



NOTICE OF A REGULAR MEETING
Brenham Community Development Corporation
Thursday, June 26, 2025 @ 8:00 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 February 25, 2025 and the June 6, 2025 Special Meetings**
3. **Discuss and Possibly Act Upon FY24-25 Second Quarter Financial Statements**
4. **Discuss and Possibly Act Upon an Easement Between the Brenham Community Development Corporation and Bluebonnet Electric Cooperative for Electric Service to the City of Brenham Fire Station No. 2 in the Brenham Business Center and Authorize the President to Execute Any Necessary Documentation**
5. **Discuss and Possibly Act Upon the Brenham Community Development Corporation’s Annual Budget for Fiscal Year 2025-26:**
 - A. **Economic Development and Main Street**
 - a. **Brenham Business Center Lift Station (KofC)**
 - B. **Parks and Recreation**

Adjourn

CERTIFICATION

I certify that a copy of the agenda of items to be considered by the Brenham Community Development Corporation (BCDC) on Thursday, June 26, 2025 was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Friday, June 20, 2025 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 seventy-two (72) 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

February 25, 2025

A special meeting of the Brenham Community Development Corporation was held on Tuesday, February 25, 2025 at City Hall, Conference Room 2A, 200 W. Vulcan, Brenham, Texas beginning at 8:00 a.m.

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

Board members absent: Bill Betts

City of Brenham staff members present were Carolyn Miller, Jeana Bellinger, Dane Rau, Julie Flagg, William Bisette, Stacy Hardy, Casey Redman and Tammy Jaster

Others present: Councilmember Paul LaRoche

- 1. Chairman Charles Moser called the meeting to order.**
- 2. Discuss and Possibly Act Upon the Minutes from the January 16, 2025 Regular Meeting**

A motion was made by Ken Miller and seconded by Darrell Blum to approve the minutes from the January 16, 2025 regular meeting 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	Absent
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

3. Discuss and Possibly Act Upon the Allocation of Recreation Fund Balance Reserves for Jackson Street Park Phase I Improvements and Authorize the President to Execute Any Necessary Documentation

Director of Public Works Dane Rau presented this item. Rau explained that on February 4, 2025, staff along with Burditt Architectural opened requests for proposals (RFPs) regarding the Jackson Street Park Phase 1 Improvements. The scope of work consisted of bringing the entire park up to ADA specifications, enhancement of one restroom facility, adding a new playscape, upgrading electrical throughout the park (walking trail, field lighting, and low-level lighting under the trees and sidewalk extensions) and adding four (4) pickleball courts.

Rau stated that within the last two years BCDC has allocated \$1,215,000 towards Phase I for engineering costs, geotechnical reports, and purchasing the playscape. Rau stated that a total of eight companies responded to the RFP and while all the submissions were very competitive, they were all over \$1M with the lowest proposal being from DL Meachum at \$1,145,690 plus an alternate bid of \$35,270 for the shade covers for the pickleball courts.

Rau explained that in order to get this project underway, staff is requesting that BCDC consider allocating additional funds of \$247,048.50 using fund balance reserves. The requested funding would not include the shade canopy alternate.

A motion was made by Ken Miller and seconded by Darrell Blum to approve the allocation of \$282,318.50 of recreation fund balance reserves for Jackson Street Park, Phase I improvements, and to authorize Dane Rau to negotiate the cost of the shade structure to see if it can be reduced 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	Absent
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

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

June 6, 2025

A special meeting of the Brenham Community Development Corporation was held on Friday, June 6, 2025 at City Hall, Conference Room 2A, 200 W. Vulcan, Brenham, Texas beginning at 8:00 a.m.

Board members present were Charles Moser, John Hasskarl, Jim Kolkhorst, and Ken Miller

Board members absent: Bill Betts, Darrell Blum and Gary Crocker

City of Brenham staff members present were Carolyn Miller, Megan Mainer, Jeana Bellinger, Stephanie Doland, Teresa Rosales, Julie Flagg and Kyle Branham

Others present: None

1. **Chairman Charles Moser called the meeting to order.**
2. **Discuss and Possibly Act Upon Amendment of the Declaration of Covenants, Conditions and Restrictions of the Southwest Industrial Park, Section III, to Correct the Name of the Property Owners Association and Add Exhibit B, and Authorize the President to Execute Any Necessary Documentation**

City Secretary/BCDC Secretary Jeana Bellinger presented this item. Bellinger explained that while working through various documents related to the sale of industrial park land to CGG (data center) in the Southwest Industrial Park, Section III, the City Attorney discovered that the following amendments were needed to the CCR's of the Southwest Industrial Park, Section III:

- **Name of Property Owners Association:** The name shown on the CCR's does not match the name of the organization as filed with the Secretary of State. The CCR's read "*Southwest Industrial Park Property Owners Association*" and the Secretary of State's records show the legal name of the Association as "*Southwest Industrial Park, Section III Property Owners Association, Inc.*"
- **Missing Exhibit "B":** When reviewing the CCR document that was recorded in the Official Records of Washington County, it was determined that Exhibit "B" was excluded from the recorded document. This Exhibit is a description of the tract on which the detention pond and all associated facilities are to be situated.

Bellinger advised that the City Attorney made two small corrections to the document since publishing the packet: (1) the word "*Page*" was omitted from the first paragraph; and (2) the language "*as Exhibit "B" thereto as described in Section IV, Paragraph 4*" was added to the definition of Exhibit "B" found at the top of page 2.

A motion was made by Jim Kolkhorst and seconded by John Hasskarl to approve the amendment of the Declaration of Covenants, Conditions and Restrictions of the Southwest Industrial Park, Section III, to correct the name of the Property Owners Association and add Exhibit B, as amended, 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	Absent
Board Member Bill Betts	Absent
Board Member Gary Crocker	Absent
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

3. Discuss and Possibly Act Upon the Reallocation of FY24-25 Economic Development Contingency Funds for Electric Service for Fire Station No. 2 in the Brenham Business Center and Authorize the President to Execute Any Necessary Documentation

Director of Engineering Services Richard O'Malley presented this item. O'Malley explained that the reallocation of \$60,000 from the FY24-25 economic development budget was needed to support critical infrastructure improvements in the Brenham Business Center

O'Malley explained that Bluebonnet Electric Cooperative has provided an estimate of **\$98,644.10** to extend electrical service to Fire Station No. 2 located in the Brenham Business Center with Bluebonnet contributing **\$19,041.00** toward the project, thus reducing the City's cost to \$59,457.32 for a single-feed power source.

