

## MINUTES

### BRENHAM COMMUNITY DEVELOPMENT CORPORATION

**June 16, 2022**

A regular meeting of the Brenham Community Development Corporation was held on Thursday, June 16, 2022 at City Hall, 2<sup>nd</sup> Floor Conference Room, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

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

Board members absent was Bill Betts.

City of Brenham staff members present were Carolyn Miller, Karen Stack, Stacy Hardy, Dane Rau, Casey Redman, Crystal Locke, Tammy Jaster, Shawn Bolenbarr, Jennifer Hill, and Monique Breaux.

- 1. Chairman Charles Moser 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 April 21, 2022 Regular Meeting and the May 27, 2022 and June 9, 2022 Special Meetings**

A motion was made by John Hasskarl and seconded by Gary Crocker to approve the minutes as presented.

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

Chairman Charles Moser	Yes
Vice Chairman Darrell Blum	Yes
<b>Board Member Bill Betts</b>	<b>Absent</b>
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

#### 4. Discussion and Update on Funding of Future Recreation and Economic Development Projects

City Manager Carolyn Miller presented this item to the Board. Miller explained the following details about future projects and fund reserves:

##### Sales Tax Revenue

- Sales tax revenue is received by the City two months after collection. Tim McRoberts, the Strategic Budget Officer, is waiting until April receipts are calculated to make his predictions for FY23.
- Each year staff leaves a certain amount of available revenues unallocated or designated as “contingency.” This approach, along with cost savings realized on completed projects, has allowed both Economic Development and Recreation to fund unanticipated projects, and present the opportunity to set aside funds for future projects.

##### Financial Statements

- ***Economic Development*** At the end of FY22, fund balance reserves for Economic Development are projected to be \$1,174,951. Anticipated land sales in FY23 will contribute to an even more favorable fund balance.
- ***Recreation*** At the end of FY22, fund balance reserves for Recreation are projected to be \$1,571,702. In addition to funding projects for our existing parks and aquatics programs, BCDC has also been able to allocate funds for infrastructure improvements and Phase 1(a) of the Brenham Family Park.
- ***Funds Set Aside for Brenham Family Park*** Beginning in fiscal year 2014, BCDC began allocating funds for Brenham Family Park. To date, BCDC has contributed \$1,598,849 for Phase 1(a) of the park and of this amount, \$1,130,378 remains to be spent. Miller noted that with these BCDC funds and the Texas Parks and Wildlife grant of \$750,000, Phase 1(a) of Brenham Family Park should be fully funded. Preparing for the next phase of the park, in the FY23 budget, the City is requesting \$520,000 from BCDC to fund an all-inclusive playground and \$26,000 for a disc golf course.

#### 5. Discuss and Possibly Act Upon the Brenham Community Development Corporation’s Annual Budget for Fiscal Year 2022-23:

##### A. Economic Development

Director of Finance Stacy Hardy presented the Board with an overview of the FY2022-23 economic development budget :

- In the FY23 budget, sales tax revenue increased approximately 5% over the FY22 amended budget.
- Per the January 2021 interlocal agreement between the City and Washington County, the County will continue to contribute \$100,000 annually to Economic Development activities.

- There is anticipated revenue from land sales and detention pond contributions in the amended FY22 budget.
- No significant change to the on-going expenditures of debt service, marketing, and Business Park maintenance. The addition of one part time position is being requested to support operations.
- Expenditure of \$150,000 for incentive payment to Project Black Spot.
- Total budget request totals \$902,327, resulting in the use of \$43,687 of fund balance reserves in FY23.
- Not shown in the FY23 budget is the potential sale of land for Project Stones Throw and Project Color Guard. With the proceeds of the Project Stones Throw sale, BCDC will have the opportunity to pay off the 2010 note payable to the Electric Fund for the Weige tract in Southwest Industrial Park III.

City Manager Carolyn Miller presented the line-item budget for economic development:

- Operations .....\$345,507
- Marketing .....\$46,400
- Programs & Partnerships .....\$201,000
- Business Park Maintenance .....\$19,795
- Professional Services .....\$22,000

**B. Tourism and Main Street**

City Manager Carolyn Miller presented the line-item budget for Main Street Brenham:

- Economic Impact and Innovation Grant Match .....\$30,000
- Incentive Grant Fund Match .....\$21,000

A motion was made by John Hasskarl and seconded by Darrell Blum to approve the Economic Development and Tourism/Main Street annual budgets for fiscal year 2022-23 as presented.

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

Chairman Charles Moser	Yes
Vice Chairman Darrell Blum	Yes
<b>Board Member Bill Betts</b>	<b>Absent</b>
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

**C. Parks and Recreation**

Director of Finance Stacy Hardy presented the Board with an overview of the FY2022-23 parks and recreation budget:

- Sales tax revenue increased approximately 5% over the FY22 amended budget. This falls below FY22 projected collections but anticipating that FY22 sales tax collections may not be sustainable, a conservative approach was taken for FY23 revenue estimates.
- Tier 1 funding requests from Aquatics, Parks and Recreation total \$1,233,062 leaving a contingency balance of \$148,661.
- Tier II funding requests from Aquatics and Parks total \$771,000 and are shown as unfunded at this time. If funded, these would need to be funded from reserves.

Director of Public Works Dane Rau presented the line-item budget for Parks and Recreation:

Parks and Recreation – Tier 1

- Refurbish Men/Women Locker Room.....\$208,000
- Lights for Competition & Therapy Pool.....\$31,200
- Door Card Reader .....\$39,520
- Update Sound System & Add Displays .....\$47,616
- Replace Leisure Pool Sand Filter.....\$12,480
- Replace Touch Pads.....\$20,800
- Refurbish Mini Playscape (in water) .....\$10,400
- Refurbish Epoxy/Vinyl Fence.....\$10,400
- Sealant on Exterior Brick (Phase II) .....\$55,120
- Add Aflex Inflatables.....\$15,600
- Refurbish Existing Equipment at Skate Park.....\$31,926
- Play for All Equipment (Phase I) – Brenham Family Park .....\$520,000
- Repaint Iron Bridges (Phase II) .....\$100,000
- Add Disc Golf Course – Brenham Family Park .....\$26,000
- Hohlt Park Nature Trail Add-On .....\$100,000
- Movies in the Park .....\$4,000

Parks and Recreation – Tier 2

- Turf Four (4) Softball Fields – Hohlt Park (Phase I).....\$771,000

A motion was made by Jim Kolkhorst and seconded by Darrell Blum to approve the Parks and Recreation annual budget, including Tier 1 and Tier 2, for fiscal year 2022-23 as presented.

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

Chairman Charles Moser	Yes
Vice Chairman Darrell Blum	Yes
<b>Board Member Bill Betts</b>	<b>Absent</b>
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:**

*Karen Stack*

Deputy City Secretary/Legal and Legislative Services Manager

**THIS PAGE INTENTIONALLY LEFT BLANK**