

Minutes of the Brookshire Economic Development Corporation Meeting
January 8, 2025

The Brookshire Economic Development Corporation held a Special Meeting on Wednesday, January 8, 2025 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 Vice-President, Quotatious Dunn at 5:34 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:

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:

President, Eric Green
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 December 5, 2024
- b. December financial report (*Stacey Gootee*)

Motion was made to pass the consent agenda a and b.

Secretary-Treasurer, Robert Richards / Director, Lyndon Stamps

Ms. Odie stated she had questions on the financial report. She see's credit card transaction and no check numbers. Her question is are the payments being made by direct transfers if there are no check numbers?

Mrs. Gootee explained her process with the credit card payments.

Ms. Odie stated that her question was the CC for the credit cards, the transaction that doesn't have check numbers are they direct transfers?

Mrs. Gootee replied yes.

Ms. Odie then asked all the other payments that don't have check numbers, are they direct transfers? Again Mrs. Gootee replied yes.

Ms. Odie then asked about the expense report, on the statement with line item on the salary. Is the budget for just one person, does it include Mrs. Gootee or how many?

Mrs. Gootee stated she did not receive payment from EDC, just Ms. Casto.

Ms. Dunn stated that they did have a question last month concerning an expenditure for Christmas. Is this something they need to address with her or Ms. Erica?

Mr. Stamps stated, concerning the Christmas lights.

Ms. Dunn stated it was around 8 to 9,000.

Mrs. Gootee explained that legal agreed they could do city lights and EDC can pay for a portion. She continued to explain and tell what budget line item it fell under.

Ms. Dunn once again confirmed that they didn't have to go before the board to get it approved, and that they (Ms. Gootee, Ms. Erica and attorney) could move the funds from the EDC. She also asked if they needed to budget it next time.

Mr. Stamps stated as Ms. Gootee stated, now that they had purchased the lights, they won't have to purchase them next year.

Ms. Dunn again, asked if they needed to budget for that because they had not talked about that at all.

Mrs. Gootee again explained about the line item it would go under.

Mr. Richards replied, so if the attorney's approved it, he guesses they will follow them.

Mrs. Gootee stated she had e-mails to back it up.

Ms. Odies stated in the last meeting she had asked for invoices. Did they talk to Mrs. Gootee about them?

Mr. Stamps stated that was up for decision on #9, updates on monthly reports.

All For
Motion Carried

Agenda Item #7 Discuss and possible action regarding repairs to Hovas Park ball field. *(Robert Richards)*

Mr. Richards stated in the last city council meeting, they made a lot of progress with Hovas Park. There are still some outstanding things that needs to be done. There was approval to purchase a freezer and cabinets. He then asked the youth director Mr. Jenkins to speak, and give them an update. He asked about the freezer.

Mr. Jenkins stated that the three lockers that are on the right as you walk into the concession stand are there. As of 5:00 yesterday the freezer was not there yet.

Mr. Richards stated that he thought Mrs. Gootee had the information that was approved and to get with the public works director.

Mrs. Gootee stated she talked with Clint today, and she also spoke on the cameras being installed.

Mr. Richards stated the freezer and the cabinets are to be locked.... They're inside.

Hopefully they can get that before a month. He then asked about the dugout top because he thought public works were to do that work. He asked Mrs. Gootee to please check on it. He then stated the roll up door was the other thing.

Mrs. Gootee questioned the rollup door and Mr. Jenkins stated that there was only one rollup door that did not work. He added that he asked for one to go in the back.

Conversation continued on the rollup doors.

Mrs. Gootee stated she would get with Clint to call Mr. Jenkins.

Mr. Richards then wanted to talk on the baseball fields. He does not know if it was public works; but someone went out scraped the grass off one of the fields.

Mr. Jenkins stated what they did was surfaced the field with the wrong dirt and no one followed up with him.

Mrs. Gootee stated that she would get Clint to call him about that.

Mr. Jenkins continued speaking on the different ball fields.

Mr. Richards asked about the turf field, and the last time he was out there was to be special equipment to maintain it. There was grass growing under the turf and as he understands it, it's going to be very expensive if not maintained.

Mr. Jenkins said they could get about 15 or 20 more years on that turf field if they maintain it. It's not been maintained in the last 5 years; but they can still get 15 to 20 more years out of it if they utilize the proper equipment. It will cost the city less than \$20,000. A bid of a contractor it was going to cost 40,000, the only thing they would have to buy is the material to sanitize and re-scrape. Then you have to do the outfield because of the ants etc. Its in bad shape right now; because no one is doing anything.

