

Minutes of the Brookshire Economic Development Corporation Meeting  
June 15, 2023

The Brookshire Economic Development Corporation held a Special Meeting on Thursday, June 15, 2023 in the Brookshire Municipal Building located at 4029 Fifth Street, Brookshire, Texas.

The meeting was called to order by President, Jeremiah Hill at 5:30 p.m.

**Agenda Item #1: Prayer | Pledge to the U.S. Flag**

Everyone said the Lord's Prayer & pledge to the U.S. Flag.

**Agenda Item #2: Roll Call:**

Present:

President, Jeremiah Hill  
Vice-President, Kathy Guy  
Director, Quotatious Dunn  
Director, Susette Baines  
Director, Amanda Neuendorf

Also Present:

E.D.C. Coordinator, Mike Barnes  
Attorney, Justin Pruitt (remote)  
Administrative Assistant, Vickie Casto

Absent:

Secretary/Treasurer, Mariela Aguilar

**Agenda Item #3 Public comments**

N/A

**Agenda Item #4 Consent Agenda**

- a. Approval of BEDC Board Meeting Minutes May 4, 2023.
- b. Approval of Pre-Paid Invoices
- c. Monthly Accounting Report

Motion was made to accept the Consent Agenda.

Director, Susette Baines / Director, Amanda Neuendorf

All For  
Motion Carried

**Agenda Item #5 Discuss and approve nominations for BEDC Board Member's.**

*(Position 2: Amanda Neuendorf – 1 year, Position 4: Quotatious Dunn, Position 5: Susette Baines, Position 6; Glenn Mayberry – 2 years)*

Mr. Hill reminded everyone that previously they had nominated Denise Prejean for position 6. He then asked if Mrs. Neuendorf, Ms. Dunn and Mrs. Baines would like to continue serving and they agreed they would like to stay on the board. He continued by saying it would have to be approved by city council.

Mr. Hill explained he was trying to get the positions back in cycles. Position one, two, and three expire on even number year and position four, five, six and seven expire on the odd number of the year.

Motion was made to accept the nominations as presented.

Vice-President, Kathy Guy / Director, Susette Baines

All For

Motion Carried

**Agenda Item #6 Discuss and possible action nomination for BEDC Board Member position 7. (Mariela Aguilar)**

Tabled

**Agenda Item #7 Discuss and possible action regarding dates for financial and project workshops.**

Mr. Hill explained the new physical year will start September first. He would like to have one budget workshop as well to discuss priority project items. He is open to dates; he would suggest a Saturday morning. What they can do is allow Ms. Casto to send out an e-mail.

Mrs. Guy asked what months.

Mr. Hill stated the earlier in his opinion would be better. Thankfully their budget was up to date. The only thing they can't project yet is the initiating sales tax. He would like to see them finished by mid-July; because their budget has to be presented to council for ratification.

**Agenda Item #8 Discuss and possible action fencing at Hovas Park.**

Tabled

**Agenda Item #9 Discuss and possible action purchase of fags/banners for the city.**

Mr. Hill asked if this is something they would like to do for the holidays and a welcome as you come in on Hwy. 90.

Interest was shown by several for the style that hung from the poles.

Mr. Barnes questioned using EDC funds and use HOT funds due to the nature of the purchase.

Mr. Pruitt stated they have several options where they could use the EDC and HOT funds as well as promotional funds.

Mr. Hill will get some recommendations to bring back to the next meeting, and get with Mr. Barnes and Mr. Pruitt to see which funds to use.

**Agenda Item #10 Discuss and possible action purchase of trash cans for Hwy 90.**

Everyone discussed and agreed the trash cans on Hwy 90 looked bad. Mr. Hill stated that they can purchase trash cans that match the ones that were purchased earlier, and there's a discount if they purchase 3. Discussion continued on placement.

Motion was made to purchase three (3) trash cans for Hwy 90.

Director Amanda Neuendorf / Vice-President Kathy Guy

All For  
Motion Carried

**Agenda Item #11 Discuss and possible action sidewalks for amphitheater plaza.**

Mr. Hill stated the amphitheater is near completion and there will be a need for sidewalks. Stating the need for wheelchair accessibility and for unloading and loading of equipment in the back alleyway. He added to also connect to the museum next door. Discuss continued on getting proposal

Motion was made to generate an RFP for sidewalks for around the amphitheater plaza.

Director Amanda Neuendorf / Vice-President Kathy Guy

All For  
Motion Carried

**Agenda Item #12 Discuss and possible action regarding a retail developer extending Otto Street from its current location to a proposed intersection with I-10 frontage Rd. in Brookshire.** *(All costs associated with this street enhancement to be paid for by the developer and built to existing city street standards. This street enhancement is subject to and contingent upon the retail development.)*

Tabled until Executive Session

Motion was made to endorse the project from the retail developer extending Otto Street from its current location to proposed intersection with I-10 frontage Rd.

