



NOTICE OF A MEETING
Brenham Community Development Corporation
Thursday, April 15, 2021 @ 7:30 a.m.
City Hall – Council Chambers
200 W. Vulcan St.
Brenham, Texas

1. Call Meeting to Order
2. Invocation and Pledges to the U.S. and Texas Flags
3. Discuss and Possibly Act Upon the Approval of the Minutes from the January 28, 2021 Regular Meeting and the February 25, 2021 Special Meeting
4. Discuss and Possibly Act Upon FY2020-21 First Quarter Financial Statements
5. Discuss and Possibly Act Upon Funding a Residential Needs Assessment for the City of Brenham and Authorize the Chairman to Execute Any Necessary Documentation
6. Board and Staff Updates
 - Joint Economic Development Committee
 - Economic Development
 - Parks & Recreation
 - Administration

EXECUTIVE SESSION

7. Texas Government Code Section 551.087 Economic Development Negotiations and Texas Government Code Section 551.072 Deliberation Regarding Real Property – Discussion and Deliberation on Project Miranda Regarding Possible Sale of Real Property, Land Acquisition, and/or Other Economic Development Incentives to a Business Prospect Seeking to Locate, Stay or Expand into the City of Brenham

Adjourn

CERTIFICATION

I certify that a copy of the agenda of items to be considered by the Brenham Community Development Corporation (BCDC) on Thursday, April 15, 2021 was posted to the City Hall bulletin board at 200 W. Vulcan St., Brenham, Texas on Friday, April 9, 2021 at 2:20 P. 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

January 28, 2021

A regular meeting of the Brenham Community Development Corporation was held on Thursday, January 28, 2021 at City Hall, Council Chambers, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Charles Moser, Darrell Blum, Atwood Kenjura, Ken Miller, Gary Crocker, and Bill Betts.

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

Others in attendance were Mayor Tate, Councilmember Keith Herring, Jim Kolkhorst, Erin Williford, and Jason Smith.

- 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 Election of a Chairperson and Vice Chairperson for 2021**

President James Fisher advised the Board that Article III, Section 3.02 of the Brenham Community Development Corporation By-Laws reads in part "The Board of Directors shall appoint a Chairman and Vice-Chairman of the Board by January 31 of each year. The Chairman of the Board shall be the presiding officer for meetings and the Vice-Chairman shall act in the Chairman's absence." Fisher stated that as outlined in the Bylaws, the Board must elect a Chairman and Vice Chairman for 2021.

A motion was made by Bill Betts and seconded by Atwood Kenjura to appoint Charles Moser as Chairman 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
Vice Chairman Darrell Blum	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member Atwood Kenjura	Yes
Board Member Ken Miller	Yes

4. Discuss and Possibly Act Upon FY2019-20 Fourth 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

- Increased sales tax revenue budget by 4.8% over the prior year’s revised annual estimate. Actual sales tax revenue of \$1,755,402 finished the year \$81,036 or 4.41% behind budget. Due to the COVID-19 shutdown in the Spring and the ongoing recovery, this budget decline is better than anticipated. FY20 sales tax revenue finished the year \$16,243 ahead of FY19 actuals of \$1,739,159.

Financial Statements – Fund 250

- **Economic Development** operations have an operating surplus of \$33,758 for FY20, increasing fund balance for this operation to \$148,126. Per the terms of a 2014 Performance Agreement, a \$40,000 incentive payment was made to Tempur-Sealy in August 2020. Other Financing Sources show the detention pond construction costs for the Brenham Business Center of \$375,985 and Southwest Industrial Park, Section III of \$270,957 which were completed during FY20. All expenditures are within budget levels.
- **Recreation** operations have an operating deficit of (\$280,687) due to the \$420,465 interfund loan for detention pond construction costs. Fifteen (15) of the 18 approved parks and recreation projects for FY20 were completed. The Jerry Wilson playground, Blinn softball field renovations and Hohlt Park bull pen upgrades were all deferred this year due to revenue concerns during the COVID-19 shutdown.

BCDC Capital Projects – Fund 252

- No activity occurred in the BCDC Capital Projects Fund for FY20. Fund balance is \$915,841 for future project expenditures, and we expect to begin utilizing the fund balance along with the \$750,000 Texas Parks and Wildlife Grant for the Southside Family Park as the park project gets underway in FY21.

