

Minutes of the Brookshire Economic Development Corporation Meeting  
May 1, 2025

The Brookshire Economic Development Corporation held a Regular Meeting on Thursday, May 1, 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

Secretary/Treasurer, Robert Richards

Director, Deniece Odie

Director, Lyndon Stamps

Director, Michael Kosar

Director, Maria Ugartechea

Also Present:

Attorney, David Olson

BEDC Administrative Assistant, Vickie Casto

**Agenda Item #5 Public Comments.**

1. Miss Dunn addressed the board and stated that she wanted to officially introduce herself and added that she was the Community Relation Specialist. She then passed out her personal information to each board member.

2. Jay Donella with Christ Clinic addressed the board. He stated that he was over Population Health for Christ Clinic. He stated they were a 25-year-old charity clinic. He added that they had just recently moved up the street on Hwy 90, their address is 1040 Schlipf Rd on the second floor. He stated that with this recent move they had tripled in size. He went on to explain their services, and added that their Dr.'s were volunteers. He just wanted to introduce them as they were their new neighbor. He stated it was only \$50 to go to the clinic. They try to keep it where they can take walk-ins for anyone that needs to see them. They are open Monday – Thursday 9:00 a.m. – 5:00 p.m. and Friday 9:00 a.m. – 3:00 p.m. They are not an occupational medicine place, they can't file workers comp claims, they don't take any insurance. He let them know he did tour's all the time if anyone would like he would be happy to show them around. They have a class A pharmacy on the premises and an onsite lab.

**Agenda Item #6      Consent Agenda:**

- a. Approval of BEDC board meeting minutes for April 3, 2025**
- b. April Financial Report (Notlyh Lyons)**
- c. Review BEDC monthly deposits. (Notlyh Lyons)**

Mrs. Odie stated she had a question for Mrs. Lyons. She wanted to know if that was the correct amount for Mr. Esch.

Mrs. Lyons explained that she went through his invoices, and they were really funny. She gave an example, when he worked in January, he would invoice them on February 10<sup>th</sup>. Once he went back and corrected the invoices, they did owe him for February and the eighteen hundred is for March.

Mr. Kosar said on the expense report on page 4, equipment maintenance 293.99. He asked what equipment that was.

Mrs. Lyons stated it was for the speakers that was ordered....

Mr. Green replied the PA system that's used at the amphitheater.

Mrs. Lyons replied yes.

Mr. Kosar said he was curious about equipment maintenance.

Motion was made to approve the minutes for April 3, 2025, April Financial Report and the BEDC monthly deposits.

Director, Lyndon Stamps / Director, Denice Odie

All For  
Motion Carried

**Agenda Item #7      Discuss and possible action to revisit having petty cash. (Notlyh Lyons)**

Mrs. Lyons stated she wanted to go over the petty cash discussion and there are other departments that do have petty cash in this building. She didn't know what they were told before; but she thought was a good idea revisit it because Ms. Vike has a credit card for the EDC account. She then gave an example that the credit card could get locked and she needed to get something right away she would have the ability to do so. She's not say a big amount; but maybe \$100 .... Just as a backup.

Mrs. Odie asked Ms. Casto in the past how much did she have.

Ms. Casto stated a little over \$300

Mrs. Odie then confirmed with Mrs. Lyons that she's saying \$100?

Mrs. Lyons, stated she would say 100 .... 300 is fine if they deem it necessary.

Mrs. Odie asked how often will her credit card get locked?

Mrs. Lyons stated they don't now with New First. It's happened in the past with the city's credit card. They would lock it thinking it was fraud.

Mr. Stamps asked Ms. Conner how much petty cash do the other departments normally may have?

Ms. Conner stated in the past around \$350 and went on to explained how it was handled; but as of now no one had any.

Mrs. Lyons stated that there was a petty cash line item for the city side for 300.

Mr. Kosar then asked on the petty cash, there should be some guidelines. If the card gets locked, he understands; but she should have some rules like ... she needs to call Mr.

Green or Mr. Richards so she can get it, a double check on the petty cash so it's just not spent.



Mrs. Lyons stated she 100% agreed. She then gave an example of how when she goes to Amazon, she will go to Ms. Conner to her permission before she pays for it. So, they could do something similar to that then went on to explain what they could do.

Mr. Kosar said he felt like there should be two standards.

Mrs. Lyons again agreed, and went on to say she believed there should be two people handling petty cash.

Mr. Richards stated he had a question for Mr. Bautista because he was formally working in Hempstead EDC, and did they have petty cash there?

Mr. Bautista replied no.

Mr. Stamps stated this should not be a reoccurring problem on the credit. This is only for a backup in the event the card isn't working. He does not think it will be that often that they will be using the petty cash.... It's just a backup, and it's a small amount and easy to keep tabs.

Mrs. Lyons stated that's why she dropped it down to 100, it's more comfortable.

