



NOTICE OF A SPECIAL MEETING
Brenham Community Development Corporation
Thursday, August 8, 2024 @ 7:30 a.m.
City Hall – 2nd Floor Conference Room
200 W. Vulcan St.
Brenham, Texas

1. **Call Meeting to Order**
2. **Discuss and Possibly Act Upon the Minutes from the April 25, 2024 and June 27, 2024 Regular Meetings**
3. **Discuss and Possibly Act Upon the Reallocation of FY2023-24 Budgeted Funds for the Blue Bell Aquatic Center Restroom Improvement Project**
4. **Board and Staff Updates**
 - Economic Development
 - Parks and Recreation
 - Administration

EXECUTIVE SESSION

5. **Texas Government Code, Section 551.072 – Deliberation Regarding Real Property – Deliberation Regarding the Possible Sale, Exchange, Transfer and/or Acquisition of Approximately 6.43 Acres of Land Owned by Welcome Real Estate Services, LLC in the Brenham Business Center in the City of Brenham, Texas**

RE-OPEN REGULAR SESSION

6. **Discuss and Possibly Act Upon the Possible Sale, Exchange, Transfer and/or Acquisition of Approximately 6.43 Acres of Land Owned by Welcome Real Estate Services, LLC in the Brenham Business Center in the City of Brenham, Texas and Authorize the President to Negotiate and Execute Any Necessary Documentation**

Adjourn

CERTIFICATION

I certify that a copy of the agenda of items to be considered by the Brenham Community Development Corporation (BCDC) on Thursday, August 8, 2024 was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Friday, August 2, 2024 at 8:15 a.m.

Jeana Bellinger, TRMC, CMC
City Secretary/BCDC Secretary

Executive Sessions: The Brenham Community Development Corporation (BCDC) reserves the right to convene into executive session at any time during the course of this meeting to discuss any of the matters listed, as authorized by Texas Government Code, Chapter 551, including but not limited to §551.071 – Consultation with Attorney, §551.072 – Real Property, §551.073 – Prospective Gifts, §551.074 - Personnel Matters, §551.076 – Security Devices, §551.086 - Utility Competitive Matters, and §551.087 – Economic Development Negotiations.

Disability Access Statement: This meeting is wheelchair accessible. The accessible entrance is located at the Vulcan Street entrance to the City Administration Building. Accessible parking spaces are located adjoining the entrance. Auxiliary aids and services are available upon request (interpreters for the deaf must be requested twenty-four (24) hours before the meeting) by calling (979) 337-7567 for assistance.

I certify that this notice and agenda of items to be considered by the Brenham Community Development Corporation (BCDC) was removed by me from the City Hall bulletin board on _____ at _____.

Signature

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

April 25, 2024

A regular meeting of the Brenham Community Development Corporation was held on Thursday, April 25, 2024 at City Hall, Conference Room 2A, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Charles Moser, Darrell Blum, Gary Crocker, John Hasskarl, Bill Betts, Jim Kolkhorst, and Ken Miller

Board members absent: None

City of Brenham staff members present were Carolyn Miller, Jeana Bellinger, Stacy Hardy, Dane Rau, Julie Flagg, William Bissette, Teresa Rosales, Robin Hutchens and Shawn Bolenbarr

Others present: Mayor Kenjura and Councilmember LaRoche

- 1. Chairman Charles Moser called the meeting to order**
- 2. Invocation and Pledges to the U.S. and Texas Flags**
- 3. Discuss and Possibly Act Upon the Minutes from the January 25, 2024 Regular Meeting and the February 29, 2024 Special Meeting**

A motion was made by Darrell Blum and seconded by Bill Betts to approve the minutes from the January 25, 2024 Regular Meeting and the February 29, 2024 Special Meeting.

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

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

4. Discuss and Possibly Act Upon FY2023-24 Second Quarter Financial Reports

Director of Finance – Stacy Hardy presented this item to the Board. Hardy explained the following details about the financial statements:

Sales Tax Revenue

- Sales tax revenue budget increased by 18% over the prior year’s budget. October through February collections were \$57,530 above budget.

