economic Development Corporations and municipalities;
- Skilled in Microsoft Office Suite and familiar with data tools and platforms;
- Strong organizational skills with the ability to manage multiple projects, priorities and deadlines with attention to detail;
- Skilled in written and verbal communication with the ability to engage professionally and effectively with internal staff, business representatives and community stakeholders;
- Skilled in professional judgment and discretion when handling confidential or sensitive information;
- Skilled in providing high-quality service to business community, partners and internal stakeholders;
- Ability to maintain and manage database systems, ensuring data integrity and consistency over time;
- Knowledge of pertinent Federal, State and local laws, codes and regulations

MINIMUM QUALIFICATIONS:

- Bachelor's Degree.
- At least 2-4 years of work experience in economic development, data analysis, research or related administrative work.

PREFERENCES:

- Economic Development Experience and/or Certification.
- Must obtain Basic EDC certification within one year.'

WORKING CONDITIONS:

- Frequent sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 20 pounds.
- Work is typically performed in a standard office environment.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.