

Brookshire Economic Development Corporation

THE STATE OF TEXAS }
CITY OF BROOKSHIRE }
COUNTY OF WALLER }

NOTICE IS HEREBY GIVEN OF A REGULAR MEETING OF THE BROOKSHIRE ECONOMIC DEVELOPMENT CORPORATION TO BE HELD THURSDAY NOVEMBER 7, 2024 at 5:30 P.M., IN THE COUNCIL CHAMBERS OF THE BROOKSHIRE MUNICIPAL BUILDING, 4029 FIFTH STREET, BROOKSHIRE, TEXAS, FOR THE PURPOSE OF CONSIDERING THE FOLLOWING AGENDA ITEMS:


A G E N D A

1. **Call to order**
2. **Prayer.**
3. **Pledge to the U.S. Flag.**
4. **Roll Call**
5. **Public Comments.**
Comments made under this agenda item are limited to five (5) minutes per person; however, if a large quantity of individuals has registered to speak, the time may be reduced at the chair's discretion. In accordance with the Texas Open Meetings Act, the Board of Directors will not discuss or consider any items addressed during this agenda item. However, the President or Economic Development Coordinator may make statements of fact, for example, identifying the procedure for reporting an issue or referring the speaker to the cognizant agency or individual.
6. **Consent Agenda**
 - a. Approval of BEDC Meeting Minutes for October 3, 2024.
 - b. Financial Report. *(Stacey Gootee)*
7. **Discuss and possible action of City of Brookshire Welcome Signs.** *(Robert Richards)*
8. **Discuss and possible action rewording of Amphitheater sign.** *(Robert Richards)*
9. **Discuss and possible approval nominating candidates for the open EDC board position to be sent to city council for approval.**
10. **Discuss and possible action regarding the EDC office being moved.**
11. **Discuss and possible action regarding replacement of Edward Armstrong's plaque.** *(Eric Green)*
12. **Discuss and possible action on Down Town improvements.** *(Robert Richards)*
13. **Discuss and possible action on beautification around City Hall.** *(Robert Richards)*
14. **Discuss and possible action going out for bids for sprinkler system repair at City Hall.**
15. **Discuss and possible action going out for bids on audit.** *(Robert Richards)*
16. **Discuss going out for bids for Hovas Park repairs.**
17. **Discussion and possible action setting date, time and place for 2025 Business Retention and Expansion program.** *(Quotatious Dunn)*
18. **EDC Coordinators Report** *(Joe Esch)*
19. **Feature Agenda Items.**
20. **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.
21. **Discussion & Possible Action on Executive Session items if necessary.**
22. **Adjournment.**

A quorum of the Brookshire City Council may be present, but no official action will be taken by the Council.

Note: In compliance with the American with Disabilities Act, this facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made at least 48 business hours prior to this meeting. Please contact the city secretary's office at 281-375-5050 for further information.

I, Vickie Casto, do hereby certify that the above Notice of Meeting and Agenda of the Brookshire Economic Development Corporation was posted in a place convenient and readily accessible at all times to the general public in compliance with Chapter 551, TEXAS GOVERNMENT CODE, November 4, 2024 at 12: 15 p.m.



Administrative Assistant to the Board of Directors

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.

President, Eric Green

Secretary/Treasurer, Robert Richards

Prepared by Vickie Casto

BROOKSHIRE
ECONOMIC DEVELOPMENT CORPORATION

Financials
October 2024

**PREPARED BY
STACEY GOOTEE**

New First Bank

September 30, 2024

Statement

PO Box 470
El Campo TX 77437

RETURN SERVICE REQUESTED

CITY OF BROOKSHIRE
EDC
PO BOX 160
BROOKSHIRE TX 77423-0160

Managing Your Accounts

-  Customer Support 832-344-2100
-  E-Banking www.newfirst.com
-  Mailing 2214 Avenue H
Rosenberg, TX 77471
-  Main Office 979-543-3349

Summary of Accounts

Account Type	Account Number	Ending Balance
BUS. ANALYSIS CHKING		\$25,000.00

BUS. ANALYSIS CHKING -

Account Summary

Date	Description	Amount
08/31/2024	Beginning Balance	\$25,000.00
	5 Credit(s) This Period	\$14,090.21
	7 Debit(s) This Period	\$14,090.21
09/30/2024	Ending Balance	\$25,000.00

