

## MINUTES

### BRENHAM COMMUNITY DEVELOPMENT CORPORATION

January 12, 2017

A meeting of the Brenham Community Development Corporation was held on January 12, 2017, 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, Atwood Kenjura, Jason Kiemsteadt, Darrell Blum, Bill Betts, and John Hasskarl.

Board member absent was David Cone.

City of Brenham staff members present were Terry Roberts, Carolyn Miller, Ryan Rapelye, Dane Rau, Wende Ragonis, Stacy Hardy, Lori Lakatos, Erik Smith, Jeana Bellinger, Tammy Jaster, Casey Redman and Paula Shields.

Others in attendance were Mayor Milton Tate; Page Michel and Clint Kolby, EDF; Grant Lischka and Erin Williford, Jones and Carter

- 1. Chairman Charles Moser called the meeting to order**
- 2. The Invocation and Pledges to the Flags Followed**
- 3. Discuss and Possibly Act Upon the Election of a Chairperson and Vice Chairperson for 2017**

A motion was made by Bill Betts and seconded by John Hasskarl to reelect Charles Moser as Chairperson and Darrell Blum as Vice Chairperson for the 2017 term.

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

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member Jason Kiemsteadt	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	<b>Absent</b>

- 4. Discuss and Possibly Act Upon the Approval of the Minutes from the September 22, 2016 Special Meeting**

A motion was made by Darrell Blum and seconded by Bill Betts to approve the minutes from the September 22, 2016 Special Meeting.

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

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member John Kiemsteadt	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	<b>Absent</b>

## **5. Discuss and Possibly Act Upon FY2015-16 Fourth Quarter and FY2016-17 First Quarter Financial Reports**

Assistant City Manager – Chief Financial Officer Carolyn Miller presented BCDC’s FY2015-16 fourth quarter financial reports.

### Sales Tax Revenue

For FY16, Miller stated that the sales tax revenue budget was increased by one percent (1%) over the prior year’s budget amount. Miller explained that actual FY16 sales tax revenue of \$1,551,217 finished the year 2.8% or \$41,895 over budget but slightly below FY15 actuals.

### Financial Statements

The *Economic Development and Brenham Business Center* report shows an operating deficit of \$38,574 for the fourth quarter of FY16 bringing reserves for this operation to \$788,435. Miller explained that the main reason for this deficit is the expenditure item for the EDA Grant Matching Contribution. At the November 2015 BCDC meeting, the Board approved the release of \$100,000 of committed funds to the EDF for the Public Works and Economic Adjustment Grant through the EDA. Design work for the Brenham Business Center detention pond began in FY16 which also contributed to the operating deficit. All other operating expenditures were within budgeted levels and comparable to prior years.

The *Recreation Income Statement* has been updated to reflect the thirteen (13) approved parks and recreation projects for FY16 that were completed. The Recreation side ended the quarter with an operating surplus of \$163,516. Miller explained that this was the final year of the Aquatic Center \$40,000 operating subsidy which was phased out over five years.

### BCDC Capital Projects Fund

Miller explained that there were no activities in the BCDC Capital Projects Fund for the fourth quarter of FY16. Approximately \$395,000 of the original \$657,000 allocated for new park infrastructure costs is available for future family park project expenditures.

Assistant City Manager – Chief Financial Officer Carolyn Miller presented BCDC’s FY2016-17 first quarter financial report.

## Sales Tax Revenue

For FY17, Miller stated that the sales tax revenue budget was increased by two percent (2%) over the prior year's budget amount. Miller explained that at the time of this meeting, the only collections received were October 2016 and November 2016, which totaled \$12,485. Staff has not received December 2016. With October and November receipts, sales tax revenue is trending slightly ahead of budget by \$7,101.

## Financial Statements

The *Economic Development and Brenham Business Center* report shows an operating surplus of \$7,122 for the first quarter of FY17. Legal fees of \$2,066 have been incurred related to land acquisition for business park expansion. The design work for the construction of the Brenham Business Center detention pond continued with \$2,892 of engineering costs being paid in the first quarter. All other operating expenditures were within budget levels and comparable to prior years.