O'Malley explained that the Fire Station will be the first customer on this line and this improvement will complete utility infrastructure along James Nutt Blvd. and enhance the development value of all available tracts in the Business Center

A motion was made by Ken Miller and seconded by John Hasskarl to reallocate \$60,000.00 from economic development contingency funds for electric service for Fire Station No. 2 in the Brenham Business Center 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	Absent
Board Member Bill Betts	Absent
Board Member Gary Crocker	Absent
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



MEMORANDUM

To: BCDC Board and City Manager
From: Stacy Hardy, Director of Finance
Subject: BCDC 2nd Quarter FY24-25 Financial Statements
Date: June 13, 2025

Attached are the second quarter FY24-25 financial statements for BCDC. Notable trends or transactions are discussed below.

Sales Tax Revenue

For FY25, sales tax revenue was budgeted at a 5% increase over FY24 projections. With six months of collections received, FY25 sales tax revenue is trending slightly behind budgeted levels. October through March collections were \$6,385 below budget. This includes a one-time large sales tax audit adjustment payment of approximately \$69,000 which was received in December.

Financial Statements – Fund 250

The ***Economic Development*** operations report shows a surplus of \$419,770 for the second quarter of FY25. The Downtown Parking Shade Structure was completed for \$49,690 and an earnest money deposit of \$5,000 was made for the repurchase of 6.3632 acres from Welcome Group. Closing on this land transaction was completed in April. All operating expenses are within budget.

The ***Recreation*** side shows a deficit of \$683,824 for the second quarter of FY25. This deficit is due to the timing of funded projects being completed in the first and second quarters with only 6 months of sales tax collections received. Eight (8) of the thirteen (13) parks and recreation projects funded in the FY25 budget were completed as of March 31, 2025. This includes \$300,000 that was transferred to the BCDC Capital Projects Fund for Brenham Family Park infrastructure costs and \$782,000 for the Jackson St. Park Improvements project. The remaining projects will begin and/or be completed in the third and fourth quarters of FY25.

BCDC Capital Projects – Fund 252

Engineering work continues for the Brenham Family Park. Year to date, \$10,670 has been paid to Quiddity Engineering for Phase I(a) park improvements and \$17,900 has been paid to Terracon Consultants for geotechnical engineering services related to the pedestrian bridges. The BCDC contribution of \$300,000 for park infrastructure costs, which was mentioned above, is reflected in the available fund balance of \$990,839. Because BCDC has not actually received the funds for the \$750,000 Texas Parks and Wildlife Grant, it is not yet reflected in this financial statement.

After reviewing this information, should you have any questions prior to Thursday’s meeting, do not hesitate to contact me directly at 979-337-7570.

BRENHAM COMMUNITY DEVELOPMENT CORPORATION
ECONOMIC DEVELOPMENT
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE PERIOD ENDING MARCH 31, 2024 AND 2025

	YTD Actual 3/31/2024		YTD Actual 3/31/2025		Percent Incr (Decr)
<u>Revenues</u>					
Sales Tax	454,201		680,016	A	49.72%
Washington County Eco. Dev. Contribution	50,000		50,000		0.00%
Lease of Land - Hay Production	2,849		4,654		63.36%
Detention Pond Contributions/(Refunds)	(39,193)	B	-		-100.00%
Interest	43,250		37,062		-14.31%
	<u>511,107</u>		<u>771,732</u>		<u>50.99%</u>
<u>Expenditures</u>					
Economic Development Operations	119,192		130,049		9.11%
Economic Development Incentives	150,000	C	307	D	n/a
Economic Dev. Programs & Partnerships-Main Street	3,500	E	-		-100.00%
Lawn Maintenance	10,460		7,530		-28.01%
Services - Street Lights Electrical	2,962		2,962		0.00%
Legal Fees	6,650		3,700		-44.36%
Notes Payable to City - Principal & Interest	111,733	F	110,677	F	-0.95%
Main Street - Downtown Parking Shade Structure	-		49,690		
Land Repurchases	446,718	B	5,000	G	n/a
Total Expenditures	<u>851,215</u>		<u>309,915</u>		<u>-63.59%</u>
Revenues Over (Under) Expenditures from Operations	(340,108)		461,817		
<u>Other Financing Sources (Uses)</u>					
Repayments to Recreation for FY20 Internal Transfer	(42,047)	H	(42,047)	I	
Total Other Financing Sources (Uses)	(42,047)		(42,047)		
Total Surplus (Deficit)	<u>(382,155)</u>		<u>419,770</u>		
Beginning Fund Balance	2,032,126		1,583,000		
Ending Fund Balance	<u><u>1,649,971</u></u>		<u><u>2,002,770</u></u>		

BRENHAM COMMUNITY DEVELOPMENT CORPORATION
ECONOMIC DEVELOPMENT (FOOTNOTES)
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE PERIOD ENDING MARCH 31, 2024 AND 2025

A - Beginning Oct. 1, 2024, sales tax revenue received from the Texas State Comptroller is split 50/50 between Economic Development and Recreation, as approved by City Council on September 19, 2024.

B - Land Repurchases & Detention Pond Refunds

		Detention Pond		
Repurchase of Land	Refunds	Total		
\$ 127,272	\$ 11,890	\$ 139,162		2.787 ac. from Brenham Kitchens in Jan. '24.
319,447	27,302	346,749		6.413 ac. from Capital WV Partners in Mar. '24.
\$ 446,718	\$ 39,193	\$ 485,911		

C - FY24 Economic Incentive Payments

\$ 150,000 Chick-fil-A incentive payment per terms of Sept. '22 Performance Agreement.

D - FY25 Economic Incentive Payments

\$ 307 Adjustment to FY24 payment to Academy per terms of Oct. '23 Performance Agreement.

