

Minutes of the Brookshire Economic Development Corporation Meeting
February 6, 2025

The Brookshire Economic Development Corporation held a Regular Meeting on Thursday, February 6, 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 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

Director, Lyndon Stamps

Director, Maria Ugartechea

Also Present:

BEDC Administrative Assistant, Vickie Casto

Attorney, David Olson

Absent:

EDC Coordinator, Joe Esch

Agenda Item #5 Public Comments.

N/A

Agenda Item #6 Consent Agenda:

- a. Approval of BEDC board meeting minutes for January 8, 2025
- b. Payment Request
- c. January Financial Report (*Stacey Gootee*)

Motion was made to approve items a and b; but discussion for item c.

Secretary/Treasurer, Robert Richards / Director, Lyndon Stamps

Mrs. Odie stated she had questions. She added, in this packet she see's that Vickie has made payment request. One for herself and one for petty cash. She would like to know if Ms. Vickie has gotten her reimbursement for these funds.

Ms. Casto replied no.

Mrs. Odie then said that her understanding, now they don't due the payment request anymore.

Mr. Green said that Ms. Vickie use to have a credit card that was taken, he thinks that's something they need to be looking into, to make sure she gets a credit card so she doesn't have to make those request.

Mrs. Odie stated that was one of her questions also. She had a question for Ms. Gootee ... then asked if she was there.

Ms. Dunn stated that some of the receipts were from 2023 and wanted to know if they normally hold the receipts for that long.

Ms. Casto explained that was during the time when changes were being made and the procedures kept getting changed.

Several asked for someone to get Mrs. Gootee.

Mrs. Odie stated that she had questions on the five invoices that was paid; but they have no backups. She added that they had discussed it the last meeting about the backups.

They don't have any invoices, bank statements

Mrs. Gootee said it was on the report.

Mrs. Odie repeated that last meeting they had asked for backups.

Mrs. Gootee stated she remembered talking about invoices. She stated that Vickie was their EDC admin she is not. Vickie should be able to gather this information for them.

Mrs. Odie stated that when she posed the question to Vickie, about the invoice she then directs her to you (Mrs. Gootee), and last meeting they had ask they have the invoices included in her financial report.

Mrs. Gootee again repeated that Vickie was their admin, she can't get bank statements; but she can....

Mrs. Odie asked, then when she does the report, is the report given to Vickie first or is it just sent in the packet?

Mrs. Gootee said Vickie could pull invoices.

Mrs. Odie then asked Vickie if she could pull invoices, she replied no and added that the filing room was locked and could only get in with a code. She also added that Mrs. Gootee had an assistant.

Mrs. Gootee let them know her assistant worked for the City of Brookshire and Vickie was their admin then added Vickie could have the code, she has never come and asked for it.

Mrs. Odie then asked would it be simple just to give her the invoices after she does the report or as the invoice come in?

Mrs. Gootee stated she should have the invoices because most of the time she sends in a payment request, that's why she's confused about the invoices. Because if she's submitting a payment request, it's based on an invoice. Vickie gets invoices in e-mails as she does as well. She then asked Vickie didn't she get e-mails from Lasker & Son?

Vickie replied no, Mrs. Gootee said then she would start forwarding them to her.

Mr. Roberts stated that it was just a breakdown in the process, and Mrs. Gootee agreed.

Mrs. Gootee stated that Vickie could get in the filing room anytime she wants.

Mr. Green stated that he thought everyone on the admin side knows who had the access and who doesn't have access and he knows Ms. Vickie doesn't have a code, and she can't get in there. He thinks it's up to the admin to go to Ms. Vickie and give her access without her even asking.

Vickie stated she would not know where to look.

Mrs. Gootee stated she had shown her.

Disagreement continued.

Motion was made to approve agenda item #6c.

Secretary/Treasurer, Robert Richards / Director, Lyndon Stamps

All For
Motion Carried

Agenda Item #7 Discuss regarding updates on: (Robert Richards)

- a. Hovas Park Ball Field
- b. Welcome Sign
- c. Amphitheater Sign

Mr. Richards stated that the repairs on Hovas Park is coming along great. The gravel has been put down in the area where the residents sit. The lighting is now working, the new freezer is there. They had a contractor to come to evaluate and provide an estimate to replace eight dugouts. They've had public works to go out to look at the turf field to start maintaining it and they also had a contractor go out bring it back up to a good status, so public works could maintain it. They are also looking at the other ball fields, so they can get them up and working. They are also looking at the club house. At the top of the concession stand they need to do some renovation to get it back in operation; because right now it's in horrible condition. He added that Hovas Park is a great park, it needs to be revitalized and be made ready and available for the community for use. With all the growth that's coming, it needs to be brought up to standard. He then stated if they wanted to see what a park should look like, he suggested that they go to Sealy, TX. He then spoke on the "Welcome sign". He stated that it's still in process, they've talked about bringing it back to council for a re-design. Still use a rock; but make some other type of fixture there to bring it up off the ground.

He moved onto the Amphitheater Sign. He stated it had been taken down, and they are working with the vendor just to add the City of Brookshire Amphitheater, and then the historical Zahimen pianist that use to be here years ago, her information will still be on the back of the sign for historical purposes.

Mr. Green stated, as for Hovas Park he would like some more information and he's speaking to Mrs. Beatrice and Ms. Youlanda since they were in the office. Most people don't know; but it use to be called the Willard Johnson Center, they rented the upstairs. He asked if they could find some information on that...the rental; because nothing has changed so if they do renovations then the whole process is still in place.

Mr. Stamps said he thought what Mr. Green was trying to say was in case if someone is wanting to have an event, a birthday party or a small event they can utilize upstairs for serving their dinner, food or whatever.

Mr. Richards stated that renovation would be an EDC project, and to renovate it will probably cost about \$50,000. He added they would add it to the next agenda.

Mr. Green stated it was in pretty bad shape. It has mold, sheetrock is falling from the ceiling along with the vandalism that took place years ago. So, it's in pretty bad shape. He then moved onto agenda item #8.

Agenda Item #8 EDC Coordinators Report (Joe Esch)

Mr. Green stated that he spoke with Mr. Esch outside. He was not feeling well so he left. Mr. Esch told him that he would update them on everything. He did let him know that he had some good updates.

Agenda It # 9 Future Agenda Items.

Mrs. Odie stated she would like to put the bank statements and invoices back on for discussion.

Mr. Roberts stated he would like to have the renovation of the Willard Johnson Center on the next agenda.

Ms. Dunn stated that during budget, they talked about the amphitheater getting benches and tables, possibly a restroom just for citizens to use instead of going into the convention center. Maybe going out for bids or just a discussion.

Mr. Green repeated ... discussion on possibly restrooms, tables and chairs for the amphitheater.

Mr. Stamps stated he had nothing at this time.

Ms. Ugartechea had nothing.

Mr. Green then went to agenda item #10

Agenda Item #10 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 # 11 Discussion & possible action on Executive session items if necessary.

N/A

Agenda item #12 Adjournment.

Motion was made to adjourn.

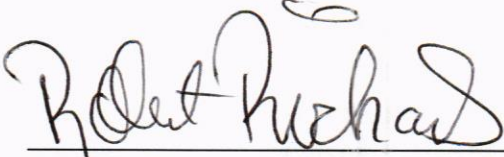
Director, Lyndon Stamps / Secretary, Treasurer, Robert Richards

All For
Motion Carried

5:47 p.m.



President, Eric Green



Secretary/Treasurer, Robert Richards

Prepared by Vickie Casto