

NOTICE OF A MEETING Brenham Community Development Corporation Thursday, December 8, 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
- 3. Discuss and Possibly Act Upon the Minutes from the September 8, 2022 Regular Meeting and the November 17, 2022 Special Meeting
- 4. Discuss and Possibly Act Upon the Election of a Vice-Chairperson for a Term of Two Years, Expiring on December 31, 2024
- 5. Discuss and Possibly Act Upon FY2021-22 Fourth Quarter Financial Statements
- 6. 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, December 8, 2022 was posted to the City Hall bulletin board at 200 W. Vulcan St., Brenham, Texas on Friday, December 2, 2022 at 3:00 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

September 8, 2022

A regular meeting of the Brenham Community Development Corporation was held on Thursday, September 8, 2022 at City Hall, Conference Room 2A, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

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

Board members absent: Charles Moser

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

Others present were Mayor Milton Tate.

- 1. Vice Chairman Darrell Blum called the meeting to order
- 2. Invocation and Pledges to the U.S. and Texas Flags City Manager Carolyn Miller
- 3. Discuss and Possibly Act Upon Minutes from the August 18, 2022 Regular Meeting

A motion was made by John Hasskarl and seconded by Jim Kolkhorst to approve the minutes from the August 18, 2022 Regular Meeting.

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

Chairman Charles Moser	Absent
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

4. Discuss and Possibly Act Upon a Performance Agreement Between the Brenham Community Development Corporation and Brenham CFA Series, LLC Related to an Economic Development Grant and Authorize the President to Execute Any Necessary Documentation

Economic Development Director Susan Cates presented this item. Cates explained that this item is related to a Performance Agreement between Brenham CFA Series LLC and BCDC for the development of a Chick fil A restaurant located on US290 between Cantey Street and Chappell Hill Street on the westbound service road in the Market Square Development.

Cates stated that the Economic Development Joint Sub-committee met on September 8, 2021 and discussed a total incentive to bring this project to Brenham of a community investment totaling \$250,000.00 upon completion of the facility and receipt of the Certificate of Occupancy by the developer. Cates advised the Board that both the City and County will recognize the tax benefits from this project; therefore, the Economic Development Joint Sub-committee recommended that the \$250,000.00 incentive be shared between the City and County with the City funding \$200,000.00 (\$150,000.00 by BCDC and \$50,000.00 by City general fund) and the County funding \$50,000.00.

Cates explained that the Agreement requires that the project receive Certificate of Occupancy by December 31, 2023 and that the investment of Brenham CFA will be a minimum of \$2.5 million exclusive of land acquisition. The estimate sales tax revenue to City and County will be \$137,685.00 annually which means that when only considering the sales tax revenue the community will reach the return on our investment in less than two years.

A motion was made by Bill Betts and seconded by Ken Miller to approve a Performance Agreement between the Brenham Community Development Corporation and Brenham CFA Series, LLC related to an economic development grant, in the amount of \$150,000.00 and authorize the President to execute any necessary documentation.

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

Absent
Yes

6. Board and Staff Updates

Economic Development – Director Susan Cates

- Update on utility impact fees and how they work.
- Update on new manufacturing company in the county.
- Parks and Recreation –Director Dane Rau
 - No update given.

> Administration – City Manager Carolyn Miller

- First meeting of the 25-member Housing Task Force was held in August.
- First incentive payment for Baker Katz Retail Development has been made.
- TML's Economic Development Conference will be held in Bastrop on November 17-18. Ken Miller is the only board member attending.
- Water plant expansion study is being prepared now and will be taken to the City Council in February 2023.

> Administration – City Secretary Jeana Bellinger

- Board reappointment forms are due for members Betts, Crocker and Kolkhorst.
- Next BCDC meeting is scheduled for October 13th.

The meeting was adjourned.

Darrell Blum Vice Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC City Secretary/BCDC Secretary

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

November 17, 2022

A regular meeting of the Brenham Community Development Corporation was held on Thursday, November 17, 2022 at City Hall, Conference Room 2A, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

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

Board members absent: Ken Miller.

City of Brenham staff members present were Carolyn Miller, Jeana Bellinger, Dane Rau, Stacy Hardy, Casey Redman, Kyle Branham and Tammy Jaster.

Others present were Mayor Milton Tate.

1. Chairman Charles Moser called the meeting to order

WORK SESSION

2. Discussion and Update on Improvements to the Hohlt Park Nature Trail

Director of Public Work Dane Rau presented this item. Rau explained that on October 21, 2022, the city along with Alan King from AKLA Architects opened bids for the Hohlt Park Nature Trail Improvements.

