

Minutes of the Brookshire Economic Development Corporation Meeting
October 3, 2024

The Brookshire Economic Development Corporation held a Regular Meeting on Thursday, October 3, 2024 in the Brookshire Municipal Building located at 4029 Fifth Street, Brookshire, Texas.

Agenda Item #1: Call to order

The meeting was called to order by President, Eric Green at 5:31 p.m.

Agenda Item #2: Prayer.

Director, Lyndon Stamps

Agenda Item #3: Pledge to the U. S. Flag

Everyone

Agenda Item #4 Roll Call

Present:

President, Eric Green

Vice President, Quotatious Dunn

Secretary/Treasurer, Robert Richards

Director, Deniece Odie

Director, Lyndon Stamps

Also Present:

BEDC Administrative Assistant, Vickie Casto

EDC Coordinator, Joe Esch

Absent:

Director, Maria Ugartechea

Attorney, David Olson

Agenda Item #5 Public Comments.

N/A

Agenda Item #6 Consent Agenda:

a. Approval of BEDC board meeting minutes for September 5, 2024 and September 19, 2024.

b. Monthly Accounting Financial Reports

Motion was made to approve the BEDC minutes for September 5, 2024, September 19, 2024 and the monthly account financial reports.

Secretary/Treasurer, Robert Richards / Director, Lyndon Stamps

All For
Motion Carried

Agenda Item #7 Discuss and possible approval receiving a copy of every invoice for the EDC packets.

Mr. Green stated that in the past they've always kept record of all the invoices on the city and EDC side. That way if they needed anything they would have access to it.

Ms. Dunn asked if they did have any questions who would they go to.

Mr. Green stated that if Ms. Vickie couldn't answer then they'd ask Mrs. Molina or Stacey.

Ms. Dunn asked moving forward would they be at the meetings.

Mr. Roberts stated that typically Erica would be there; but she wasn't feeling well.

Motion was made to approve to receive every invoice for the EDC packets.

Director, Lyndon Stamps / Secretary, Treasurer, Robert Richards

All For
Motion Carried

Agenda Item #8 Discuss and possible approval receiving a copy of the monthly bank statement for the EDC account.

Motion was made to receive a copy of the monthly bank statement for the EDC account.

Secretary, Treasurer, Robert Richards / Director, Lyndon Stamps

All For
Motion Carried

Agenda Item #9 Presentation on PUT (Power Up Texas)

Table

Agenda Item #10 Discuss and possible approval to establish an application process for membership on the BEDC board.

Ms. Dunn stated that they had talked about this some time back, they need to get it figured out. Is the question, what does it look like?

Mr. Richards stated the application they saw looked fine. The discussion was the background checks. If they want to proceed without the background checks, they can do that.

Mr. Stamps asked if they were waiting to see if the background checks were going to be done or are they going to be utilizing their police department or who will be doing them?

Mr. Richards said that was the question. Anytime you do a background check you have to have a criteria for it. The question is, as a board do, we want the background checks or not? If they do then they can partner up with the Brookshire police department.

Mr. Stamps stated maybe they could use the same criteria that the city uses for employees.

Mr. Richards stated that they would check with the city to see what their criteria is.

Mr. Esch asked if they would like for him to do a survey of other EDCs, and come back with some other examples. He could get a list of their criteria on how they do it.

No Action

Agenda Item #11 Discuss and possible approval of Hovas Park repairs. (Robert Richards)

Mr. Richards addressed the board and stated that Hovas Park was a very nice park; but it needed some repairs. He and Mr. Green and the youth director met over there. When hurricane Beryl came through, it did some damage at the park. The tops of the dugouts are damaged, the fencing, and lighting needs work. The tennis nets and basketball nets need to be put back up. The soccer field needs to be tended to, the park lawn needs to be trimmed out better. The astro turf on that field has to have special equipment to maintain it, if it's not done it's going to have to be fixed at a very expensive cost so, they need to get this project going to get all these repairs done. He has asked the city director, Clint Taylor to use city funds to get the safety things done now so, they don't have kids or anyone getting hurt out there now.