The *Recreation Income Statement* has been updated to reflect three (3) of the thirteen approved parks and recreation projects for FY17 that were completed in the first quarter. Basketball court improvements were done on four (4) courts and phase 3 (final phase) of the Aquatic Center fence replacement was completed. The BCDC also funded the slide attraction at the Christmas Stroll which took place in December. The *Recreation side* ended the quarter with an operating surplus of \$85,687.

## BCDC Capital Projects Fund

Miller explained that there were no activities in the BCDC Capital Projects Fund for the first quarter of FY17. Approximately \$395,000 of the original \$657,000 allocated for new park infrastructure costs is available for future project expenditures.

A motion was made by Atwood Kenjura and seconded by Darrell Blum to approve the FY2015-16 Fourth Quarter and FY2016-17 First Quarter Financial Reports as submitted.

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

Chairman Charles Moser	Yes
Board Member Bill Betts	Yes
Board Member John Kiemsteadt	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	<b>Absent</b>

## **6. Discussion and Update from Jones & Carter on Engineering and Permitting Related to the Detention/Water Feature at the Future Brenham Family Park**

BCDC President Terry Roberts presented this item. Roberts explained that Grant Lischka, Engineer at Jones and Carter, will be providing an update regarding engineering and permitting work associated with the detention facilities to be located within the future Brenham Family Park.

Roberts explained that the front section of the donated land will have a 7.5 acre lake feature. The lake will be constructed as a detention facility for future commercial development north of the park. The design and construction costs are the responsibility of the donor family. The City/BCDC will be responsible for the design of any of the lake amenities. As part of the City's development agreement with the donor, Roberts explained that the City/BCDC will be participating in the cost of the detention/lake feature by contributing \$225,000 toward the cost of the park access across Woodward Creek.

Grant Lischka explained that the required permits include a TCEQ DAM Safety permit, Texas Water Rights permit, Section 10 permit through the U.S. Army Corps of Engineers (USCOE) and any applicable City of Brenham permits. The Section 10 permit is the critical path for the project, Lischka stated. This permit will take approximately 12-18 months to acquire; sometime between January and June, 2018. The remaining permits will be obtained in conjunction with the Section 10 permit and should not add additional time to the process.

Lischka explained that there is a charge of \$225 - \$400 per foot for a stream that is altered; payable into a mitigation bank. There are about 1,000 feet of stream involved in this project with an approximate cost to the donor family of \$225,000 – 400,000. They are aware of this cost and know that they are responsible for paying it.

Lischka explained that once all the permits have been issued, construction of the lake and the embankment for the dam can begin. This should begin around September or October, 2018, with a 6-month construction timeframe.

Erin Williford from Jones and Carter introduced herself. Williford explained that she has experience with the permitting process and will be able to work with the donor family and the permitting entities to get this completed. In addition, Williford explained that when the BCDC Board is ready, she would like the opportunity to help with the design of the new family park.

Roberts stated that it is not too early to start discussion to plan for suggested amenities for the future Brenham Family Park. Roberts explained that the BCDC/Parks Board subcommittee should begin discussions within the next 90 days. Members for this subcommittee are Darrell Blum, John Hasskarl, Paula Buls and Bill Betts.

## **7. Discussion and Update Relating to the Construction of the Hodde Tech Center Expansion**

The Economic Development Foundation of Brenham, Inc. (“EDF”) Project Manager Clint Kolby presented this item. Kolby explained that the EDF has been working with The Arkitex Studio of Bryan and O’Malley Strand Associates of Brenham on the design and approval of plans and specifications for much of the first half of 2016 to ensure that everything meets the requirements of the Brenham Business Center design guidelines and EDA grant regulations. Construction bids were solicited in July 2016. EDF received two bids in August – one from Collier Construction of Brenham and another from Dudley Construction of Bryan.

Kolby explained that Collier Construction came in as the lowest bidder; however their original bid came in over budget. The EDF worked with Collier, the architect and engineer to reduce the size of the original building plans to keep the project under budget. After reducing the square footage from approximately 12,000 square foot to 7,000 square foot, the new bid from Collier came in under budget.

