



NOTICE OF A MEETING
Brenham Community Development Corporation
Thursday, April 21, 2022 @ 7:30 a.m.
City Hall – 2nd Floor Conference Room
200 W. Vulcan St.
Brenham, Texas

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the U.S. and Texas Flags**

WORK SESSION

- 3. Presentation and Training on the City of Brenham’s Policies and Procedures for Advisory Boards and Commissions to Include, but Not be Limited to, Board Meeting Procedures and Requirements, Roberts Rules of Order and Parliamentary Procedure, Conflicts of Interest, the Texas Open Meetings Act and the Texas Public Information Act**

REGULAR SESSION

- 4. Discuss and Possibly Act Upon the Approval of the Minutes from the January 20, 2022 Regular Meeting**
- 5. Discuss and Possibly Act Upon FY2021-22 Second Quarter Financial Statements**

EXECUTIVE SESSION

- 6. Texas Government Code Section 551.072 - Real Property: Deliberation Regarding the Possible Sale, Exchange, Transfer and/or Acquisition of Real Property in the City of Brenham**

RE-OPEN REGULAR SESSION

- 7. Board and Staff Updates**
 - Economic Development**
 - Parks & Recreation**
 - Administration**

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 21, 2022 was posted to the City Hall bulletin board at 200 W. Vulcan, Brenham, Texas on Thursday, April 14, 2022 at 2:15 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



To: BCDC Board Members

From: Jeana Bellinger

Subject: Training on New Board Policy and Procedures

Date: April 14, 2022

The Texas Attorney General has ruled that if the governing body is likely to rubber stamp an action or choice of an Advisory Board/Committee, the Board/Committee shall be considered an “*extension arm*” of the governmental body.

Due to this ruling by the AG, board members – like you – are considered city officials and with that determination comes additional responsibility. Therefore, in May 2021 Mayor Tate appointed a Council Subcommittee (Councilmembers Canales, Cook and Saunders) to review the city’s policy on advisory boards and commissions. The Subcommittee met over several weeks and reviewed each of the city’s 12 advisory boards and each section of the policy.

During the review of the policy, the subcommittee charged me with communicating the changes to the policy to all boards as well as training board members on topics such as: Texas Open Meetings Act, Parliamentary Procedure, Conflict of Interest, and the Basics of Public Information.

I know that all of you have had this training so at the meeting, I will discuss the changes made to the policy and talk briefly about how in today’s world e-mail and social media can largely affect the legal requirements of the Open Meetings Act. I will also give a brief refresher on conflicts of interest.

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

January 20, 2022

A regular meeting of the Brenham Community Development Corporation was held on Thursday, January 20, 2022 at City Hall, Conference Room 2A, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

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

City of Brenham staff members present were Carolyn Miller, Jeana Bellinger, Susan Cates, Dane Rau, Stacy Hardy, Stephanie Doland, Roger Williams, Shawn Bolenbarr, Casey Redman, Tammy Jaster and Monique Breaux.

Others present were Mayor Milton Tate.

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

WORK SESSION

- 3. Presentation and Discussion on the Residential Needs Assessment Prepared by Community Development Strategies**

Economic Development Director Susan Cates presented the Residential Needs Assessment (ResIntel Housing Study) prepared by Community Development Strategies to the Board. Cates advised the Board of the following information from the study:

- The City of Brenham's Comprehensive Plan (Historic Past, Bold Future Plan 2040) listed six strategic priorities with all six touching, somehow, on residential development. Specifically, priority Number 3 being "Housing Costs and Options Inside the City".
- Plan 2040 Five Guiding Principles, specifically Principles 2 and 5
- Land Use & Development – Strategic Action Priorities
- BCDC's Role
- Community Development Strategies
- Purpose of the Study
- Demographics
- Employment
 - Impact
- Housing Trends
 - Multifamily

- Impact
- Need
- Affordable Rental
 - Single-Family
 - Impact
 - Need
- Recommendations

REGULAR SESSION

4. Discuss and Possibly Act Upon the Election of a Chairperson for a Term of Two Years, Expiring on December 31, 2023

A motion was made by John Hasskarl and seconded by Darrell Blum that Charles Moser be elected the Chairperson for a term of two years, expiring on December 31, 2023.

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

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

5. Discuss and Possibly Act Upon the Approval of the Minutes from the November 18, 2021 Regular Meeting

A motion was made by Bill Betts and seconded by Gary Crocker to approve the minutes from the November 18, 2021 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 John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

6. Discuss and Possibly Act Upon FY2021-22 First Quarter Financial Statements

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

Sales Tax Revenue

- October collections were \$14,126 above budget while November collections were even stronger at \$42,967 above budget.

