

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

January 25, 2024

A regular meeting of the Brenham Community Development Corporation was held on Thursday, January 25, 2024 at City Hall, Conference Room 2A, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Charles Moser, John Hasskarl, Bill Betts, Jim Kolkhorst, and Ken Miller

Board members absent: Gary Crocker (late arrival) and Darrell Blum

City of Brenham staff members present were Carolyn Miller, Jeana Bellinger, Stacy Hardy, Dane Rau, Teresa Rosales, Robin Hutchens and Shawn Bolenbarr

Others present: Mayor Kenjura and Councilmember LaRoche

1. Chairman Charles Moser called the meeting to order

2. Invocation and Pledges to the U.S. and Texas Flags

WORK SESSION

3. Discussion on 2024 Meeting Dates

City Secretary Jeana Bellinger presented the following meeting dates for 2024:

- April 11, 2024 – this date was changed to the 25th
- June 13, 2024
- August 8, 2024
- November 14, 2024

REGULAR SESSION

4. Discuss and Possibly Act Upon the Minutes from the September 28, 2023 and the November 2, 2023 Regular Meetings

A motion was made by Ken Miller and seconded by John Hasskarl to approve the minutes from the September 28, 2023 and the November 2, 2023 regular meetings.

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

Chairman Charles Moser	Yes
Vice Chairman Darrell Blum	Absent
Board Member Bill Betts	Yes
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 the Election of a Chairperson for a Term of Two Years Ending on December 31, 2025

A motion was made by John Hasskarl and seconded by Bill Betts to elect Charles Moser as Chairperson for a term of two years, to expire on December 31, 2025.

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

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

6. Discuss and Possibly Act Upon FY2022-23 Fourth Quarter Financial Reports

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 budget increased by 8% over the prior year’s budget. Actual sales tax revenue for FY23 ended the year favorably at \$2,435,808 which is \$336,910 or 16% ahead of budget and \$146,589 or 6% above the prior year.

Financial Statements – Fund 250

- Economic Development: Currently has an operating surplus of \$808,686 for FY23, increasing fund balance for this operation to \$2,032,126. During the year, BCDC sold 6.413 acres in the Brenham Business Center to Capital Westview Partners, LLC for \$336,319.00. Matching contributions for Main Street Incentive Grants were made to five businesses, totaling \$39,500. Also, in FY23, work began on the James Nutt Blvd. sewer extension in the Brenham Business Center with BCDC paying \$53,900 of engineering costs related to this project; the remaining engineering and construction costs of \$829,100 will be incurred in FY24.

- Recreation: Ended the year with a deficit of (\$285,558) due to the use of fund balance for a portion of Hohlt Park Turf Fields project. FY23 ending fund balance was \$1,019,752 for this operation. Seventeen (17) parks and recreation projects were funded in FY23. Of these projects, 13 were completed by the end of September, two projects were deferred until a future budget year (Aquatic Center Sound System and Play-for-All Equipment at Brenham Family Park), and two projects were in progress at year-end and will be completed in FY24 (Turf Fields at Hohlt Park and Aquatic Center Locker Room Improvements).

BCDC Capital Projects – Fund 252

- In FY23, Brenham Family Park expenses included \$27,635 for engineering services to Quiddity Engineering for Phase I design and \$305,542 for engineering and construction related to the main creek crossing. A fund balance of \$798,547 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 in this financial statement.

A motion was made by John Hasskarl and seconded by Ken Miller to approve the FY2022-23 fourth quarter financial reports.

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

Chairman Charles Moser	Yes
Vice Chairman Darrell Blum	Absent
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 Repurchase of Approximately 2.221 Acres of Land, Owned by Al and Donna Kunkel (Industrial Rig Lights, Inc.), in Accordance with the Terms Outlined in the Declaration of Covenants, Conditions and Restrictions of the Southwest Industrial Park, Section Three, and Authorize the Chairman or the President to Execute Any Necessary Documentation

Economic & Community Development Director Teresa Rosales presented this item. Rosales explained that on January 9, 2024, she touched base with Al Kunkel of Industrial Rig Lighting with the hope of getting a status of construction on the land they purchased from BCDC in July, 2022.

Rosales explained that Mr. Kunkel indicated that they have been extremely busy and hoped to have gotten further along on their construction project; however, that has not been the case. Rosales reminded him of the signed purchase agreement and Section II protective covenants of the CC&Rs regarding construction and that the 18-month period was up on January 6, 2024. Kunkel stated that he does want to keep the property and reiterated his intention to build. Rosales stated that she will follow-up with Mr. Kunkel the next few months and will keep BCDC updated as to the status. No action was taken on this item.

8. Discuss and Possibly Act Upon the Repurchase of Approximately 6.3632 Acres of Land, Owned by Welcome Land Development, LLC, in Accordance with the Terms Outlined in the Restrictions, Covenants, Easements, and Conditions of the Brenham Business Center and Authorize the Chairman or the President to Execute Any Necessary Documentation

Economic & Community Development Director Teresa Rosales presented this item. Rosales explained that she has been unsuccessful in obtaining a status of construction on the BCDC land purchased by Welcome Land Development, LLC on September 23, 2022.