E - The following payments were made in FY24 for Main St. Economic Development Partnerships/Programs:

\$ 3,500 100 Alamo Inv. (Grand Leader Bldg) Main St. Incentive Grant Match

F - Notes Payable to the City consist of :

2010 Note Payable - \$1M for SWIP III (Weige tract) 122 acre land purchase; matures 9/1/2029; remaining principal balance \$307,354, approximately \$290,000 accrued interest balance.

2017 Note Payable - \$500,000 for SWIP IV (Gurrech tract) 44.9 acre land purchase; matures 8/15/2026; remaining balance \$135,000.

G - \$5,000 Earnest Money deposit made for repurchase of 6.3632 acres from Welcome Land Development.

H - Year 5 of 10 - Repayment of Internal Transfer (Loan) from Recreation for construction of detention ponds.

I - Year 6 of 10 - Repayment of Internal Transfer (Loan) from Recreation for construction of detention ponds.

BRENHAM COMMUNITY DEVELOPMENT CORPORATION
RECREATION
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE PERIOD ENDING MARCH 31, 2024 AND 2025

	YTD Actual 3/31/2024	YTD Actual 3/31/2025	Percent Incr (Decr)
<u>Revenues</u>			
Sales Tax	806,116	659,906	-18.14%
Interest	80,321	37,062	-53.86%
	886,437	696,967	-21.37%
 <u>Expenditures</u>			
Aquatic Center Door Replaster Therapy Pool	-	22,700	
Aquatic Center Roof Access Improvements	-	14,246	
Aquatic Center Ductwork	-	29,240	
Fireman's & Henderson Parks Batting Cage Turf	16,225	-	
Fireman's Park - Kitchen Wood Door Replacement	15,940	-	
Fireman's Park - Restroom Floor Refurbishment	4,531	-	
Fireman's Park - Story Book Panel Upgrades	5,448	-	
Hohlt Park - Restroom Ventilation Enhancements	52,445	-	
Hohlt Park - Turf Mounds & Home Plate Area	-	13,885	
Hohlt Park - Material Bins	-	20,652	
Jackson St. Park Improvements Phase I	-	782,000	
Linda Anderson Turf Mounds & Home Plate Area	29,989	24,951	
Owsley Playground Surface Repairs	15,405	-	
Owsley & Hattie Mae Parks Sitting Areas	19,086	-	
Brenham Family Park - Site Amenities	-	300,000	
Henderson Park - Windscreen	-	12,164	
Admin & Operations Support for City Parks & Recreation	-	203,000	C
Total Expenditures	159,069	1,422,838	
Revenues Over (Under) Expenditures from Operations	727,368	(725,871)	
 <u>Other Financing Sources (Uses)</u>			
Repayments to Recreation for FY20 Internal Transfer	42,047	42,047	A B
Total Other Financing Sources (Uses)	42,047	42,047	
Total Surplus (Deficit)	769,415	(683,824)	
Beginning Fund Balance	1,019,752	1,239,407	
Ending Fund Balance	1,789,167	555,583	

A - Year 5 of 10 - Repayment of Internal Transfer (Loan) from Recreation for construction of detention ponds.
B - Year 6 of 10 - Repayment of Internal Transfer (Loan) from Recreation for construction of detention ponds.
C - Annual amount of \$400,000 for operational support & \$6,000 for administrative support related to City Parks & Recreation activities.

BRENHAM COMMUNITY DEVELOPMENT CORPORATION
CAPITAL PROJECTS FUND
AS OF MARCH 31, 2025

<u>Funds Available</u>	Budget	Actual to Date
Brenham Family Park		
FY14 Transfer from BCDC - Brenham Family Park Infrastructure Costs	657,000	657,000
FY14 Transfer from BCDC - Brenham Family Park Title Policy Costs	6,877	6,877
FY15 Contribution from Developer - Road Construction	735,044	735,044
FY17 Transfer from BCDC - Brenham Family Park Master Plan	46,442	46,442
FY19 Transfer from BCDC - Brenham Family Park Grant Match	500,000	500,000
FY21 Transfer from BCDC - Archaeological Study & Add'l Engineering	106,030	106,030
FY21 Transfer from BCDC - Environmental Assessment	17,500	17,500
FY22 Transfer from BCDC - Brenham Family Park Infrastructure Costs	265,000	265,000
FY25 Transfer from BCDC - Brenham Family Park Infrastructure Costs	300,000	300,000
Texas Parks & Wildlife Grant	750,000	
Sub Total - Brenham Family Park	3,383,893	2,633,893
Interest Income	70,272	70,272
Total Funds Available	3,454,165	2,704,165
Use of Funds		
Brenham Family Park		
FY14 Land - Title Policy	6,877	6,877
FY15 Road construction to cul de sac - 25% City / 75% Kruse	967,743	967,743
FY15 City Reimb of J&C road construction invoices paid by Developer	17,601	17,601
FY15 Gessner Engineering - soil testing - 25% City / 75% Kruse	12,315	12,315
FY17/FY18 Jones & Carter - Park Master Plan	46,442	46,442
FY21 Archaeological Survey	18,732	18,732
FY21 Environmental Assessment - Wild Associates	24,000	24,000
FY21 Geotechnical Engineering - Terracon Consultants	20,200	20,200
FY23 Quiddity Plat Presentation	10,500	10,500
Creek Crossing Construction - Strand & KRPS Contractor	320,292	320,292
Jones & Carter/Quiddity - Phase I(a) Engineering	252,500	249,373
Geotechnical Engineering-Pedestrian Bridges - Terracon	18,900	17,900
Other	1,350	1,350
Water line materials	49,712	-
Sewer line materials	30,000	-
Construction expenses related to TPW Grant Match for Phase I(a)	907,000	-
Construction expenses related to TPW Grant for Phase I(a)	750,000	
Sub Total - Brenham Family Park	3,454,165	1,713,326
Total Uses	3,454,165	1,713,326
Fund Balance	-	990,839



To: Brenham Community Development Corporation Board of Directors

From: Richard O'Malley

Subject: Electric Service in Brenham Business Center

Date: June 26, 2025

The purpose of this memo is to grant Bluebonnet Electric Cooperative, Inc. an easement for electrical service in the Brenham Business Center

Project Overview

Bluebonnet Electric Cooperative plans to extend a main electrical line along James Nutt Blvd. to enhance their service to areas within the park needing upgrades. The extension requires an additional easement to complete the project. Exhibit A depicts the area needed for the easement request.

