

# MINUTES

## BRENHAM COMMUNITY DEVELOPMENT CORPORATION

April 20, 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, David Cone, Atwood Kenjura, Jason Kiemsteadt, Darrell Blum, Bill Betts, and John Hasskarl.

City of Brenham staff members present were Terry Roberts, Carolyn Miller, Lowell Ogle, Ryan Rapelye, Dane Rau, Wende Ragonis, Stacy Hardy, Erik Smith, Jeana Bellinger, Casey Redman, Jennifer Eckermann and Paula Shields.

Others in attendance were Mayor Milton Tate; Page Michel and Clint Kolby, EDF; Grant Lischka and Erin Williford, Jones and Carter; Bob Schmidt, O'Malley Strand; Tommy Upchurch, Upchurch Architecture and Bill Anger

- 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 Approval of the Minutes from the January 12, 2017 Meeting and the March 3, 2017 Special Meeting**

A motion was made by Atwood Kenjura and seconded by Bill Betts to approve the minutes from the January 12, 2017 meeting and the March 3, 2017 special meeting as corrected.

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	Yes

#### 4 Discuss and Possibly Act Upon FY2016-17 Second Quarter Financial Reports

Assistant City Manager – Chief Financial Officer Carolyn Miller presented BCDC’s FY2016-17 second 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 stated that with five months of collections received, sales tax revenue is trending slightly ahead of budget by \$28,437 accumulative. A budget estimate was used for March 2017 collections.

##### Financial Statements

The *Economic Development and Brenham Business Center* report shows an operating deficit of \$78,636 for the second quarter of FY17. The main reason for the deficit is the expenditure item for the EDA Grant Matching Contribution. At the January 12, 2017 meeting, BCDC approved the release of the \$150,000 final payment of committed funds to the EDF for the EDA Grant. Legal fees of \$2,066 and \$5,000 for the earnest money contract have been incurred related to land acquisition for business park expansion. All other operating expenditures were within budget levels and comparable to prior years.

The *Recreation Income Statement* has been updated to reflect seven (7) of the thirteen approved parks and recreation projects for FY17 that were completed in the second quarter. The *Recreation side* ended the quarter with an operating surplus of \$165,522.

##### BCDC Capital Projects Fund

Miller explained that there were no activities in the BCDC Capital Projects Fund for the first quarter of FY17. Approximately \$397,000 of the original \$657,000 allocated for new park infrastructure costs is available for future project expenditures.

A motion was made by Bill Betts and seconded by David Cone to approve the FY2016/17 second 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	Yes

**5. Discuss and Possibly Act Upon an Engineering Report for Development of Regional Detention in the Brenham Business Center and Authorize the President to Execute Any Necessary Documentation**

President Terry Roberts presented this item. Roberts explained that BCDC entered into an agreement with O'Malley Strand Associates in August 2016 for the design of the Brenham Business Center detention facility.

Bob Schmidt from O'Malley Strand provided an update on the detention pond design. Schmidt explained that the design is about 50% completed. The detention pond will be sized to serve the current undeveloped area of the Brenham Business Center water shed that runs through the west side of the property. The site area is approximately 77.87 acres.

Once the detention pond is complete, approximately 80% of the area will be available for development. Precision Polymer Engineering and Advanced Data Storage have their own detention pond; however, they will be able to close their ponds and reclaim that land.

Schmidt explained that the City will need to check with the United States Corp of Engineers to discuss the permitting process and requirements.

No Action was needed by the Board.

**6. Discuss and Consider a Proposal for Planning and Design Assistance from Jones & Carter Related to the Future Brenham Family Park and Authorize the President to Execute Any Necessary Documentation**

BCDC President Terry Roberts presented this item. Roberts explained that Jones & Carter consulting engineers was retained by the Kruse Family for the design of the detention pond/lake feature and Jones & Carter will be securing all of the necessary federal permits. It is anticipated that this project will be completed in the fall of 2018.

