

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

February 25, 2021

A special meeting of the Brenham Community Development Corporation was held on Thursday, February 25, 2021 at City Hall, Council Chambers, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Charles Moser, Darrell Blum, Atwood Kenjura, Ken Miller, Jim Kolkhorst, Gary Crocker, and Bill Betts.

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

Others in attendance were Councilmember Keith Herring.

1. **Chairman Charles Moser called the meeting to order**
2. **Invocation and Pledges to the U.S. and Texas Flags**

PUBLIC HEARING

3. **Receive Public Comments on the Proposed Type B Project for the Expenditure of Funds for Engineering, Design, Construction and Other Costs Related to the Traffic Signal Improvements at the Intersection of Chappell Hill Street and the Eastbound and Westbound U. S. Highway 290 Service Roads in Brenham Texas for the Baker Katz Retail Development Project**

Assistant City Manager Donald Reese presented this item to the Board. Reese explained that the City is preparing to move forward with the engineering, design, construction, and other costs related to traffic signal improvements at the intersection of Chappell Hill Street and the eastbound and westbound U. S. Highway 290 Service Road for the Baker Katz Retail Development Project. The estimated cost of this Type B projects is \$250,000.00.

Reese stated that as outlined in Section 505 of the Local Government Code, the BCDC must hold a public hearing on any proposed project prior to the expenditure of any funds. Therefore, in preparation for this Public Hearing related to the traffic signal improvements on Chappell Hill Street at Highway 290, the attached notices were published in the Banner in December 2020. This Public Hearing provides an opportunity for citizens to address the Board about the project.

Chairman Moser opened the Public Hearing.

There were no citizens in attendance. Chairman Moser closed the Public Hearing

4. Receive Public Comments on the Proposed Type B Project for the Expenditure of Funds for Engineering, Design, Construction, and Other Costs Related to the Improvements of the Brenham Family Park in Brenham, Texas

Assistant City Manager Donald Reese presented this item to the Board. Reese explained that the City is preparing to move forward with the engineering, design, construction, and other costs related to the improvements of the Brenham Family Park. The estimated cost of this Type B project is \$750,00.00

Reese stated that as outlined in Section 505 of the Local Government Code, the BCDC must publish notification of and hold a public hearing on any proposed project prior to the expenditure of any funds. Therefore, in preparation for the construction of the Brenham Family Park, the attached notices were published in the Banner in December 2020. This Public Hearing provides an opportunity for citizens to address the Board about the project.

Chairman Moser opened the Public Hearing.

There were no citizens in attendance. Chairman Moser closed the Public Hearing

REGULAR SESSION

5. Discuss and Possibly Act Upon the Reallocation of Economic Development Fund Balance Reserves for Various Economic Development Projects and Authorize the President to Execute Any Necessary Documentation

Assistant City Manager Donald Reese presented this item to the Board. Reese explained that the City is working with Gessner Engineering to submit design files to Lee Engineering on the Chappell Hill St. and US Highway 290 Feeder Intersection Improvement Project. Reese advised that if the current schedule holds true, the project bid letting date will be in June or July and that construction is estimated to take 6 to 9 months, putting the completion in March of 2022.

Reese stated that one of the critical components of this project is the poles and mast arms for the traffic signal improvements. The City has been told by multiple sources that it could take between 8 to 10 months to receive these poles once they have been ordered. City staff is still working with TxDOT on who will ultimately be responsible for paying for the materials, but staff believes that it is wise to allocate funding now should we need to order the poles and mast arms ourselves in order to avoid potential delays during construction.

Reese explained that he is requesting BCDC to approve the purchase of the poles and mast arms and allocate funding in the amount of \$51,000.00 for the purchase of these items should it become necessary for the City to purchase them.

A motion was made by Bill Betts and seconded by Jim Kolkhorst to reallocated \$51,000.00 of economic development contingency fund balance for the purchase of poles and mast arms for the traffic signal improvements at Chappell Hill St. and US Highway 290 feeder 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 Jim Kolkhorst	Yes
Board Member Atwood Kenjura	Yes
Board Member Ken Miller	Yes

6. Discuss and Possibly Act Upon Amendments to the Bylaws of the Brenham Community Development Corporation and Authorize the Chairman to Execute Any Necessary Documentation

City Secretary Jeana Bellinger presented this item. Bellinger advised the Board that at the January 28th BCDC meeting, the Board discussed the following amendments to the bylaws:

- Allowing non-city residents to serve on the BCDC Board.
- Setting term limits for Chairman and Vice Chairman.

Bellinger stated that the Board approved amending the bylaws to allow not more than three (3) members to live outside the City limits of Brenham; however, they must live within Washington County or within ten (10) miles of the boundaries of the City of Brenham. Bellinger advised that this bylaw amendment was approved by the City Council on February 4, 2020.

Bellinger explained that the Board discussed setting term limits in which a Chairman or Vice Chairman can serve. It was recommended by the Board that both positions, once elected by the Board, not serve more than three (3) consecutive terms. Bellinger stated that if the Board agrees with this amendment, it would be presented to City Council in March for their final approval.

Bellinger further explained that if approved this change would mean that the Vice Chairman position, currently held by Darrell Blum, would have to be re-elected in January 2021 (an odd-numbered year).

A motion was made by Darrell Blum and seconded by Atwood Kenjura to set staggering term limits of two (2) years for both the Chairman and Vice Chairman positions with the term of the Chairman to expire on January 31 of even numbered years and the term of the Vice Chairman to expire on January 31 of odd numbered years 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 Jim Kolkhorst	Yes
Board Member Atwood Kenjura	Yes
Board Member Ken Miller	Yes

The Board convened into Executive Session at 7:50 a.m.

EXECUTIVE SESSION

7. Texas Government Code Section 551.072 Deliberation Regarding Real Property – Discussion and Deliberation Regarding the Possible Sale of Real Property to Industrial-Rig Lights, Inc. Seeking to Expand in the City of Brenham

Executive Session adjourned at 8:12 a.m.

RE-OPEN REGULAR SESSION

8. Discuss and Possibly Act Upon a Real Estate Contract Between Brenham Community Development Corporation (BCDC) and Industrial-Rig Lights, Inc. and Authorize the President to Negotiate and Execute Any Necessary Documentation

A motion was made by Ken Miller and seconded by Jim Kolkhorst to approve a Real Estate Contract between the Brenham Community Development Corporation (BCDC) and Industrial-Rig Lights, Inc., as discussed in Executive Session, and authorize the President, or his designee, to negotiate and execute any necessary documentation.

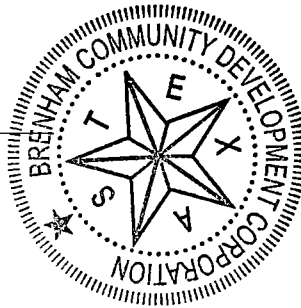
9. Board and Staff Updates

- **Joint Economic Development Committee**
 - No update given
- **Economic Development - Susan Cates**
 - Provided Business Development Information
 - Ground breaking for Baker Katz Retail Development will be on March 8th at 10:00 a.m.
 - Project Silver Crayon closed on the property in Washington County
 - The City received the Texas Economic Development Council's Award for second year in a row.
- **Parks & Recreation**
 - No update given
- **Administration – Carolyn Miller**
 - BCDC budget meeting will be held on April 15th

The meeting was adjourned.

Charles Moser

Charles Moser
Chairman



ATTEST:

Jana Bellinger

Jana Bellinger, TRMC, CMC
City Secretary/BCDC Secretary