

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

January 15, 2019

A regular meeting of the Brenham Community Development Corporation was held on January 15, 2019, at City Hall, 2nd Floor Conference Room, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

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

Board members not present were John Hasskarl and Jason Kiemsteadt.

City of Brenham staff members present were James Fisher, Carolyn Miller, Lowell Ogle, Jeana Bellinger, Stacy Hardy, Lori Sanguedolce, Dane Rau, Casey Redman, Jennifer Eckermann, Susan Cates and Jessica Barnes.

Others in attendance were Mayor Milton Tate.

- 1. Chairman Charles Moser called the meeting to order.**
- 2. Invocation and Pledges to the U.S. and Texas Flags followed.**
- 3. Discuss and Possibly Act Upon the Election of a Chairperson and Vice Chairperson for 2019**

A motion was made by Bill Betts and seconded by David Cone to nominate Charles Moser as Chair and Darrell Blum as Vice-Chairman.

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	Absent
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 the Approval of the Minutes from the July 3, 2018 and August 16, 2018 Regular Meetings and the November 13, 2018 Special Meeting

A motion was made by Darrell Blum and seconded by Atwood Kenjura to approve the minutes from July 3, 2018 and August 16, 2018 Regular Meetings and the November 13, 2018 Special Meeting as presented.

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	Absent
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 FY2017-18 Fourth Quarter Financial Statements

Assistant City Manager and Chief Financial Officer Carolyn Miller presented this item. Miller advised the Board of the following:

Sales Tax Revenue

FY18 sales tax revenue budget was increased by 4% over the prior year's revised annual estimate. Miller stated that actual FY18 sales tax revenue of \$1,616,851 was 2.86% behind budget but slightly ahead of FY17 actuals.

Financial Statements

Miller stated that the *Economic Development and Brenham Business Center* operating report shows a deficit of \$86,488 for FY18.

On the *Recreation* side, Miller explained that the year ended with an operating surplus of \$158,143, which increased the fund balance to \$1,009,480. Miller advised that ten of the eleven approved parks and recreation projects for FY18 have been completed.

BCDC Capital Projects Fund

Miller explained that no activity occurred in this fund for the fourth quarter of FY18. Approximately \$400,000 of the original \$657,000 allocated for new park infrastructure costs is available for future park expenditures.

A motion was made by Atwood Kenjura and seconded by David Cone to approve the FY2017-18 fourth quarter financial statements as presented.

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

6. Discussion and Update on Henderson Park Improvements, Phase I

Director of Public Works Dane Rau presented this item. Rau advised the Board that in June of 2017, they approved \$294,500 for Phase I Improvements to Henderson Park. The final plans for the improvements were agreed upon and bid packets were prepared by Strand and Associates. The bids were opened on October 24, 2018 with only one bid received at a value four times the budget. Rau explained that staff decided to reject the bid and on January 9, 2019, this project was re-bid with a more conservative breakdown considering alternates in the bid in which more flexibility would be given to staff on choosing how to move forward if bids came back high once again. This second round of bids came back much better and three bids were received.

Rau advised the Board that the following items were bid out as apart of Phase I improvements: ADA accessible sidewalks connecting the parking lot, kitchen, and playscapes, ADA parking upgrades, improvements to the kitchen area and restroom making them accessible and adding HVAC. Rau explained that a new barbeque pit area was included as an Alternate to the original bid. Rau explained to the Board that staff would like to get their thoughts on awarding the base bid with the Alternate for the BBQ area (\$156,400) and moving the improvements to the concession stand and restrooms near the baseball fields to Phase II.

The Board agreed with Rau's recommendation and asked that he request Council to award the base bid with the BBQ area alternate.

7. Discussion on 2019 Meeting Dates

No action was taken by the Board on this item. Chairman Moser indicated that the meetings will be held as needed and may or may not follow this schedule.

8. Staff Updates

➤ Administrative

- City Manager James Fisher introduced the new Economic Development Director Susan Cates to the Board and thanked Carolyn Miller for her handling all economic development issues until the position was filled.

➤ **Parks & Recreation Update**

- Director of Public Works Dane Rau advised the Board that the bid opening for the Church Street drainage and pocket park would be in early February
- Parks Superintendent Casey Redman gave the Board an update on the following park projects:
 - LCRA will help again this year with the clean up around the nature trail at Hohlt Park;
 - The new Pickle Ball courts are completed;
 - The Rockroom at Fireman’s Park got a new roof;
 - Several water bottle filling stations have been installed around the walking trail at HOhlt Park; and
 - New backstop net for Fireman’s Park has been ordered; hopefully, it can be delivered and installed in time for the 2019 baseball season.

The Board adjourned into Executive Session at 8:00 a.m.

EXECUTIVE SESSION

9. **Section 551.087 – Texas Government Code – Economic Development Negotiations – Discuss and Deliberate Project BK Regarding Commercial or Financial Information that the City Has Received from a Business Prospect and the Offer of Financial or Other Incentives to a Business Prospect that the City Seeks to Have Locate In or Near the City of Brenham and With Which the City is Conducting Economic Development Negotiations**
10. **Section 551.072 – Texas Government Code – Real Property – Discuss and Deliberate the Purchase of Real Property in the Downtown Area for Future Economic Development Improvements**

Executive Session adjourned at 8:30 a.m.

Adjourn

The meeting was adjourned.

Charles Moser

Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC

BCDC Secretary

BCDC Minutes

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