Motion was made to move forward with itemized estimates on these types of repairs to be posted to follow proper procedures.

Ms. Dunn confirmed that this was in the budget, and Mr. Richards replied yes, that it was.

Secretary, Treasurer Robert Richards / Director, Lyndon Stamps

All For
Motion Carried

Agenda Item #12 Discuss and possible approval of development inquires.

Mr. Esch passed out several forms to the board, he then directed them to his Activity Report. He stated that each month he would go over the report and let them know what's going on in the community. He explained that the item marked in yellow was a business retention, and explained that to the board and added that the program had not yet been adopted. They will see him bring up a number of ideas for consideration. His goal is to help them be successful. He then continued to explain the outline of the report. He then spoke on the Business Recruitment section. He spoke on project Gemini how he was helping them move from one site to another. Project liquid Stone, he would not bring to this board because it's a sales tax sharing, and he then explained their process. He then moved onto Starbucks. He had been told that 10th street needed to be repaired. After some time, he learned that the owner of the property and the developer had not spoke with Starbucks and Starbucks had not committed and they're looking else ware. He then spoke on a project called Flyby Night that was looking for an existing building with rail, we did not have a site for them. He then spoke on the New Business Park Project that's 26 acres on 11th street. He received a called from a gentleman that's a developer for Ace Hardware. They are looking at the land across from Orlando's. They are working with LJA Engineering. He stated what he does here is to be a supportive roll to the planning folks, make sure both get what they need. He spoke of how there were some developers inquiring about the same property for Starbucks that what to talk about infrastructure. The issue with that is the drainage. LJA Engineering is looking at how they can work with TXDOT to provide access to the drainage. He next spoke of an existing sublease that had 100,00 sq ft in the business park that is looking to sub-lease as they will be moving out.

Mr. Richards stated that the for-sale sign was still up across from Orlando's.

Mr. Esch stated that it was not under contract as they were doing their due diligence.

Mr. Richards asked the location on the Developer Inquiry.

Mr. Esch stated that also was on 10th street.

Mr. Richards went back to Starbucks and let the board know that if this falls through then they will have \$400,00 plus on the city side.

Ms. Dunn ask how long the conversation had been going on with Starbucks before they realized ...

Mr. Esch stated he did not now the exact date; but he guessed four to five months.

Mr. Richards asked if he knew what type of business was going in by the Chevron.

Mr. Esch answered no, not yet, and added he will be meeting with the land owner.

Mr. Esch then moved to the agreement section and stated it includes existing agreements.

He wants to make sure the board is aware if the economic development in the community. He added that it gives them a paper trail. Then he spoke on Business improvement grants.

He then directed them to his handouts and stated there were a couple of things he had added that he wanted to talk with them about, it's not on the agenda today; but he wants them to have time to review them so they can come back to them. He wants to make sure as project come in he will write things down before they make out an application. He then moved onto his Application for Economic development Program Incentives form, and explained how the process works.

He then stated once that form has been completed then there is a meeting, and he directed them to the Agenda Format. The information may change; but the format will be the same all the time.

He next went over the Business Improvement Grant Guidelines. He talked on how he deals with the local businesses. The purpose is to help smaller businesses within the community that may want to have improvement. He then gave several examples, and went over each section. He spoke how he had put in a review committee for a discussion point. He welcomes the boards input, and they can schedule this for a more complete discussion next meeting.

Mr. Richardson thanked him for the information, it provides structure and that's what is needed. What he would like to see, if at all possible, for the application for the businesses, is a follow through after they get here. To make sure the proper procedures on the city side is submitted to the proper place. That these files will be put in the folder and followed through the entire process, in accordance with the state laws. So, if there is another document that he can prepare for the city side. That way the comptroller can keep up with all documents and make sure its intact.

