

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

The Brookshire Economic Development Corporation held a Regular Meeting on Thursday, November 7, 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 5:38 p.m.*)

Director, Lyndon Stamps

Director, Maria Ugartechea

Also Present:

BEDC Administrative Assistant, Vickie Casto

Attorney, Thomas Ramsey

EDC Coordinator, Joe Esch

Agenda Item #5 Public Comments.

N/A

Agenda Item #6 Consent Agenda:

a. Approval of BEDC board meeting minutes for November 7, 2024

Mr. Richards stated he would like to have discussion on the Financial Report, they could approve item A.

Motion was made to approve item A

President, Eric Green / Secretary, Treasurer, Roberts Richards

All For
Motin Carried

b. Financial Report (Stacey Gootee)

Mr. Green opened up for discussion on item B.

Mr. Richards stated he wanted to go over some of the line items. He then directed them to page 4, where it starts with the salaries. He wanted to note that the salary section for EDC, the payroll taxes, health insurance is missing. It's not updated for the month of October and November. He has spoke with their comptroller, Stacey Gootee and she's assured Him that will be updated.

He then moved to line #52030 professional services, The professional services are his understanding is engineering fees that he has questions about that she's going to clarify when she returns from a training class, of why we spent \$6,750.

He moved to line #52031, the BEDC Coordinator, that's the contract that they have with Mr. Joe Esch. Mrs. Gootee stated that the contract is being paid on the city side first and the EDC will have to reimburse that fee, that's why you see zero. They will see in the annual budget it has 70,000, that the agreement on the contract. So, two months of reimbursement will need to be done to this line item for October and November.

He then moved down to beautification #56140 at \$2,990.00 and had questioned this charge. Mrs. Gootee informed him that was the mulch that was placed on highway 90 around the crepe myrtle tree.

Then on the downtown improvements #56220 for \$9,590. Mrs. Gootee stated that was for Christmas light.

Ms. Dunn asked if this was something that the board approved and had they previously budgeted for this?

Mr. Richards replied no, this was not a budgeted item for EDC.

Ms. Dunn asked if this was talked about in the last meeting?

Several replied no.

Mr. Richards stated this would be something he would get with Mrs. Gootee when she returns' and find out what's going on with it; but to make note that this was not a budgeted item.

He moved to #43710 prior year unexpended funds. They will see a budgeted amount of \$600,000. He also has a question to Mrs. Gootee about this. These are dollars that are carried over from last year.

He asked if there were any other questions.

Ms. Dunn asked if she could get clarification on the Christmas lights. How was this suppose to be handled? Was it suppose to come before the board and now these items have already been paid.

Mr. Richards stated that typically that's the process. When they do the annual budget, they decide what items that will be budgeted for that physical year and go from there; but the Christmas lights is something they need clarification on.

Mr. Green stated that he will make sure he reaches out to Mrs. Gootee and Mrs. Molina to get some clarification on it.

Ms. Dunn asked the attorney if this was something they can do and he replied yes.

Motion was made to approve the financials with the understanding that they get clarification on the \$9,600 expenditures for the downtown improvements account for Christmas lights.

Secretary/Treasurer, Robert Richards / Director, Lyndon Stamps

All For
Motion Carried

Agenda Item #7 Discuss and possible action regarding receiving invoices with the Financial Report. (Deniece Odie)

Mrs. Odie stated that in her experience working with financials that she has always experienced having a backup for the statement, which is the invoice. She understands the line items and what their paying; but she would like to know what's on the invoice.

Mr. Green asked Ms. Casto if she was receiving the invoices

Ms. Casto explained the few she received, was sent to Ms. Gootee with the check request.

Mr. Green stated that they had let Ms. Gootee know they had wanted the invoice's so that EDC can have copies. If money is being spent out of the EDC files they need records of it. They've done it in the past and for some reason it just stopped. He will reach out to Ms. Gootee to see why they're not receiving the invoice for the EDC side so the board members can have access to them.

No Action

Agenda Item #8 Discuss and possible action setting budget, date, time and location for 2025 Business Retention and expansion program. (Quotatious Dunn)

Ms. Dunn addressed the board and stated that when she came on board they were doing this and she thought it was a great way of networking with the local businesses. She directed the board to the examples that was in their packets. She added that the first one that they had when she first came on, a business sponsored the luncheon; but because they've not done this in a while. In her opinion if they can host the first one then moving forward allow the businesses to be sponsors.

Mr. Richards stated he thought it was a good idea and then wanted to know if they had decided on a date and he believed they had talked about having it here at the convention center. Several agreed.

Ms. Dunn stated she didn't know if this was something they wanted to do quarterly or ...

Mr. Green asked Ms. Casto in the past, how often did they have it like a Eve's Gardan.

Mr. Stamp stated it was normally around this time of year... between Thanksgiving and Christmas.

Ms. Casto explained how it started out; but it was once a year.

