

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

June 13, 2017

A meeting of the Brenham Community Development Corporation was held on June 13 , 2017, at City Hall, 2nd Floor Conference Room, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Charles Moser, David Cone, Atwood Kenjura, Jason Kiemsteadt, Darrell Blum, and Bill Betts.

Board member not present was John Hasskarl.

City of Brenham staff members present were Terry Roberts, Carolyn Miller, Ryan Rapelye, Dane Rau, Wende Ragonis, Stacy Hardy, Erik Smith, Jeana Bellinger, Casey Redman, Jennifer Eckermann, Tammy Jaster and Paula Shields.

Others in attendance were Mayor Milton Tate, Page Michel and Steven Drake, EDF

- 1. Chairman Charles Moser called the meeting to order**
- 2. The Invocation and Pledges to the Flags Followed**
- 3. Discuss and Possibly Act Upon the Approval of the Minutes from the April 20, 2017 Meeting**

A motion was made by Bill Betts and seconded by Atwood Kenjura to approve the minutes from the April 20, 2017 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 Jason Kiemsteadt	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Absent
Board Member David Cone	Yes

- 4. Discuss and Possibly Act Upon a Request for Re-Allocation of FY2016-17 Budgeted Funds for AV Equipment at the Blue Bell Aquatic Center**

Community Services Director Wende Ragonis presented this item. Ragonis explained that BCDC granted a funding request for the Blue Bell Aquatic Center for the FY17 budget cycle for three items listed below. Ragonis explained that each of these projects is now complete leaving a total fund balance of \$25,294.

	<i>Allocated</i>	<i>Spent</i>	<i>Balance</i>
Aquatic Center-Powder Coat/Epoxy Fence (Phase 3 of 3)	35,000	31,155	3,845
Aquatic Center Interior Improvements – Phase 2	30,000	12,043	17,957
Aquatic Center Interior Pump Enclosure Fence Replacement	10,000	6,508	3,492
	75,000	49,706	25,294

Ragonis stated that staff is requesting this fund balance be reallocated to the BBAC in FY17 for audio visual enhancements to the BBAC facility.

	<i>Requested</i>
BBAC Main Audio and Sound System Upgrades	8,600
Display Monitors (for training & classes)w/presentation laptop	15,000
	23,000

The BBAC audio and sound system upgrade will replace the existing media turner and controller which provides music and sound to the Natatorium and outdoor Leisure Pool areas.

A motion was made by David Cone and seconded by Bill Betts to approve the request for re-allocation of FY2016-17 budgeted funds in the amount of \$23,000 for AV equipment at the Blue Bell Aquatic Center.

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 Jason Kiemsteadt	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Absent
Board Member David Cone	Yes

5. Discuss and Possibly Act Upon a Request for Re-Allocation of FY2016-17 Budgeted Funds for the Target Industry Analysis for the Economic Development Foundation of Brenham

EDF President Page Michel presented this item. Michel explained that BCDC granted funding request for the following items for the FY17 budget cycle. In particular, Michel explained that Conversion Point prospect contact program was suspended and will not be requesting a reimbursement of the unused funds. The Target Industry study was expanded and will cost \$8,999. EDF is requesting a reallocation of \$3,999 to the Target Industry Analysis line item.

A motion was made by Atwood Kenjura and seconded by Jason Kiemsteadt to approve the request for re-allocation of FY2016-17 budgeted funds in the amount of \$3,999 for the Target Industry Analysis for the Economic Development Foundation of Brenham.

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 Jason Kiemsteadt	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Absent
Board Member David Cone	Yes

6. Discuss and Possibly Act Upon Recommendations Regarding the Budget of the Brenham Community Development Corporation for the Fiscal Year 2017-18

Assistant City Manager – Chief Financial Officer Carolyn Miller presented the financial information in preparation of the Board reviewing the various requests for funding. Miller explained that budget amendments need to be done on the following items that were approved during this fiscal year.

- **Revenue:** Amend the budget in the amount of \$500,000 from the Electric Department Loan proceeds.
- **Expenditures:** Amend the budget in the amount of \$4,514 for Debt Service Interest Note to City 2017 for the Gurrech Tract. Amend the budget in the amount of \$888,373 for the land purchase for the Gurrech Tract.

Miller provided the following update:

- **Sales Tax Revenue:** Miller explained that a conservative approach was taken with the budgeting of FY17 with a 2% increase over the prior year's budgeted sales tax. Miller stated that with six months of collections being reported, we are marginally ahead of budget by 5.7%. The FY18 BCDC budget will be based on a 2% increase over FY17 budget numbers.
- **Projected FY16-7 Ending Fund Balance:** Miller explained that the FY17 ending fund balance is estimated to be \$987,366 for the combined operation. This means that the Recreation side will end the year with estimated reserves of \$805,930 and the Economic Development side will end with \$181,436. This balance included utilizing \$150,000 of reserves in FY17 for the BCDC's second and final matching EDA grant contribution and \$393,000 of reserves related to the SWIP IV land purchase and initial interest payment.
- **Available Amount to Fund Projects in FY 16-17:** Miller stated that the FY18 budget is forecasting \$703,204 in available funding for Recreation projects before taking into account the 11 projects that have been identified as potential BCDC funding considerations for the upcoming year. The potential projects total \$684,000 and if all were funded would leave a contingency balance of \$19,204.

Miller explained that FY18 budget is forecasting \$52,520 in available funding on the Economic Development side. A new project has been identified by the Main Street department which would utilize \$15,000 of the available funding. If this project is funded then it would leave a contingency of \$37,520.

EDF Funding Request

EDF President Page Michel provided an overview of the Economic Development Proposed Plan of Work for FY 16-17.