Mr. Esch stated he wanted to point out a couple of things. What he is hearing him say, they want a checklist. He then went over the checklist. He believes a well-run economic development goes beyond that. The responsibilities fall on them to make sure they are paying him then what they need to do is make sure he is setting up so they know where the information is. He agrees they are on the same page.

Mr. Richardson then went to his document on the local businesses. He then asked Mr. Esch if he attends different workshops like the one, he previously went to called Texas Two Step that was hosted by Governor Abbott's office. They had a lot of good information that they were providing for businesses, like grants etc. He's just asking him to keep up with all those things ... workshops.

Mr. Esch stated that he did and he also attends the required sales tax training ever two years. He stays involved with TEDC which is the state's association. On top of that he meets with the governor's office. Mater of fact a week and a half ago he met with the

state lodging association. He then pointed out in his Activity Report he had highlighted, in November he will be attending a site selector event, promoting sites in Texas. He

added to answer his question he does quiet a variety of ongoing education and relationship building up and down the change. He continued talking about site selecting. Ms. Dunn asked if the drafts needed to be approved and did it also need to be online? Mr. Esch stated he did want them to get approved, and adopted. When they bring up new policies that they are asking him to bring to them. He believes they need to have a workshop where they have a discussion on it first before they adopt them. He did this for them to absorb it, think about it then the next meeting in November go over them in detail then either in that time they make changes or adopt it. He wants them to take time to go through it. He then went over how he makes the application so they can be put on the website so people can download them and fill them out.

He then asked if he was going in the direction that they were comfortable with., and are there things that they want him to change?

Mr. Green replied to keep going, they didn't have anything like this before that he was aware of. Putting procedures in place will make it a lot easier.

Mr. Esch stated that in the next board meeting he would like to talk about the strategic plan, if that is acceptable to the board.

President, Green moved to Agenda Item #14

Agenda Item #13 Discuss and possible approval nominating Nathaniel Richardson for the open EDC board position to be sent to city council for approval.

Mr. Green stated that Mr. Richardson was his pick when they first started. He chose him due to his prior experience and with the local school district. He stated some people think he is not a member of the community; but he does not understand that as he has taught hundreds of students here, and he's worked at Royal ISD for many years. He added that he does not consider him as an outsider so, this is who he is choosing.

Mr. Richards asked how many applications did they have right now.

Ms. Casto stated they had one by Mrs. McAnelly.

Mr. Richards asked if she had been nominated as an applicant.

Ms. Dunn stated that she didn't think anyone had officially nominated her.

Mr. Richards stated that the process was when they get submitted

Ms. Casto explained that she was told until the final application was made to get their name, physical and mailing address, phone number, e-mail and a statement of why they wanted to be on the board.

Mr. Green stated his recommendation that the applicants fill out an application.

Mr. Richards stated that he knew that they didn't have an official application process but; he thinks the city secretary has a practice that they were filling out a document so, get them to do that so the process is fair.

No Action

Ms. Dunn wanted to know if they needed to officially need to nominate Mrs. McAnelly. Ms. Odie asked since they just approved the application, how are they going to fill the application out without the background?

Mr. Richards stated that there is an application process that they fill out right now that doesn't have the background on there.

Ms. Dunn asked if it was online.

Ms. Casto stated as soon as she received it from the city secretary then she could put it online and send them ... Ms. McAnelly and Mr. Richardson.

President Green, then moved to agenda item #15

Agenda item #14 EDC Coordinators Report. *(Joe Esch)*

Mr. Esch stated that they've kind of talked about that already, with the Starbucks deal; but he will be happy to talk about it further.

Mr. Green stated he was fine and thanked him.

President Green then moved to Agenda Item #13

Agenda item #15 Feature Agenda Items.