A motion was made by Atwood Kenjura and seconded by Darrell Blum to approve the FY2019-20 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
Vice Chairman Darrell Blum	Yes
Board Member Bill Betts	Yes
Board Member Gary Crocker	Yes
Board Member Atwood Kenjura	Yes
Board Member Ken Miller	Yes

WORK SESSION

5. Presentation and Discussion on the Design and Construction of the Brenham Family Park

Director of Public Works Dane Rau presented this item to the Board. Rau explained that with the City receiving the \$750,000.00 local parks grant from Texas Parks and Wildlife, staff is moving quickly to meet all the pre-construction deadlines and make decisions related to the lake/detention structure location. Rau stated that the City has also had an archeological survey done for on Phase 1(a), as required by Texas Parks and Wildlife. Rau explained that staff will soon be moving forward with a design agreement with Jones & Carter to being the layout of the Brenham Family Park, Phase 1(a).

Rau asked Erin Williford with Jones-Carter to give the Board an update on the project and explain the new renderings being presented to the Board. Rau said that Williford would be available for questions and comments as the project moves forward and works jointly with the Kruse Family to make this park a reality.

6. Presentation and Discussion on the Bylaws of the Brenham Community Development Corporation

City Manager James Fisher presented this item to the Board. Fisher explained that the BCDC bylaws have not been updated since October 1995 and over the past few years there have been several discussions about the need to update the bylaws. Fisher stated that work session provides the Board an opportunity to discuss the bylaws and any possible revisions.

Fisher stated that in 2013, the BCDC board discussed that the Chair and Vice Chair officer positions should rotate every two years; however, this revision was never taken to City Council for final approval. Fisher also stated that in 2019 the Board approved a bylaw amendment allowing no more than two (2) non-city residents to serve on the BCDC Board and this change was approved by the City Council on May 2, 2019.

Fisher explained that since May 2019, there have been discussions about the number of non-City of Brenham residents that should be allowed to serve on the BCDC board and that most recently there were discussions about increasing the non-city resident members from two (2) to three (3) and/or amending the bylaws to allow for a member of the EDF Board to serve on the BCDC, regardless of their residency (city or county).

Fisher stated that in state law (LGC §505.052), there are restrictions on board membership of Type B corporations authorized by a municipality with a population of less than 20,000 (Brenham). State law mandates that each director (BCDC board member) must:

1. *Be a resident of the municipality.*
2. *Be a resident of the county in which the major part of the area of the municipality is located; or*

3. *Reside:*

- a. *Within 10 miles of the municipality's boundaries; and*
- b. *In a county bordering the county in which most of the area of the municipality is located.*

After further discussion, the Board agreed to increase the number of non-city residents allowed to serve on the Board from two (2) members to three (3) members and to allow persons residing within ten (10) miles of Brenham's boundaries to serve. The Board also agreed to stagger the Chair and Vice Chair positions so that both officers would not roll off the Board at the same time. Fisher advised that he would work with the City Attorney Cary Bovey on the wording required for the staggered terms and bring that bylaw amendment back at the next meeting for the Board's consideration.

7. Presentation and Discussion on Possible Funding, Grants and Required Public Hearings for the Following Projects:

- a) **Traffic Signal Improvements at the Intersection of Chappell Hill Street and the Eastbound and Westbound U. S. Highway 290 Service Roads for the Baker Katz Retail Development Project**
- b) **Improvements to the Brenham Family Park**

Director of Public Works Dane Rau presented this item. Rau stated that the City is preparing to move forward with the following Type B projects in 2021:

- \$750,000.00 for the engineering, design, construction, and other costs related to the improvements of the Brenham Family Park.
- \$250,000.00 for the engineering, design, construction, and other costs related to traffic signal improvements at the intersection of Chappell Hill Street and the eastbound and westbound U. S. Highway 290 Service Road for the Baker Katz Retail Development Project.

Rau explained that as outlined in Section 505 of the Local Government Code, the BCDC must publish notification of and hold a public hearing on any proposed project prior to the expenditure of any funds. Rau advised the Board that the required notices were published in the Banner in December 2020 and that the required Public Hearings for both of these projects is scheduled for Thursday, February 18, 2021 at 7:30 a.m. in Council Chambers at City Hall, 200 W. Vulcan St., Brenham Texas.

8. Update and Discussion on the Interlocal Agreement Between the City of Brenham and Washington County for Economic Development Services

Director of Economic Development Susan Cates presented this item to the Board. Cates advised that a joint committee comprised of Councilmember Clint Kolby, Councilmember Keith Herring, Commissioner Candice Bullock, Commissioner Kirk Hanath, BCDC Director John Hasskarl, EDF Chairman Tee Dippel, and EDF Chairman-Elect Blake Brannon reviewed the existing interlocal agreement for economic development that was approved in March 2020 and drafted a new agreement.