Other Credits

Date	Description	Amount
09/03/2024	TRANSFER FROM PROMONTORY ICS ACCOUNT	\$283.93
09/05/2024	Reim EDC - Joe Esch Services	\$9,375.00
09/12/2024	TRANSFER FROM PROMONTORY ICS ACCOUNT	\$1,356.50
09/23/2024	TRANSFER FROM PROMONTORY ICS ACCOUNT	\$1,374.78
09/25/2024	TRANSFER FROM PROMONTORY ICS ACCOUNT	\$1,700.00

Other Debits

Date	Description	Amount
09/05/2024	TRANSFER TO PROMONTORY ICS ACCOUNT 99794081	\$9,375.00
09/12/2024	City of Brookshi Olson & Ol	\$1,356.50
09/23/2024	City of Brookshi Vickie Cas	\$458.26
09/23/2024	City of Brookshi Robert Ric	\$458.26
09/25/2024	City of Brookshi Lasker & S	\$1,700.00

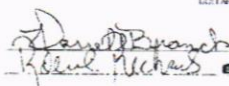
Checks Cleared

Check Nbr	Date	Amount	Check Nbr	Date	Amount
60503	09/03/2024	\$283.93	60504	09/23/2024	\$458.26

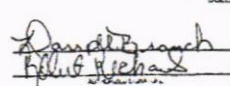
* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount	Date	Amount
09/03/2024	\$25,000.00	09/12/2024	\$25,000.00	09/25/2024	\$25,000.00
09/05/2024	\$25,000.00	09/23/2024	\$25,000.00		

CITY OF BROOKSHIRE - EDC Economic Development Corporation PO Box 180 BROOKSHIRE, TN 37425		NewFirst National Bank #0503 8/22/2024
PAY TO THE ORDER OF **Mobile - EDC Cell Phone	\$ 283.93	COLLECT
Two Hundred Eighty-three and 93/100	 David Branch Branch Manager	
MEMO **Mobile - EDC Cell Phone PO Box 742336 Cincinnati, OH 45274-2536	#060503#	

#60503 09/03/2024 \$283.93

CITY OF BROOKSHIRE - EDC Economic Development Corporation PO Box 180 BROOKSHIRE, TN 37425		NewFirst National Bank 60504 9/19/2024
PAY TO THE ORDER OF Maria Ugartechea	\$ 458.26	DOLLARS
Four Hundred Fifty-eight and 26/100	 David Branch Branch Manager	
MEMO Maria Ugartechea	#060504#	

#60504 09/23/2024 \$458.26

New First Bank

October 31, 2024
Statement

CITY OF BROOKSHIRE - EDC Economic Development Corporation PO Box 180 Brookshire, TX 77433		NewFirst National Bank	80505 9/14/2024
PAY TO THE ORDER OF PASA - Population & Survey Analysts			\$ 29,700.00 DOLLARS
***NINETY-ONE THOUSAND SEVEN HUNDRED AND 00/100**			
MEMO PASA - Population & Survey Analysts 303 Anderson College Station, TX 77840		<i>Donald Trump</i> <i>Robert Keckler</i>	
#060505#			

#60505 10/04/2024 \$29,700.00

Search Transactions

Activity: All transactions Type: All

Transactions

 Pending  Posted

Total debits: -73,694.13 (14) Total credits: +1,824,409.25 (10)

Date ▼	Description ⇅	Debit ⇅	Credit ⇅	Balance
 Nov 01, 2024	Debit For Automatic Xfer To DDA Account	5,390.00		1,750,715.12
 Oct 31, 2024	INTEREST POSTING FOR DDA 9		5,986.97	1,756,105.12
 Oct 21, 2024	TRANSFER TO BUS. ANALYSIS CHKING ACCOUNT	5,237.89		1,750,118.15
 Oct 04, 2024	TRANSFER TO BUS. ANALYSIS CHKING ACCOUNT	29,700.00		1,755,356.04
 Sep 30, 2024	INTEREST POSTING FOR DDA '		6,448.84	1,785,056.04
 Sep 25, 2024	TRANSFER TO BUS. ANALYSIS CHKING ACCOUNT	1,700.00		1,778,607.20
 Sep 23, 2024	TRANSFER TO BUS. ANALYSIS CHKING ACCOUNT	1,374.78		1,780,307.20
 Sep 12, 2024	TRANSFER TO BUS. ANALYSIS CHKING ACCOUNT	1,356.50		1,781,681.98
 Sep 05, 2024	TRANSFER FROM BUS. ANALYSIS CHKING ACCOUNT		9,375.00	1,783,038.48
 Sep 03, 2024	TRANSFER TO BUS. ANALYSIS CHKING ACCOUNT	283.93		1,773,663.48
 Aug 30, 2024	INTEREST POSTING FOR DDA ...		3,520.05	1,773,947.41
 Aug 30, 2024	TRANSFER TO BUS. ANALYSIS CHKING ACCOUNT .	4.04		1,770,427.36