Mr. Richards wanted to make sure that they understand, he is saying if the city purchases the equipment for approximately 20,000 that they could do it themselves?

Mr. Jenkins said he would be will to pitch in at no cost to help with whoever would be in charge. That's what they really need; because it's going to waste right now.

Mrs. Gootee again stated she would get Clint to call him.

Mr. Richards confirmed for Clint to call Mr. Jenkins because he knows what needs to be done to those fields. He added that it was a nice park and he believes if they can get it to where it should be a lot of people could enjoy it. Different agencies could come in from outside to play ball.

Mr. Jenkins suggested they still needed to get a sump pump.

Mr. Richards confirmed that they did do the gravel.

Mr. Jenkins replied yes; but they will need to pull some of it up to put in the sump pump so the water can be drained off the turf field. If they don't drain it then the turf will rot. He stated more needs to be done.

Mr. Richards stated they will do the major things now then move on from there.

No Action

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

Ms. Dunn stated that they had talked about this at their last meeting. Ms. Casto had provided her with some possible locations that she can pass around to them, also what the budget had been in the past. She knows they've talked about dates ... looking at March. That will allow them time to send out notifications and get their location locked in. She is leaning toward the convention center as the first one; but if they any other networking people that can offer them a decent price, she's willing to check them out.

Mr. Richards stated that the convention center would save them money.

Mr. Stamps agreed and stated that by it being a city event it would be no cost.

Mr. Richards question the attendance being around 20 to 24 people?

Ms. Casto stated that was how many had attended the last one.

Mr. Stamps asked since the last one was at G-Tech, was there a cost.

Ms. Casto replied no.

Ms. Dunn stated she was thinking on a Thursday evening, about 6:00 p.m.

Mr. Stamps stated that the average person gets off work around 4 or 5 so, that would give them time to...

Mr. Richards suggested, 6 to 8?

Ms. Dunn stated no set date yet; but shooting for March.

Mr. Stamps stated that Spring Break would start March 7th.

Several stated not that week.

Mrs. Gootee went and looked at the event calendar and stated there was nothing in March.

Mr. Stamps said the FFA show was the last week in March.

Several dates were talked about.

Ms. Dunn stated maybe they needed to move it to a Wednesday as not to conflict with the city council meeting. She then suggested March 19th as an tentative date.

Mrs. Gootee asked if they wanted her to put it on the calendar and several replied yes.

Ms. Casto asked if they had a speaker in mind.

Ms. Dunn replied no; but if they had someone in mind to let her know.

Discussion on the speaker being Andy Grieve with G-Tech as he has several businesses there and expanding.

Mr. Richards agreed to reach out to him.

Ms. Dunn stated March 19th was the tentative date, from 6 p.m. to 8 p.m. and for now looking at the convention center. If anything changes, they will update everyone.

Mrs. Gootee asked if they set a budget and Ms. Dunn replied no.

Ms. Dunn stated by having it at the convention center it will save money. It's just pretty much food and beverages.

Mr. Richards stated he thought maybe \$2,500 - \$3,000 should do it.

Mr. Stamps stated not to exceed 3,000.

Mrs. Gootee spoke on how the city had used Olive Garden for \$300 for the city Christmas party.

Motion was made to set a tentative date for March 19, 2025 for the tentative time being from 6:00 p.m. to 8 p.m., with the location being at Brookshire Convention Center. Appetizer amount not to exceed \$3,000.

Director, Lyndon Stamps / Secretary, Treasurer, Robert Richards

All For
Motion Carried

Agenda Item #9 Discuss updates on monthly reports. (Lyndon Stamps)

Mr. Stamps asked Mrs. Gootee about the October and November financial statements.

He stated last month they didn't receive anything, only December.

Ms. Dunn asked was he asking about the invoices and he replied yes.

Mrs. Gootee stated that the financials' reflected the invoice that come in. She stated she was wondering why they need invoices. She explained when she gets an invoice in, she makes the payment and then they all get filed away. She processes accounts payable twice a month and her stack is large as she indicated with her hand ... for the city and the EDC.

Mrs. Odie wanted to clarify, that when they receive the financial report, they would like to receive the back up. To her that would be the invoice, bank statement ... they just need to see the transactions. She added they've not received bank statements since the budget meeting.

Mrs. Gootee said she would make a point they get the bank statements.

Mrs. Odie stated it makes things much simpler.