Financial Statements – Fund 250

- **Economic Development:** Currently have an operating surplus of \$29,812 for the first quarter of FY22. All operating expenditures are within budget.
- **Recreation:** Ended the first quarter with an operating surplus of \$380,638. None of the sixteen approved projects were completed at the end of the first quarter.

BCDC Capital Projects – Fund 252

- A fund balance of \$876,802 remains for the Brenham Family Park project expenditures. As of the end of the first quarter, the Texas Parks and Wildlife Grant of \$750,000 had not been received.

A motion was made by Darrell Blum and seconded by John Hasskarl to approve the FY2021-22 first quarter financial report as presented.

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

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

7. Discuss and Possibly Act Upon the Reallocation of FY2021-22 Budgeted Funds for Various Park and Recreation Projects and Authorize the President to Execute Any Necessary Documentation

Parks Superintendent Casey Redman presented this item. Redman explained that during the 2021-22 funding meeting the Board approved 16 projects related to Park and Recreation Improvements. These projects totaled \$887,000.

Redman explained that staff would like to make two minor changes to the approved projects and asked that the BCDC Board consider the re-allocation of funds for the two changes:

- Reallocating \$15,000 that was dedicated for the resurfacing of Boehm Field and Matthies Field to the resurfacing of Korth and Fink Fields.
- Reallocate a portion of the \$53,045 for a replacement shade cover and an additional shade structure for the purchase of 11 underwater lights in the leisure pool in the amount of \$30,319.

A motion was made by Jim Kolkhorst and seconded by John Hasskarl to approve the reallocation of FY2021-22 budgeted funds for various park and recreation projects and authorize the President to execute any necessary documentation.

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

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

The Board convened into Executive Session at 8:17 a.m.

EXECUTIVE SESSION

- 8. Texas Government Code Section 551.072 - Real Property: Deliberation Regarding the Possible Sale, Exchange, Transfer and/or Acquisition of Real Property in the City of Brenham**
- 9. Texas Government Code Section 551.087 - Economic Development Negotiations: Deliberation Regarding the Possible Offer of a Financial or Other Incentive to a Business Prospect That the BCDC Seeks to Have Locate in the City of Brenham and With Which the BCDC is Conducting Economic Development Negotiations**
- 10. Texas Government Code Section 551.072 Deliberation Regarding Real Property – Discussion and Deliberation Regarding Possible Sale of Real Property to The Wellcome Group**

11. Texas Government Code Section 551.087 - Economic Development Negotiations: Update and Deliberation Regarding the Possible Offer of a Financial or Other Incentives to:

- (a) Project Black Stamp**
- (b) Project Black Spot**

Business Prospects That the BCDC Seeks to Have Locate In the City of Brenham and With Which the BCDC is Conducting Economic Development Negotiations

12. Texas Government Code Section 551.072 – Real Property: Update and Deliberation Regarding Possible Sale of Real Property to:

- (a) Industrial-Rig Lights, Inc.**
- (b) Brenham Kitchens**
- (c) D&J Power, Inc.**

Executive Session adjourned at 8:49 a.m.

RE-OPEN REGULAR SESSION

13. Discuss and Possibly Act Upon the Possible Sale, Exchange, Transfer and/or Acquisition of Real Property in the City of Brenham and Authorize the President to Negotiate and Execute Any Necessary Documentation

A motion was made by Jim Kolkhorst and seconded by Darrell Blum, that Carolyn Miller, City Manager (acting in her capacity as the President of the Brenham Community Development Corporation) be authorized to move forward with the tasks, as discussed in Executive Session, for the possible sale, exchange, transfer and/or acquisition of real property in the City of Brenham and authorize her to execute any necessary documentation.

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

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

14. Discuss and Possibly Act Upon the Possible Offer of a Financial or Other Incentive to a Business Prospect That is Seeking to Locate, Stay or Expand in the City of Brenham, Texas and Authorize the President to Execute Any Necessary Documentation

A motion was made by Ken Miller and seconded by Gary Crocker that that Susan Cates, Director of Economic Development, be authorized to negotiate and offer financial and/or other economic development incentives to a business prospect seeking to locate, stay or expand in the City of Brenham, as discussed in Executive Session, with said financial and/or any other incentives being subject to the approval of Carolyn Miller, City Manager (acting in her capacity as the President of the Brenham Community Development Corporation).