PO Box 470
 El Campo TX 77437

RETURN SERVICE REQUESTED

CITY OF BROOKSHIRE
 EDC
 PO BOX 160
 BROOKSHIRE TX 77423-0160

Managing Your Accounts

-  Customer Support 832-344-2100
-  E-Banking www.newfirst.com
-  Mailing 2214 Avenue H
Rosenberg, TX 77471
-  Main Office 979-543-3349

Summary of Accounts

Account Type	Account Number	Ending Balance
BUS. ANALYSIS CHKING		\$25,000.00

BUS. ANALYSIS CHKING -

Account Summary

Date	Description	Amount
10/01/2024	Beginning Balance	\$25,000.00
	2 Credit(s) This Period	\$34,937.89
	3 Debit(s) This Period	\$34,937.89
10/31/2024	Ending Balance	\$25,000.00

Other Credits

Date	Description	Amount
10/04/2024	TRANSFER FROM PROMONTORY ICS ACCOUNT	\$29,700.00
10/21/2024	TRANSFER FROM PROMONTORY ICS ACCOUNT	\$5,237.89

Other Debits

Date	Description	Amount
10/21/2024	City of Brookshi Olson & OI	\$1,624.50
10/21/2024	City of Brookshi Lasker & S	\$3,613.39

Checks Cleared

Check Nbr	Date	Amount
60505	10/04/2024	\$29,700.00

* Indicates skipped check number

Daily Balances

Date	Amount	Date	Amount
10/04/2024	\$25,000.00	10/21/2024	\$25,000.00

			Balance
● Aug 29, 2024	TRANSFER FROM BUS. ANALYSIS CHKING ACCOUNT	923,590.38	1,770,431.40
● Aug 26, 2024	TRANSFER TO BUS. ANALYSIS CHKING ACCOUNT	9,326.84	846,841.02
● Aug 19, 2024	TRANSFER TO BUS. ANALYSIS CHKING ACCOUNT	400.00	856,167.86
● Aug 12, 2024	TRANSFER TO BUS. ANALYSIS CHKING ACCOUNT	3,506.00	856,567.86
● Aug 09, 2024	TRANSFER TO BUS. ANALYSIS CHKING ACCOUNT	10,075.00	860,073.86
● Jul 31, 2024	INTEREST POSTING FOR DDA	1,779.00	870,148.86
● Jul 31, 2024	TRANSFER FROM BUS. ANALYSIS CHKING ACCOUNT	3.60	868,369.86
● Jul 26, 2024	TRANSFER TO BUS. ANALYSIS CHKING ACCOUNT	2,545.40	868,366.26
● Jul 12, 2024	TRANSFER TO BUS. ANALYSIS CHKING ACCOUNT	2,793.75	870,911.66
● Jun 28, 2024	INTEREST POSTING FOR DDA	1,721.64	873,705.41
● May 31, 2024	INTEREST POSTING FOR DDA	458.50	871,983.77
● May 23, 2024	TRANSFER FROM BUS. ANALYSIS CHKING ACCOUNT	871,525.27	871,525.27

Transaction Detail Report

Transaction Detail Report 10/1/2024 - 10/31/2024

108 - City - Brk. Economic Development

Account 108-000-52000

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/16/2024	10/16/2024	AP Invoic	Legal Services - EDC	Olson & Olson	15262		1,624.50	0.00	1,624.50
Total							1,624.50	0.00	

108 - City - Brk. Economic Development

Account 108-000-54190

Post Date	Tran Date	Source	Line Description	Vendor	Invoice #	Check #	Debit	Credit	Balance
10/16/2024	10/16/2024	AP Invoic	Contract for Seasonal Color change - Donigan House	Lasker And Son Lawn Service	15818		3,613.39	0.00	3,613.39
Total							<u>3,613.39</u>	<u>0.00</u>	

