



NOTICE OF A SPECIAL MEETING
Brenham Community Development Corporation
Thursday, March 23, 2023 @ 7:30 a.m.
City Hall – 2nd Floor Conference Room
200 W. Vulcan St.
Brenham, Texas

1. **Call Meeting to Order**
2. **Discuss and Possibly Act Upon the Minutes from the December 8, 2022 and January 19, 2023 Regular Meetings and the January 26, 2023 Special Meeting**

EXECUTIVE SESSION

3. **Texas Government Code Section 551.087 Economic Development Negotiations - Deliberation Regarding Incentives for Economic Development Purposes and the Possible Offer of a Financial or Other Incentive to Project Katydid, a Business Seeking to Locate, Stay or Expand in the City of Brenham, Texas**

RE-OPEN REGULAR SESSION

4. **Discuss and Possibly Act Upon Incentives for Economic Development Purposes and the Possible Offer of a Financial or Other Incentive to Project Katydid, a Business Seeking to Locate, Stay or Expand in the City of Brenham, Texas and Authorize the President to Execute Any Necessary Documentation**
5. **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, March 23, 2023 was posted to the City Hall bulletin board at 200 W. Vulcan St., Brenham, Texas on Friday, March 17, 2023 at 4:00 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

December 8, 2022

A regular meeting of the Brenham Community Development Corporation was held on Thursday, December 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, Ken Miller, Jim Kolkhorst, and Charles Moser

Board members absent: Bill Betts and Gary Crocker

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

Others present: None.

- 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 September 8, 2022 Regular Meeting and November 17, 2022 Special Meeting**

A motion was made by John Hasskarl and seconded by Darrell Blum to approve the minutes from the September 8, 2022 Regular Meeting and the November 17, 2022 Special 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	Absent
Board Member Gary Crocker	Absent
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

4. Discuss and Possibly Act Upon the Election of a Vice-Chairperson for a Term of Two Years, Expiring on December 31, 2024.

City Secretary Jeana Bellinger advised the Board that Article III, Section 3.02 of the Brenham Community Development Corporation By-Laws indicates that the Board shall appoint a Vice-Chairperson by January 31 of each year, for a term of two (2) years.

A motion was made by John Hasskarl and seconded by Ken Miller to appoint Darrell Blum as Vice-Chairperson.

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	Absent
Board Member Gary Crocker	Absent
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

5. Discuss and Possibly Act Upon FY2021-22 Fourth 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

- Sales tax revenue increased by 3% over the prior year. 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

- Economic Development: Shows a total surplus of \$936,045 for FY22, increasing fund balance for this operation to \$1,338,602. All operating expenditures are within budget.
- Recreation: Ended the year with a total surplus of \$431,464 and a fund balance of \$1,305,310. Seventeen (17) projects were funded with all but four (4) being completed. A total of \$265,000 for Brenham Family Park infrastructure costs was transferred to the BCDC Capital Projects Fund in FY22.

BCDC Capital Projects – Fund 252

- A fund balance of \$1,103,682 remains for Brenham Family Park project expenditures. BCDC has not yet received the \$750,000 Texas Parks and Wildlife grant funding.

A motion was made by Jim Kolkhorst and seconded by John Hasskarl to approve the FY2021-22 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	Absent
Board Member Gary Crocker	Absent
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

6. Board and Staff Updates

- **Economic Development – Susan Cates**
 - No update.
- **Parks and Recreation - Dane Rau**
 - Brenham hosted 29 tournaments for various sporting events in 2022; there are 44 booked for 2023.
- **Administration – Carolyn Miller**
 - Reviewed 2023 meeting dates (1/19, 4/6, 8/3, 11/2) and advised that calendar invites would be sent out to the Board.

The meeting was adjourned.

Charles Moser
Vice Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary/BCDC Secretary

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

January 19, 2023

A regular meeting of the Brenham Community Development Corporation was held on Thursday, January 19, 2023 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, Ken Miller, Charles Moser, and Gary Crocker

Board members absent: None

City of Brenham staff members present were Carolyn Miller, Jeana Bellinger, Susan Cates, Stacy Hardy, Tammy Jaster, Casey Redman, Teresa Howell, Tim McRoberts, Kyle Branham, and Shawn Bolenbarr

Others present: Councilmember Kenjura, Jared Engelke, and Kelly Hajek

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

WORK SESSION

- 3. Discussion and Presentation on Available Tracts of Land in the Brenham Business Center**

Economic Development Director Susan Cates explained that in 2022 three tracts of land in the Brenham Business Center (BBC) were sold:

- 2.8 acres to Brenham Kitchens for business expansion.
- 6.4 acres to Welcome Group for an expansion of Precision Polymer Engineering, Inc. and possible speculative building.
- 6.4 acres to Capital Real Estate for Sunbelt Equipment Rental and possible speculative building.