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

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

15. Discuss and Possibly Act Upon a Real Estate Contract Between the Brenham Community Development Corporation (BCDC) and The Welcome Group Regarding the Sale/Purchase of Real Property in the Brenham Business Center, and Authorize the President to Negotiate and Execute Any Necessary Documentation

A motion was made by Bill Betts and seconded by John Hasskarl that a real estate contract between the Brenham Community Development Corporation (BCDC) and the Welcome Group be prepared, as discussed in Executive Session, and authorize Carolyn Miller, City Manager (acting in her capacity as the President of the Brenham Community Development Corporation) to negotiate and execute any necessary documentation.

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

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

The meeting was adjourned.

Charles Moser
Chairman

ATTEST:

Jean Bellinger, TRMC, CMC
City Secretary/BCDC Secretary

DRAFT



MEMORANDUM

To: BCDC Board and City Manager
From: Stacy Hardy, Director of Finance
Subject: BCDC 2nd Quarter FY21-22 Financial Statements
Date: April 14, 2022

Attached are the second quarter FY21-22 financial statements for BCDC. Notable trends or transactions are discussed below.

Sales Tax Revenue

For FY22, we increased our sales tax revenue budget by 3% over the prior year’s revised annual estimate. With five months (October thru February) of collections received and an estimate used for March, FY22 sales tax revenue is trending above budgeted levels. October thru February collections were \$144,679 above budget.

Financial Statements – Fund 250

The ***Economic Development*** operations report shows an operating surplus of \$261,201 for the second quarter of FY22. In March, BCDC sold 2.787 acres in the Brenham Business Center to Brenham Kitchens. Of the \$139,350 sales price, \$11,890 was recognized as Brenham Kitchens’ contribution towards the shared detention pond. Matching contributions for Main Street Incentive Grants were made to 4 businesses and totaled \$9,375 and \$9,813 has been contributed to date for support of the Incubator Program. All operating expenditures are within budgeted levels.

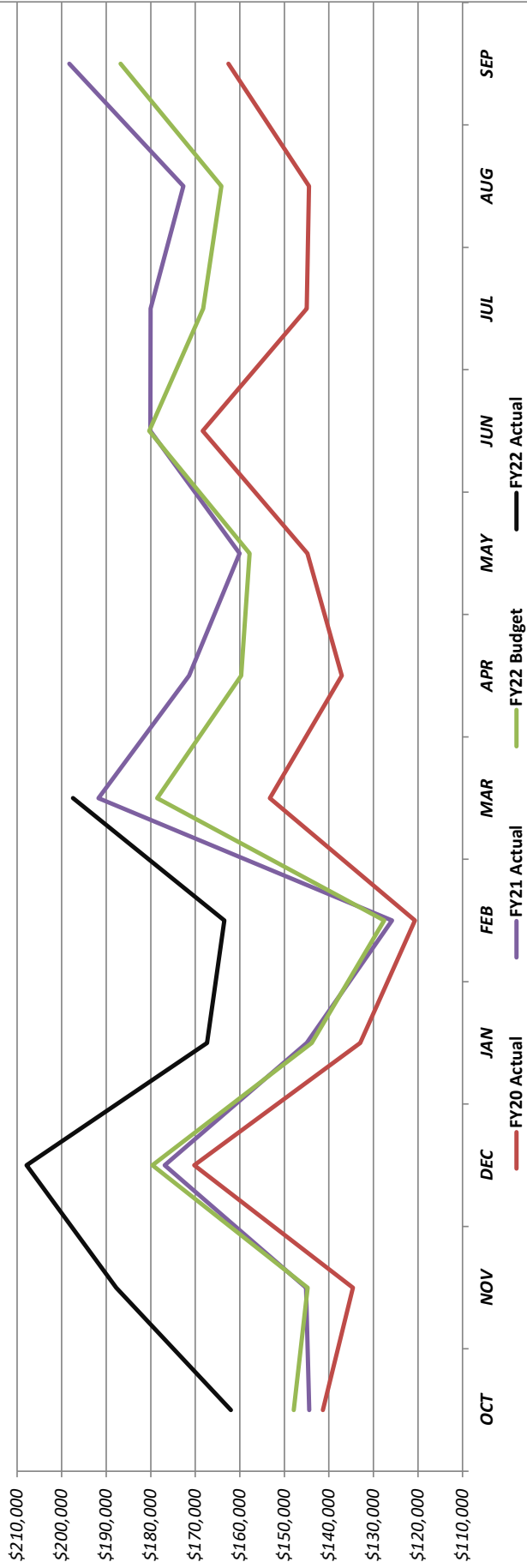
The ***Recreation*** side ended the quarter with an operating surplus of \$192,974. Seven (7) of the seventeen (17) parks and recreation projects funded in the FY22 budget were completed as of March 31, 2022. The remaining projects will be completed in the third and fourth quarters of FY22. The \$265,000 which was budgeted for Brenham Family Park infrastructure costs has been transferred to the BCDC Capital Projects Fund.

