

Minutes of the Brookshire Economic Development Corporation Meeting April 3, 2025

The Brookshire Economic Development Corporation held a Regular Meeting on Thursday, April 3, 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 5:32 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, Michael Kosar

Also Present:

Attorney, David Olson

BEDC Administrative Assistant, Vickie Casto

Absent:

Director, Maria Ugartechea

Agenda Item #5 Public Comments.

Mr. Ramiro Bautista introduced himself to the board, and added that he was a graduate of Parie View University in educational leadership. He wanted to give them a brief background of himself. He stated he had been with the university for 15 years and then went on to the City of Parie View as the Public Works Administrator. He spoke of the projects that he handled while there. Then he moved on to the Waller County Economic Development Partnership, where he worked a short time with Vince Yocum. Then Hempstead needed an economic development director and he went there back in January. He had an accident where he had to take a medical leave then he was released from the city of Hempstead. He then went back over all that he had done in his positions, such as permits, how he learned how to value projects, how to look at the capital investments and the creating of jobs. He spoke of different projects that he was involved in. He stated that he had watched their past meetings for several months and he was there to listen.

Agenda Item #6 **Consent Agenda:**

- a. Approval of BEDC board meeting minutes for March 6, 2025**
- b. March Financial Report (*Notlyh Lyons*)**

A.

Motion was made to approve the BEDC minutes for March 6, 2025.

Director, Lyndon Stamps / Director, Deniece Odie

All For

Motion carried

B.

Motion was made to approve the March Financial Report.

Director, Lyndon Stamps / Director, Deniece Odie

All For

Motion carried

Agenda Item #7 **Discuss update on the EDC credit card.**

Mr. Green asked Ms. Casto if she had received her credit card.

Ms. Casto stated that she had received the credit card, however it still had The City of Brookshire on it with EDC at the end.

Mr. Richards stated he knew it had the city of Brookshire on it; but the bank account they need to talk about. They did confirm with the comptroller's office that the bank account for EDC must be separate. So, they still need to look into that.

Mrs. Lyons stated that she had been working with the bank to make a separate account, like HCH capabilities for EDC. So, when they do pay the credit cards, Amazon or anything of that nature it will come directly out of EDC instead of going through the general fund like it has before and transferring over.

Mr. Richards asked if it would allow the comptrollers office to have access to the EDC bank account?

Mrs. Lyons stated she would have to look into that.

Mr. Richards asked her if she would; because he thinks they should have access to the EDC bank account. He then asked Mr. Olison if that was correct.

Mr. Olison stated they'll have access if they want to review if needed; but having a separate account will be internally through the city or actually a separate account like you're talking about doing. It sounds like it's being in the works so, hopefully by next meeting they'll have an update.

Agenda Item #8 **Discuss and Possible action on the Brookshire Welcome Sign.**

Mr. Richards stated the Brookshire "Welcome" sign has been an on-going thing for a long time. The sign that was there before, the Brookshire rock ... the location where it was on 359 and Waller/90. Someone hit it and there were conversations about the person having insurance, and waiting on the claim etc. So, they've decided to go ahead and try to get the sign replaced. Then there was a discussion about should they come up with a bigger sign. As he was looking at the one on his paperwork stated it looked big; but actually it's a sign that's low, that's not really visible to the public. He would like to get a bigger sign, taller.

Mr. Kosar asked if the height would be in the way of the train crossing.

Mr. Richards replied no.

Motion was made to get bids for a new Welcome to Brookshire sign, bigger than the one that was there before.

Secretary/Treasurer, Robert Richards / Director, Lyndon Stamps

All For
Motion Carried

Agenda Item # 9 Discuss and possible action on EDC Consultant Firm.

Mr. Richards stated that their previous consulting firm was no longer with them. They need to discuss what path they want to take now. He knows in the past that the City of Brookshire traditionally had a consulting firm to go out and seek potential companies that want to relocate to this area. He also knows that there are some cities in Hempstead in particular that did not have a firm that did that. They had a permanent director, an executive assistant, and he believed Olson & Olson would do the contract part.... As he asked David Olson if he was correct. He asked if he knew which attorney that they had. Mr. Olson stated that it was either Charles Williams, they've had several over the past. Mr. Richards confirmed that they would do the abatement contracts?
Mr. Olson replied absolutely.

Mr. Richards asked if they wanted to hire another firm or did, they want the attorneys have potential companies contact the EDC office and they work the attorneys to do all the agreements or do they want to advertise for another firm?

Mr. Stamps stated that he thought they should advertise for another firm, just to see what options they had out there. Although they'll advertise for them doesn't mean they'll go with that firm; but at least they'd have the opportunity to see what's out there and see what could be available to them.

Mr. Green agreed with Mr. Stamps; it could get real expensive getting the attorneys. Mr. Olson stated the beauty of having a good firm, more individual if wanted to go inhouse is they know how to negotiate the deals. A lot of that is form based, and it does eliminate a lot of attorney time when it comes to drafting. The firms that do this on regular bases are familiar with performants agreements and insensitive agreements that are in the EDC wheelhouse.