Cates advised the Board that 5 acres at the corner of Handley Street and James Nutt Blvd. were reserved for the City of Brenham Fire Station No. 2; therefore, there are only two large tracts remaining in the BBC:

1. **R56333 (26.6 acres):** This tract is bisected with a dry bed creek and pond that is on the US Fish and Wildlife maps as “wetlands.” This may or may not be deemed “Waters of the US” by the US Army Corps of Engineers. If it is, the land within the creek and pond boundaries is not developable. Even if it is not, the drainage remains a challenge to development for a private business. If the creek area is not saleable land, BCDC could market the narrow portion facing James Nutt Blvd in +/- 2-acre tracts to businesses seeking to build smaller than 10,000 sf buildings. Sites of this size are in demand and may be marketed as “shovel-ready”. Cates recommended that an engineer be consulted to seek a determination by the Corp on the creek to reach a decision on the boundaries of developable land within this tract.
2. **R48138 (62.1 acres):** This tract’s acreage is reduced by a dry creek and the regional detention facility. The developable portion of the property is approximately 40 acres. This is a highly attractive parcel of property; however, in order to maximize the site’s potential, BCDC should consider making it “shovel ready” with the extension of Blue Bell Road with associated utilities. Cates advised that Strand prepared an Opinion of Probable Cost (OPC) for the extension of Blue Bell Road which was \$1,175,000.

4. Discussion and Presentation on Utility Improvements Along James Nutt Blvd.

Economic Development Director Susan Cates explained that in 2022, BCDC sold +/- 6 acres out of tract R53666 to Capital Real Estate. In December the development team for Capital Real Estate participated in a pre-development meeting with City Development Services Department in planning for their client, Sunbelt Equipment. During the development meeting, it was discovered that the Brenham Business Center (BBC) is not completely “shovel-ready” as sanitary sewer was never installed along James Nutt Blvd. Cates advised that Strand provided an OPC in the amount of \$883,000 for a lift station, force main and gravity sewer improvements.

5. Discussion and Presentation on Available Tracts of Land in the Southwest Industrial Park for Sale and Possible Road Improvements and/or Extensions

Economic Development Director Susan Cates explained that in 2022 only one tract of land was sold to Industrial Rig Lighting for business expansion; however, there are two (2) tracts currently under contract:

- Project Stones Throw (50 acres)
- Project Color Guard (10 acres)

Cates stated that there are only three remaining BCDC-owned tracts, totaling approximately 66 acres, in SWIP:

1. **R12447 (28.6 acres):** This tract is oddly shaped with significant topographical challenges. The extension of Jake Pickle Road would provide up to five smaller parcels that could allow for terracing creating more developable sites. Cates explained two options for the extension of Jake Pickle:
 - Extend Jake Pickle just over the drainage channel behind NextLink at a cost of approximately \$870,000. This option leaves the site whole should a single buyer be interested, while providing access to the back portion of property to market the option of smaller parcels. The estimated cost does not include utilities.
 - Extend Jake Pickle to Longwood at a cost of approximately \$1,979,500. This option would complete all infrastructure in SWIP and would provide the most complete “shovel-ready” option for marketing the site including all utility infrastructure and accounting for the challenging topography by allowing for the possibility of smaller parcels that can be terraced to maximize developable land.
2. **R12359 (34 acres):** When BCDC acquired this property in 2019, it was outside the City limits and does not have utilities to the property line. Public Utilities Project Manager Shawn Bolenbarr explained municipal water, sanitary sewer and gas currently terminate at the manufactured home development to the east of the tract. Bolenbarr explained utility extensions are a short distance to the property line and would cost approximately \$45,000 to bring the utilities to the property line. Cates explained that once the utilities were extended to the property line it would be the developer’s responsibility to bring the utilities to their development.
3. **R64120(3.4 acres):** This is a small triangular tract adjacent to the regional detention facility. In consultation with Public Works Director Dane Rau, it is staff’s recommendation that this parcel is not sold but reserved for future detention upgrades and/or improvements.

The Board discussed the need for a Special Meeting to move forward with the approval of many of these projects. The date of January 26th was selected.

REGULAR SESSION

6. Board and Staff Updates

- **Economic Development**
 - No updates
- **Parks & Recreation**
 - No updates
- **Administration**
 - No updates

The Board convened into Executive Session at 9:00 a.m.

EXECUTIVE SESSION

- 7. Texas Government Code Section 551-072-Real Property-Deliberation Regarding the Possible Sale, Exchange, Transfer and/or Acquisition of Real Property in Washington County, Texas**

Executive Session adjourned at 9:15 a.m.

RE-OPEN REGULAR SESSION

The meeting was adjourned.