Cates explained that the new ILA between the City and County was written based on the recommendations from the joint committee and has been approved by both the City Council and the County Commissioners. Some of the notable revisions in this ILA are:

- Formally creates the Brenham | Washington County Economic Development Organization (BWEDO).
- The City Director of Economic Development will serve as the Director of BWEDO.
- The County will contribute \$100,000 annually to the BWEDO.
- Accountability to the City, County, BCDC & EDF by BWEDO with monthly, quarterly, and annual reports.
- Formalize the Project Review Guidelines as Exhibit A of the ILA which outlines the process that BWEDO will follow in engaging community partners regarding potential economic development projects.
- The original ILA is a 3-year agreement with subsequent renewal periods of 2-years.
- Either party must provide the other party 180-day notice of intent to terminate.

REGULAR SESSION

9. Discuss and Possibly Act Upon the Approval of the Minutes from the October 7, 2020 Regular Meeting

A motion was made by Gary Crocker and seconded by Ken Miller to approve the minutes from the October 7, 2020 Regular Meeting.

Chairman 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 Atwood Kenjura	Yes
Board Member Ken Miller	Yes

10. Discuss and Possibly Act Upon Amendments to the Bylaws of the Brenham Community Development Corporation and Authorize the Chairman to Execute Any Necessary Documentation

A motion was made by Atwood Kenjura and seconded by Ken Miller to amend the bylaws increase the number of non-city residents allowed to serve on the Board from two (2) members to three (3) members and to allow persons residing within ten (10) miles of Brenham's boundaries to serve.

Chairman 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 Atwood Kenjura	Yes
Board Member Ken Miller	Yes

11. Discuss and Possibly Act Upon the Termination of the 2016 Economic Development Services Agreement Between the City of Brenham, the Brenham Community Development Corporation (BCDC) and the Economic Development Foundation of Brenham, Inc. that Created the Greater Brenham Economic Development Alliance and Authorize the Chairman to Execute Any Necessary Documentation

City Manager James Fisher presented this item. Fisher explained that due to the adoption of the new ILA between the City of Brenham and Washington County for economic development services, the 2016 agreement that created the Greater Brenham Economic Development Alliance (the "Alliance") needs to be terminated by the cooperating entities (City of Brenham, BCDC and the Economic Development Foundation of Brenham (EDF)).

Fisher advised that the City Attorney prepared a Mutual Termination of the Agreement Creating the Greater Brenham Economic Development Alliance for all entities to approve and sign. Fisher explained that the BCDC is the first entity to consider this mutual agreement; however, the City Council will consider it their February 4, 2021 City Council meeting. Fisher stated that once approved by the BCDC and the City, he will coordinate with EDF Chairman Tee Dippel to get it on an upcoming EDF agenda for their consideration and execution.

A motion was made by Darrell Blum and seconded by Gary Crocker to approve the termination of the 2016 Economic Development Services Agreement between the City of Brenham, the Brenham Community Development Corporation (BCDC) and the Economic Development Foundation of Brenham, Inc. that created the Greater Brenham Economic Development Alliance and authorize the Chairman to execute any necessary documentation.

Chairman 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 Atwood Kenjura	Yes
Board Member Ken Miller	Yes

12. Discuss and Possibly Act Upon an Engineering Services Proposal from Jones Carter for Phase I(a) of the Brenham Family Park and Authorize the President to Execute Any Necessary Documentation

Director of Public Works Dane Rau presented this item to the Board. Rau stated that with the Brenham Family Park getting closer to final funding approval from Texas Parks and Wildlife (TP&W), the City needs to move forward with design, permitting, amenity additions, construction services, and bidding. Rau explained that over the last few years, staff has worked with Jones-Carter, specifically Erin Williford, regarding the Brenham Family Park Master Plan and the coordination between the Kruse Family and other governmental agencies.

Rau stated that the City has received a proposal from Jones-Carter for Phase I (a) which will allow staff to work with Jones-Carter while funding is approved at the federal level through TP&W. Jones-Carter will also assist with environmental reports, design decisions, amenity locations, bidding services, and construction services.

Rau advised that the proposal is valued at \$252,500 but that the TP&W grant maximum for professional services is \$158,000. Rau explained that of the \$158,000, fifty percent (\$79,000) will be covered by TP&W and fifty percent (\$79,000) will come from BCDC funds already set aside for the grant match. There will be additional charges of \$94,500 which will need to be funded by BCDC outside of the grant match.