Mr. Green stated he didn't have an issue with it; but he want's to gets some rules. Get a process drawn up and bring before the board and let the board vote on it.

Mr. Richards asked if that would be petty cash for EDC and also for the city?

Mrs. Lyons said she would like to keep them separate so, EDC would have a special location and city would have a location ...

Mr. Richards said that's what he meant. They are setting up a procedure not only will it effect the EDC but the city. He went on to explain.

Mrs. Odie wanted to know if that procedure would be across the board?

Mr. Richards replied, he would say so.

Mr. Green wanted to know if they needed to take it to the city council and Mr. Richards agreed.

#### **Agenda Item #8      Discuss and possible action hiring an EDC consultant**

Mr. Richards stated at this particular time, in his opinion that it needs to be pushed back a little bit. Mr. Bautista has been hired now as an emergency hire; because they don't know the projects that were outstanding, their former EDC consultant left was very important. For doing things proper and in order, he thinks they need to table this one for right now. Mr. Bautista was hired for a 6-month period so, they might need to consult with attorney to make sure they are getting proper guidance for moving forward with permanent replacement. He then asked Mr. Olson if he would like any discussion.

Mr. Olson stated that he would talk to him about the way things were set up and what they are trying to accomplish and make sure it's done correctly.

Mr. Richards stated it was his understanding that Mr. Esch was also hired as an emergency hire also.

Mr. Olson stated that they funded for that position, he's talking about Joe leaving now they're looking for someone to feel that gap.

Mr. Richards again repeated that Mr. Esch was hired as an emergency hire when he came on board initially.

Mr. Olson replied that he didn't know.

Mr. Green, stated no action taken.

Tabled

#### **Agenda Item #9      Discuss and possible action on getting tables and restrooms at the amphitheater.**

Mr. Kosar stated he had done some research. He then passed picture of what Katy has. The concrete and the mettle tables are basically around \$1,000. The mettle tables have a



silicone coat so when they're in the hot sun, they won't burn. Then he spoke on the concrete tables how they were secured and in the ground. He didn't know if they wanted the wooden one's where anyone could come in and steal them. They've not decided on how many tables they want.

Mr. Green stated that they were only discussing it, he didn't expect the board to be taking any action on it; but he wanted to toss around some idea's and see what they come up with.

Mr. Richards stated on the table and chairs, they definitely wanted to get something that will not get blown away if bad weather comes. If they can get a quantity of tables and chairs ... the tables will need to be heavy duty as well as the chairs. When he visited Sealy, they have concrete table and benches that will not get compacted by weather.

Mrs. Odie asked if the restrooms came in different sizes.

Mr. Kosar said they did come in different sizes, it's a two-restroom stall. The building is 100% concrete. He's trying to get a price now. He then directed them to the Romax page and added that he had not gotten any response from them. He then directed them to their packet to see what Sealy had in their park. He went over the process of the building and spoke on the price.

Discussion continued.

Mr. Richards asked if they were ADA compliance?

Mr. Kosar stated they all were.

Discussion continued on how they were built.

Mr. Richards said that which ever the one they decide to go with, they'll need a full workup. How many stalls, how much concrete will be need to be poured, how much will electric cost, how much will the plumbing be...get a full workup sheet to make a motion to get a good estimate on this.

Mr. Stamps asked if they had thought about the picnic tables like they have at Hovas Park; because they are pretty stable and he thinks they would be fitting for what they are trying to do.

All agreed for a little more research.

No Action

**Agenda Item # 10    Discuss and possible action furnishing refreshments for Stephens & Flowers Funerals & Cremations, Dedication to Mrs. Ouida Flowers Crematorium. May 31<sup>st</sup> at 1:00 p.m. and Open House at 1:30 p.m.**

Mr. Olson stated if they were going to spend money, it has to be designated as a project. Council has to bless it then wait 60 days ... there are some things they have to do. After discussion it was decided that some of the board members would make a donation.

No Action

**Agenda Item #11    Discuss and possible action setting date, time for next business mixer.**

After discussion, Wednesday, July 9<sup>th</sup> starting at 6:00 p.m. till 8:00 p.m. at the Brookshire Convention Center.

**Agenda Item #12    Future Agenda Items.**

Mr. Kosar would like to revisit the restrooms, tables & chairs at the amphitheater.

**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.**

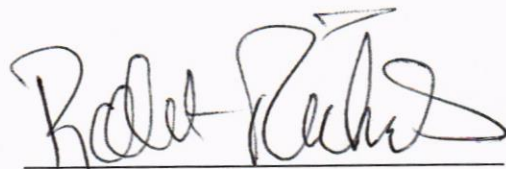
Motion was made to adjourn.

Director, Lyndon Stamps / Secretary, Treasurer, Robert Richards

All For  
Motion Carried

6:16 p.m.

  
\_\_\_\_\_  
President, Eric Green

  
\_\_\_\_\_  
Secretary/Treasurer, Robert Richards

Prepared by Vickie Casto