Rau stated that this project stems from 2019 when the City received a grant from Texas Parks and Wildlife in the amount of \$66,400.00 and at that time BCDC dedicated \$40,000.00 toward funding of the project. Due to COVID there were various delays by the State and the City did not receive a notice to proceed until late 2021. Rau explained to the Board that due to the time delays and inflation he spoke with Carolyn Miller about the uncertainty of finalizing this project based off of 2019 funding levels. Due to staff's concerns, BCDC funded an additional \$100,000.00 to the project during the 2022-23 budget cycle. This additional funding would provide total funding of \$206,400.00.

Rau advised the Board that the City received two bids for this project with the lowest bid from Collier Construction coming in at \$291,517.60 and the other bid being \$391,997.00. Rau asked the Board to consider three options:

- **Option 1:** Allocate fund balance (reserves) to complete the project as designed and ask Council to accept the bid from Collier Construction in the amount of \$291,517.60 which would mean allocating an additional \$99,017.60 to this project.
- **Option 2:** Have staff and engineer "value engineer" the project by reducing some quantities related to benches, signs, changing from engineered wood timbers to treated wood on the boardwalk and decreasing some plant quantities and sizes. The "value engineering" would decrease the project by \$24,124.00 so the amount of fund balance (reserves) needed would be \$74,893.60.
- **Option 3**: Reject both bids and start over.

REGULAR SESSION

3. Discuss and Possibly Act Upon Funding, Including But Not Limited to Available Sources of Funding, for Improvements to the Hohlt Park Nature Trail and Authorize the President to Execute Any Necessary Documentation

A motion was made by John Hasskarl and seconded by Darrell Blum to approve Option No. 1 and allocate additional funding, in the amount of \$99,017.60, for improvements to the Hohlt Park Nature Trail project 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 John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	ABSENT

The meeting was adjourned.

Charles Moser Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC City Secretary/BCDC Secretary



To:	Brenham Community Development Corporation Board of Directors
From:	Jeana Bellinger, City Secretary
Subject:	BCDC Board Officer Appointments
Date:	November 30, 2022

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."

We have added an agenda item to enable the Board to appoint (or reappoint) a Vice-Chairman for a two-year term, expiring on December 31, 2024.



MEMORANDUM

To: BCDC Board and City Manager

From: Stacy Hardy, Director of Finance

Subject: BCDC 4th Quarter FY21-22 Financial Statements

Date: December 2, 2022

Attached are the fourth 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. Actual sales tax revenue for FY22 ended the year favorably at \$2,289,219, which is \$349,984 or 18% ahead of budget and \$297,829 or 15% above prior year.

Financial Statements - Fund 250

The *Economic Development* operations report shows a total surplus of \$936,045 for FY22, increasing fund balance for this operation to \$1,338,602. Land sales that occurred in FY22 include: 2.787 acres in the Brenham Business Center to Brenham Kitchens, 2.221 acres in Southwest Industrial Park Phase III to Industrial Rig Lights and 6.3632 acres in Brenham Business Center to Welcome Land Development, LLC. The EDF also sold 8.5 acres of their land in SWIP III to Kountry Boys Sausage and contributed \$33,958 for the detention pond costs related to this property.

Lease revenue of \$137,375 was recorded in the fourth quarter as result of a surface lease agreement entered into with Irby Construction Company for 28.67 acres in SWIP III.

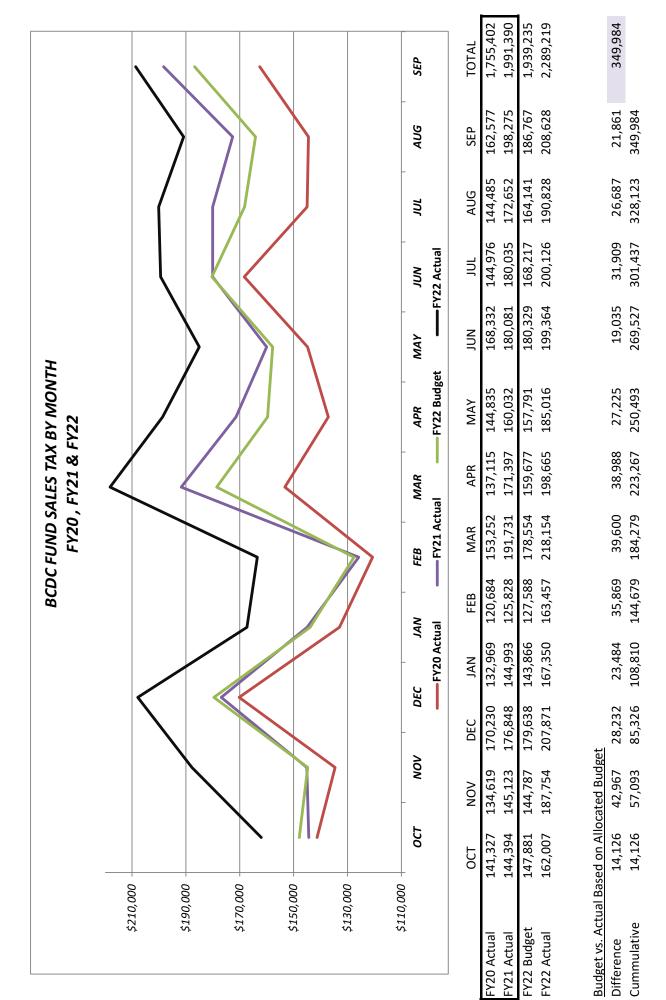
Matching contributions for Main Street Incentive Grants were made to 6 businesses for a total of \$10,524. The Incubator Program concluded this year with \$11,432 contributed for support of this program. All operating expenditures are within budgeted levels.

