

**MINUTES**

**BRENHAM COMMUNITY DEVELOPMENT CORPORATION**

**October 7, 2020**

A regular meeting of the Brenham Community Development Corporation was held on Wednesday, October 7, 2020, at The Barnhill Center – Ballroom, 111 W. Main St., Brenham, Texas beginning at 7:30 a.m.

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

Board members absent were Darrell Blum.

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

Others in attendance were Councilmember Keith Herring.

- 1. Chairman Charles Moser called the meeting to order.**
- 2. Discuss and Possibly Act Upon the Approval of the Minutes from the June 3, 2020 Regular Meeting and the June 18, 2020 and July 8, 2020 Special Meetings**

A motion was made by Atwood Kenjura and seconded by John Hasskarl to approve the minutes from the June 3, 2020 Regular Meeting and the June 18, 2020 and July 8, 2020 Special Meetings.

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

Chairman Charles Moser	Yes
<b>Vice Chairman Darrell Blum</b>	<b>Absent</b>
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member Ken Miller	Yes

### **3 Discuss and Possibly Act Upon the Award of ITB No. 20-009 Related to Mowing Services and Grounds Maintenance for Brenham Business Park and Southwest Industrial Park and Authorize the President to Execute Any Necessary Documentation**

City Secretary Jeana Bellinger presented this item. Bellinger explained that the right-of-way mowing and grounds maintenance services in the Brenham Business Park and Southwest Industrial Park is currently being provided by Glasco & Co. Landscaping under Bid No. 18-009. However, due to the recent construction of detention ponds in both of the business parks, the scope of work for this service changed considerably. Therefore, staff thought it would be best to re-bid the service to include mowing and grounds maintenance in and around the detention ponds in addition to right-of-way and grounds maintenance.

Bellinger advised that the City opened bids on September 1, 2020 for mowing services and grounds maintenance in the Brenham Business Center and Southwest Industrial Park (ITB No. 20-009) and had six (6) bids submitted. After reviewing all of the bids submitted, it is staff's recommendation to award the bid to Glasco & Co. Landscaping. The bid submitted by Glasco was \$136.00 higher than the lowest bidder (MLR Services); however, due to Glasco being a local company and currently the provider of this service, staff feels that their bid provides the best value for BCDC at this time.

A motion was made by Bill Betts and seconded by Gary Crocker to award ITB No. 20-009, related to mowing services and grounds maintenance for the Brenham Business Park and the Southwest Industrial Park, to Glasco & Co Landscaping due to them proving the best value for BCDC and authorize the President to execute any necessary documentation.

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

Chairman Charles Moser	Yes
<b>Vice Chairman Darrell Blum</b>	<b>Absent</b>
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member Ken Miller	Yes

### **4 Discussion and Update on Parks and Recreation Projects Funded in FY20-21**

Director of Public Works Dane Rau advised the board that Parks and Recreation has begun working on FY20-21 projects and coordinating when they will begin. Rau stated that many of the projects will have to be coordinated with upcoming seasons whether that is sporting seasons such as tennis, baseball, and softball while other project will need to be coordinated with facility openings such as the Blue Bell Aquatic Center and Season 2 of the splashpad.

Rau advised that the projects funded by BCDC will be spread out over the fiscal year as follows:

First Quarter (Oct-Dec) - \$218,500:

Sidewalk Repairs – Fireman’s Park	\$15,000
Replace Roof – Blue Bell Aquatic Center	\$73,500
Upgrade to Accu Tab & Acid Rite System – BBAC	\$25,000
Add Playground - Jerry Wilson (deferred from 2020)	\$85,000
Resurface two (2) tennis courts – Hasskarl	\$15,000
Christmas Stroll Programming	\$5,000

Second Quarter (Jan-Mar) - \$417,500:

Replace Outfield Wall - Fireman's Field	\$80,000
Resurface two BB fields with MasterTurf – Linda Anderson	\$27,500
Refurbish Big Yellow Slide – BBAC	\$30,000
Refurbish Banana Split Slide – BBAC	\$20,000
Conceptual/Engineering Design – Phase II(a)	\$10,000
Splashpad Phase II – Henderson Park	\$250,000

Third Quarter (Apr-June) - \$253,500:

Replace Landing Pads for Leisure Pool – BBAC	\$8,500
Covered Basketball Courts – Jackson Street Park	\$125,000
Improvements - Jerry Wilson Park	\$120,000

Fourth Quarter (July-Sept) - \$130,000:

Movies in the Park	\$4,000
Renovations - Blinn Softball Field (deferred from 2020)	\$25,000
Updates at BBAC (beams, replaster, handicap lift)	\$101,000

**5 Discussion and Update on the Brenham Family Park and the Texas Parks and Wildlife Grant Award**

Recreation and Community Services Specialist Crystal Locke advised the Board that on August 27, 2020, the Texas Parks and Wildlife Commission approved the grant request for the Brenham Family Park project in the amount of \$750,000.

Locke explained that the total project cost for Brenham Family Park Phase I(a) is \$1.7 million dollars and would include a 10-foot wide concrete pedestrian and bike friendly trail, restrooms, pedestrian bridge, security lighting, native landscaping, picnic facilities, a parking lot, road expansion, lake development, and park signage.