A motion was made by Bill Betts and seconded by Atwood Kenjura to approve an Engineering Services Proposal from Jones Carter for Phase I(a) of the Brenham Family Park, in the amount of \$252,500.00, and authorize the President to execute any necessary documentation.

Chairman 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 Atwood Kenjura	Yes
Board Member Ken Miller	Yes

13. Discuss and Possibly Act Upon the Reallocation of FY20-21 Contingency Funds for an Archeological Study Related to Phase I(a) Construction of the Brenham Family Park and Authorize the President to Execute Any Necessary Documentation

Director of Public Works Dane Rau presented this item to the Board. Rau stated that staff has begun working with Texas Parks & Wildlife (TP&W) on funding for the Brenham Family Park and that staff had to meet a timeline regarding an archeological study on Phase I (a).

Rau explained that this study was needed in order for TP&W to receive funds from the federal government. Rau stated that staff selected SWCA Environmental Consultants from Austin, TX to conduct the study for \$11,530. Rau stated that the study did not have any significant findings pertaining to historical significance in the area; however, it did give staff some information to consider during design phases. The study is currently under review by THC.

Rau advised the Board that they would need to re-allocate \$11,530 from FY20-21 contingency funds to cover the survey as it is not covered by the grant.

A motion was made by Darrell Blum and seconded by Gary Crocker to reallocate \$11,530.00 from FY20-21 contingency funds for an archeological study related to Phase I(a) construction of the Brenham Family Park and authorize the President to execute any necessary documentation.

Chairman 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 Atwood Kenjura	Yes
Board Member Ken Miller	Yes

14. Discussion on Upcoming 2021 Meeting Dates

City Manager James Fisher presented the following meeting dates for 2021:

- Thursday, January 28, 2021 at 7:30 am
- Thursday, February 18, 2021 at 7:30 am
- Thursday, April 15, 2021 at 7:30 am
- Thursday, June 17, 2021 at 7:30 am
- Thursday, July 8, 2021 at 7:30 am
- Thursday, September 16, 2021 at 7:30 am
- Thursday, November 18, 2021 at 7:30 am

15. Board and Staff Updates

- **Joint Economic Development Committee**
 - No update given
- **Economic Development – Susan Cates**
 - Provided the Board with Business Development Report
 - Currently reviewing price per acre for land in business parks – will bring that back to the Board at an upcoming meeting

- **Parks & Recreation - Dane Rau**
 - Splash Pad – Phase II improvements have been started
 - Working on conceptual plan for future improvements at the Blue Bell Aquatic Center
- **Administration – James Fisher**
 - Brenham Regional Sub-HUB for COVID vaccines – under Kevin Deramus leadership

The Board convened into Executive Session at 9:10 a.m.

EXECUTIVE SESSION

16 Texas Government Code Section 551.087 Economic Development Negotiations and Texas Government Code Section 551.072 Deliberation Regarding Real Property – Discussion and Deliberation on Project Miranda Regarding Possible Sale of Real Property, Land Acquisition, and/or Other Economic Development Incentives to a Business Prospect Seeking to Locate, Stay or Expand into the City of Brenham

Executive Session adjourned at 9:20 a.m.

RE-OPEN REGULAR SESSION

17 Discuss and Possibly Act Upon a Real Estate Contract and/or an Economic Incentive Agreement Between the Brenham Community Development Corporation (BDCD) and Project Miranda and Authorize the President, or His Designee, to Negotiate and Execute Any Necessary Documentation

A motion was made by Ken Miller and seconded by Darrell Blum to enter into a Real Estate Contract and/or an Economic Incentive Agreement between the Brenham Community Development Corporation (BDCD) and Project Miranda, as discussed in Executive Session, and authorize the President, or his designee, to negotiate and execute any necessary documentation.

Chairman 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 Atwood Kenjura	Yes
Board Member Ken Miller	Yes

The meeting was adjourned.

Charles Moser
Chairman

ATTEST:

Crystal Locke
Community Services Specialist

APPROVED AS TO FORM:

Jeana Bellinger
City Secretary/BCDC Secretary

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

January 28, 2021

A special meeting of the Brenham Community Development Corporation was held on Thursday, February 25, 2021 at City Hall, Council Chambers, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

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

City of Brenham staff members present were Carolyn Miller, Donald Reese, Jeana Bellinger and Susan Cates.