Kolby said that Collier Construction was selected as the general contractor for this project with the change order in place reflecting the reduced facility size. The revised building plans were submitted and approved by both the EDA and City in December.

The notice to proceed was issued to Collier Construction on January 3, 2017 and a ground breaking is scheduled for January 12, 2017 at 3:30 pm with speakers from the EDA and local stakeholders. The construction project timeline for completion is July 17, 2017.

## **8. Discuss and Possibly Act Upon the Release of Committed BCDC Funds to the Economic Development Foundation of Brenham, Inc. (“EDF”) for the Public Works and Economic Adjustment Assistance Program Grant through the U.S. Economic Development Administration and Authorize the President to Execute Any Necessary Documentation**

EDF President Page Michel presented this item. Michel stated that EDF is respectfully requesting the BCDC to provide the remaining \$150,000 portion of their local match for the EDA federal grant to help pay for the project construction costs.

The BCDC approved the allocation of \$100,000 from the \$250,000 local match at the November 17, 2015 board meeting to help pay for initial project costs. Construction for the new Brenham Workforce & Technical Training Facility is set to begin on January 3, 2017. The remaining \$150,000 will help pay for project costs to the general contractor as well as architectural and engineering services.

A motion was made by Bill Betts and seconded by Jason Kiemsteadt to approve the release of the remaining \$150,000 committed BCDC funds to EDF for the matching EDA grant 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
Board Member Bill Betts	Yes
Board Member John Kiemsteadt	Yes
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	<b>Absent</b>

## 9. Discussion on 2017 Meeting Dates and Times

Chairman Charles Moser asked the Board to review the memo regarding the recommended meeting dates. Moser stated that if there were no known conflicts, then the recommended meeting dates stand. Any adjustments can be made at a later date.

## 10. Economic Development Foundation Update

Economic Development Foundation President Page Michel provided the highlights from the first quarter report.

## 11. Staff Updates

### ➤ Administrative

President Terry Roberts provided the following update:

- Brenham City Council approved the retention for another term of the current BCDC Board members – Bill Betts, Jason Kiemsteadt and John Hasskarl.
- City of Brenham plans to hold an election for the four council positions whose terms are expiring – two at-large positions and Wards 2 and 3.

### ➤ City Retail Update

Assistant City Manager – General Services Ryan Rapelye provided the following update on two retail development projects:

- Project Alvin has extended their due diligence process to secure a large anchor. This project is approximately 400,000 sq. ft. and is proposed to have approximately 10 retail stores with three medium size stores. This project will be working with Blue Bonnet Electric, possibly to provide an upgrade to Old Mill Creek Road and a 380 agreement with City and a 381 agreement with the County.
- Project Chat is approximately 100,000 sq. ft. with a phase 1 and phase 2. The City will need to look at an incentive package for this developer to provide an upgrade to Salem Road and installation of a traffic light at Woodridge.

### ➤ Parks & Recreation Update

Community Services Director Wende Ragonis provided the following update:

- Update on the Christmas Swirl: Friday night and Saturday morning, the activities went as planned. However, the parade was canceled.

Aquatics Supervisor Tammy Jaster provided the following update:

- Pictures were shown to the Board on the third and final phase of the fencing project. This project is now complete and is under budget.

Parks Superintendent Casey Redman provided the following update on the projects that BCDC approved:

- Currently working with Tommy Upchurch on the plans for the restrooms at Fireman's Park. Parking lot improvements are currently on hold; waiting for the completion of the restrooms.
- Fireman's Park Scoreboard is on order.
- Field canopies at Hohlt Park are on order.
- Henderson and Jackson signage is on order.
- Basketball courts are being resurfaced at Jackson Street, Henderson Hattie Mae Flowers and Jerry Wilson.

The meeting was adjourned.

*Charles Moser*

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Charles Moser  
Chairman

**ATTEST:**

*Jeana Bellinger*

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Jeana Bellinger, TRMC  
Secretary