Charles Moser
Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary/BCDC Secretary

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

January 26, 2023

A special meeting of the Brenham Community Development Corporation was held on Thursday, January 26, 2023 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, Jim Kolkhorst, Ken Miller, Charles Moser, and Gary Crocker

Board members absent: Bill Betts

City of Brenham staff members present were Carolyn Miller, Jeana Bellinger, Dane Rau, Stacy Hardy, Stephanie Doland, Susan Cates, Tim McRoberts and Shawn Bolenbarr

Others present: Jared Engelke and Kelly Hajek

1. Chairman Charles Moser called the meeting to order

WORK SESSION

2. Discussion and Presentation on Possible Funding Methods for Future Priorities

Director of Finance Stacy Hardy provided the Board with the following FY23 projections for economic development:

Fund Balance, after Chick-Fil-A Incentive	1,540,938
Funding of Projects on Agenda:	
No. 3 – Utility Extensions	(45,564)
No 4 – Sewer Extension in BBC	(883,000)
No. 6 – Jake Pickle Extension	(148,000)
No. 7 – Blue Bell Road Extension	(115,000)
Remaining Fund Balance	349,374

Hardy also advised the Board of an expected \$1,478,803 in additional revenues in FY23 due to land sales to Project Stones Throw (\$978,803) and Project Color Guard (\$500,000).

REGULAR SESSION

3. Discuss and Possibly Act Upon Utility Improvements in the Southwest Industrial Park and Authorize the President to Execute Any Necessary Documentation

City Manager Carolyn Miller presented this item. Miller explained that the cost to extend water, sanitary sewer, and natural gas utilities to this tract from where it currently terminates (near the intersection of Industrial Blvd. and the entrance to the manufactured housing park) has been estimated to cost \$45,563.53 broken down as follows:

- Water: \$ 22,103.29
- Sewer: \$18,841.55
- Gas: \$4,618.69

A motion was made by Jim Kolkhorst and seconded by Darrell Blum to extend utility improvements in the Southwest Industrial Park at a cost of \$45,563.53 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	Absent
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 Professional Services Agreement with Strand Associates Related to Sanitary Sewer Improvements Along James Nutt Blvd. in the Brenham Business Center and Authorize the President to Execute Any Necessary Documentation

City Manager Carolyn Miller presented this item. Miller stated that at the January 19th meeting, the Board discussed the need of sanitary sewer to serve the properties along James Nutt Blvd. Miller advised the opinion of probable cost (OPC) received from Strand Associates was \$883,000.00.

A motion was made by Jim Kolkhorst and seconded by John Hasskarl to approve a Professional Services Agreement between the City of Brenham and Strand Associates, Inc. in the amount of \$883,000.00 related to sanitary sewer improvements along James Nutt Blvd. in the Brenham Business Center 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	Absent
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 Providing Alternative Sanitary Sewer Service in the Brenham Business Center and Authorize the President to Execute Any Necessary Documentation

This item was passed due to the approval of a Professional Services Agreement between the City of Brenham and Strand Associates, Inc. for sanitary sewer improvements along James Nutt (Item 4 above).

6. Discuss and Possibly Act Upon the Allocation of Funds for Design and Engineering Services Related to the Extension of Jake Pickle Drive in the Southwest Industrial Park and Authorize the President to Execute Any Necessary Documentation

Director of Economic Development Susan Cates reminded the Board about the options for the extension of Jake Pickle Road presented at the January 19th meeting:

- Extend Jake Pickle just over the drainage channel behind NextLink at a cost of approximately \$870,000. This option leaves the site whole should a single buyer be interested, while providing access to the back portion of property to market the option of smaller parcels. The estimated cost does not include utilities.
- Extend Jake Pickle to Longwood at a cost of approximately \$1,979,500. This option would complete all infrastructure in SWIP and would provide the most complete “shovel-ready” option for marketing the site including all utility infrastructure and accounting for the challenging topography by allowing for the possibility of smaller parcels that can be terraced to maximize developable land.

After further discussion, the Board advised staff to obtain a cost estimate for the extension of Jake Pickle from Longwood Drive; therefore, not have to cross the drainage channel behind NextLink. Cates stated that she would work with Strand and bring back a OPC for this option at a later date or during the FY24 budget process.

7. Discuss and Possibly Act Upon the Allocation of Funds for Design and Engineering Services Related to the Extension of Blue Bell Road in the Brenham Business Center and Authorize the President to Execute Any Necessary Documentation

Director of Economic Development Susan Cates reminded the Board the extension of Blue Bell Road presented at the January 19th meeting. Cates advised that in the FY2023 budget, the Board had allocated \$150,000 for the design and engineering portion to extend Jake Pickle. Due to Jake Pickle being put on hold for further evaluation the Board could reallocate the \$150,000 for the design and engineering of the extension of Blue Bell Road.

A motion was made by Ken Miller and seconded by Jim Kolkhorst to reallocate \$150,000 in FY23 budgeted funds for Jake Pickle Road to the design and engineering of the extension of Blue Bell Road in the Brenham Business Center 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	Absent
Board Member Gary Crocker	Yes
Board Member John Hasskarl	Yes
Board Member Jim Kolkhorst	Yes
Board Member Ken Miller	Yes

The Board did not adjourn into Executive Session.

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 Washington County, Texas

RE-OPEN REGULAR SESSION

The meeting was adjourned.

Charles Moser
Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC
City Secretary/BCDC Secretary