Others in attendance were Councilmember Keith Herring.

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

PUBLIC HEARING

3. **Receive Public Comments on the Proposed Type B Project for the Expenditure of Funds for Engineering, Design, Construction and Other Costs Related to the Traffic Signal Improvements at the Intersection of Chappell Hill Street and the Eastbound and Westbound U. S. Highway 290 Service Roads in Brenham Texas for the Baker Katz Retail Development Project**

Assistant City Manager Donald Reese presented this item to the Board. Reese explained that the City is preparing to move forward with the engineering, design, construction, and other costs related to traffic signal improvements at the intersection of Chappell Hill Street and the eastbound and westbound U. S. Highway 290 Service Road for the Baker Katz Retail Development Project. The estimated cost of this Type B projects is \$250,000.00.

Reese stated that as outlined in Section 505 of the Local Government Code, the BCDC must hold a public hearing on any proposed project prior to the expenditure of any funds. Therefore, in preparation for this Public Hearing related to the traffic signal improvements on Chappell Hill Street at Highway 290, the attached notices were published in the Banner in December 2020. This Public Hearing provides an opportunity for citizens to address the Board about the project.

Chairman Moser opened the Public Hearing.

There were no citizens in attendance. Chairman Moser closed the Public Hearing

4. Receive Public Comments on the Proposed Type B Project for the Expenditure of Funds for Engineering, Design, Construction, and Other Costs Related to the Improvements of the Brenham Family Park in Brenham, Texas

Assistant City Manager Donald Reese presented this item to the Board. Reese explained that the City is preparing to move forward with the engineering, design, construction, and other costs related to the improvements of the Brenham Family Park. The estimated cost of this Type B project is \$750,00.00

Reese stated that as outlined in Section 505 of the Local Government Code, the BCDC must publish notification of and hold a public hearing on any proposed project prior to the expenditure of any funds. Therefore, in preparation for the construction of the Brenham Family Park, the attached notices were published in the Banner in December 2020. This Public Hearing provides an opportunity for citizens to address the Board about the project.

Chairman Moser opened the Public Hearing.

There were no citizens in attendance. Chairman Moser closed the Public Hearing

REGULAR SESSION

5. Discuss and Possibly Act Upon the Reallocation of Economic Development Fund Balance Reserves for Various Economic Development Projects and Authorize the President to Execute Any Necessary Documentation

Assistant City Manager Donald Reese presented this item to the Board. Reese explained that the City is working with Gessner Engineering to submit design files to Lee Engineering on the Chappell Hill St. and US Highway 290 Feeder Intersection Improvement Project. Reese advised that if the current schedule holds true, the project bid letting date will be in June or July and that construction is estimated to take 6 to 9 months, putting the completion in March of 2022.

Reese stated that one of the critical components of this project is the poles and mast arms for the traffic signal improvements. The City has been told by multiple sources that it could take between 8 to 10 months to receive these poles once they have been ordered. City staff is still working with TxDOT on who will ultimately be responsible for paying for the materials, but staff believes that it is wise to allocate funding now should we need to order the poles and mast arms ourselves in order to avoid potential delays during construction.

Reese explained that he is requesting BCDC to approve the purchase of the poles and mast arms and allocate funding in the amount of \$51,000.00 for the purchase of these items should it become necessary for the City to purchase them.

A motion was made by Bill Betts and seconded by Jim Kolkhorst to reallocated \$51,000.00 of economic development contingency fund balance for the purchase of poles and mast arms for the traffic signal improvements at Chappell Hill St. and US Highway 290 feeder and authorize the President to execute any necessary documentation.

Chairman 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 Jim Kolkhorst	Yes
Board Member Atwood Kenjura	Yes
Board Member Ken Miller	Yes

6. Discuss and Possibly Act Upon Amendments to the Bylaws of the Brenham Community Development Corporation and Authorize the Chairman to Execute Any Necessary Documentation

City Secretary Jeana Bellinger presented this item. Bellinger advised the Board that at the January 28th BCDC meeting, the Board discussed the following amendments to the bylaws:

- Allowing non-city residents to serve on the BCDC Board.
- Setting term limits for Chairman and Vice Chairman.

Bellinger stated that the Board approved amending the bylaws to allow not more than three (3) members to live outside the City limits of Brenham; however, they must live within Washington County or within ten (10) miles of the boundaries of the City of Brenham. Bellinger advised that this bylaw amendment was approved by the City Council on February 4, 2020.