Recommendation:

Approve the Easement request as presented



EASEMENT

THE STATE OF TEXAS
COUNTY OF WASHINGTON

BEC internal use only

MAP REF. # **5840 088 044 088**

W.O. # **80996068**

S.L. # **2000189218**

The undersigned **Brenham Community Development Corp.** (*print name(s) of Owner(s)*), (“Grantor”), for a good and valuable consideration, the receipt of which is hereby acknowledged, does hereby grant and convey unto **BLUEBONNET ELECTRIC COOPERATIVE, INC.** (“Grantee”), whose post office address is P.O. Box 729, Bastrop, Texas 78602, and its legal representatives, successors and assigns, a non-exclusive, permanent and perpetual easement and right of way (the “Easement”) in, upon, below or above Grantor’s lands, situated in the County of **Washington**, State of Texas, and described as follows (the “Property”):

A tract of land consisting of approximately **6.413 acres** in the **Brenham Business Center, Phase 1, Lot 2 (part of Reserve E)**, or described in a deed or other instrument recorded in **Number 2024-1814, Deed Date 3/28/2024, Real Property Records of Washington County, Texas.**

The area of the Easement for the Electric Facilities shall be as shown on the attached drawing, as constructed by Grantee (the “Easement Area”). In addition, Grantee shall have the right to install guy and anchor arrangements inside and/or outside the Easement Area when and where Grantee deems necessary; any area in which such guy and anchor arrangements are installed outside the Easement Area as defined above shall, while such items are in place, be included within the definition of the Easement Area.

The purpose and scope of this Easement is to place, construct, re-construct, re-phase, operate, maintain, relocate, replace and remove in, upon, below or above the Easement Area an electric distribution line or system, telecommunications systems and equipment, or other services and systems, and its related appurtenances and equipment, and to cut, trim, chemically treat, and/or remove any or all trees, brush, shrubbery or other obstructions within or outside the Easement Area to the extent necessary to keep the Easement Area clear, or which might otherwise endanger or interfere with the efficiency of the lines, including the removal of any dead, weak, leaning or dangerous trees that are tall enough to strike the wires in falling even if same are located outside the Easement Area. Non-use of the Easement shall not be deemed an abandonment; the Easement shall only be terminated by written instrument executed by Grantee and recorded in the real property records of the county or counties in which the Easement Area is located. The purpose and scope of this Easement may not be changed, and Easement Area may not be relocated, without Grantee’s written consent.

Grantee shall have the right of pedestrian, vehicular, and equipment ingress and egress over the Property, or any other of Grantor’s adjacent lands, to and from the Easement Area for the purpose of placing, constructing, re-constructing, re-phasing, operating, maintaining, relocating, replacing and removing said lines and appurtenances, and may make use of such Property or other lands outside the Easement Area as is reasonably necessary for such activities, including the temporary placement and storage of vehicles and equipment.

To have and to hold unto Grantee, its legal representatives, successors and assigns, forever. Grantor binds Grantor and Grantor’s heirs, executors, administrators, legal representatives, successors and assigns to warrant and forever defend all and singular the rights herein to Grantee, its legal representatives, successors and assigns against every person whomsoever lawfully claiming or to claim the same or any part thereof. This is an easement appurtenant and is a covenant running with the land.

Grantor may not construct or place any structures, devices, or obstacles in or on the Easement Area that may in Grantee’s opinion constitute a hazard to the safe and reliable operation of the lines and appurtenances installed in the Easement Area or in the opinion of Grantee, a danger to Grantor or the general public.

Grantor warrants that Grantor is the legal owner of the Property and the undersigned has authority to grant this Easement and that the Property is free and clear of encumbrances and liens of whatsoever character except those held by the following:

Grantor authorizes any employee, agent or other representative of Grantee to complete any blank spaces pertaining to the Property description above after this Easement has been executed by Grantor.

This written Easement represents the only agreement pertaining to said Easement.

The undersigned has executed this Easement to be effective as of the _____ day of _____, 20__.

(Signature of Grantor or Grantor's Authorized Representative)

(Signature of Grantor or Grantor's Authorized Representative)

STATE OF TEXAS §
 §
COUNTY OF _____ §

This instrument was acknowledged before me on _____, 20__ by _____.

