

## MINUTES

### BRENHAM COMMUNITY DEVELOPMENT CORPORATION

**April 21, 2022**

A regular meeting of the Brenham Community Development Corporation was held on Thursday, April 21, 2022 at City Hall, Conference Room 2A, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

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

Board members absent were Charles Moser

City of Brenham staff members present were Carolyn Miller, Jeana Bellinger, Susan Cates, Dane Rau, Stacy Hardy, Tammy Jaster and Monique Breaux.

- 1. Vice Chairman Darrell Blum called the 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**

City Secretary Jeana Bellinger advised the Board that 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.

Bellinger explained that due to this ruling by the AG, board members are considered city officials and with that determination comes additional responsibility. 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. Bellinger stated that during the review of the policy, the subcommittee charged her office with communicating the changes to the policy to all boards as well as this required training.

Bellinger went over the following topics with the Board:

- 2022 Policy
- Texas Open Meetings Act
- The Basics of Parliamentary Procedure
- Conflict of Interest
- The Basics of Public Information

## REGULAR SESSION

### 4. Discuss and Possibly Act Upon the Approval of the Minutes from the January 20, 2022 Regular Meeting

A motion was made by John Hasskarl and seconded by Jim Kolkhorst to approve the minutes from the January 20, 2022 regular meeting.

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

<b>Chairman Charles Moser</b>	<b>Absent</b>
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 FY2021-22 Second 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

- With five months of collections, sales tax revenues are trending above budget levels. October thru February collections were \$144,679 above budget.

#### Financial Statements – Fund 250

- **Economic Development:** Currently have an operating surplus of \$261,201 for the second quarter of FY22. This surplus is due in part to the sale of 2.787 acres in the Brenham Business Center to Brenham Kitchens and their contribution to the detention pond. All operating expenditures are within budget.
- **Recreation:** Ended the second quarter with an operating surplus of \$192,974 with seven (7) of the seventeen approved projects were completed as of March 31, 2022.

BCDC Capital Projects – Fund 252

- A fund balance of \$1,134,062 remains for the Brenham Family Park project expenditures. As of the end of the second quarter, the Texas Parks and Wildlife Grant of \$750,000 had not been received.

A motion was made by Gary Crocker and seconded by Jim Kolkhorst to approve the FY2021-22 second quarter financial report as presented.

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

<b>Chairman Charles Moser</b>	<b>Absent</b>
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 7:50 a.m.

**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**

Executive Session adjourned at 7:58 a.m.

**RE-OPEN REGULAR SESSION**

**7. Board and Staff Updates**

- **Administration**
  - City Manager Carolyn Miller reminded the Board of the upcoming budget meeting, scheduled for June 16<sup>th</sup>.
- **Parks and Recreation**
  - Dane Rau, Director of Public Works, gave an update on various park projects.
- **Economic Development**
  - Susan Cates, Economic Development Director, provided an update on two projects: The Welcome Group and Industrial Rig Lighting, Inc.

The meeting was adjourned.

*Darrell Blum*

Vice Chairman



**ATTEST:**

*Jeana Bellinger, TRMC, CMC*

City Secretary/BCDC Secretary