Director, Amanda Neuendorf / Vice-President, Katy Guy

All For  
Motion Carried

Moved to agenda item #16

**Agenda Item #13 BEDC Coordinators Report.**

Mr. Barnes directed everyone to their packets. He stated that Empire West was all but full. The West I-10 has been sold to new owners and they will be leasing that space. He spoke of the hundred plus acres that will be annexed into the city and he's working very closely with the developer.

Mr. Barnes stated his concerns as to whether or not the tax abatements enacted by the City council had been filed and could be in jeopardy. The 380's are the ones he's really concerned about. The 380's need to be filed with the State Comptroller's Office in addition with the county.

Mr. Pruitt stated that the 380's are filed with the comptroller with some strict guidelines that they have to follow. Typically, it's the City Secretary that does that. The tax abatements get filed with the county. Then the county works with the comptroller. What Mike has found out is the county office didn't understand that or they think that when we file a tax abatement that it's our responsibility to help them file it. There is a

misunderstanding at the county about how tax abatements are done. That's bad news on both ends ... there is a question mark on how that's happened. For the tax abatements on their end, they've done their duty and filed them correctly with the county; but the second step on the county end, we don't know if it's been handled correctly for sure.

Mr. Barnes added that his bigger fear is they've not filed the 380's properly, which would impact the group from Warefor.

Mrs. Banes asked if this was a fixable situation.

Mr. Barnes stated it is and added that the worst- case scenario from his advantage point is that part of the rebate was not extended. He then explained how it could be fixed.

#### **Agenda Item #14 Presidents Report.**

Mr. Hill directed the board to the letter dated June 9, 2023 that he sent to the mayor. He then asked Ms. Casto had she received a check from the city this week, she replied no. He then continued that they could see the response from the city. It outlined that there is a balance of 631,000. and some change that has not been remitted yet. The EDC needs that money to carryout their budget and he added they were not at risk at this moment to meet their obligations. The letter was sent to the mayor and they can see what city staff was included. He stated that he would keep them updated as things transpires.

Mr. Hill moved on to projects ... stating that the amphitheater is nearly complete and should be largely completed by this weekend, with the exception with some electrical and the three concrete wing walls in the back. They will be installed sometime next week. He then moved onto the parks equipment and spoke on the fitness equipment that was installed and some of the other items such as benches and picnic tables etc. There are some corrections in Bostic that he has contacted that company to address. They are on point to start sight work to remove the old playground equipment so they can move forward. He has seen people in both locations using the fitness equipment.

There was discussion on the settings on some of the fitness equipment.

He stated that they will address the fencing at Hovas Park at the next meeting. At Bostic Park they've run into an interesting issue, that's only been addressed by one fencing company. The fence line on First St. side is too close to the fire hydrant. They will lose about 3' and they will put it closer to the basketball court. So, everyone is having to revise their bids to reflect that.

He then moved to the upcoming budget and project workshop, he wanted to discuss the office space across the street, the old Dr.'s office. They've received some recommendations from Bleyl Engineering on the drainage.

Mr. Hill reminded them of the first benches that were delivered damaged. They've exhausted the time period that they were to keep them so, now they are theirs.

Discussion during the workshop can be where to place the benches once they are repaired.

He confirmed what Mr. Barnes had stated that conversations with different developers are ongoing.

He then asked for any questions.

Mrs. Neuendorf asked if there was any way Spanish translation could be put on the exercise equipment.

Mr. Hill stated that he would reach out to the manufacture

**Agenda Item #15 Executive Session**

The Brookshire Economic Development Corporation will meet in a closed session pursuant to Title 5, Chapter 551, of the Texas Government Code for the purpose of: Economic Development Discussions under Section 551.087; Consultation with legal counsel under Section 551.071; Deliberations on real property under Section 551.072; and, Deliberations on personnel under Section 551.074.

Executive Session opened at 6:07 p.m.

Executive Session closed at 6:35 p.m.

Moved to agenda item #12

**Agenda Item #16 Discussion & Possible Action on Executive Session items**

N/A

**Agenda Item # 17 Adjournment.**

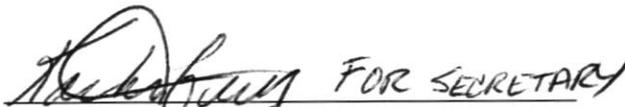
Motion was made to adjourn.

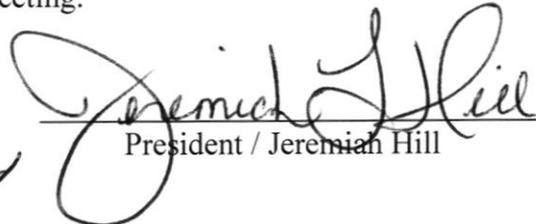
Director, Susette Baines / Director, Amanda Neuendorf

All For  
Motion Carried

(6:36 p.m.)

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

  
FOR SECRETARY  
Secretary/Treasurer, Mariela Aguilar

  
President / Jeremiah Hill

Prepared by Vickie Casto