

## MINUTES

### BRENHAM COMMUNITY DEVELOPMENT CORPORATION

**June 3, 2020**

A regular meeting of the Brenham Community Development Corporation was held on Wednesday, June 3 2020, at City Hall, Council Chambers, 200 W. Vulcan, Brenham, Texas beginning at 8:00 a.m.

Board members present were Charles Moser, Atwood Kenjura, Darrell Blum, John Hasskarl, Ken Miller, Gary Crocker, and Bill Betts.

City of Brenham staff members present were James Fisher, Carolyn Miller, Donald Reese, Jeana Bellinger, Dane Rau, Susan Cates and Crystal Locke.

Others in attendance were Mayor Milton Tate.

- 1. Chairman Charles Moser called the meeting to order.**
- 2. Invocation and Pledges to the U.S. and Texas Flags followed.**
- 3. Discuss and Possibly Act Upon the Approval of the Minutes from the November 21, 2019 Regular Meeting.**

A motion was made by Bill Betts and seconded by Darrell Blum to approve the minutes from the November 21, 2019 regular meeting.

Chairman Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member Ken Miller	Yes

- 4. Discuss and Possibly Act Upon FY2019-20 Second Quarter Financials**

Assistant City Manager and Chief Financial Officer Carolyn Miller presented this item. Miller advised the Board of the following:

### Sales Tax Revenue

FY20 sales tax revenue budget was increased by 4.8% over the prior year's revised annual estimate. Miller explained that with six months of collections, FY20 sales tax revenue is trending below budgeted levels due to the COVID-19 shutdown. Cumulatively, FY20 sales tax revenue is \$49,949 behind budget.

### Financial Statements

Miller stated that the *Economic Development* operations report shows an operating surplus of \$95,159 through the second quarter of FY20. All expenditures are within budget levels and will be monitored as sales tax receipts are received and updated forecasts are made.

On the *Recreation* side, Miller explained that ten (10) of the eighteen (18) approved FY20 parks and recreation projects have been completed as of the second quarter. The recreation side ended the quarter with an operating deficit of \$63,758 which should correct itself as the remainder of the year's sales tax collections are received.

### BCDC Capital Projects Fund

Miller explained that no activity has occurred in this fund for FY20. Approximately \$400,000 of the original \$657,000 allocated for new park infrastructure costs is available for future project expenditures. In FY20, \$500,000 will be transferred from BCDC into this fund and designated as matching funds for a Texas Parks and Wildlife Grant for the Southside Family Park.

A motion was made by Atwood Kenjura and seconded by Gary Crocker to approve the FY2019-20 second quarter financial reports as presented.

Chairman Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member Ken Miller	Yes

## **5. Discussion and Presentation on FY2019-20 and FY2020-21 Revenue Projections**

Assistant City Manager and Chief Financial Officer Carolyn Miller presented this item. Miller advised the Board of the following:

### FY20 Sales Tax Projections and Budget Impact

Sales tax revenue for FY20 is projected to be \$1,669,574 or 9.09% below the budget of \$1,836,438. Miller explained that this will not have a significant impact on annual expenditures for Economic Development or one-time expenditures for Economic Development or Recreation Projects. Miler stated that some expenditures/projects have been deferred due to reduced revenues

### FY21 Sales Tax Projections and Budget Impact

Sales tax revenue for FY21 is projected to be \$1,654,313 or 9.92% below the FY20 budget of \$1,836,438. Miller stated that this does not have a significant impact on the annual or one-time expenditures for Economic Development or Recreation Projects. The BCDC Board can reasonably expect to allocate around \$70,000 to \$80,000 to Economic Development projects and around \$900,000 to \$1 million to Recreation projects at the upcoming FY21 budget funding meeting.

## **6. Discuss and Possibly Act Upon the Reallocation of FY2019-20 Budgeted Funds for Various Park Projects**

Director of Public Works Dane Rau presented this item. Rau advised the Board that over the last 2 yrs. Henderson Park has taken on a whole new look and that Phase I (\$294,900) of the renovations which consisted of ADA Improvements (sidewalks, parking, bathrooms, etc.), HVAC bathroom upgrades, ADA Parking, BBQ Pit improvements and a new playground near the pavilion has been completed.

Rau stated that Phase II (\$650,000) kicked off in January and Aggieland Construction has done a wonderful job with the improvements that consists of concrete flatwork, drainage improvements around the field, concession and restroom improvements on that building, new dugouts, all new fencing, low level lighting, shade structures, and field netting. Rau explained that a couple change orders, and a minor addendum to the engineering contract makes the project \$55,000 short from what was budgeted for this Phase.

Rau stated that BCDC has a contingency of \$45,400 in the 2019-2020 for the recreation side and that improvements on the Jerry Wilson Playground (\$85,000) and the Blinn softball field (\$40,000) have been put on hold at this time. Rau requested that the Board reallocate FY2019-20 budgeted funds to complete Henderson Park, Phases 2 and 3.

A motion was made by Atwood Kenjura and seconded by John Hasskarl to reallocate \$55,000 from FY2019-20 budget funds for the completion of Henderson Park improvements.

Chairman Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member Ken Miller	Yes

The Board adjourned into Executive Session at 8:45 a.m.

### **EXECUTIVE SESSION**

- 7. Texas Government Code Section 551.087 Economic Development Negotiations – Discussion and Deliberation on Project Aloha Regarding Possible Land Acquisition or Other Economic Development Incentives to a Business Prospect Seeking to Locate, Stay or Expand into the City of Brenham**
- 8. Texas Government Code Section 551.072 Deliberation Regarding Real Property – Discussion and Deliberation on Project Roadie Regarding the Possible Sale of Real Property for a Business Prospect Seeking to Locate, Stay or Expand into the City of Brenham**

Executive Session adjourned at 9:30 a.m.

### **RE-OPEN REGULAR SESSION**

- 9. Discuss and Possibly Act Upon an Economic Incentive Agreement Between Brenham Community Development Corporation (BDCD) and Project Aloha and Authorize the President to Negotiate and Execute Any Necessary Documentation**

A motion was made by Darrell Blum and seconded by John Hasskarl to prepare an Economic Incentive Agreement between Brenham Community Development Corporation (BDCD) and Project Aloha, as discussed in Executive Session, and authorize the President to negotiate and execute any necessary documentation.

Chairman Moser called for a vote. The motion passed with the Board voting as follows:

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member Ken Miller	Yes

**10. Discuss and Possibly Act Upon a Real Estate Contract Between Brenham Community Development Corporation (BCDC) and Project Roadie and Authorize the President to Negotiate and Execute Any Necessary Documentation**

No action was taken on this item.

**11. Staff Updates:**

- **Economic Development**

Susan Cates advised the Board that Project Silver Crayon is moving forward. Cates advised that the City's COVID-19 fund has helped 48 businesses and over \$100,000 has been distributed.

- **Parks and Recreation**

- **Texas Parks & Wildlife Grant**

James Fisher advised that the City has applied for the grant; however, no information has been received back yet.

- **Administration**

- **Baker Katz Project**

- **FY20-21 Budget Date**

James Fisher advised that the Baker Katz project is moving forward; however, COVID has slowed it down some. Fisher advised that the FY20-21 budget meeting date is scheduled for June 18<sup>th</sup> at 8:00 a.m.

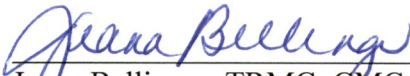
The meeting was adjourned.



Charles Moser  
Chairman



**ATTEST:**



Jeana Bellinger, TRMC, CMC  
City Secretary/Director of Administrative Services  
BCDC Secretary