Notary Public, State Of Texas

§
§
§

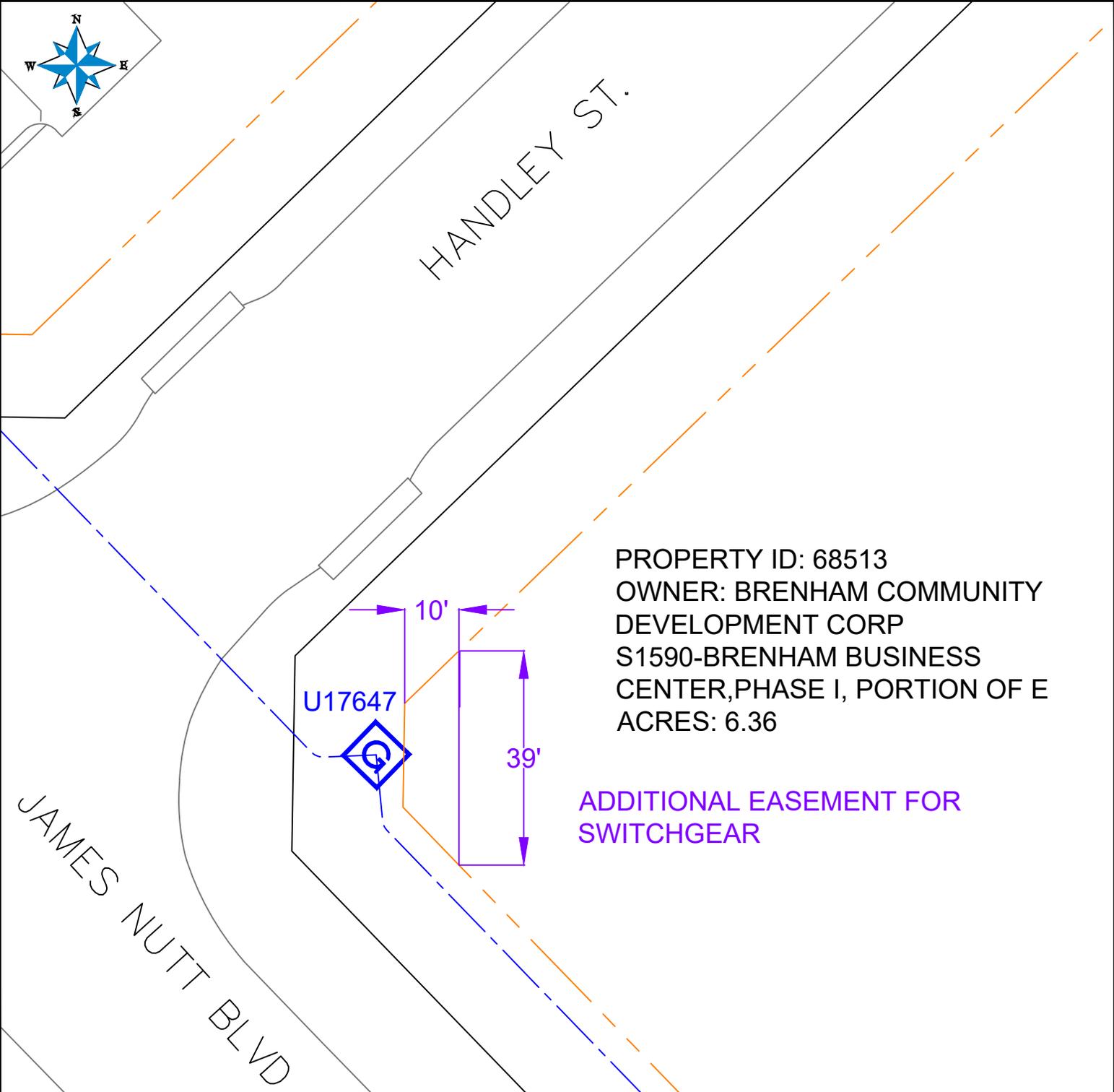
STATE OF TEXAS
COUNTY OF _____

This instrument was acknowledged before me on _____, 20__ by _____.

Notary Public, State Of Texas

After recording, please return to:
Bluebonnet Electric Cooperative, Inc.
3198 East Austin Street
Giddings, Texas 78942

EXHIBIT - A



PROPERTY ID: 68513
 OWNER: BRENHAM COMMUNITY DEVELOPMENT CORP
 S1590-BRENHAM BUSINESS CENTER, PHASE I, PORTION OF E ACRES: 6.36

ADDITIONAL EASEMENT FOR SWITCHGEAR

LEGEND

- | | | | |
|--|------------------------------|--|----------------------|
| | EXISTING ELECTRIC FACILITIES | | PROPOSED 3PH 1000 AL |
| | PROPOSED ELECTRIC FACILITIES | | EXISTING 3PH 4/0 CU |
| | PROPOSED 3PH SECTIONALIZER | | |
| | EXISTING 3PH SECTIONALIZER | | |
| | PROPOSED 3PH TRANSFORMER | | |
| | PROPOSED SWITCHGEAR | | |
| | PROPOSED BLUEBONNET EASEMENT | | |
| | EXISTING P.U.E. | | |



EXHIBIT-A
 CITY OF BRENHAM FIRE STATION #2
 #80991446

IMPACT ENGINEERING ENGINEERING FIRM F-21492
 20886 FM 159
 NAVASOTA, TX 77868

SCALE: 1"=25'	DATE: 4/23/2025	DWG NO.	SHEET NO. 2 OF 2
DRAWN BY: JLC	JOB CODE: BBEC-2-C.4	EE-BBEC-2-C.4 EXHIBIT_2	REV: JLC 6/13/2025



PLEASE INCLUDE THE FOLLOWING LETTER WITH THE METHOD OF PAYMENT

June 12, 2025

Richard O'Malley
romalley@cityofbrenham.org

RE: Installation of Underground Electric Distribution Facilities for the **City of Brenham Fire Station #2**
Account: 5000065779 | MR Order # 32753 | W.O. # 80991446

Dear Mr. O'Malley,

We have completed our design to provide electric service to the subject development based on the information you have provided. The below cost is representative of the BBEC design dated **June 12, 2025**.

The total cost of your project is:		\$431,322.77
BBEC allocation towards your project is:	-	\$19,041.00
<hr/>		
Additional allocation towards project is:	-	\$380,223.95
Total contribution-in-aid of construction (CIAC):		\$32,057.82
<hr/>		
	Taxes:	Exempt
	Additional Required Deposit:	\$0.00
<hr/>		
Total Invoice:		\$32,057.82

Please note that this cost estimate is contingent upon our ability to secure all easements and permits to extend electric service to your site. This cost estimate is subject to change for any revision to our design or for any site conditions that impede our construction and is good until **August 12, 2025**.

We require the following before our construction can commence:

1. Your payment of the **Total Invoice** amount noted above.
2. Your execution of the attached "site ready letter".
3. Member/Developer will supply and install all conduits (including road crossing) as noted on the attached drawings and specifications. You will notify us as required in the Development Information Package (available on our website) to allow us to inspect the conduit installation.

We will commence our construction after you have satisfied all of the above and we have verified that your site is ready for our construction. Scheduled construction dates for your project are contingent upon Bluebonnet's work load and weather.

Please call me if you need additional information.

Sincerely,

Scott Iselt

Scott Iselt
Engineering Project Manager
Toll: 888-622-2583, Ext. 8522 or Direct: 979-540-0195



MEMORANDUM

To: BCDC Board and City Manager

From: Stacy Hardy, Director of Finance

Subject: Proposed BCDC Budget for FY25-26

Date: June 13, 2025

Attached are preliminary budget summaries for the BCDC FY25-26 budget along with memos from each department director detailing their funding requests for the next fiscal year. Highlights of each budget summary are shown below.

