

Minutes of the Brookshire Economic Development Corporation Meeting  
September 5, 2024

The Brookshire Economic Development Corporation held a Regular Meeting on Thursday, September 5, 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 5:30 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 (*Arrived 5:33 p.m.*)  
Director, Lyndon Stamps  
Director, Maria Ugartechea (*Arrived 5:51 p.m.*)

Also Present:

Attorney, Bridgette Begle  
BEDC Administrative Assistant, Vickie Casto  
City Manager, Jennifer Ward

**Agenda Item #5 Public Comments.**

Lori McAnelly addressed the board. She spoke on agenda item # 8 by saying that looking outside of Brookshire city limits for being on the EDC board did not make sense.

**Agenda Item #6 Consent Agenda:**

- a. Approval of BEDC Board Meeting Minutes for August 22, 2024.
- b. Monthly Accounting Financial Reports.

Ms. Dunn stated that they just received these financials, and the last they received was May.

Motin was made to approve agenda item #6 a only, and will table b.

Vice-President, Quotatious Dunn / Secretary/Treasurer, Robert Richards

4 For  
1 abstained (Lyndon Stamps)

Motion Carried

**Agenda Item #7 Discussion and consideration to establish an application process for membership on the BEDC Board.**

Mr. Richards confirmed that's what they were looking at was a sampled since it had Sealy on it.

Mrs. Ward replied, yes.

Mr. Richards asked how the application process would work.

Mrs. Ward explained the process and added that it would go into a file until a spot was open.

Mr. Richards explained that he wanted to make sure this was for a broad range of people and not to have the criteria on there that would prevent people from joining this board.

Ms. Begle stated that the city council makes the ultimate decision as who sets on the board.

Mr. Richards wanted to know if they had discussed background checks that was brought up before?

Mrs. Ward stated a lot of the cities do that.

Mr. Richards stated then maybe they needed to postpone this until it's worked out.

Motion was made to postpone the application process, until a background check is worked out.

Ms. Begle asked the board if they had any comments on the application as it is or did, they want staff to figure out what kind of background check they want?

Mr. Green stated that they just received this.

Ms. Begle asked, so they just wanted more time to look at it.

Mr. Green replied, yes.

Secretary/Treasurer, Robert Richards / Vice-President, Quotatious Dunn

All For  
Motion Carried

**Agenda Item #8 Discussion and consideration to amend the Bylaws of the BEDC by removing the residency requirement for membership on the BEDC Board.**

Mr. Green, stated that he put this on the agenda because he had appointed someone to be on the board who previously has been on this board. Then was told that he couldn't because he didn't live in the city. Legally he doesn't understand as they have the same law firm, and he would like more clarification on it. Then he asked Ms. Begle to explain.

Ms. Begle stated Chapter 505 of the Texas Government code is what regulates Type B corporations. That chapter does not have a residential requirement within the municipality, it's a little bit broader. You can be a resident of the municipality, of the county in which a major part of the municipality is in or you can reside 10 miles within the municipality's boundaries. The By-Laws that were passed by this board, has a residency requirement of within the city. So, they are going by what their By-Laws are saying. So, if they would like to amend their By-Laws to reflect what 505 says of residency requirements of the Type B EDC Board, they can do that or they can leave the residency requirement in.

Mr. Green stated they had this discussion years ago, same person. He brought this person to the table because of his experience with the school district. The By-Laws were brought up and living in the ETJ was brought up. He stated that it's been so long that he's not sure if it's been approved and not put in record.

Ms. Begle asked by the residency be put in the By-Laws?

Mr. Green replied yes, and stated by being added to allow letting someone serve on the board that lives within the ETJ.

Ms. Begle stated to her knowledge, she's not seen anything with the By-Laws that she has and she's run them by staff and she had the right copy, the date on that she believes it was 2016. So, if anything got changed after that ... they can look back at minutes and see if anything was changed. To her knowledge she's not seen any changes for the residency to be in the ETJ.

Mr. Richards asked if she knew why the state allowed the stated 10 miles and also why aren't we following the state? Why are our rules more stringent than the state?

Ms. Begle stated she didn't know why Brookshire went more stringent than the state. The reason the state does it, they designate by population size. Cities with more than 20,000 have to pull their board members from their cities. Cities with less than 20,000 can expand and presumably the policy behind that is to get more qualified people in the seats from smaller cities.