Bellinger explained that the Board discussed setting term limits in which a Chairman or Vice Chairman can serve. It was recommended by the Board that both positions, once elected by the Board, not serve more than three (3) consecutive terms. Bellinger stated that if the Board agrees with this amendment, it would be presented to City Council in March for their final approval.

Bellinger further explained that if approved this change would mean that the Vice Chairman position, currently held by Darrell Blum, would have to be re-elected in January 2021 (an odd-numbered year).

A motion was made by Darrell Blum and seconded by Atwood Kenjura to set staggering term limits of two (2) years for both the Chairman and Vice Chairman positions with the term of the Chairman to expire on January 31 of even numbered years and the term of the Vice Chairman to expire on January 31 of odd numbered years and authorize the President to execute any necessary documentation.

Chairman 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 Jim Kolkhorst	Yes
Board Member Atwood Kenjura	Yes
Board Member Ken Miller	Yes

The Board convened into Executive Session at 7:50 a.m.

EXECUTIVE SESSION

7. Texas Government Code Section 551.072 Deliberation Regarding Real Property – Discussion and Deliberation Regarding the Possible Sale of Real Property to Industrial-Rig Lights, Inc. Seeking to Expand in the City of Brenham

Executive Session adjourned at 8:12 a.m.

RE-OPEN REGULAR SESSION

8. Discuss and Possibly Act Upon a Real Estate Contract Between Brenham Community Development Corporation (BCDC) and Industrial-Rig Lights, Inc. and Authorize the President to Negotiate and Execute Any Necessary Documentation

A motion was made by Ken Miller and seconded by Jim Kolkhorst to approve a Real Estate Contract between the Brenham Community Development Corporation (BCDC) and Industrial-Rig Lights, Inc., as discussed in Executive Session, and authorize the President, or his designee, to negotiate and execute any necessary documentation.

9. Board and Staff Updates

- **Joint Economic Development Committee**
 - No update given
- **Economic Development - Susan Cates**
 - Provided Business Development Information
 - Ground breaking for Baker Katz Retail Development will be on March 8th at 10:00 a.m.
 - Project Silver Crayon closed on the property in Washington County
 - The City received the Texas Economic Development Council's Award for second year in a row.
- **Parks & Recreation**
 - No update given
- **Administration – Carolyn Miller**
 - BCDC budget meeting will be held on April 15th

The meeting was adjourned.

Charles Moser
Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary/BCDC Secretary



MEMORANDUM

To: BCDC Board and City Manager
From: Carolyn D. Miller, Assistant City Manager-Chief Financial Officer
Subject: BCDC First Quarter FY20-21 Financial Statements
Date: April 9, 2021

Attached are the first quarter FY20-21 financial statements for BCDC. Notable trends or transactions are discussed below.

Sales Tax Revenue

For FY21, because of the uncertainty with Covid, we did not budget an increase in sales tax revenue. Instead, sales tax revenue was forecasted to remain stable and very close to both FY19 & FY20 levels. With three months of collections received, FY21 sales tax revenue is trending above budget. FY21 sales tax revenue is \$28,410 ahead of budget and \$20,189 above prior year.

Financial Statements – Fund 250

The *Economic Development* operations report shows an operating surplus of \$65,299 as of the end of the first quarter. All operating expenditures are within budget levels and comparable to prior year.

On the *Recreation* side, three (3) of the 18 approved parks and recreation projects for FY21 were completed as of the first quarter: replacement of the Aquatic Center roof, resurfacing of Hasskarl tennis courts and sidewalk repairs at Fireman’s Park. All other projects are on schedule to be completed in FY21. The Recreation side ended the quarter with an operating surplus of \$205,905.