Economic Development Budget Summary (Attachment A)

- Budgeted sales tax revenue decreased slightly from the FY25 budgeted amount.
- 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. The final payment on the note payable to the City for the purchase of the SWIP IV Gurrech tract will be made in FY26.
- Interfund loan repayment #7 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/month) is budgeted, the same as the prior year.
- An estimated expenditure of \$42,500 is included in the FY26 budget for the third sales tax reimbursement incentive payment to Academy.
- A \$50,000 payment towards the Washington County Courthouse beautification project is included in the FY26 budget. A total of \$100,000 (in two annual payments) was approved by the Board in November 2024.
- Current year net revenue available for funding allocations equals \$803,905.
- Economic Development related funding requests total \$251,500.
- If all requests are approved, a balance of \$552,405 will remain in contingency.
- Fund balance reserves for Economic Development are projected to be \$2,102,775.

Recreation Budget Summary (Attachment B)

- Budgeted sales tax revenue decreased slightly from the FY25 budgeted amount.
- A \$400,000 payment to the City's General Fund for Parks, Recreation & Aquatics operational support has been included in the budget, the same as the prior year.

- An administrative support reimbursement to the City's General Fund for \$6,000 (\$500/month) is budgeted, the same as the prior year.
- Current year net revenue available for funding allocations equals \$1,023,347.
- Funding requests from Aquatics total \$96,000.
- Funding requests from Parks total \$810,000.
- Funding requests from Recreation total \$4,000.
- If all requests are approved, a balance of \$113,347 will remain in contingency.
- Fund balance reserves for Recreation are projected to be \$857,276.

After reviewing this information, should you have any questions prior to the June 26th funding meeting, you may contact me at 979-337-7570. Thank you.

Brenham Community Development Corp.					
Fiscal Year 2026 Proposed Budget - Recreation					
Beginning Fund Balance				857,276	
Budgeted Revenues:				FY25 Amended Budget	FY26 Budget
Sales Tax			1,337,783	1,317,300	
Interest Income			90,000	70,000	
Total Budgeted Revenues			1,427,783	1,387,300	
Other Sources:					
Interfund Loan Repayment from Eco. Dev.			42,047	42,047	
Budgeted Expenses:					
Consulting, Engineering, Legal & Admin Fees			10,000	-	
Administrative Support Reimbursement to City General Fund			6,000	6,000	
Operations Support for Parks, Recreation & Aquatics			400,000	400,000	
Total Budgeted Expenses:			416,000	406,000	
Amount Available for Funding			N/A	1,023,347	
Projects Considered for Funding Allocation:					
Aquatics:					
FY25 Projects (4)			96,000		
FY26 Projects (3):					
Leisure Pool Float Rehabilitation				40,000	
Slide Tower Repairs				27,000	
Parking Lot Light Replacement				29,000	
				96,000	
Parks:					
FY25 Projects (8)			1,313,000		
FY26 Projects (3):					
Brenham Family Park Site Amenities				500,000	
Fink/Korthaurer Field Light Upgrades				275,000	
Master Turf Infield Rehabilitation				35,000	
				810,000	
Recreation:					
Movies in the Park			4,000	4,000	
Amount Remaining for Contingency			N/A	113,347	
Revenue Over/(Under) Expenditures			(359,170)	-	
Ending Fund Balance				857,276	
Note A - Reimburse the City's General Fund for administrative support \$500/mo. X 12 months					
Note B - Provide operations support to the City's General Fund for Parks & Recreation and Aquatics.					

MEMORANDUM

To: Brenham Community Development Corporation (BCDC) Board of Directors
From: Teresa Rosales, Economic & Community Development Director
Subject: Economic Development FY 25-26 Budget Request
Date: June 26, 2025

The Brenham | Washington County Economic Development budget request continues to include the \$100,000 Washington County investment.

Economic Development

This fiscal year, Washington County entered into an MOU with the Greater Brazos Partnership (GBP). Based on initial work, it appears that this may be a valuable resource moving forward as the GBP is marketing the five-county region to investors and site selectors. They are also responding to all RFP's as a region so that Washington County is included. These benefits are currently being provided at zero cost to either the City of Brenham or Washington County. I will continue to monitor progress and success of this partnership and provide a report periodically.

We shall soon be in receipt of a report from our consultant Marketing Alliance, which outlines targeted industries for our region and recommended strategies for implementation of attraction efforts. This document will guide the resources we have going forward on how to make the most of our competitive advantages, how to market our existing land assets and how to direct marketing efforts. Since we will likely be provided with a set of monetary-based actions and recommendations based on the consultant's work, I have taken the liberty of including \$30,500 to address budget needs.

Main Street

This year, our Main Street Brenham program was honored with a 2025 Accredited Program Certificate. This achievement is based on the hard work of our Main Street Manager, Leigh Linden, along with the Main Street Advisory Board and volunteers. This recognition is particularly meaningful as the performance standards were elevated and more rigorous to achieve.

Each year, we continue to offer a Façade Grant to our new and long-term property owners so that they can continue to maintain the attractiveness of Main Street Brenham. The funding for the grant comes from both BCDC and funds that were raised via Main Street events. Partnering with BCDC allows the Main Street Advisory Board the ability to ensure that there are sufficient funds available for façade rehabilitation projects. This year, we again request \$21,000.



Memo

To: BCDC Board Members

From: William Bisette, General Manager of Public Utilities

Date: June 2, 2025

Re: Discussion and Update Regarding Knights of Columbus (K of C) Hall Lift Station Upgrades Needed

On March 17, 2025, the City of Brenham received a hydraulic study (attached) from Strand Associates, Inc. showing the City of Brenham had adequate capacity to serve water to Briannas located within the Brenham Business Center after their upgrades but had an inadequate capacity at the City of Brenham's K of C Hall Lift Station for wastewater at both the average and peak flows. Due to the way TCEQ and Strand Associates modeled the K of C Hall Lift Station using 100% of the Brenham Business Center Lift Station flow, staff believes the K of C Hall Lift Station can handle the additional load planned by Briannas but the K of C Hall Lift Station would not be able to handle the full load of the Brenham Business Center Lift Station as more customers are added in the Brenham Business Center. In order to prepare for additional load as the Brenham Business Center builds out the City of Brenham needs to start the design and construction of the K of C Hall Lift Station as soon as possible.