Revenue & Expense Report
As of
October 31, 2024

Revenue And Expense Report As of October 31, 2024

108 - City - Brk. Economic Development	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
Revenue Summary							
-	0.00	0.00	1,688,891.00	1,688,891.00	100.00%	546,545.45	1,548,934.70
Revenue Totals	0.00	0.00	1,688,891.00	1,688,891.00	100.00%	546,545.45	1,548,934.70
Expense Summary							
000-Non-Departmental	5,364.39	5,364.39	1,688,891.00	1,683,526.61	99.68%	15,787.43	195,489.13
Expense Totals	5,364.39	5,364.39	1,688,891.00	1,683,526.61	99.68%	15,787.43	195,489.13
Revenues Over(Under) Expenditures	(5,364.39)	(5,364.39)	0.00	0.00	0.00%	530,758.02	1,353,445.57

Revenue and Expense Report As of October 31, 2024

108 - City - Brk. Economic Develop Department Revenue	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.

Not Categorized							
-43050 Sales Tax	0.00	0.00	1,088,391.00	1,088,391.00	100.00%	545,878.23	1,543,274.49
-43640 Interest Earned	0.00	0.00	500.00	500.00	100.00%	667.22	5,660.21
-43710 Prior Yr Unexpended Funds	0.00	0.00	600,000.00	600,000.00	100.00%	0.00	0.00
Total Not Categorized	0.00	0.00	1,688,891.00	1,688,891.00	100.00%	546,545.45	1,548,934.70
Total	0.00	0.00	1,688,891.00	1,688,891.00	100.00%	546,545.45	1,548,934.70
Total Revenue	0.00	0.00	1,688,891.00	1,688,891.00	100.00%	546,545.45	1,548,934.70

Revenue and Expense Report As of October 31, 2024

108 - City - Brk. Economic Develop Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
000-Non-Departmental							
Not Categorized							
000-51000 Salaries	0.00	0.00	75,000.00	75,000.00	100.00%	2,933.00	34,719.10
000-51100 Payroll Taxes	0.00	0.00	7,500.00	7,500.00	100.00%	0.00	0.00
000-51130 Retirement Contributions	0.00	0.00	11,498.00	11,498.00	100.00%	0.00	0.00
000-51140 Health Insurance	0.00	0.00	14,400.00	14,400.00	100.00%	0.00	0.00
000-52000 Legal Fees	1,624.50	1,624.50	35,000.00	33,375.50	95.36%	517.50	6,552.50
000-52020 Audit & Accounting	0.00	0.00	30,000.00	30,000.00	100.00%	422.50	3,259.39
000-52030 Professional Services	0.00	0.00	48,000.00	48,000.00	100.00%	3,240.33	58,961.33
000-52031 Bedc Coordinator	0.00	0.00	70,000.00	70,000.00	100.00%	0.00	0.00
000-52032 Webmaster	0.00	0.00	2,500.00	2,500.00	100.00%	0.00	0.00
000-52033 Technology	0.00	0.00	2,500.00	2,500.00	100.00%	0.00	138.19
000-52034 Engineer Services	0.00	0.00	25,000.00	25,000.00	100.00%	0.00	0.00
000-53010 Office Supplies	0.00	0.00	6,000.00	6,000.00	100.00%	28.75	732.70
000-53020 Forms & Statements	0.00	0.00	150.00	150.00	100.00%	0.00	0.00
000-53110 Membership & Dues	0.00	0.00	2,500.00	2,500.00	100.00%	0.00	0.00
000-54000 Building Maintenance	0.00	0.00	27,000.00	27,000.00	100.00%	0.00	815.00
000-54010 Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	100.00%	0.00	0.00
000-54190 Public Mowing	3,613.39	3,613.39	57,000.00	53,386.61	93.66%	0.00	29,280.00
000-55050 Travel & Training	126.50	126.50	10,000.00	9,873.50	98.74%	0.00	1,825.87
000-55070 Bank Charges	0.00	0.00	300.00	300.00	100.00%	10.35	44.15
000-55090 Telephone	0.00	0.00	2,500.00	2,500.00	100.00%	0.00	1,314.30
000-55100 Utility Expense	0.00	0.00	3,000.00	3,000.00	100.00%	0.00	0.00
000-56080 Consulting	0.00	0.00	5,000.00	5,000.00	100.00%	0.00	0.00