Financial Statements – Fund 250

- Economic Development: Operations report shows a deficit of \$382,155 for the second quarter of FY24. This deficit is a result of two land transactions that took place in the second quarter: (1) 2.787 acres was repurchased from Brenham Kitchens; (2) 6.413 acres was repurchased from Capital Westview Partners. These repurchases along with detention pond contribution refunds totaled \$485,911. There was also a matching contribution of \$3,500 for the Main Street Incentive Grant for a downtown building owner. All operating expenses are within budgeted levels.
- Recreation: Ended the quarter with an operating surplus of \$769,415. Eight (8) of the thirteen (13) parks and recreation projects funded in FY24 were completed as of March 31, 2024. The remaining projects will begin and/or be completed in FY24.

BCDC Capital Projects – Fund 252

- Engineering work continues for the Brenham Family Park. Year to date, \$2,613 has been paid to Quiddity Engineering for Phase 1(a) and fund balance of \$794,585 remains for project expenditures. Since the \$750,000 grant funds have not yet been received, it is not shown on the financial statement.

A motion was made by John Hasskarl and seconded by Jim Kolkhorst to approve the FY2023-24 second quarter financial reports.

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

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

The Board adjourned into Executive Session at 7:38 a.m.

EXECUTIVE SESSION

5. **Texas Government Code, Section 551.072 – Deliberation Regarding Real Property – Deliberation Regarding Real Estate Matters Concerning the Possible Sale, Exchange, Transfer and/or Acquisition of Industrial Park Land in Brenham, Washington County, Texas**

Executive Session adjourned at 7:50 a.m.

RE-OPEN REGULAR SESSION

6. **Discuss and Possibly Act Upon the Possible Sale, Exchange, Transfer and/or Acquisition of Industrial Park Land in Brenham, Washington County, Texas and Authorize the President to Negotiate and Execute Any Necessary Documentation**

A motion was made by Jim Kolkhorst and seconded by Bill Betts to authorize the possible sale, exchange, transfer and/or acquisition of Industrial Park land in Brenham, Washington County, Texas, as discussed in Executive Session, and authorize the President to negotiate and execute any necessary documentation.

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

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

7. **Board and Staff Updates**

- **Economic Development**
 - Update on CGG
 - Update on Capital Westview Partners
 - Production report for February and March 2024
 - Spring Newsletter
- **Parks and Recreation**
 - BBAC locker room renovations are still going on
 - BBAC will open to the public on Memorial Day Weekend
- **Administration**
 - FY25 Budget Meeting – June 27, 2024

The meeting was adjourned.

Charles Moser
Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary/BCDC Secretary

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

June 27, 2024

A regular meeting of the Brenham Community Development Corporation was held on Thursday, June 27, 2024 at City Hall, Conference Room 2A, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Charles Moser, John Hasskarl, Bill Betts, Darrell Blum, Gary Crocker, Jim Kolkhorst, and Ken Miller

Board members absent: None

City of Brenham staff members present were Carolyn Miller, Jeana Bellinger, Stacy Hardy, Teresa Rosales, William Bisette, Kelsey Toy, and Casey Redman

Others present: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember LaRoche, and Linda Thomas

- 1. Chairman Charles Moser called the meeting to order**
- 2. Invocation and Pledges to the U.S. and Texas Flags**

WORK SESSION

- 3. Discussion and Update on the Brenham Family Park**

Public Works Director Dane Rau presented this item. Rau explained that after many studies, reports, environmental assessments and correspondence with both the National Parks Service and Texas Parks and Wildlife, staff has been told by Texas Parks and Wildlife that they have received the approval to issue a Notice to Proceed to the City of Brenham for Phase 1(a) of the Brenham Family Park.

Rau stated that staff is currently working with Quiddity to finalize the design of the park while also meeting the grant elements and getting a better understanding of the overall budget of Phase 1(a). The City should receive the notice to proceed within the next 30 days and will have three to five years to complete construction of Phase 1(a). The Phase 1(a) grant elements are utility improvements, parking areas, restrooms, walking/bike trail, amenity lake/detention, lighting, wildflower areas, pedestrian bridges and signage.