On April 22, 2025, staff requested an opinion of probable cost (OPC) from Strand Associates (attached) to determine the appropriate upgrades and cost needed for the K of C Hall Lift Station to meet the wastewater loading at the estimated build out of the Brenham Business Center and maximum flow from the Brenham Business Center Lift Station. The OPC amount to include Engineering, Geotechnical Services, Permitting, Surveying, Construction, and Materials is estimated to be \$1,857,000.00 and would likely take 1.5 to 2 years to complete.

The K of C Hall Lift Station was not part of the City's original 5-year capital wastewater plan but due to growth and the need to address the inadequacies of the K of C Hall Lift Station the City has added this project to the 2025-2026 wastewater capital plans to start the engineering process. The upgrades needed to the K of C Hall Lift Station are being driven by the existing growth and potential future growth of the Brenham Business Center, therefore the City of Brenham is requesting BCDC participate in the funding for the K of C Hall Lift Station upgrades to meet the growing needs of the Brenham Business Center wastewater needs.

We appreciate your consideration and if you have any questions, please feel free to reach out to Shawn Bolenbarr or me anytime.



Strand Associates, Inc.
 1906 Niebuhr Street
 Brenham, TX 77833
 (P) 979.836.7937
www.strand.com

CITY OF BRENHAM, TEXAS
KNIGHTS OF COLUMBUS LIFT STATION AND FORCE MAIN IMPROVEMENTS
ENGINEER'S OPINION OF PROBABLE PROJECT COST
 April 28, 2025

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY		UNIT COST	TOTAL COST
CONSTRUCTION					
1.	Mobilization (7.5%).	1	LS	\$ 90,000.00	\$ 90,000.00
2.	Provide a lift station rated for up to 500 gallons per minute with an oversized concrete wet well, two submersible pumps, lift station piping and valves, on-site force main and gravity sanitary sewer, electrical controls, and electrical rack.	1	LS	\$ 750,000.00	\$ 750,000.00
3.	Provide concrete site paving and access driveway.	1	LS	\$ 40,000.00	\$ 40,000.00
4.	Provide a chain-link fence with an access gate.	1	LS	\$ 15,000.00	\$ 15,000.00
5.	Perform the decommission of the existing lift station and appurtenances.	1	LS	\$ 15,000.00	\$ 15,000.00
6.	Provide temporary bypass pumping, as necessary, for lift station replacement.	1	LS	\$ 10,000.00	\$ 10,000.00
7.	Provide 6-inch American Water Works Association (AWWA) C-900 dimension ratio (DR) 18 polyvinyl chloride (PVC) force main by open cut, all depths.	3,350	LF	\$ 65.00	\$ 217,750.00
8.	Provide 6-inch AWWA C-900 DR 18 PVC force main by bore, no casing, all depths.	350	LF	\$ 85.00	\$ 29,750.00
9.	Provide combination air-vacuum release valve, plug valve, and manhole, all depths.	3	EA	\$ 10,000.00	\$ 30,000.00
10.	Provide excavation and trench safety.	1	LS	\$ 50,000.00	\$ 50,000.00
11.	Provide traffic control according to the Texas Manual on Uniform Traffic Control Devices.	1	LS	\$ 10,000.00	\$ 10,000.00
12.	Provide erosion control, site restoration, seeding, and cleanup.	1	LS	\$ 15,000.00	\$ 15,000.00
13.	Cash Allowance—Provide construction materials testing.	1	LS	\$ 20,000.00	\$ 20,000.00
Subtotal Construction Cost (Rounded):					\$ 1,293,000.00
20% Construction Contingency (Rounded):					\$ 259,000.00
TOTAL CONSTRUCTION COST:					\$ 1,552,000.00
ENGINEERING					
1.	Basic Services—Design, bidding, and construction-related services.				\$ 230,000.00
2.	Topographic survey, construction staking, and boundary survey with plat and legal description for land acquisition.				\$ 20,000.00
3.	Part-time construction observation (1 day per week for 9 months).				\$ 40,000.00
4.	Geotechnical services (construction materials testing services by contractor).				\$ 15,000.00
TOTAL ENGINEER'S OPINION OF PROBABLE PROJECT COST:					\$ 1,857,000.00

Ryan D. Tinsley, P.E., ENV SP
 Strand Associates, Inc.® (TBPE No. F-8405)
 1906 Niebuhr Street
 Brenham, TX 77833



Ryan D. Tinsley
 4/28/2025

City of Brenham - Brianna's Expansion & Remodel (Del Sol Food Company, Inc.)

Ability to Serve Water and Wastewater Study - Updated 3/17/2025

DEVELOPMENT NARRATIVE: Brianna's Del Sol Food Company, Inc. is anticipated to expand and remodel their shipping and distribution facility, which is the southwesternmost building of their campus. This consists of remodeling various areas both outside and inside the facility, including a locker room, a break room, a wash area, bathrooms, etc., and expanding the northeastern side of the campus to include new drives, curbs, sidewalks, ramps, etc.

WATER DESCRIPTION: Water service is anticipated to be provided by an existing 8-inch water main that extends to the western side of the development. The developer proposes to upsize its existing 2-inch service to a 4-inch service to meet its increased water demands. The 4-inch service ties into the existing 8-inch PVC water main that runs perpendicular under South Blue Bell Road and ties into an existing 12-inch PVC water main that runs parallel to South Blue Bell Road.

WATER DEMANDS (WD)	DEMAND*	UNIT
WD1 - Brianna's Expansion & Remodel (Del Sol Food Company, Inc.)	138	gpm
* Demand was provided by DBR Engineering Consultants, Inc.		

WATERGEMS WATER MODEL RESULTS	8-INCH	UNIT	RESULT
WD1 - Static Pressure	70.4	psi	ADEQUATE
WD1 - Fire Flow Availability	3,000+	gpm	ADEQUATE

WATER CONCLUSION: The City has sufficient water capacity to serve the development. Based on the WaterGEMs water model, the City's water distribution system maintains good static pressures in proximity to the development.