BCDC Capital Projects – Fund 252

Engineering work continues for the Brenham Family Park with \$15,829 being paid to Quiddity Engineering (formerly Jones & Carter) in FY22. As mentioned above, BCDC’s contribution of \$265,000 for park infrastructure costs is reflected in the available fund balance of \$1,134,062. Because BCDC has not actually received the funds for the \$750,000 Texas Parks and Wildlife Grant, it is not yet reflected on 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.

**BCDC FUND SALES TAX BY MONTH
FY20 , FY21 & FY22**



	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	TOTAL
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 Actual	144,394	145,123	176,848	144,993	125,828	191,731	171,397	160,032	180,081	180,035	172,652	198,275	1,991,390
FY22 Budget	147,881	144,787	179,638	143,866	127,588	178,554	159,677	157,791	180,329	168,217	164,141	186,767	1,939,235
FY22 Actual	162,007	187,754	207,871	167,350	163,457	197,460 <i>estimate</i>							1,085,898

Budget vs. Actual Based on Allocated Budget

Difference	14,126	42,967	28,232	23,484	35,869								
Cummulative	14,126	57,093	85,326	108,810	144,679								144,679

BRENHAM COMMUNITY DEVELOPMENT CORPORATION
ECONOMIC DEVELOPMENT
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE QUARTERS ENDING MARCH 31, 2021 AND 2022

	YTD Actual 3/31/2021	YTD Actual 3/31/2022	Percent Incr (Decr)
<u>Revenues</u> <i>35% of Combined</i>			
Sales Tax	322,431	391,684	21.48%
Washington County Eco. Dev. Contribution	25,000	50,000	100.00%
Lease of Land	3,417	3,309	-3.17%
Sale of Land	-	127,460 E	
Detention Pond Contributions	-	11,890 E	
Interest	397	224	-43.54%
	351,245	584,567	66.43%
<u>Expenditures</u>			
Economic Development Operations	83,989	142,069	69.15%
Economic Development Incentives	-	-	
Economic Dev. Programs & Partnerships-Main Street	-	19,187 D	
Lawn Maintenance	3,200	3,925	22.66%
Services - Street Lights Electrical	3,492	3,525	0.94%
Legal Fees	-	1,349	
Notes Payable to City - Principal & Interest	112,239 C	111,265 C	-0.87%
Total Expenditures	202,920	281,319	38.64%
Revenues Over (Under) Expenditures from Operations	148,325	303,248	
<u>Other Financing Sources (Uses)</u>			
Repayments to Recreation for FY20 Internal Transfer	(42,047) A	(42,047) B	
Traffic Signal Costs @ Hwy 290 Feeder	(51,000)	-	
Total Other Financing Sources (Uses)	(93,047)	(42,047)	
Total Surplus (Deficit)	55,278	261,201	
Beginning Fund Balance	148,126	402,557	
Estimated Ending Fund Balance	203,404	663,758	

A - Year 2 of 10 - Repayment of Internal Transfer (Loan) from Recreation for construction of detention ponds.

B - Year 3 of 10 - Repayment of Internal Transfer (Loan) from Recreation for construction of detention ponds.

C - 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 \$554,370

2017 Note Payable - \$500,000 for SWIP IV (Gurrech tract) 44.9 acre land purchase; matures 8/15/2026; remaining principal balance \$325,000

D - The following payments have been made for Main St. Economic Development Partnerships/Programs:

3,500 Brenham Opera House	Main St. Incentive Grant Match
3,500 Floyd's Wine Bar	Main St. Incentive Grant Match
1,000 BBA Architects	Main St. Incentive Grant Match
1,375 Fork & Crumb (Pomegranate)	Main St. Incentive Grant Match
9,813 Yellow Truck Market	Incubator Program Support
19,187	

E - Sale of 2.787 acres in Brenham Business Center to Brenham Kitchens in March 2022. T

127,460 Sale of Land	
11,890 Detention Pond Contribution	
139,350	Total Proceeds

BRENHAM COMMUNITY DEVELOPMENT CORPORATION
RECREATION
YEAR TO DATE PRO FORMA PERFORMANCE
FOR THE QUARTERS ENDING MARCH 31, 2021 AND 2022