Revenue and Expense Report As of October 31, 2024

108 - City - Brk. Economic Develop Department Expense	Current Month Expense/Rev	Year To Date Expense/Rev	Current Year Budget	Budget Balance Remaining	% Balance Remaining	Prior Year YTD Balance	Prior Year FY End Bal.
000-56140 Beautification	0.00	0.00	25,000.00	25,000.00	100.00%	8,500.00	15,464.36
000-56150 City Parks Project	0.00	0.00	350,000.00	350,000.00	100.00%	0.00	0.00
000-56170 Facilities/Infrastructure Proj	0.00	0.00	719,177.00	719,177.00	100.00%	0.00	24,855.00
000-56220 Downtown Improvements	0.00	0.00	100,000.00	100,000.00	100.00%	0.00	0.00
000-56250 Business Incentive	0.00	0.00	3,000.00	3,000.00	100.00%	0.00	0.00
000-57000 Technology	0.00	0.00	20,866.00	20,866.00	100.00%	135.00	17,381.84
000-57010 Computer & Software	0.00	0.00	35,000.00	35,000.00	100.00%	0.00	145.40
Total Not Categorized	5,364.39	5,364.39	1,688,891.00	1,683,526.61	99.68%	15,787.43	195,489.13
Total Non-Departmental	5,364.39	5,364.39	1,688,891.00	1,683,526.61	99.68%	15,787.43	195,489.13
Total Expense	5,364.39	5,364.39	1,688,891.00	1,683,526.61	99.68%	15,787.43	195,489.13

Three nominations for open EDC board seat

Vickie Casto

From: Lori McAnelly <lorimcanelly@gmail.com>
Sent: Monday, September 9, 2024 12:36 PM
To: Vickie Casto
Subject: Re: EDC board

Lori McAnelly
4110 6th Street
Brookshire Texas 77523
916-878-1151

I grew up in a small town and love the feeling of community that can exist when a small town works together. I worked in the public sector for many years and was the youngest restaurant manager in a restaurant that earned over a \$1,000,00 a year in the early 1980s. I also worked for the CA Senate and private sector. I lived in Bolivia for 18 months as a missionary and learned Spanish and a greater appreciation for cultures outside my own. I am a mother of 5 amazing children and earned a MS degree in education and curriculum. I have worked as a teacher with a variety of developmentally and culturally diverse students including special needs, English Language Learners, continuation school, adult students, international students, and inmates.

I have lived in Brookshire for 3 years and know that growth is here and happening. The important thing for Brookshire to do is to plan for that growth and choose wisely so that we maintain all the strength of our community while embracing what will make us stronger. Be aware of opportunities and knowingly choose economic growth that will help us provide a better community for our citizens. My experiences as a single mom and a professional help me to see a broad picture of the needs for our city. I would like to be a part of helping Brookshire to be a better and more economically stable community.

On Mon, Sep 9, 2024, 11:19 AM Vickie Casto <vcasto@brookshiretx.gov> wrote:

Below is information we need at this time.

Once the EDC board receives it, someone will make the nomination.

Then it will get sent to the city council. Once they approve you then you're on!

Once you're approved by the council, then I will contact you and let you know when the next meeting will be.

Our regular meeting are the first Thursday of each month @ 6:00 p.m.
Sometimes it may get pushed back to 5:30 p.m.

The agenda will be posed 72 hours prior to the meeting, and that is also when I will e-mail your packet.

When you arrive I will also have you packet printed out for you.

I will give you a call to remind you as I need to make sure we will have a quorum.

I will have a 3 ring binder for you with information, and you will also be able to add each meeting information.

You will need to go to a TEDC class. I will give you the dates so you can pick the date you wish to attend. We have to attend that ever 2 years as to keep up with all the new laws on what the EDC Type B can and can't do.

Looking forward to working with you!

Name:

Physical Address:

Mailing Address:

Phone #:

Short biography and reason for serving on our board:

From: Lori McAnelly <lorimcanelly@gmail.com>
Sent: Monday, September 9, 2024 11:02 AM
To: Economic Development Corporation <edc@brookshiretx.gov>
Subject: EDC board

Hello,

Thank you for reaching out to me about bei6part of the board.

Yes, I am interested in being a part of making Brookshire better.

What would be the next step?