Mr. Richards added considering the amount of growth that's coming into the area as well. Mr. Green stated that he did get a chance to speak with one of the county officials who highly recommends Mr. Bautista. He suggests that they reach out and have a conversation with Mr. Bautista. He's done work here in the county, as he spoke of, and reach out to county officials and talk with them as well.

Mr. Richards stated he had an opportunity to visit Hempstead, when Mr. Bautista was there.

Mr. Stamps asked Mr. Bautista before he leaves could he leave his information with Ms. Casto.

Mrs. Odie asked if he was just an individual or did, he have a ...

Mr. Bautista explained more of his background and how he worked.

Mrs. Odie stated for clarification; she's not leaning on a firm. She just wanted to know if he was with a firm or any ...she is more on the side of having in-house.

Mr. Stamps stated that was definitely an option.

Mr. Olson stated it sounded like maybe a direction for staff to go out and look at firms; but would they like for them to also explore potential in-house as part of that broader scope or just consulting firms at this point?

Mr. Green said he would like that.

Mr. Olson asked if that was the consensus of the group and several replied yes.

Mr. Richards said in-house or a potential contract.

Agenda Item # 10 Discuss and possible action filling vacant position (Robert Richards)

Mr. Richards stated he had a candidate; but it didn't work out.

Mr. Stamps stated he had reached out and spoke to Mr. Nathaniel Richardson and he stated he would definitely still be interested in a position.

Mr. Olson stated that it wouldn't be appropriate for them to make a recommendation at city council if they so choose.

Mr. Richards said that the application process is online so he would encourage him to go ahead and fill out the application.

Mr. Stamps stated that he filled one out so, does he have to do it again?

Mr. Richards stated that was previous for position seven so this is for a new position.

Agenda Item #11 EDC Coordinators Report

Mr. Green asked Ms. Casto if she had any updates for them on anything and she replied no.

Mr. Richards questioned that they had a 380 with Grundfos.

Mr. Olson stated that at this point that it looks like they're only approaching the city for incentives.

Mrs. Odie stated she had a question on the invoice for Esch. They have two different invoices. One is dated March 12th and another for March 13th. To her it looks like there are about three things that are repeated. One for \$4,375 is dated March 12th and another on for \$1,875 that's dated for March 13th.

Mr. Richards stated that there were some discrepancies. He believes today around 2:00 p.m. he sent in some corrections. He thinks they need to go back and relook at all of this now to make sure they're not making an error in payment.

Mr. Green asked Mrs. Lyons if she could give them an update on it.

Mrs. Lyons stated that she had spoken with him and she informed him he had sent in two invoices in March and he state that one was for February. She added that she had a stack of invoices that they had paid him previously and they already have a February invoice so she's not sure what the \$4,000 work is for; since he did leave in March. The one that says final invoice for \$1,000 she assumes that's what they need to pay him for leaving in March; but they've already paid him in February. She's not sure where the 4,000 March invoice ...

Mr. Kosar stated at the bottom of the statement is says, 17 ½ hours for December. Why wouldn't that have been paid in January for December?

Mrs. Lyons stated she had invoices, where they've paid him February, January, December, November, October, September. So, it's up to date on what she's investigated. So, she's not sure what the March is for.

Mr. Richards stated in his opinion they will not be able to get this resolved right now. They may need to go back and take another look to see what's going on with the invoices and make sure they're not making any error in payment.

Mrs. Lyons stated that unfortunately they would have to go back to him for clarification. Because the invoices, and she gave an example for February 10th it does say summary of November. She then went to the board to let them view the invoice.

Mr. Richards stated that there should be a record of all the payments that Mr. Esch has received. So, they need to go back and start from the time he was hired and look at all the payments he's received to find out what they owe him.

Mr. Olson stated that in light of that issues to table this until staff can figure out what's going on.

Tabled

Agenda Item #12 Future Agenda Items.

Mr. Stamp: 1. Move forward and start the process with the EDC Consulting Firm; but he believes they are already on top of that.

Mr. Richards wanted to know if they talked about the bathrooms and the tables? They need to put that back on the agenda. The tables over at the amphitheater and also the bathrooms.

Mr. Green asked Ms. Casto if she would reach out to him about the prefab restrooms.

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.

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

N/A

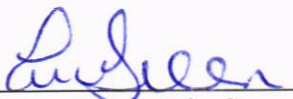
Agenda item #15 Adjournment.

Motion was made to adjourn.

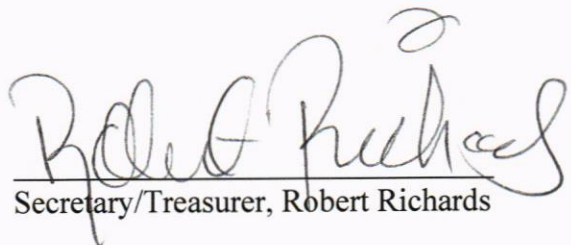
Director, Lyndon Stamps / Secretary, Treasurer, Robert Richards

All For
Motion Carried

5:55 p.m.



President, Eric Green



Secretary/Treasurer, Robert Richards