Page Michel made the following funding request totaling \$188,300, which is a decrease of \$9,210 from the previous year's end of year projection:

- **EDF Operations for Fiscal Year 2016 – 2017**

Page Michel explained that this year's budget is similar to last year with a slight increase in salaries and salary-related items.

- **Additional Line Items Requested**

EMSI Database Subscription \$10,000

This is a renewal database subscription. Last year was the first year EDF used this database tool.

Atlas One website – Annual Maintenance and Upgrades \$7868

Atlas One website requires annual hosting/maintenance.

Michel explained that the items that caused a decrease overall were the Target Industry Analysis and the Conversion Point Prospect Contact program; both of which EDF will not be pursuing this year.

Community Service Funding Request

Community Services Director Wende Ragonis made the funding request for the following:

Blue Bell Aquatic Center seeks funding support for the following items:

	<i>Requested</i>
Re-plaster Leisure Pool	\$80,000
Scoreboard*	\$4,000
Re-plaster Therapy Pool	\$20,000
Repave Parking Lot	\$17,000
Total Request for BBAC	\$121,000

*The estimated cost for the scoreboard is approximately \$15,000. Staff has received a commitment from BISD for \$10,000 and from Scott and White for \$1,000. The amount requested by Staff is to fund the gap for the cost of the scoreboard.

Ragonis stated that the both the BBAC and Community Programs Department requests are consistent with the goals and priorities identified in the 2015-2025 Parks, Recreation and Open Spaces Master Plan which was adopted by Council at the February 19, 2015 Council meeting.

Ragonis explained that a request was made to the City’s General Fund to provide funds for a new Pool Pak System for the air and water control system in the Natatorium. The cost of this request is approximately \$750,000.

Community Program is seeking funding support for the Movies in the Park series and funding for attractions and programming for the weekend of the Christmas Stroll and Lighted Parade.

	<i>Requested</i>
Movies in the Park	\$4,000
Christmas Stroll Programming	\$10,000
Total	\$14,000

Staff will be seeking sponsors for the Movies in the Park series and the Christmas Stroll programming.

Main Street is seeking funding support for three new Main Street initiatives.

Community Services Director Wende Ragonis explained that two of the initiatives were discussed during the April 20, 2017 BCDC meeting as Main Street Brenham staff presented its annual update to the Board. The two projects are:

	<i>Requested</i>
Design and development of linear park pedestrian streetscape features along Park Street in the Southside District of historic downtown	\$150,000
Design pedestrian streetscape and linear park amenities in a new area of redevelopment	\$25,000
	\$175,000

Ragonis explained that the design and development of linear park pedestrian streetscape features will be designed and constructed in conjunction with the drainage and infrastructure repairs which have been requested through the City of Brenham’s FY18 budget process.

Board member Bill Betts requested a review by the city attorney as to whether the two projects would be permitted under the 4B sales tax, whether they fall under the Parks and Recreation side or Economic Development. Betts asked that the attorney’s review be brought back to BCDC at its next meeting in August.

The city attorney will also review the Design of the Douglas Street Linear Park (Phase 1) project that was approved in the FY16-17 budget to ensure consistency of budgeted items.

Ragonis explained that a “Four Star Concert Hall” is a current redevelopment project located in the historic building at 209 S. Market Street. Staff is requesting funds to add streetscape and linear park amenities in this area which will help tie the two sides of S. Market Street together.

In addition to the above request, Ragonis stated that Main Street Brenham would like to partner with BCDC to fund a re-development incentive grant: the Economic and Innovation Grant (EIIG). This incentive opportunity would be considered by the Main Street Board for a unique and innovative business with a positive impact on the downtown economy. At the June 5, 2017 Main

Street Board meeting, the Board approved the request to match \$15,000 of Main Street raised funds and to a request from BCDC matching funds to offer at least two grant opportunities during the FY18 funding cycle. This grant opportunity could fund up to \$15,000 per business to assist with large expenses such as code compliance, fire suppression or ADA requirements. The grant would go to the business owner, not the building owner.

	<i>Requested</i>
Main Street Economic Impact and Innovation Grant (EIIG) Matching Funds	\$15,000

Parks Department Funding Request

Public Works Director Dane Rau and Parks Superintendent Casey Redman made the funding request for the following:

Priority	Description	Estimated Cost
1	Trash Can Replacement – Final phase for replacement of the trash cans in all city parks	\$32,000
2	Basketball Court Goals – Final phase for replacement of the basketball court goals in all city parks	\$19,100
3	Repaving All Sports Building parking lot	\$45,000
4	Henderson Park Improvements to include: (1) Large BBQ pits; (2) Benches with tables – similar to the other parks; (3) Playground; (4) Improved lighting; and (5) Changing softball field back to baseball and possibly bringing in historical information	\$294,900
5	Rankin Field Score Board	\$30,000
	Total FY 18	\$421,000

Rau explained that a list of fourteen items totaling \$1,162,100 was originally presented to the Parks Board with Staff’s priority. The items listed above were the Parks Board recommendations for the BCDC review and approval.

A motion was made by Jason Kiemsteadt and seconded by Atwood Kenjura to approve the FY2017-2016 funding requests from Community Services, Parks Department and the Economic Development Foundation as presented with the exception of the design pedestrian streetscape and linear park amenities in a new area of redevelopment for \$175,000. These funds should be added to the contingency until such time as the city attorney has reviewed and made his recommendation.

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 Jason Kiemsteadt	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Absent
Board Member David Cone	Yes

7. Staff Updates

- **Administrative**
- **City Retail Update**
- **Parks & Recreation Update**

There were no staff updates.

The meeting was adjourned.

Charles Moser

Charles Moser
Chairman

ATTEST:

Jeana Bellinger

Jeana Bellinger, TRMC, CMC
Secretary