Ms. Dunn stated she agreed with Mrs. McAnelly. She knows they have great people in Brookshire that will be willing to work on their EDC Board. She does not see a reason to amend their By-Laws to open up ... they have ruffly 5-6,000 people here in Brookshire and she's sure someone locally has a better interest in what's going on in the city of Brookshire.

Mr. Stamps thinks what they are saying here is that it never should have been changed. He added that they are under the 20,000 population so they fit the 505 to be able to stay in that exact manor, so they should have left it in the manor as it was presented.

Ms. Begle explained that it was a previous board that passed the By-Laws.

Mr. Stamps an Ms. Dunn stated they understood.

Mr. Green stated this was a board decision.

Mr. Richards asked if they had asked the surround area to see what their EDC board allows?

Several discussed the population of the surrounding cities.

Mr. Esch stated Needville that he works with because of their population of about 3,000, they actually have a couple of members in the ETJ ... they do not go beyond the ETJ. If you appoint a board member you want to make sure they have the best interest for your community. It varies on the community. He stated in Needville that two of their board members that were in the ETJ were also business owners, and had an interest in the community and had the aspect of how things worked.

Ms. Begle stated they had a couple of options on the table. They can leave it as it is, they can expand to the people that live in the ETJ, people that live in the ETJ with a business within Brookshire or they could expand it all the way to what the local government code allows in Chapter 505. So, whoever makes the motion please be specific as to what change they want and a reminder a recommendation for an amendment to the By-Laws that will go to council for approval.

Motion was made to amend the By-Laws in complainant to what the state recommends to Chapter 505.

Secretary/Treasurer, Robert Richards / Director, Lyndon Stamps

All For  
Motion Carried

## **Agenda Item #9      BEDC Coordinator's Report**

Mr. Esch addressed the board and stated that as a month-to-month basis he will be creating a monthly format that will be provided to them in their packets, that will talk about what's going on in the economy, what's going on in the market place, projects that will have code names. Those projects may or may not come to this board; because some of the project may go to the city. For an example, if their doing a chapter 380, that's something this board doesn't deals with. They may be aware of it because it's a economic development project, it may be something this board passes on. There should be an update on some of the developments that they are presently under way. They'll be a spread sheet on any project that's outstanding. As an example, they've had the TIRZ, and the Tax Abatement issue, and again that's city incentive issues / projects; but they've had a laps in reporting and understanding. If you don't put it on your watch list you can't get away from it. He spoke on things going on and how it helps the budget process. He stated that they were talking with a number of companies, and one is a sales tax sharing where the company would locate in Brookshire. Their headquarters would be moving into ruffly a 20,000 sq. ft. office, and they would consolidate their sales into this community. They will be selling products across the state, and the tax would be located here. The benefits to the city would be a potential increase of 1.6 million dollars in revenue.

Then he spoke on Project Gemini. It's a large international company that's a joint venture with two companies that's looking at sites. They have been in discussions here for some time in the business park. They're having difficulty coming to terms with the land owner over pricing.

There is another project on 11<sup>th</sup> street, that approximately 26 acres, and the site they were looking at was less than that. So, he connected them up with the ones that are considering a multiunit development / warehouse manufactory to maybe work together. He then stated that they had talked about the tax abatement at the last meeting about the issue with Ferguson.

On the TIRZ, they've had some conversation with the state. They've be able to identify ruffly 35 different documents through different sources that will hopefully bring them back up to speed. Working with the state they came back and stated they didn't have any record of a TIRZ in Brookshire. They have annual reports and the list continued. So, they have been working internally to develop a list of actions they need to take to bring the TIRZ back up to compliance. He's been working with the state and they've been letting him know what they need. They will need to appoint a board, and that's never been done. The board for this TIRZ is in a residential area, there are additional requirements to be on the board that are not present if the TIRZ was in an industrial district. One of the requirements is to make sure the elected officials / state officials are part of the board for two of the seats. He continued to explain about the officials. He added that there are a series of steps that they need to go through to get this TIRZ back into compliance. They need to bring the entire council up to speed on this issue and the steps its going to take to move forward. He then explained that process.

In the future he would like to talk with this board on their goals, their objectives. One of the things he would like to do is ... websites need to be updated from time to time. EDC's websites have gone into evolution over time. He would suggest a number of changes that they can discuss at a future time and he doesn't think today with the websites transition not being here so they can go through it. There are two main companies that you typical see doing EDC's websites. One is called Golden Shovel and the other is E D Suites out of Longview, Texas. They do a significant number of really quality EDCs websites, and they do them for all sizes. All size of communities; but their

interest needs to be reflected in those websites. That's another discussion he would like to have with this board going forward.