WASTEWATER DESCRIPTION: Sanitary flows are anticipated to be collected and conveyed through an existing 4-inch sanitary sewer service throughout the development and into existing 8-inch gravity sanitary sewers located in the K&C Lift Station sewershed. Sanitary flows will then be gathered in the K&C Lift Station, pumped into the Ralston Creek Lift Station's sewershed, and then pumped again into the WWTP's sewershed.

WASTEWATER DEMANDS (WWD)	DEMAND*	UNIT
WWD1 - Brianna's Expansion & Remodel (Del Sol Food Company, Inc.)	80	gpm
WWD2 - Brianna's Expansion & Remodel (Del Sol Food Company, Inc.) + Brenham Business Center LS	208	gpm
WWD3 - Brianna's Expansion & Remodel (Del Sol Food Company, Inc.) + Brenham Business Center LS + MH 2088	233	gpm
WWD4 - Brianna's Expansion & Remodel (Del Sol Food Company, Inc.) + Brenham Business Center LS + MH 2088 + MH 1905	234	gpm
WWD5 - Brianna's Expansion & Remodel (Del Sol Food Company, Inc.) + Brenham Business Center LS + MH 2088 + MH 1905 + MH 1915	235	gpm
* Demand was provided by DBR Engineering Consultants, Inc.; Peaking factor of 2.25 was used based on historical influent flows at the K&C Lift Station.		

WASTEWATER COLLECTION ANALYSIS	D, MINIMUM (inches)	SLOPE, MIN (%)	Q, AVAIL (gpm)	Q, DEMAND (gpm)	Q, REMAINING (gpm)	RESULT
WWD1	8	0.335%	313.92	80	233	ADEQUATE
WWD2	8	0.335%	313.92	208	105	ADEQUATE
WWD3	8	0.335%	313.92	233	81	ADEQUATE
WWD4	8	0.850%	500.04	234	266	ADEQUATE
WWD5	8	0.850%	500.04	235	265	ADEQUATE

WASTEWATER LIFT STATION ANALYSIS / K&C LIFT STATION	Q, PUMP 1 (gpm)	Q, PUMP 2 (gpm)	Q, RATED (gpm)	Q, DEMAND (gpm)	Q, REMAINING (gpm)	RESULT
WWD5 - Average Flows	160	170	160	175	-15	INADEQUATE
WWD5 - Peaked Flows	160	170	160	235	-75	INADEQUATE

WASTEWATER CONCLUSION: The City has sufficient capacity to receive sanitary flows from the development within the existing 8-inch gravity sanitary sewers that flow northeast from the development to K&C Lift Station. However, the current rated capacity of the K&C Lift Station, as determined by a series of drawdown tests performed in 2023, is not sufficient to receive the additional flows from the development. The K&C Lift Station had previously been identified during the 2023-24 Impact Fee Study as one that needed upsizing in the future (2030) as development continues. The K&C Lift Station should be evaluated further and potentially upsized to serve the development.



To: BCDC Board Members

From: Dane Rau, Director of Public Works

Subject: Parks and Recreation Requests for FY 2025-26 BCDC Budget

Date: June 13, 2025

Each year, the Parks and Recreation Staff presents and recommends projects to both the Parks Board and the Brenham Community Development Corporation (BCDC) for input and potential funding. These funds are derived from local sales tax proceeds and are used to enhance parks, recreation, and aquatic amenities throughout the community.

Our goal is to strike a balance between new, innovative additions and the ongoing maintenance and the revitalization of existing infrastructure. We also align our project recommendations with the adopted Parks, Recreation, and Open Spaces Master Plan to the greatest extent possible.

For FY25-26, due to a reduction in sales tax revenues and the change in the Economic Development/Recreation percentage allocation of 401(B) Sales Tax, available funding has decreased from a typical \$1.2 million to an estimated \$900,000.

FY25-26 Project Funding Options

This option prioritizes funding toward Brenham Family Park (BFP) to move the project toward construction by late 2025 or early 2026. With this option, the remaining \$400,000 is allocated across a limited number of high-priority parks and aquatics projects.

- **Brenham Family Park** – \$500,000
- **Parks Projects:**
 - Fink/Korthauer Field Light Upgrades – \$275,000
 - Master Turf Infield Rehabilitation – \$35,000

- **Aquatics Projects:**
 - Leisure Pool Float Rehabilitation – \$40,000
 - Slide Tower Repairs – \$27,000
 - Parking Lot Light Replacement – \$29,000
- **Recreation Projects:**
 - Movies in the Park - \$4,000
- **Total: \$910,000**

This option continues the city’s momentum toward the development of the Brenham Family Park, which currently has approximately \$1 million of BCDC funds available for use and \$750,000 of grant funds from Texas Parks & Wildlife (TP&W). Phase 1 construction is estimated at \$2.6M- \$5M. With this additional \$500,000 we will be really close to bidding this project out in late 2025 or early 2026 in order to meet our grant elements. We will definitely have options during the bid process to decrease amenities, but it is our goal to develop the original plan of the park to its fullest extent originally designed.

Recommendation

Given the funding challenges and the importance of initiating construction of Brenham Family Park to leverage existing grant dollars, staff recommends this option. While it limits the number of other projects we can pursue in FY25-26, it strategically invests in a major community asset with long-term impact. We truly appreciate your support of the Brenham Parks and Recreation Parks System, and we will work hard to make you proud of your investment.

A slide show will follow in the meeting showing these requests.



Parks and Recreation FY25-26 Requests

Option 1

Description	Budget Request
Brenham Family Park Future Improvements	\$500,000
Fink/Korthauer Field Light Upgrades	\$275,000
Master Turf Field Enhancements (Henderson, Pflughaupt, Schroeder, Dallmeyer and Boehm)	\$35,000
BBAC Float Rehabilitation (popsicle, sandwich, and cones)	\$40,000
BBAC Slide Tower Repair	\$27,000
BBAC Parking Lot Light Replacement (heads only, no poles)	\$29,000
Movies in the Park	\$4,000
	\$910,000