Lori McAnelly

Vickie Casto

From: Nathaniel Richardson <nrichardsonjr@gmail.com>
Sent: Monday, September 30, 2024 3:31 PM
To: Vickie Casto
Subject: Public Information

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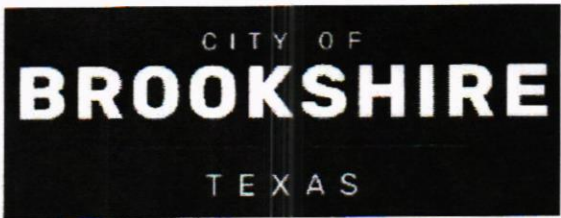
Name: Nathaniel Richardson, Jr.
Address: 1160 Wilpitz Rd.
Brookshire, Texas 77423
Home Phone: 281-375-6228
Email: nrichardsonjr@gmail.com

The question is asked: Why do you want to be on Brookshire EDC Board?

I will borrow a few words from a great theologian.

"It is not what you do, but who you are" I am a public servant, not a perfect servant.

Nathaniel Richardson



www.brookshiretx.gov

(281) 75-5050

Volunteer Application

Board/Commission applying for:

PERSONAL DATA

Name (last, first, middle)
KOSAR Michael Todd

Street Address and/or Mailing Address
1502 FM 362

City
Brookshire

State
TX

Zip
77423

Home Telephone Number
 Cellular Telephone Number
832-258-5899

Email
MichaelKosar66@gmail.com

Date you can start service:
Immediately

Do you have a High School Diploma or GED?
 Yes No

Driver's License Information:
 Select all that apply:

License Issue State:
TX

ID Number:
13958687

Class A
 Class B
 Class C
 Class M
 CDL Class A
 CDL Class B
 CDL Class C

POSITION INFORMATION Check all that you are willing to Volunteer

Available Hours to Volunteer: Day Time: YES NO Week Nights: YES NO

Available Days to Volunteer: Days: YES NO Evenings: YES NO

Weekends: YES NO

Mon
 Tues
 Wed
 Thurs
 Fri

May we conduct a volunteer background check on you? YES NO

Are you authorized to work in the U.S. on an unrestricted basis? YES NO

Have you ever been convicted of a felony? (Convictions will not necessarily disqualify an applicant for Volunteering) YES NO

If yes, explain:

QUALIFICATIONS Please list any education or training you feel relates to the position applied for that would help you perform the work, such as schools, colleges, degrees, vocational or technical programs, and military training.

	School Name	Degree	Address/City/State
School	Durant High School	12 th	Durant OKLA
School			
Other			

SPECIAL SKILLS Please attach a resume for any special skills that may be applicable for this position.

REFERENCES Please list three professional references not related to you, with full name, address, phone number, and relationship. If you don't have three professional references, then list personal, unrelated references.

Name	Address/City/State	Phone	Relationship
BERT MUSE	Brookshire TX	281-995-6717	Friend
SEAN PACKERSON	22783 East Oakley Dr New Caney TX	832-293-3220	Friend
DERRICK DUBOISEY	Fulshear TX	281-924-1482	Friend

WORK HISTORY (INCLUDE PAID AND UNPAID POSITIONS)		
Job Title	Start Date (mo/day/yr) 5-2020	End Date (mo/day/yr) Still employed
Company Name ROYAL JSO	Supervisor's Name DERRICK DABNEY	Phone Number 281-924-1482
City Brookshire	State TX	Zip 77423
Duties: Gravels Foreman		

May we contact your present employer? Yes No N/A

Volunteer Experience #1	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company/Organization Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Are you still involved with this organization:		