The *Recreation* side ended the year with a total surplus of \$431,464 and a fund balance of \$1,305,310. Seventeen (17) parks and recreation projects were funded in FY22, with all but 4 completed by the end of September. Ongoing projects funded by BCDC's FY22 allocation include Aquatic Center phase II(a) improvements, the repainting of park iron bridges, bullpen upgrades at Hohlt Park, and playground equipment at Hattie Mae Flowers Park. \$265,000 for Brenham Family Park infrastructure costs was transferred to the BCDC Capital Projects Fund in FY22.

BCDC Capital Projects - Fund 252

In FY22, Brenham Family Park expenses included \$25,969 for engineering services to Quiddity Engineering (formerly Jones & Carter), \$7,750 for the archaeological survey, \$6,500 for the environmental assessment and \$14,750 for Strand Associates engineering services related to the main creek crossing. A fund balance of \$1,103,682 remains for Brenham Family Park project expenditures. 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.



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BRENHAM COMMUNITY DEVELOPMENT CORPORATION ECONOMIC DEVELOPMENT YEAR TO DATE PRO FORMA PERFORMANCE FOR THE QUARTERS ENDING SEPTEMBER 30, 2021 AND 2022

	YTD Actual 9/30/2021	YTD Actual 9/30/2022	Percent Incr (Decr)
<u>Revenues</u> 35% of Combined			, <u></u> _
Sales Tax	716,962	825,862	15.19%
Washington County Eco. Dev. Contribution	75,000	100,000	33.33%
Lease of Land - Hay Production	3,417	3,309	-3.17%
Lease of Land - Irby	-	137,375 F	
Sale of Land	-	457,821 е	
Dentenion Pond Contributions	8,081	81,867 E	
Interest	862	3,288	281.50%
	804,322	1,609,522	100.11%
Expenditures			
Economic Development Operations	246,834	357,813	44.96%
Economic Development Incentives	2,702	-	
Economic Dev. Programs & Partnerships-Main Street	8,747	21,956 D	151.01%
Lawn Maintenance	15,575	12,310	-20.96%
Services - Street Lights Electrical	6,986	7,074	1.26%
Legal Fees	2,523	9,750	286.42%
Notes Payable to City - Principal & Interest	224,478 С	222,528 C	-0.87%
Total Expenditures	507,845	631,430	24.34%
Revenues Over (Under) Expenditures from Operations	296,477	978,092	
Other Financing Sources (Uses)			
Repayments to Recreation for FY20 Internal Transfer	(42,047) A	(42,047) B	
Traffic Signal Costs @ Hwy 290 Feeder	-	-	
Total Other Financing Sources (Uses)	(42,047)	(42,047)	
Total Surplus (Deficit)	254,430	936,045	
Beginning Fund Balance	148,127	402,557	
Estimated Ending Fund Balance	402,557	1,338,602	

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 : <u>2010 Note Payable</u> - \$1M for SWIP III (Weige tract) 122 acre land purchase; matures 9/1/2029; remaining principal balance \$468,137, approx. \$360,000 accrued interest balance.

2017 Note Payable - \$500,000 for SWIP IV (Gurrech tract) 44.9 acre land purchase; matures 8/15/2026; remaining principal balance \$265,000 D - The following payments have been made for Main St. Economic Development Partnerships/Programs:

D - The following paym	cints nave	been made for Main St. Leononing	Development I a	Tuterships/Trograms.
	1,000	Brenham Opera House		Main St. Incentive Grant Match
	3,500	Floyd's Wine Bar		Main St. Incentive Grant Match
	3,500	BBA Architects		Main St. Incentive Grant Match
	1,375	Fork & Crumb (Pomegranate)		Main St. Incentive Grant Match
	1,149	Ninety-Six West		Main St. Incentive Grant Match
	11,432	Yellow Truck Market		Incubator Program Support
	21,956			
E - Land Sales & Detent	ion Pond	- Contributions		
Sale of	Land	Detention Pond Contributions	Total Proceeds	
	127,460	11,890	139,350	Sale of 2.787 acres in BBC to Brenham Kitchens in March 2022.
	24,441	8,874	33,315	Sale of 2.221 acres in SWIP III to Industrial Rig Lights in July 2022.
	-	33,958	33,958	EDF sale of 8.5 acres in SWIP III to Kountry Boys Sausage.
	305,920	27,145	333,065	Sale of 6.3632 acres in BBC to Welcome Land Dev, LLC in Sept. 2022.
	457,821	81,867	539,688	-

F - Lease signed in Aug. 2022 with Irby Construction Company for the lease of 28.67 acres of land, terminates Aug. 2023.

BRENHAM COMMUNITY DEVELOPMENT CORPORATION RECREATION YEAR TO DATE PRO FORMA PERFORMANCE FOR THE QUARTERS ENDING SEPTEMBER 30, 2021 AND 2022

	YTD Actual 9/30/2021	YTD Actual 9/30/2022	Percent Incr (Decr)
<u>Revenues</u> 65% of Combined			
Sales Tax	1,274,428	1,463,358	14.82%
Interest	1,600	6,104	281.52%
	1,276,028	1,469,462	15.16%
Expenditures			
Aquatic Center Replace Metal Furniture	-	39,151	
Aquatic Center Seal Exterior Brick	-	27,164	
Aquatic Center Phase II(a) Improvements	10,000	250,000	
Aquatic Center Leisure Pool Lighting	-	30,319	
Aquatic Center Shade Structure	-	7,535	
Aquatic Center Replace Roof	70,380	-	
Aquatic Center Comp. Pool Replaster & Paint Beams	84,304	-	
Aquatic Center Leisure Pool Landing Pads	7,050	-	
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	-	
Movies in the Park	4,000	4,000	
Kenjura Field - Replace Scoreboard	-	20,781	
Repaint Park Iron Bridges	-	92,700	
Fireman's Park - Carousel Improvements (Phase II)	-	66,663	
Linda Anderson Park - Resurface Parking Lot	-	80,382	
Comprehensive Park Signage	-	19,008	
Hohlt Park - Bullpen Upgrades	-	30,900	
Shulte & Henderson Fields - Turf Home Plates	-	13,920	
Hattie Mae Flowers Park - Playground Equipment	-	71,880	
Jackson St. Park - Park Improvement Plan	-	30,000	
Henderson Park - Resurface Korth & Fink Fields	-	30,642	
Pickleball Court Improvements	21,111	-	
Splashpad Phase II	210,857	-	
Jerry Wilson Park Playground Equipment	72,455	-	
Jerry Wilson Park Improvements	120,000	-	
Fireman's Park - Replace Outfield Fence	30,000	-	
Jackson St. Park - Covered Basketball Courts	25,000	-	
Linda Anderson Park - Resurface Baseball Fields (3)	25,563	-	
Resurface Hasskarl Tennis Courts (2)	10,350	-	
Fireman's Park - Sidewalk Repairs	11,665	-	
Resurface Blinn Softball Fields	25,464	-	
Brenham Family Park Engineering-Addt'l Amount	94,500	-	
Brenham Family Park Archaeological Study Brenham Family Park Environmental Assessment	11,530	-	
Brenham Family Park - Infrastructure Costs	17,500	265,000	
Total Expenditures	909,720	1,080,045	
Revenues Over (Under) Expenditures from Operations	366,308	389,417	
Other Financing Sources (Uses)			
Repayments to Recreation for FY20 Internal Transfer	42,047 A	42,047 H	3
Total Other Financing Sources (Uses)	42,047	42,047	
Total Surplus (Deficit)	408,355	431,464	
Beginning Fund Balance	465,491	873,846	
Estimated Ending Fund Balance	873,846	1,305,310	

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 SEPTEMBER 30, 2022

<u>Funds Available</u>	Budget	
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 & Addt'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
Sub Total - Brenham Family Park	2,333,893	2,333,893
Interest Income	37,970	37,970
Total Funds Available	2,371,863	2,371,863
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
FY21 Jones & Carter/Quiddity - Phase 1(a) Engineering - grant match portion	158,000	139,520
FY21 Jones & Carter/Quiddity Phase 1(a) Engineering	94,500	-
Creek crossing/Dam (Pond Contribution)	225,000	14,750
Road extension to new park	72,000	-
Water line materials	71,452	-
Sewer line materials	30,000	-
Construction expenses related to TPW Grant Match for Phase I(a)	607,000	-
Sub Total - Brenham Family Park	2,371,863	1,268,180
Total Uses	2,371,863	1,268,180
Fund Balance		1,103,682