Locke stated that staff met with Local Park Grants Coordinator for a site visit and prepared the following tentative project timeline:

ACTIVITY	TIME FRAME
Commission Approval	August 27, 2020. Begin 3-year project period
Project seeking Federal Land and Water Conservation (LWCF) funding	Anticipate submitting for LWCF during December/January window with approval by April 2021
Grant Agreement Execution	April 2021
Pending Documentation such as: <ul style="list-style-type: none"> <li>- Plans &amp; specs (100%)</li> <li>- Texas Department of Licensing and Regulation (TDLR); Accessibility</li> <li>- Texas Commission on Environment Quality (TCEQ) Stormwater Permit</li> <li>- Texas Historical Commission (THC) Cultural Resources Survey &amp; Clearance</li> <li>- U.S. Army Corps of Engineers (USACE) Permits</li> <li>- TPWD Biological Consultations</li> </ul>	Within 6 months of grant agreement date – September
Quarterly Status Reports	On or before January 15, April 15, July 15, and October 15
Construction Plan Submission	Within 6 months of grant agreement date for development only projects (dependent on documentation timeline – June 2021)
Begin Construction	August 2021 (Estimated)
Construction Completed	February 2023 (Estimated)
Project Completion and Grant Close-Out	Within 3 years after Commission approval

**6 Discussion and Update on Possible Amendments to the Restrictions, Covenants, Easements and Conditions of Brenham Business Center and the Declaration of Covenants, Conditions and Restrictions of Southwest Industrial Park, Section Three**

City Manager James Fisher advised the Board that revisions to the Restrictions, Covenants, Easements and Conditions of Brenham Business Center and the Declaration of Covenants, Conditions and Restrictions of Southwest Industrial Park, Section Three, were needed to address several issues and strategies outlined in the City’s Comprehensive Plan.

After further discussion the Board agreed to review changes recommended by staff and asked that staff bring back a redline version of changes to the Board before moving forward with finalizing. Chairman Moser asked that BCDC members Betts and Crocker be included in the discussions and recommended revisions to the documents prior to them being presented to the full BCDC board for approval.

## **7 Discussion and Update on Possible Amendment to the Chapter 380 Economic Development Agreement Between the City of Brenham, Texas and Baker Katz, LLC**

City Manager James Fisher advised the Board that City staff has been working with Baker Katz to amend the existing Chapter 380 Agreement. Fisher explained that amending the existing 380 agreement is in the best interest of both parties and the proposed amendments would include the following:

- Provisions requiring Baker Katz to purchase certain building materials locally; and,
- Provisions requiring Baker Katz contractors to utilize separated building materials and labor contracts for contracts greater than \$50,000; and,
- The opportunity to receive additional reimbursement dollars, not to exceed \$1,000,000, if buildings within the proposed development adhere to certain “Decorative Elements Threshold” (see below); and,
- Provisions committing Baker Katz to additional funds for the installation of underground electricity costs along the west side of Chappell Hill Road.

Fisher explained that the City would offer additional reimbursement dollars for the Baker Katz project if additional masonry and certain approved building materials could be provided by the Developer. City staff is working closely with Baker Katz and their architect to define certain façade masonry requirements, establish building material thresholds and to ensure the project is a premier shopping center. Fisher stated that some of the construction elements being considered are:

- “Primary Building Materials” (only brick, natural stone, fiber cement nichiha panels, glass or glazing)
- “Secondary Building Materials” (only concrete masonry unit, concrete panel construction (tilt wall) stucco, cement board siding, EIFS or architectural metal pan)
- “Accent Materials”, such as door and window frames, lintels, canopies, cornices, architectural metalwork, glass block, copper flashing, EIFS or similar materials

## **8 Board and Staff Updates:**

- **Joint Economic Development Committee**
  - James Fisher advised that Washington County Commissioners Kirk Hanath and Candice Bullock created a Joint Economic Development Committee which consists of two Brenham City Councilmembers (Herring and Kolby), two Washington County Commissioners (Hanath and Bullock); one representative from BCDC(Hasskarl); two representative from the Brenham Economic Development Foundation (Brannon and Dippel). This group will meet frequently with the Director of Economic Development Susan Cates and discuss upcoming economic development projects.
- **Economic Development**
  - Carolyn Miller advised that Susan Cates was selected to serve on the Texas Economic Development Council.

- **Parks and Recreation**
  - Henderson Park improvements have been completed.
- **Administration**
  - No update given.

The Board adjourned into Executive Session at 8:16 a.m.

**EXECUTIVE SESSION**

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

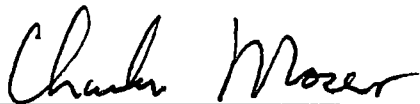
Executive Session adjourned at 8:37 a.m.

**RE-OPEN REGULAR SESSION**

- 10 Discuss and Possibly Act Upon a Real Estate Contract and/or an Economic Incentive Agreement Between the Brenham Community Development Corporation (BCDC) and Project Miranda and Authorize the President, or His Designee, to Negotiate and Execute Any Necessary Documentation**

No action taken on this item.

The meeting was adjourned.



Charles Moser  
Chairman

**ATTEST:**



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