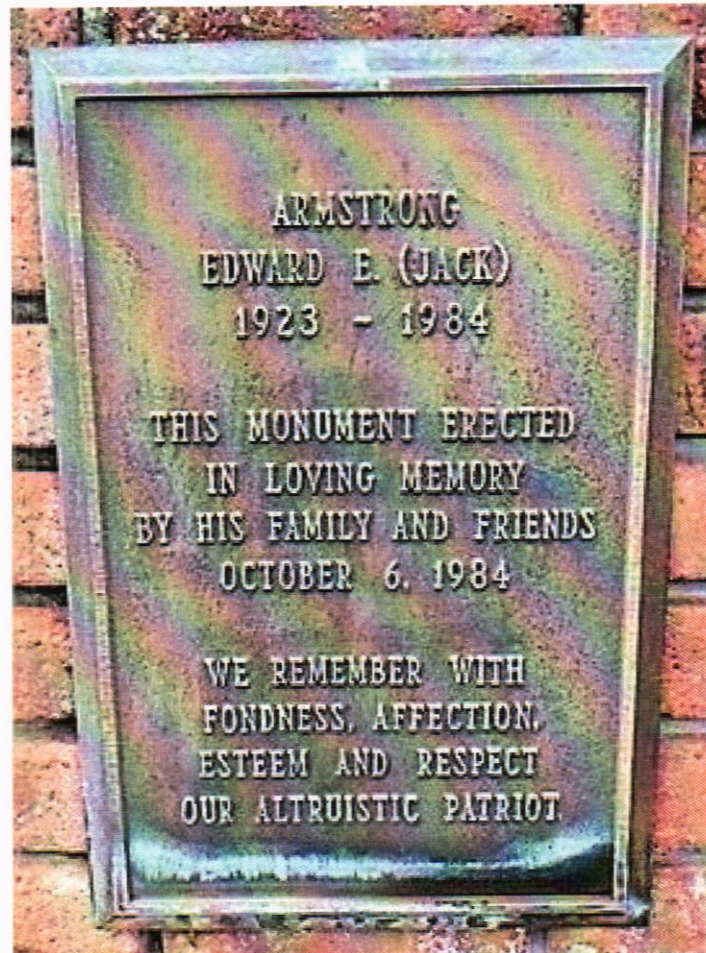
Volunteer Experience #2	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Reason for Leaving	Starting Salary	Ending Salary

Volunteer Experience #3	Start Date (mo/day/yr)	End Date (mo/day/yr)
Company Name	Supervisor's Name	Phone Number
City	State	Zip
Duties:		
Are you still involved with this organization:		

I certify that the facts set forth in this Application for Volunteering are true and complete to the best of my knowledge. I understand that if I Volunteer, false statements, omissions or misrepresentations may result in my dismissal. I authorize the City of Brookshire to make an investigation of any of the facts set forth in this application and release the City of Brookshire from any liability. The City of Brookshire may contact any listed references on this application. I acknowledge and understand that the City of Brookshire is an "at will" employer. Therefore, any volunteer (regular, temporary, or other type of category volunteer) may resign at any time, just as the City of Brookshire may relinquish the volunteer rights of this relationship with any volunteer at any time, with or without cause, with or without notice to the other party.

Michael Kos
Applicant Signature

10-18-2024
Date



**Sample invitation of past
Business Mixers**



The City of Brookshire and EDC invite you to their yearly Business Mixer.

July 20, 2007

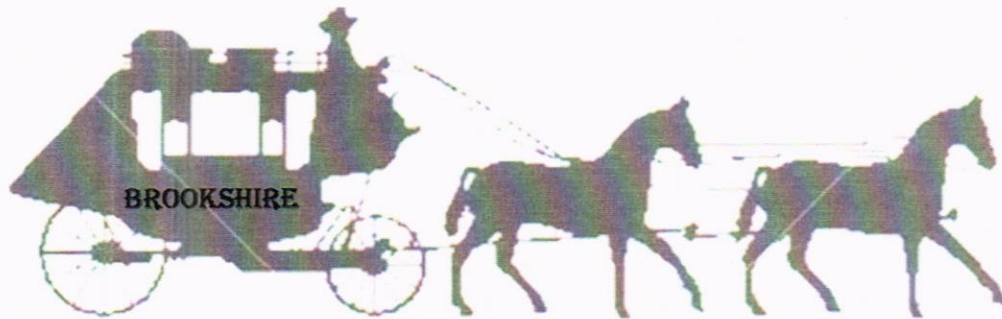
6:00 p.m. ~ 8:00 p.m.

Brookshire Convention Center

4029 Fifth Street, Brookshire, TX 77423

281-375-5050

This is a casual business reception where you can bring your business cards or useful information that could be used for networking. It's a great opportunity to learn about other businesses in our area, and to promote your own business.



WORKING TOGETHER FOR A BETTER TOMORROW

**THE CITY OF BROOKSHIRE AND EDC INVITE YOU TO THEIR
YEARLY BUSINESS MIXER.**

JULY 25TH, 2008

6:00 P.M. ~ 8:00 P.M.