Ms. Dunn said in her opinion to have it more than once a year.

Mr. Green stated he would like to see it done then move once a year. He added that they were growing and this would give some of the business an opportunity to come in and meet some of the city officials. Sometimes the business wants to meet the police department. He does not think having it quarterly is unreasonable ... he added its going to take a lot of work. He then asked Ms. Dunn if she would like to spearhead it and she replied absolutely. He then added that they could set the date and if they don't get the responses, they may have to postpone it to the next quarter.

Mr. Richards asked about a cost estimate, they may be able to use downtown improvements account for this. They need to do a workup sheet, to see what date, where, are they going to provide giveaways, are they going to provide food ... just put a coast to it to see where they are. He then told Ms. Dunn he would be happy to help her with it.

Mr. Stamps added that if they are considering having it here at the convention center, then they will need to get with the ladies in city hall to see what dates will be available.

Mr. Green asked Ms. Dunn if she any idea when she wanted to have the first one.

Ms. Dunn said to give her and Ms. Casto some time, maybe in January maybe their next meeting they would have a little more information for them.

Mr. Stamps recommended March or April for the first one, get past the holidays.

No Action

Agenda Item #9 Discuss and possible action joining a local Chamber of Commerce.

Ms. Dunn stated this was something they had done in the past. She has run into several people that have been in some chambers. She believes this is a good way for them to network and show off their city as well.

Mr. Green stated he didn't know when the last time that the Chamber of Commerce had even met.

Ms. Dunn stated that she thought it had been over a year.

Mrs. Casto stated that the West I-10 Chamber is no longer meeting, that it had dissolved.

Mr. Roberts stated they needed to do some research.

Ms. Dunn directed them to their packets, where Ms. Casto had given them a few in the area.

Mr. Green asked Mr. Esch if he could get some information for them.

Mr. Esch spoke on the Katy Chamber and Fulshear chamber. He stated he could look at the both.

No Action

Agenda Item #10 EDC Coordinators Report (Joe Esch)

Mr. Esch addressed the board. He stated he would like to go into executive session on the two projects that he had spoken of before.

He stated that he and Ms. Casto had tried to start meeting regularly but both being out they are now back meeting weekly to make sure they are coordinating with different things going on in the community, and projects to make sure they are on the same page, that keeps the board informed because he knows she has close ties there.

He talked on their approach on the business retention program. What he would suggest is different but can be supplemental to their approach.

He spoke on getting a list and going out and meeting each business owner as part of an effort to do a business retention effort that captures information like when their leases expire, or looking to see if they want to expand, or having problems with their employee's.

He added that things that they are discussing from a business standpoint is often done is a celebration of a business, is to thank them for locating in your community. Sometimes the chambers can help facilitate that as well. He spoke on making a contract with a chamber.

He stated that they've had a couple of inquiries on properties. He and Ms. Casto met with a gentleman that came in wanting to do manufacturing; but he didn't have his project really set. He does see this from time to time.

Ace Hardway is still looking at property across from Orlando's, and a few more things that are kicking around in the area.

He has a tour next week with a gentleman that's reached out for some services, employment services in the area. He wants to talk about some businesses.

Mr. Richards gave him a card from a local business, HampCo and asked him if he could reach out to them. They are a startup company for different businesses. He went on to explain what they do for other businesses. They are also looking to expand here in town so, they might can offer them some type of assistance.

Mr. Esch stated that Fulshear as well as Sugar Land have these "plug ins". There is a series of this hidden around the area. It's good this one is not looking for funds because

typically they start by saying this so, if they are starting an incubator and they're doing it privately, then that gives you an opportunity to see how they're going to operate it. Mr. Richards said they've been here for quite a while now, and they're looking to expand their business.

Mr. Esch said he would be happy to follow-up.

Agenda Item #11 Future Agenda Items.

Moved to Agenda Item #12

Mr. Richards, Hovas Park repairs, ball field.

Ms. Dunn, time and date for Business Mixer

Mr. Stamps: 1. Updates on monthly reports
2. date for strategic plan workshop

Moved to Agenda Item #14

Agenda Item #12 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.

Open 5:58 p.m.

Closed 6:17 p.m.

Agenda Item # 13 Discussion & possible action on Executive session items if necessary.

No Action

Moved back to Agenda item #11

Agenda item #14 Adjournment.


Motion was made to adjourn.

Director, Lyndon Stamps / Vice-President, Quotatious Dunn

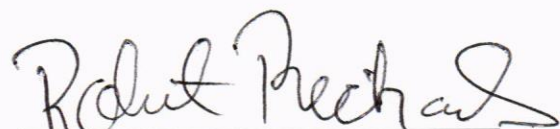
All For

Motion Carried

Closed 6:21 p.m.



Vice-President, Quotatious Dunn



Secretary/Treasurer, Robert Richards

Prepared by Vickie Casto