	YTD Actual 3/31/2021	YTD Actual 3/31/2022	Percent Incr (Decr)
<u>Revenues</u> <i>65% of Combined</i>			
Sales Tax	570,984	694,214	21.58%
Interest	737	416	-43.52%
	571,721	694,630	21.50%
 <u>Expenditures</u>			
Aquatic Center Replace Metal Furniture	-	39,151	
Aquatic Center Seal Exterior Brick	-	27,164	
Aquatic Center Replace Roof	70,380		
Aquatic Center Accu Tab & Acid Rite System	18,400		
Aquatic Center Refurbish Big Yellow Slide	33,141		
Aquatic Center Refurbish Banana Split Slide	6,450		
Kenjura Field - Replace Scoreboard	-	20,781	
Fireman's Park - Carousel Improvements (Phase II)	-	66,663	
Linda Anderson Park - Resurface Parking Lot	-	80,382	
Shulte & Henderson Fields - Turf Home Plates	-	13,920	
Henderson Park - Resurface Korth & Fink Fields	-	30,642	
Jerry Wilson Park Playground Equipment	72,455		
Linda Anderson Park - Resurface Baseball Fields (3)	25,563		
Resurface Hasskarl Tennis Courts (2)	10,300		
Fireman's Park - Sidewalk Repairs	11,665		
Brenham Family Park Engineering-Addt'l Amount	94,500		
Brenham Family Park Archaeological Study	11,530		
Brenham Family Park - Infrastructure Costs	-	265,000	
Total Expenditures	354,384	543,703	
Revenues Over (Under) Expenditures from Operations	217,337	150,927	
 <u>Other Financing Sources (Uses)</u>			
Repayments to Recreation for FY20 Internal Transfer	42,047	42,047	
Total Other Financing Sources (Uses)	42,047	42,047	
Total Surplus (Deficit)	259,384	192,974	
Beginning Fund Balance	465,491	873,846	
Estimated Ending Fund Balance	724,875	1,066,820	

A - Year 2 of 10 - Repayment of Internal Transfer (Loan) from Recreation for construction of detention ponds.

B - Year 3 of 10 - Repayment of Internal Transfer (Loan) from Recreation for construction of detention ponds.

BRENHAM COMMUNITY DEVELOPMENT CORPORATION
CAPITAL PROJECTS FUND
AS OF MARCH 31, 2022

<u>Funds Available</u>	Budget	Actual to Date
Brenham Family Park		
FY14 Transfer from BCDC - Brenham Family Park Infrastructure Costs	657,000.00	657,000
FY14 Transfer from BCDC - Brenham Family Park Title Policy Costs	6,877.00	6,877
FY15 Contribution from Developer - Road Construction	735,044.00	735,044
FY17 Transfer from BCDC - Brenham Family Park Master Plan	46,442.00	46,442
FY19 Transfer from BCDC - Brenham Family Park Grant Match	500,000.00	500,000
FY21 Transfer from BCDC - Archaeological Study & Addtl Engineering	106,030.00	106,030
FY21 Transfer from BCDC - Environmental Assessment	17,500.00	17,500
FY22 Transfer from BCDC - Brenham Family Park Infrastructure Costs	265,000.00	265,000
Sub Total - Brenham Family Park	2,333,893.00	2,333,893
Interest Income	29,209.67	29,210
Total Funds Available	2,363,102.67	2,363,103
<u>Use of Funds</u>		
Brenham Family Park		
FY14 Land - Title Policy	6,877.00	6,877
FY15 Road construction to cul de sac - 25% City / 75% Kruse	967,743.44	967,743
FY15 City Reimb of J&C road construction invoices paid by Developer	17,601.25	17,601
FY15 Gessner Engineering - soil testing - 25% City / 75% Kruse	12,315.00	12,315
FY17/FY18 Jones & Carter - Park Master Plan	46,442.00	46,442
FY21 Archaeological Survey	11,530.00	10,982
FY21 Jones & Carter/Quiddity - Phase 1(a) Engineering - grant match portion	158,000.00	129,380
FY21 Jones & Carter/Quiddity Phase 1(a) Engineering	94,500.00	-
FY21 Environmental Assessment - Wild Associates	17,500.00	17,500
FY21 Geotechnical Engineering - Terracon Consultants	20,200.00	20,200
Creek crossing/Dam (Pond Contribution)	225,000.00	-
Road extension to new park	72,000.00	-
Water line materials	76,393.98	-
Sewer line materials	30,000.00	-
Construction expenses related to TPW Grant Match for Phase I(a)	607,000.00	-
Sub Total	2,363,102.67	1,229,040
Total Uses	2,363,102.67	1,229,040
Fund Balance	-	1,134,062