Rosales explained that per Section 5 of the Restrictions, Covenants, Easements and Conditions of Brenham Business Center, the landowner has eighteen (18) months from the date of conveyance to construct improvements. Rosales advised the Board that she has reached out by phone and via email several times and has not had any return communication.

A motion was made by Ken Miller and seconded by John Hasskarl to exercise BCDC's repurchase rights as outlined in the Restrictions, Covenants, Easements, and Conditions of the Brenham Business Center and authorize the President to execute any necessary documentation.

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

Chairman Charles Moser	Yes
Vice Chairman Darrell Blum	Absent
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

9. Discuss and Possibly Act Upon a Proposal from Bluebonnet Electric Coop for the Extension of Electric Service in the Brenham Business Center Related to the Sanitary Sewer Improvements Along James Nutt Blvd. and Authorize the Chairman or the President to Execute Any Necessary Documentation

Public Utilities Project Manager Shawn Bolenbarr presented this item. Bolenbarr explained that the electrical extension is to serve the new Brenham Business Center lift station. Bolenbarr stated that Bluebonnet Electrical Cooperative, Inc provided a quote for \$40,000.00 for the extension of overhead electric lines and the installation of the electrical service.

A motion was made by Ken Miller and seconded by Gary Crocker to approve a payment of \$40,000.00 to Bluebonnet Electrical Cooperative for the extension of electric service to the proposed Brenham Business Center lift station and authorize the President to execute any necessary documentation.

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

Chairman Charles Moser	Yes
Vice Chairman Darrell Blum	Absent
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

10. Discuss and Possibly Act Upon an Easement Agreement Between the BCDC and the City of Brenham for the Extension of Electric Service in the Brenham Business Center Related to the Sanitary Sewer Improvements Along James Nutt Blvd. and Authorize the Chairman or the President to Execute Any Necessary Documentation

Public Utilities Project Manager Shawn Bolenbarr presented this item. Bolenbarr explained that for the electrical extension to serve the proposed Brenham Business Center lift station, Bluebonnet Electrical Cooperative, Inc is requesting a 30ft wide electrical easement. Bolenbarr stated that the easement will be abandoned in the future when development occurs, and underground electrical lines replace the proposed overhead electrical lines.

A motion was made by Ken Miller and seconded by John Hasskarl to approve an Easement Agreement, prepared by Bluebonnet Electric Cooperative, between the BCDC and the City of Brenham for the extension of electric service in the Brenham Business Center related to the sanitary sewer improvements along James Nutt Blvd. with the addition of wording prepared by the City Attorney to indicate the easement is temporary and will be abandoned and authorize the President to execute any necessary documentation.

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

Chairman Charles Moser	Yes
Vice Chairman Darrell Blum	Absent
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

11. Discuss and Possibly Act Upon a Professional Services Between Strand Associates Inc and BCDC for the Extension of Wastewater Service in the Brenham Business Center Related to the Sanitary Sewer Improvements Along James Nutt Blvd. and Authorize the Chairman or the President to Execute Any Necessary Documentation

No action was taken on this item; it will be brought back to the Board in February.

12. Board and Staff Updates

- **Economic Development**
 - City Attorney is working on paperwork to close the sale of property to CGG.
 - Brenham Kitchens should close this week.
 - MIC building sold to a tool manufacturing company from California.
 - Staff is working on a Request for Proposals for an Economic Development needs assessment.
- **Parks and Recreation**
 - Turf fields are moving along and should be completed in the next two weeks.
 - Updates to Jackson Street Park should begin in the Spring.
 - PBBAC rates and shortened hours will begin this week and run through Fall and Winter.
- **Administration**
 - Update on the possible implementation of Impact Fees.

The Board adjourned into Executive Session at 8:42 a.m.

EXECUTIVE SESSION

13. Texas Government Code, Section 551.071 - Consultation with Attorney and Texas Government Code, Section 551.072 – Deliberation Regarding Real Property – Consultation with Legal Counsel and Deliberation Regarding the Possible Sale, Exchange, Transfer and/or Acquisition of Real Property and Associated Matters Concerning Capital Westview Partners, LLC in the Southwest Industrial Park, Section IV, in the City of Brenham, Texas

Executive Session adjourned at 9:23 a.m.

RE-OPEN REGULAR SESSION

14. Discuss and Possibly Act Upon the Possible Sale, Exchange, Transfer and/or Acquisition of Real Property and Associated Matters Concerning Capital Westview Partners, LLC in the Southwest Industrial Park, Section IV, in the City of Brenham, Texas and Authorize the Chairman or the President to Negotiate and Execute Any Necessary Documentation

A motion was made by Ken Miller and seconded by Gary Crocker to authorize the purchase of real property in the Southwest Industrial Park, Section IV, by Capital Westview Partners, LLC, in the amount of \$347,952.40, as discussed in Executive Session and authorize the President to execute any necessary documentation.

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

Chairman Charles Moser	Yes
Vice Chairman Darrell Blum	Absent
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:

Jeana Bellinger, TRMC, CMC

City Secretary/BCDC Secretary