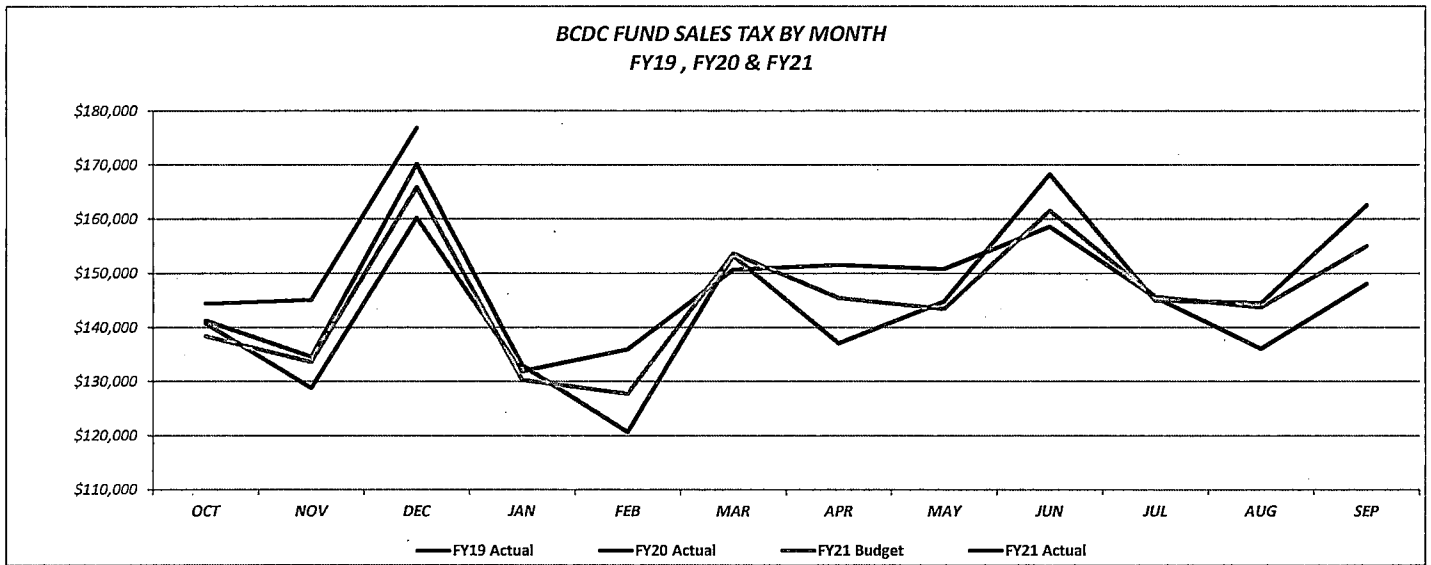
BCDC Capital Projects – Fund 252

No activity occurred in the BCDC Capital Projects Fund for the first quarter of FY21. A fund balance of \$915,841 is available for future project expenditures, and we expect to begin utilizing the fund balance along with the \$750,000 Texas Parks and Wildlife Grant for the Southside Family Park as the park project gets underway in FY21.

In the Funds Available section, you can see the detail of contributions and transfers from FY14 through FY19 which make up this fund balance. In FY14, we transferred \$657,000 for infrastructure improvements, and approximately \$400,000 is remaining for new infrastructure costs. In FY20, \$500,000 was transferred from BCDC into this fund and designated as matching funds for the Texas Parks and Wildlife Grant for the Southside Family Park. The additional available funds are from interest earnings.

After reviewing this information, should you have any questions prior to Thursday’s meeting, do not hesitate to contact me directly at 979-337-7566.

**BCDC FUND SALES TAX BY MONTH
FY19, FY20 & FY21**



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
FY19 Actual	140,788	128,831	160,261	131,891	135,937	150,742	151,620	150,813	158,603	145,565	136,059	148,048	1,739,159
FY20 Actual	141,327	134,619	170,230	132,969	120,684	153,252	137,115	144,835	168,332	144,976	144,485	162,577	1,755,402
FY21 Budget	138,408	133,595	165,952	130,323	127,782	153,677	145,508	143,457	161,571	145,711	143,751	155,041	1,744,776
FY21 Actual	144,394	145,123	176,848										466,366

Budget vs. Actual Based on Allocated Budget

Difference	5,986	11,528	10,897										
Cummulative	5,986	17,514	28,410										

28,410

BRENHAM COMMUNITY DEVELOPMENT CORPORATION
ECONOMIC DEVELOPMENT
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE QUARTERS ENDING DECEMBER 31, 2019 AND 2020

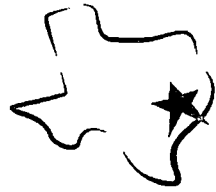
	YTD Actual <u>12/31/2019</u>	YTD Actual <u>12/31/2020</u>	Percent <u>Incr (Decr)</u>
<u>Revenues</u> <i>35% of Combined</i>			
Sales Tax	156,162	167,992	7.58%
Lease of Land	3,417	3,417	0.00%
Interest	<u>726</u>	<u>(67)</u>	<u>-109.20%</u>
	160,304	171,341	6.89%
 <u>Expenditures</u>			
Economic Development Operations	47,179	45,450	-3.66%
Lawn Maintenance	1,050	2,725	159.52%
Services - Street Lights Electrical	1,716	1,747	1.84%
Legal Fees	1,533	-	-100.00%
Note Payable to City - Principal & Interest	<u>56,607</u>	<u>56,120</u>	<u>-0.86%</u>
Total Expenditures	108,084	106,042	-1.89%
 Revenues Over (Under) Expenditures from Operations	52,220	65,299	
 <u>Other Financing Sources (Uses)</u>			
Detention Pond Construction-BBC	(7,005)	-	
Detention Pond Construction-SWIP III	<u>(765)</u>	<u>-</u>	
Total Other Financing Sources (Uses)	(7,770)	-	
 Total Surplus (Deficit)	<u>44,450</u>	<u>65,299</u>	
 Beginning Fund Balance	114,368	148,126	
 Estimated Ending Fund Balance	<u><u>158,819</u></u>	<u><u>213,426</u></u>	