Mrs. Gootee stated if there is ever a specific question, her hesitation is about doing the invoice thing is because she has so many things in front of her at that time, she gets an e-mail, she prints them, she files them, it's just not readily available to actually get the

invoice and use it as a back up because it could be 3 weeks go by and oh there's an EDC meeting. If there is a specific question on an invoice, it's always here.

Ms. Dunn said that in the past they've had it naturally come to them. Maybe this is why they've started questioning why it's stopped. She guessed with this new system that they have ... but again in the past they've always had receipts, invoices ... everything that explains more in detail so they don't have to constantly ask. So, maybe that's something that she can just provide an extra copy on the EDC side. Is that extra work to do that?

Mrs. Gootee replied, yes it was and she's one person wearing a ton of hats.

Mrs. Odie asked if it would be just easier to include a bank statement in this financial report? She believes that might cover the whole thing, then they could see all the transaction and they don't have to worry about an invoice to backup any of these transactions.

Mrs. Gootee said no money goes out of the city for any kind of payment unless she had an invoice.

Ms. Dunn stated that they trusted her on that; but even like the Christmas thing all they saw was the line item that said Christmas \$9,800.

Mrs. Gootee stated that was a little different because the invoices came in all together, filed under that vendors name. She had to divide them up. With the festivals, and that's a city thing ... everything gets filed in one packet. Again, she stated anytime they have a question or want to see something just send her an e-mail and she'll be more than happy to send the invoice to them. She stated that the IONOS is an automatic off the credit card, it's easier to pay it that way. A lot of things are EFT because it's easier than doing the checks, they don't have a paper trail, she doesn't worry about checks getting lost in the mail.

Ms. Dunn asked if they were doing a lot of auto drafting, Mrs. Gootee agreed and stated that EDC did not have a whole lot of transactions.

Mr. Richards asked if there was a specific question because the invoice would show the breakdown of what was charged like for instant Mr. Esch's hours would be broke down?

Mrs. Gootee replied yes.

Mr. Richards stated he had a question about the financials some of the line items still not populating. Like current month EDC coordinator, current month expenses is not populated, salaries he believes is the same as last months.

Mrs. Gootee stated that Mr. Esch was not being paid from the EDC coordinator, he is being paid out of professional services.

Mr. Richards said that he sees his contract total amount ... he shows Mrs. Gootee the financial report. They then went over the report. She explained that the amounts were not current, that they were current the day she printed the report out to turn in.

Mr. Richards ask about Ms. Casto's salary, taxes, insurance, retirement. Mrs. Gootee stated she was still working on moving all of that.

No Action

Agenda item #10 Discuss and possible action setting date for a strategic plan workshop. *(Lyndon Stamps)*

No Action

Agenda Item #11 EDC Coordinators Report (Joe Esch)

- A. Update on Crystal Lakes
- B. Update on Empire West

Mr. Esch directed the board to their packet. He stated that he had met with Andy with G-Tech, and was made aware that he wanted to expand. He then spoke on Christ Clinic, which is in the Katy area. They are a non-profit charity hospital. They would like to come and talk with the board about coming out to this location. He asked if they would like to tour their Katy facility.

Mr. Richards asked how long they had been in Katy.

Mr. Esch replied, 25 years. They are expanding to another location nearby.

Mr. Richards confirmed that it was a non-profit.

Mr. Esch replied yes, it's a charity hospital.

Mr. Richards stated he thought it would be good for them to come before them to provide some literature. If it's something that can benefit the community, it would be a plus.

Mr. Esch stated he would reach out to Jay, he's sure he would be happy to come city council. He likes people to tour his facility.

Mr. Esch then moved on speaking of the Katy Chamber. They do it for general membership, until a community needs a specific service; but they would be most happy to come out here to have a conversation with the board and council. They will be sending him information on their general services and come to the February meeting and make a presentation.

Mr. Esch stated that president Green reached out to him and had a call from Mr. Sharma. He's the gentleman that owns the property that was working with the developer that was bringing in Starbucks. Mr. Green asked if it was possible for Mr. Sharma to put in the road himself and then be reimbursed. He explained to him that was not uncommon, it's called a development agreement. You develop something with the public improvement with the conditions that the city sets out. He has tried to reach out to Mr. Sharma; but he's not returned his calls yet; but he is pursuing it so he can see if they can bring that project back to life.

Mr. Richards confirmed that Starbucks had not purchased the land yet?

Mr. Esch replied no; but if he recalls Starbucks was never going to buy it. They had a developer that was going to build the building then Starbucks would lease it from them. The developer backed out because they couldn't have the roadway and Starbucks said they had all these deals going and that one is not far along, so they are going someplace else. He continued to explain the process of what could or could not happen.