He then spoke on the applications then added that they had a program in place, every time they do something they seem to be reinventing the wheel, they don't have a lot of documentation. If he can't find the documentation, then it doesn't exist. If something happens to him or any of them where is the information so the people that comes after them knows what has happened, knows the processes in place that this organization was managed properly. They need to help support the board members with education, have a conversation on how the boards operate, their goals, how they interact. He would like to talk about some strategic planning for the city going forward.

Mr. Richards when would he provide his first monthly report?

Mr. Esch, replied next month.

Mr. Richards asked when he speaks of the TIRZ is he referencing to Crystal Lakes/

Mr. Esch replies yes, it's the only one they have.

Mr. Richards confirmed that project needs too be started all over from scratch and done right. Establish a committee and basically start over?

Mr. Esch replied no, and added that they can't start over because things are already in place. What they are doing is taking the agreement that they have in place. The state requires reports ... they have to create one. You have to appoint a board, and he's talking about filling in what has not been done and the things that's not been reported needs to make sure they come up to the current with things that's supposed to have been done. That's different from starting over. He's talking about documentation and actions to make sure that all the things were suppose to be done on a regular basis are getting done.

Mr. Richards then asked about the Gemini project, will they be able to work out the issue with the land?

Mr. Esch replied he didn't know. He then explained that the two parties were not able to come to terms.

Mr. Richards asked if they had any financial interest in that project now.

Mr. Esch replied, not to his knowledge.

Mr. Richards then asked about the tax sharing project that he spoke about, how many years would that be if they entertained something like that?

Mr. Esch stated that's subject to the agreement. The caveat is, what do you want to do? Because the 380 doesn't have the limits on it, you can go beyond ten years. He then explained how they want to keep renewing to keep them so they won't move on somewhere else.

#### **Agenda Item #10 Discussion and Possible action to approve the BEDC 2024-2025**

##### **Budget**

Mrs. Ward addressed the board and stated there had been some changes after the last meeting last month. She pulled a revenue expense report on the pervious year and she incumbered \$600,000 of prior year unexpended funds and injected into the 24-25 budget. That allowed them to do add additional money to the facilities/infrastructure line, the city parks line and to put money back into legal. Then she explained how in the past years there was zero in legal. They moved money into public mowing.

She stated that it was a balanced budget, and continued to explain the line items.

Mr. Richards asked if they had an actual contract with Lasker & Son on the EDC and City side.

Mrs. Ward replied no, it's month to month. They maintain the museum and on the amphitheater side.

Mr. Richards asked if that was it and she replied yes.

Ms. Dunn stated her only question was still, will the social media coordinator be falling under some other agenda items later?

Mrs. Ward replied yes.

Ms. Begle asked if they had any projects laid out.

Mrs. Ward stated they had some; but like she had stated Mr. Richards had made some reference to a public mowing project.

Ms. Begle stated if they wanted to approve a project expenditure with this budget, they need to have public hearings for it. She would recommend doing it before the next meeting. Their budget does have to go before the council to be approved; but if they do want to get some of those projects approved and get that 60-day petition day started, they need to do public hearings for that. So, if they are trying to get some projects pushed through then let's not approve this tonight.

Mr. Richards stated they had projects, Hovas Park, beautification projects, lighting at the park, the welcome sign ... they need to do this because if they don't it's just going to delay the time. It's his recommendation that they put the projects in there and do it all at once.

Mr. Stamps asked what the time period was for the public hearings.

Ms. Casto replied 60 days.

Mr. Richards asked what the time line was for this.

Mrs. Ward said the council has to approve; but if they wanted to change anything they would have to have a special meeting. She then explained how they roughly discussed what their interest for the projects are. If they agree with that number then they meet with the contractor to get the number and that's what they post on.

Mr. Richards asked if they would miss any state regulated deadlines by postponing this budget. When is the deadline date?

Ms. Begle stated she thought the council was approving the budget September 26 so, they need to have their done by then.

No Action

**Agenda Item #11 Discussion and Possible action concerning BEDC Administration assignment duties and responsibilities.**

Ms. Begle stated they was going to postpone this item and take it last. She thinks they need to do an executive session on it, then go to 12.

**Agenda Item #12 Discussion and Possible action BEDC Administration cell phone.**

Ms. Begle stated to roll it and go to 13.

