

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

May 13, 2021

A special meeting of the Brenham Community Development Corporation was held on Thursday, May 13, 2021 at City Hall, Council Chambers, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Darrell Blum, Bill Betts, Ken Miller, Jim Kolkhorst and Gary Crocker.

Board members absent were Charles Moser and John Hasskarl.

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

1. **Vice Chairman Darrell Blum called the meeting to order**
2. **Invocation and Pledges to the U.S. and Texas Flags – James Fisher**
3. **Discuss and Possibly Act Upon FY2020-21 Second Quarter Financial Statements**

Assistant City Manager – Chief Financial Officer Carolyn Miller presented this item to the Board. Miller explained the following details about the financial statements:

Sales Tax Revenue

- FY21 sales tax revenue is trending above budget. FY21 sales tax is \$43,678 ahead of budget and \$40,332 above prior year.

Financial Statements – Fund 250

- **Economic Development** operations have an operating surplus of \$55,278 as of the end of the second quarter. All operating expenditures are within budget levels and comparable to prior year.
- **Recreation** operations have eight (8) of the eighteen (18) approved parks and recreation projects completed as of the second quarter. All other projects are on schedule to be completed in FY21. Recreation operations ended the quarter with an operating surplus of \$259,384.

BCDC Capital Projects – Fund 252

- During the second quarter of FY21, \$10,589 was spent for the archaeological study at the Brenham Family Park. The balance of \$1,062,282 remains in the fund with \$51,000 allocated for the Highway 290 feeder traffic signal work and the remaining \$1,011,282 for Brenham Family Park capital projects.

A motion was made by Gary Crocker and seconded by Ken Miller to approve the FY2020-21 second quarter financial statements as presented.

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

Chairman Charles Moser	Absent
Vice Chairman Darrell Blum	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Absent
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

4. Discuss and Possibly Act Upon the Reallocation of FY2020-21 Parks and Recreation Funds for Various Parks and Recreation Projects

Director of Public Works Dane Rau presented this item. Rau explained that during the 2020-21 funding meeting the Board approved 9 projects related to park improvements totaling \$742,500. Rau explained that there were approximately \$100,000 of savings from two of the projects: Fireman's Park Outfield Wall Replacement and Phase II of the Splashpad at Henderson Park.

Rau advised the Board that he would like to reallocate the \$100,000 savings for two projects that have come up the past couple of months:

- **Maintenance at the Brenham Pickleball Complex:** This scope of work involves repairing the old joints and resealing to protect pickleball players from safety issues. These courts change dramatically after the hard freeze and now have significant openings at the old joints and increased surface cracking. The cost of these improvements is \$20,000.
- **Environmental Assessment of Phase I(a) of the Brenham Family Park:** This assessment is mandated by the National Parks Service prior to releasing the \$750,000 Texas Parks and Wildlife Grant. The Woodman Group provided a quote to perform this assessment at a cost of \$50,000.

A motion was made by Ken Miller and seconded by Jim Kolkhorst to approve the reallocation of \$100,000.00 in parks and recreation FY2020-21 budget savings to cover maintenance to the Brenham Pickleball Court and the environmental assessment for the Brenham Family Park.

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

Chairman Charles Moser	Absent
Vice Chairman Darrell Blum	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Absent
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

5. Discuss and Possibly Act Upon the Brenham Community Development Corporation’s Annual Budget for Fiscal Year 2021-22:

Assistant City Manager – Chief Financial Officer Carolyn Miller presented an overview of the FY2021-22 budget requests. Miller provided the following highlights of each department request:

- Economic Development Budget Summary
 - Sales tax revenue increased approximately 10% from FY21 to FY22 in anticipation of a recovery in collections after the COVID pandemic.
 - An interlocal agreement between the City and Washington County was approved creating the Brenham Washington County Development Organization (BWEDO). For FY21, the County is contributing \$75,000 to Economic Development activities and will contribute \$100,000 annually for FY22 and forward.
 - No material change to on-going expenditures such as debt service, operations, marketing, and Business Park maintenance.
 - Interfund loan repayment (3 of 10) to Recreation side for funds borrowed to construct the detention ponds in FY20.
 - Total budget request totals \$687,921, leaving a contingency balance of \$102,785.
- Recreation Budget Summary
 - Sales tax revenue increased approximately 10% from FY21 to FY22 in anticipation of a recovery in collections after the COVID pandemic.
 - Tier 1 funding requests from Aquatics, Parks and Recreation total \$1,152,741 leaving a contingency balance of \$107,276.
 - Tier II funding requests from Aquatics and Parks total \$676,568 and are not being recommended for funding at this time.

A. Economic Development

Director of Economic Development Susan Cates presented the line-item budget for economic development:

- Operations\$269,455
 - Salary & Benefits
 - Memberships / Travel / Mileage
 - Office Operations / Telephone / IT
 - Local Sponsorships / BRE Events

- Marketing\$46,595
 - Business Retention & Expansion
 - Tradeshows
 - Website
 - Marketing & Advertising
 - Subscriptions
 - Client Relationship Manager
 - Sales Tax Enhancement Service
 - Data & Demographics
- Business Park Maintenance\$19,795
- Professional Services\$12,500
 - Legal & consulting fees
- Programs & Partnerships\$75,000
 - Main Street EIIG, Incentive and Incubator funding
 - Resiliency plan for central business district during Highway 290 construction.

B. Main Street

Director of Economic Development Susan Cates presented the line-item budget for Main Street Brenham:

- Economic Impact and Innovation Grant Match.....\$15,000
 - This is a match to a Main Street contribution and allows us to offer \$15,000 to help unique businesses meet stringent building codes.
- Incentive Grant Fund Match\$20,000
 - Main Street uses these funds to offer grants for façade rehabilitation.
- Incubator Program Support.....\$15,000
 - This is for incremental lease support for incubator tenants and programming for training that will be open to the public.

C. Parks and Recreation

Director of Public Works Dane Rau presented the line-item budget for Parks and Recreation:

Blue Bell Aquatic Center – Tier I

- Replace/add shade structure.....\$53,045
- Replace metal furniture.....\$50,000
- Sealant on exterior brick\$30,000
- Modified Phase II(a)\$250,000

Rau explained there are other BBAC projects (Tier II) totaling \$126,568 that are not being requested for funding at this time.

Parks and Recreation – Tier I

- Brenham Family Park infrastructure.....\$265,000
- Kenjura Field scoreboard replacement\$46,350
- Repaint iron bridges at Henderson and Hohlt.....\$92,700
- Resurface two baseball fields at Linda Anderson and Hohlt.....\$15,000
- Phase II of Carousel repairs\$74,196
- Resurface parking lot at Linda Anderson\$82,400
- Park signage.....\$27,600
- Bullpen upgrades at Hohlt\$30,900
- Turf home plate on Schulte Field.....\$14,450
- Replace play equipment at Hattie Mae Flowers\$72,100
- Park improvement plan for Jackson Street\$30,000
- Movies in the Park\$4,000
- Christmas displays – Walk Thru Parks.....\$15,000

Rau explained there are other Parks and Recreation projects (Tier II) totaling \$550,000 that are not being requested for funding at this time.

A motion was made by Bill Betts and seconded by Gary Crocker to approve the BCDC annual budget for fiscal year 2021-22 as presented.

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

Chairman Charles Moser	Absent
Vice Chairman Darrell Blum	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Absent
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

6. Administrative Reports


➤ **Parks & Recreation**

- Tammy Jaster was awarded the Aquatic Profession of the Month from the Association of Aquatic Professionals.

➤ **Administration**

- Joint meeting with the Parks and Recreation Advisory Board is scheduled for June 9th – the presentation will be on the Brenham Family Park.


The meeting was adjourned.



Darrell Blum
Vice Chairman



ATTEST:



Jeana Bellinger, TRMC, CMO
City Secretary/BCDC Secretary