On the strategic planning item, he would like to look at that in the future agenda items.

He then asked if they had any questions.

On the Empire West portion, that is moving forward. He had planed on going into executive session this evening with the city council. He did get an application from the big company and legal is working on the agreement for the other sales tax company, things are in process with both of those.

Mr. Richards asked about project Gemini, that's no longer inconsideration.

Mr. Esch stated that was the one looking at Empire West and they couldn't negotiate a proper price that would fit into their budget for the land.

Mr. Richards then asked about project Liquid Stone.

Mr. Esch stated that was the one the contract is being drafted ... it was talked about in executive session, which is a sales tax sharing. That one is moving forward. They will see a draft agreement, and briefing council on that one as well. The agreement would be between the city and the developer versus the EDC because it's a chapter 380 approach versus a performance agreement.

Mr. Stamps asked about project electric slide.

Mr. Esch stated that was the big one that will go nameless. He had two calls today on that one and it's moving forward. The amount of freeport exemption, they're just looking at a tax abatement and not any other exceptions. That would just a line them with the county and would not have any BEDC funds so, the benefit to that is with the property tax abatement should they not comply ... tax abatements have claw-back provision that also have penalties that are easy to enforce. They should be sending updates to the board between now and then.

Mr. Richards asked about Grundfos.

Mr. Esch stated that they were look to expand. He had not met with them yet; but the county ...he and Vence have talked about it and they will be meeting with them in about week in a half to see what's going on with their project.

Mr. Richards asked if they had land and were they going to expand their building.

Mr. Esch replied yes to expanding the building. He then reminded them of a project they were afraid they would lose to up north; but he thinks they are good now to get it.

Mr. Richards asked if it was Electric Slide, and Mr. Esch replied yes.

Mr. Richards asked if they got an extinction because January, was the deadline.

Mr. Esch stated that everything was moving slower with them, they didn't get the application until January. He stated they were not the holdup.

He concluded that he would like to discuss with them at a future meeting, what their vision for a strategic planning is. Some of the things he would like for consideration is how they might plan a program going forward. When you look at Brookshire, they're in a growth pattern, on I-10, they have land, they have opportunities. To take advantage of those they need to be thoughtful and prioritize how to use the land, how to use limited resources. There is a lot of things this corporation could do that has flexibility towards the city. More than the revenues than they have. So, prioritizing and identifying what is important to this body and to this city council he believes is a critical importance. One of the things he's heard, is concern among this board about the documentation and ensuring the plans that they have in place are carried out and taken care of. He would like to help.

Mr. Richards stated he understood and as Mr. Stamp had mentioned they tabled the strategic plan right now. It's needed they know; retail is important to them first of all in this area. They know about the growth; but these particular projects that he's working on right now they want to see them come to completion. The electric slide project and the others that were mentioned, they would like to see some of them come to completion first. But he has some projects here now that he knows he can get completed and done, right now he wants to focus on getting these done.

Mr. Esch stated that he would not replace one for another, all he is asking for is when they get to the point to having that conversation, he would like to join in. He's agreeing with the things he's stated and trying to see how he can support and in addition to not in replacement of projects. He stated they were on the same page.

Agenda It #12 **Future Agenda Items.**

Mr. Stamps: not at this moment

Mr. Richards: not at this moment

Ms. Dunn: up date on the welcome rock, lawn services, Hovas Park

Ms. Odie: none

Agenda Item #13 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 6:30 p.m.

Closed 6:41 p.m.

Agenda Item # 14 Discussion & possible action on Executive session items if necessary.

No Action

Agenda item #15 Adjournment.

Open 6:42

Motion was made to adjourn.

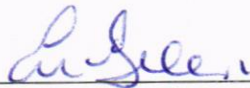
Director, Lyndon Stamps / Vice-President, Quotatious Dunn

All For

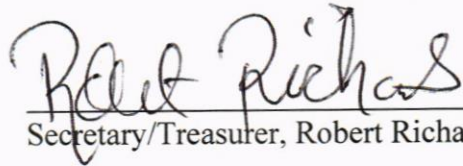
Motion Carried

Closed 6:42 p.m.

By signing as president below I herein certify that these minutes are those approved by the board on 6th day of February as a reflection of actions taken on the matters discussed as set forth above.



President, Eric Green



Secretary/Treasurer, Robert Richards

Prepared by Vickie Casto