**Agenda Item #13 Discussion and possible action to determine the current BEDC website to replaced with the purposed City of Brookshire website.**

Mr. Richards stated he had requested this item to be placed on the agenda. The current EDC website, if they've not switched over to Brookshire website yet, has been there a long time. A lot of their residents and business owners are familiar with that website. It has a personal feel, more inviting. If you go look at the city website, you can see a totally difference. He's not against going to a city website, he's only asking before they just switch over to anything give consideration to what they have already. He's attended several seminars HGAC funding, Texas 2 Steps seminars about EDC funding. Some of those links need to go into the EDC and link into those entities so the business owners know there are opportunities for grant money. He's asking for someone to get together

and coordinate this move. Look at both websites a make and educated decision on what they should do and not just turn the old one off.

Mr. Green stated that he agreed with him and he thinks there should have been more discussion within this board and city council.

Mr. Esch stated that their audience was not their community with this website. Their audience is also people that they are looking to recruit here to make an informed decision. The different ones that he's reviewed elsewhere. There is a number of things they can improve on. He thinks the only thing they are looking at is changing hosting because of some issues. No matter how fond they are of the website, it gets stale and people stop looking for some of the information. They need to refresh their website about ever five years anyway. The website needs to be focused on what are some of the things ... define what your goals are, what is success, what are some of the things you're looking to accomplish? If you're looking for the businesses to look for grant opportunities then that gets into funding. You deal with that from a state level, from a federal level on your incentives, your grants, your local level ... that's under incentives. The community is another area, site selection that they have right now is cumbersome. Vickie does a good job putting it in however that process should be automated. There are CoStar, LoopIn, LoopNet, there are lots of sources that already have properties listed. LoopNet allows you to list without a charge like the others. They are searchable data base, that's a link. He went on to explain the same with the Work Force, housing, sites that are available. He agrees with Mr. Richards to take a look at what they have and don't make half hazard changes. Be thoughtful and keep what they have because they're comfortable with it because it may no long meet their needs.

So, he's suggesting from the cell phone to the computer needs to be a thoughtful effort. Then have a workshop to so he can bring forth good recommendation to them.

Mr. Richards stated before they turn the website off, that there is a committee and discussion between staff to look at both sites to make a good informed decision to help everyone.

Mr. Stamps agreed.

Mrs. Ward stated that the website was never going to be turned off. There must have been some miss communication.

Ms. Begle stated they have heard them and know what direction they want to go so they don't need a motion.

**Agenda Item #14 Discussion and possible action to determine the BEDC computer should be replaced with a new computer.**

Mr. Richards stated that he asked this item to be on the agenda. The economic development computer needs to be preserved, if they are going to replace it with a new computer that's fine; but the old computer, hard drive needs to be preserved. No one needs to taper with that computer. If it's removed it needs to be stored in a secured place for internal reasons.

Mr. Green stated he agreed.

Ms. Begle stated that would happen because they have retention record laws so ...

Mr. Richards said he didn't mean retention records. They should not have a company go in and tamper with that computer or tamper into that computer until it's authorized to do so.

Mr. Green stated he wanted to see that computer stay intact and not touched.

Mrs. Ward explained how they were gong to update it, and explained how everything would be transferred over.

Mrs. Odie asked how long she had the computer ...

Mr. Richards stated it was a legal issue.

Mr. Esch wanted to suggest to them that they typically have their IT policies that should be driving most of these items. There should be a replacement schedule, things that are kept in not on a hard drive; but things are stored on a network drive because if that hard drives goes down you lose the records as well. He continued to explain how others preserved their hard drives/information. He stated there should be a protocol on how they purchase computers, set them up, how their transferred and how that's typical done through a IT process. He continued to speak on different processes.

**Agenda Item #15 Future Agenda Items.**

None

**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.

Executive Session opened at 6:33 p.m.  
Executive Session closed at 7:06 p.m.

**Agenda Item # 17 Adjournment.**

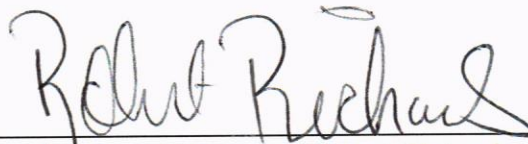
Motion was made to adjourn.


Director, Lyndon Stamps / Vice-President Quotatious Dunn

All For  
Motion Carried

(7:07 p.m.)

It is possible that a quorum of the Brookshire City Council may be present at the meeting and participate in the discussion of the items on the agenda. No official action of the Brookshire City Council will be taken at this meeting.

  
Secretary/Treasurer, Robert Richards

  
President, Eric Green

Prepared by Vickie Casto