Rau explained that the grant from Texas Parks & Wildlife was for \$750,000 and that additional funds of \$794,000 have been earmarked by BCDC for the Brenham Family Park. The total current funding allocation, including grant funds, for Phase 1(a) is \$1.54 Million. Rau explained that due to inflation and significant price increases over the last four years, it will take additional funds to get the project started and meet the grant elements. Staff is currently working with both Quiddity and Texas Parks and Wildlife to make sure we meet all of the grant elements.

After further discussion about future maintenance and operations costs associated with the park, Chairman Moser requested that the BCDC and representatives from the Parks and Recreation Board meet to discuss future maintenance and operation costs of the park prior to signing the Notice to Proceed.

REGULAR SESSION

4. Discuss and Possibly Act Upon the Brenham Community Development Corporation's Annual Budget for Fiscal Year 2024-25:

Chief Financial Officer Stacy Hardy presented the following budget highlights to the Board for Economic Development:

- Budgeted sales tax revenue increased approximately 5% over the FY24 projected actuals.
- Per the January 2021 interlocal agreement between the City and Washington County, the Brenham Washington County Development Organization (BWEDO) will continue to contribute \$100,000 annually to Economic Development activities.
- No significant change to the on-going expenditures of debt service, operations, marketing, and Business Park maintenance. After FY25, one payment will remain on the note payable to the City for the purchase of the Gurrech tract.
- Interfund loan repayment (6 of 10) to Recreation side for funds borrowed to construct the detention ponds in FY20.
- An administrative support reimbursement to the City's General Fund for \$6,000 (\$500 per month) has been budgeted.
- An estimated expenditure of \$50,020 is included in FY25 budget for the second sales tax reimbursement incentive payment to Academy.
- The engineering and design for Blue Bell Road extension has been re-budgeted in the FY25 budget at \$118,000.
- Current year net revenue available for funding allocations equal \$169,177
- Economic Development related funding requests total \$77,690.
- If all requests are approved, a balance of \$91,487 will remain in contingency.
- Fund balance reserves for Economic Development are projected to be \$887,826.

A. Economic Development and Main Street

Economic and Community Development Director Teresa Rosales presented the Board with the FY2023-24 Economic Development and Main Street budgets. Rosales stated that the Economic Development budget reflects the County investment of \$100,000 and that her focus for FY25 will be:

- Real Estate: A big focus for this coming year is to liquidate some of the land that we re-acquired in the Brenham Business Center.
- Consultant Services: Funds have been allocated for hiring a consultant for business attraction services and assistance in identifying targeted industries based on our competitive advantages.
- Incentives Management: A great deal of time was spent on incentives management in the previous fiscal year. This included new abatement agreements, existing abatement agreements and other agreements entered into between organizations and the City of Brenham and/or Washington County.

Rosales advised that the Main Street Brenham budget includes the following expenditures:

Item	Amount
Incentive Grant Match	\$ 21,000
Covered Parking Lot Grant	\$ 49,690
Downtown Brenham Website	\$ 7,000
Total Budget	\$ 70,690

A motion was made by Ken Miller and seconded by Darrell Blum to approve the Economic Development and Main Street budget for fiscal year 2024-25 as presented.

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

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

B. Parks and Recreation

Chief Financial Officer Stacy Hardy presented the following budget highlights to the Board for Parks and Recreation:

- Budgeted sales tax revenue increased approximately 5% over the FY24 projected actuals.
- A \$400,000 payment to the City’s General Fund for Parks, Recreation & Aquatics operational support has been included in the budget.
- An administrative support reimbursement to the City’s General Fund for \$6,000 (\$500 per month) is in the budget.
- Current year net revenue available for funding allocations equal \$1,482,165
- Funding requests from Aquatics total \$446,000.
- Funding requests from Parks total \$1,031,000.
- Funding requests from Recreation total \$4,000.
- If all requests are approved, a balance of \$1,165 will remain in contingency.
- Fund balance reserves for Recreation are projected to be \$1,307,023.