BROOKSHIRE CONVENTION CENTER

4029 FIFTH STREET, BROOKSHIRE, TX 77423

281-934-1730

**THIS IS A CASUAL BUSINESS RECEPTION WHERE YOU CAN BRING
YOUR BUSINESS CARDS OR USEFUL INFORMATION
THAT COULD BE USED FOR NETWORKING.
IT'S A GREAT OPPORTUNITY TO LEARN ABOUT OTHER BUSINESSES
IN OUR AREA, AND TO PROMOTE YOUR OWN BUSINESS.**

**IF YOU WOULD LIKE TO RESERVE A TABLE (NO CHARGE)
TO DISPLAY YOUR DEMONSTRATIONS, OR INFORMATION PAMPHLETS**

PLEASE CALL

VICKIE CASTO

281-934-1730

EDC Coordinators Report
Joe Esch

MEMORANDUM

DATE: OCTOBER 31, 2024

TO: ERIC GREEN, PRESIDENT, BROOKSHIRE EDC

**CC: MAYOR BRANCH
CITY SECRETARY, MOLINA**

FROM: JOSEPH ESCH

RE: SUMMARY OF SIGNIFICANT ECONOMIC DEVELOPMENT ACTIVITY FOR THE MONTH OF OCTOBER

As we discussed, due to a preexisting travel plans I will be traveling out of the country from November 4 – November 18. During that time, I will have limited access to phone and email.

The following is a summary of the major actions undertaken and status off projects.

Administrative

- Staff Meetings - Regular economic development staff meeting established to ensure good communications, documentation and processes.
- Business Retention – Staff will begin local business visits in December to begin meeting with existing businesses in Brookshire. The goal is to provide a point of contact to existing businesses, develop relationships, express the city’s appreciation and support of the existing business community as well as gather information important to the city’s ongoing economic development program efforts.
- Strategic Planning – Staff will be brining an agenda item to the December Brookshire Development Corporation Board meeting to discuss the goals, approach, scope, timing and cost of undertaking the development of an economic development strategic plan for the City of Brookshire. The goal of the discussion will be to agree up the various components of the project and the process for proceeding.
- TIRZ #1 – Staff is completing the draft annual report for TIRZ #1. Due to schedule conflicts in November staff will be working with the City Secretary to place an item on City Council agenda for December to review annual report and steps needed to complete working brining TIRZ into compliance.

Projects

- **Project Gemini**
Project is a new venture with recognized company names seeking sites in the Brookshire /Waller County area. The company had been working with Stream on a site in Empire West Business Park. The company and Stream could not reach an agreement on terms for purchase of the site the company already had another site option in Waller County that is not in Brookshire. The company was put in touch with the owner of a ~26-acre site in Brookshire. The company has reviewed the site. Due to a variety of needs and issues, the company is pursuing the site in Waller County that is not in Brookshire. The company has indicated it the issues were not something that could be overcome by Brookshire EDC participation with incentives.
- **Liquid Stone**
Following the discussion with the board at the October EDC meeting, the Board's desires on the agreement terms were shared with the prospect. The company expressed interest and is working internally to respond. The feedback provided by the company's site selector was that the proposed terms were in the range and that he felt they would be proceeding.

At the board meeting a question was asked if the company would be have manufacturing as a part of this project. The site selector indicated that the discussion was solely focused on the company's HQ and the consolidation of their back of house purchasing functions to the location.

- **Fly-by-Night**
Site Selector from Dallas Area contacted the economic development department looking for a rail served existing 100,000 SF building available for lease. There were no available buildings matching the inquiry. The project is not an opportunity to pursue.
- **Business Park Development**
The property owner and their joint venture developer partner are continuing with their planning efforts. It is expected that they will be back to meet with the city by the end of the year to discuss road access and improvements needed for the proposed industrial development.
- **Ace Hardware**
Company is considering a site near Orlando's. They first contacted the City in September concerning access to the site and easements. They were placed in contact with the city engineer. Following a discussion the company has been revising its concept plans to fit on the property. They remain interest in Brookshire and will be arranging a follow up meeting to review their proposed development plans with the city engineering and permitting. Per conversation with the company, they remain optimistic on proceeding and will be reaching out to schedule meetings the week of November 11.

- Project Electric Slide

The major project elements include:

- ~1.6 million SF,
- \$185mm - \$200mm of capital investment
- 1,500 new jobs

Company considering a site in Brookshire and Fort Worth. Concern about Brookshire site includes ability of CenterPoint to have required electric services available on site to meet timeline. This is a fast moving project with many components. Conversations and follow up ongoing over the last several weeks.

Discussions with CenterPoint indicate they will be able to meet the company's electric and gas service requirements within their timeframe.

Waller County completed NDA with company last week in order to receive information they need to assess the project. City and Waller County EDC awaiting information from company to fully evaluate the impact of the project and craft recommendations for the City to consider.