**BRENHAM COMMUNITY DEVELOPMENT CORPORATION
RECREATION
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE QUARTERS ENDING DECEMBER 31, 2019 AND 2020**

	<u>YTD Actual</u> 12/31/2019	<u>YTD Actual</u> 12/31/2020	<u>Percent</u> <u>Incr (Decr)</u>
<u>Revenues</u> <i>65% of Combined</i>			
Sales Tax	290,015	298,374	2.88%
Interest	1,347	(124)	-109.20%
	<u>291,362</u>	<u>298,251</u>	<u>2.36%</u>
<u>Expenditures</u>			
Aquatic Center Bogo Mats	9,980	-	
Aquatic Center Replace Roof	-	70,380	
Downtown Christmas Stroll Attraction	5,000	-	
Resurface Hasskarl Tennis Courts (2)	-	10,300	
Fireman's Park - Sidewalk Repairs	-	11,665	
Turf Mound - Schulte Field	10,664	-	
Hohlt Park Bleachers	47,598	-	
Hohlt Park Scoreboards	24,300	-	
Total Expenditures	<u>97,542</u>	<u>92,345</u>	
Revenues Over (Under) Expenditures from Operations	193,821	205,905	
Beginning Fund Balance	746,178	465,491	
Estimated Ending Fund Balance	<u><u>939,999</u></u>	<u><u>671,396</u></u>	

**BREHAM COMMUNITY DEVELOPMENT CORPORATION
CAPITAL PROJECTS FUND
AS OF DECEMBER 31, 2020**

	Budget	Actual to Date
<u>Funds Available</u>		
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
Interest Income	21,457	21,457
Total Funds Available	1,966,820	1,966,820
<u>Use of Funds</u>		
Brenham Family Park		
Land - Title Policy (FY14)	6,877	6,877
Road construction to cul de sac - 25% City / 75% Kruse (FY15)	967,743	967,743
City Reimb of J&C road construction invoices paid by Developer (FY15)	17,601	17,601
Gessner Engineering - soil testing - 25% City / 75% Kruse (FY15)	12,315	12,315
Jones & Carter - Park Master Plan (FY17/FY18)	46,442	46,442
Creek crossing/Dam (Pond Contribution)	225,000	-
Road extension to new park	72,000	-
Water line materials - new park	88,842	-
Sewer line materials - new park	30,000	-
TPW Grant Match for Phase I(a)	500,000	-
Sub Total	1,966,820	1,050,979
Contingency	-	-
Total Uses	1,966,820	1,050,979
Fund Balance	-	915,841



MEMORANDUM

To: BCDC Board of Directors
From: Susan Cates
Subject: Residential Needs Assessment
Date: April 12, 2021

In the BCDC Fiscal Year 2021 Budget, \$25,000 was allocated for planning. It was hoped that we could leverage these funds with grant money from the Texas Department of Agriculture (TDA) to do both a corridor study of Market Street and a residential needs assessment. However, due to changes underway at the TDA regarding the grant parameters for these CDBG funds, the grant is not available at this time. Stephanie Doland and I have explored other grant opportunities, but have not been successful.

The topic of residential needs in Brenham appears to be the most necessary at this time. The conversation regarding the need for low income housing, affordable housing, and workforce housing is being hotly debated. Potential developers are requesting this type of information as part of their due diligence on our community. Therefore, I am requesting that the BCDC authorize the funding of a residential needs assessment.

Three quotes from well-qualified firms have been submitted:

- Zonda Advisory, \$25,500 plus expenses
- Community Development Strategies, \$23,250 plus expenses
- RCLCO Real Estate Advisors, \$50,000 plus expenses

Upon review of qualifications and references I recommend Community Development Strategies.