Director of Public Works Dane Rau presented the line-item budget for Parks and Recreation. Rau explained that are fourteen projects totaling \$1.481,000:

Aquatics = \$446,000

- New Slide Tower\$ 350,000
- Replaster Therapy Pool.....20,000
- Roof Access35,000
- Duct Work.....26,000
- Automatic Back Door/Awning15,000

Parks = \$1,035,000

- Henderson Windscreen\$ 12,000
- Hohlt Park Material Bins20,000
- Jackson Street Park Improvement, Phase 2500,000
- Hohlt Park Pump Station140,000
- Hohlt Park Expansion Joint Sealing12,000
- Schulte Field Renovations15,000
- Brenham Family Park Site Amenities.....300,000
- Linda Anderson and Phughaupt Turf Mounds and Home Plate32,000
- Movies in the Park4,000

A motion was made by Jim Kolkhorst and seconded by John Hasskarl to approve the Parks and Recreation budget for fiscal year 2024-25 as presented, with the exception of the new slide tower for \$350,000. The Board requested that staff have a structural engineer look at the tower and provide a report on the safety of the tower and what type of repairs, if any, are needed.

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

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

The Board adjourned into Executive Session at 8:59 a.m.

EXECUTIVE SESSION

- 5. Texas Government Code, Section 551.072 – Deliberation Regarding Real Property – Deliberation Regarding the Possible Sale, Exchange, Transfer and/or Acquisition of Approximately 2.221 Acres of Land in the Southwest Industrial Park, Section Three, in the City of Brenham, Texas and Other Associated Matters**

Executive Session adjourned at 9:06 a.m.

RE-OPEN REGULAR SESSION

- 6. Discuss and Possibly Act Upon the Possible Sale, Exchange, Transfer and/or Acquisition of Approximately 2.221 Acres of Land in the Southwest Industrial Park, Section Three, in the City of Brenham, Texas and Authorize the President to Execute Any Necessary Documentation**

A motion was made by Darrell Blum and seconded by Jim Kolkhorst to extend the possible sale, exchange, transfer and/or acquisition of approximately 2.221 acres of land in the Southwest Industrial Pak, Section Three, in the City of Brenham, Texas for six (6) months, and authorize the President to execute any necessary documentation.

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

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

The meeting was adjourned.

Charles Moser
Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary/BCDC Secretary

DRAFT



Memorandum

To: BCDC Board Members

From: Dane Rau, Public Works Director

Date: August 8, 2024

Re: Re-Allocation of Funds for BBAC Locker Room, Restroom and Door Projects

We have now completed the Locker Room, Restroom and Door projects at the Blue Bell Aquatic Center. Everything looks really great and was able to be opened just in time for our summer season. For these projects \$405,615 of funding was allocated for the improvements, which included a \$5,000 private donation. Total project costs came in at \$467,185. The breakdown is shown on the attached spreadsheet with \$387,000 of this being construction costs. We had \$35,940 in professional services including architectural, asbestos survey, and ADA approvals. We also had \$44,245 for the new lockers which were ordered ahead of time due to long lead times.

We knew this project was going to be close and when bids came back Collier Construction was the lowest bidder at \$387,000. In order to get the restrooms, open before peak season, we began moving forward with City Councils' approval. The overage is due to higher construction costs than anticipated. We received only 3 bids with the next lowest one after Collier being \$417,000 by Chappell Hill Construction.

We were able to use savings from the turf fields project to cover some of the overage, but we would respectfully ask BCDC to consider using unallocated contingency of \$38,750 to cover the remainder. We currently have \$136,000 of current year unallocated contingency on the Parks and Recreation side. We appreciate all the support that you give Parks and Recreation to keep our facilities and amenities looking great.

BBAC Locker Room, Restroom & Door Improvement Project

Funding Sources:

FY23 BCDC Funding Allocation-Locker Room Improvements	208,000
FY23 BCDC Funding Re-Allocation-Locker Room Improvements (from Play-for-All)	145,000
FY24 BCDC Funding Allocation-Door Replacements	47,615
FY24 Private Donation	5,000
Funds Available for Project	405,615

Expenses:

Architect	34,500
Inspections	1,440
Construction	387,000
Lockers	44,245
Total Expenses	467,185

SHORTFALL	(61,570)
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RE-ALLOCATE SAVINGS FROM TURF FIELD PROJECT	22,820
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REVISED SHORTFALL	(38,750)
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