Mr. Richards stated that he went to a seminar in Ft. Worth, Economic Development Sales Tax Workshop and he learned somethings. One thing he took from that was an audit to make sure that the right documents procedures and guidelines for the economic development program are done correctly. At some point, they will be audited. So, he thinks they need to take a look at all their processes and make sure everything is done right...internal and external. So, that's one thing he would like to add to the agenda, an audit.

He also would like to add beautification for city hall and the Dunnigan house.

He also added moving the Welcome Sign up by the freeway when they finish the construction work and the one on 90.

Ms. Dunn asked if this was something that they had already approved in the budget.

Mr. Richards stated this was something that could all be done under beautification.

Mr. Esch, stated typically type B corporation like this are components of the city and they are included in the city's audit.

Mr. Richards stated he was not speaking of an external audit; he's speaking of an internal audit. To make sure that all the procedures and guidelines and policies are followed my staff and the board. Because there were specific documents in this workshop that needs to be submitted monthly and quarterly and other things and he just wants to make sure everything is being done right. He stated that Vickie had been here a long time and she's familiar with all the processes and they can start there; but make sure everything is being done correctly.

Mr. Esch stated they just need a process and procedure manual.

Mr. Richards asked if they had one?

Mr. Esch replied he didn't think they did, and added he would put an orientation manual as board members. There is a series of things that he would put in place that are typically in organizations so as they have a transition people coming in. He continued to explain how they would be shown what the city does, the board does. There is also a series of policy and procedures in many places. This is a volunteer board; they have daytime jobs. They will have a support services agreement often times. It's typically for a board to work with the city where they have auditors in place, financial services in place, legal services in place, project managers etc. To work with the city, they provide you with those services. There's a lot of places that doing it and has been for years that they can garner from and modify it to the extent to meet the needs of this community.

Mrs. Odies stated, basically it's like an employee hand book.

Mr. Richards stated, currently they have a new board member hand book. Vickie had those and handed them out to all the board members so, they have that. Also, in the

economic development sales tax workshop which all board members are required to attend. He and Maria went this past week, it gives a lot of guidelines and procedures on how economic development process works. That's why he knows there are things internally they need to look at and Vickie may be familiar with a lot of them. Procedure manual is probably something they need to develop.

Mr. Esch added for the feature agenda items, he would like to revisit making sure they come back to these items and the strategic plan.

Mr. Richards asked if they had received a request for the fall seasonal change for the plants? Is that something that's already schedule, he knows it's not on the agenda ... just to make note of it.

Ms. Dunn asked if that was on the EDC side or the city side.

Mr. Stamps stated should be under the EDC side under beautification project...Hwy 90 project.

Mr. Richards stated the Dunigan house; but... add that to future agenda items, fall seasonal changeout at the Dunigan house.

Agenda Item #16 Executive Session

The Brookshire Economic Development Corporation will meet in a closed session pursuant to Title 5, Chapter 551, of the Texas Government Code for the purpose of: Economic Development Discussions under Section 551.087; Consultation with legal counsel under Section 551.071; Deliberations on real property under Section 551.072; and, Deliberations on personnel under Section 551.074.

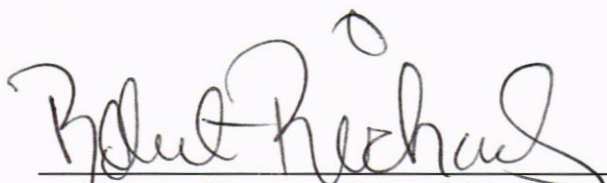
Agenda Item # 17 Discussion & possible action on Executive session items if necessary.

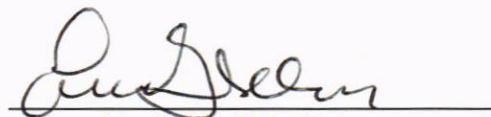
Agenda item #18 Adjournment.

Motion was made to adjourn.

Director, Lyndon Stamps / Director, Deniece Odie

Closed 6:33 p.m.


Secretary/Treasurer, Robert Richards


President, Eric Green

Prepared by Vickie Casto