Roberts stated that Grant Lischka and Erin Williford of Jones & Carter have provided updates to BCDC on their work associated with the project at past BCDC minutes. Staff believes it would be logical to consider engaging Jones and Carter to assist the City and BCDC in developing a master plan for the new park. Jones and Carter has prepared a proposal for the BCDC's consideration detailing the scope of services that would assist the BCDC, Parks Board, city staff and the citizens of Brenham to create a vision for the new park to augment the existing city parks and recreation facilities.

The BCDC and Parks Board have appointed representatives of their respective boards to work with city staff and Jones & Carter to plan the future of the Brenham Family Park. Representatives of the BCDC are Darrel Blum and John Hasskarl; representing the Parks Board are Bill Betts and Paula Buls. Meetings will be scheduled in the near future to begin these discussions.

Grant Lischka from Jones & Carter explained that development of a master plan would take approximately six months to complete and will be performed in consultation with the joint subcommittee, city staff and community stakeholders. The projected cost of \$46,422 is not a budgeted item at this time so the funding would have to come from reserves.

A motion was made by Darrell Blum and seconded by Bill Betts to approve the proposal submitted by Jones & Carter related to the Future Brenham Family Park with a projected cost of \$46,422 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	<b>Abstain</b>
Board Member David Cone	Yes

## **7. Discussion and Update from Upchurch Architects, Inc. Related to the Fireman's Park Restrooms**

Public Works Director Dane Rau presented this item. Rau explained that Tommy Upchurch from Upchurch Architects, Inc. has been working on the design of the Fireman's Park Restrooms. Upchurch has made several presentations to the Board, updating them on the progress of the designs.

Upchurch explained that the project will be ready for bid early June and anticipates construction to begin sometime in July. The design will include:

- Connection from the parking lot to the new restrooms
- Adding a sidewalk from the kitchen to the restrooms
- Changing from the one current building to three small buildings – men's room, woman's room and a family room
- Keeping the area open between the three buildings
- Keeping the site lines open between the kitchen and restrooms.

Upchurch explained that currently there are no specific plans for the WPA building, however the thought would be to raise the site area round the building, clear out the interior, and complete a structural assessment with leaving the just the walls standing.

## **8. Discussion and Update Relating to the Main Street Initiatives**

Community Services Director Wende Ragonis presented this item. She provided an update to the Board on Main Street's three key priorities:

- Attract a downtown hotel development. With the City's new role as of January 2017 of operating the Barnhill Center at the Historic Simon Theatre, it became clear that mid-week conference delegates would like a hotel development within walking distance to their meeting venue. Project Luxury has been added to the Economic Development Foundation's monthly prospect list and updates relating to the progress of pending hotel development are discussed this channel.
- Negotiate the ownership of TxDOT right of way. The Downtown Master plan contains several initiatives in which obtaining ownership and control of the TxDOT is vital. ERC Committee Chairman Jim Moser has led the effort with City staff's support to create a Pedestrian Retail Zone within the historic downtown district. Moser has reached out to Senator Lois Kolkhorst and State Representative Leighton Schubert to discuss the plight of the Brenham Main Street as it relates to these TxDOT right of way concerns. There are three areas of control for which this is needed: (1) the local control of vehicular traffic in the predominately pedestrian downtown district (including the placement of speed deterrents), (2) a local determining voice in the development of streetscapes which would encourage pedestrian retail traffic; and (3) local control through municipal ordinances with the ability to enforce those ordinances for commercial signage and awning, bench planter and table placement in the TxDOT right of way. Staff has scheduled a meeting with the regional TxDOT staff for May 12, 2017.
- Improve the relationship with the key downtown stakeholders. County Commissioner, Luther Hueske is now an active member of the ERC committee and provides insight and information relevant to Main Street and a county perspective. Page Michel and Wende Ragonis met with Judge John Brieden and made a request for the cleaning of the Courthouse.

Ragonis provided an overview of some of the activities Main Street has been involved with over the past year.

The Southside district is the area just south of the existing B3 district along 1<sup>st</sup> Street between S. Park and Church. A B4 zoning district was created and named the *Neighborhood Business District*. If this district is approved, it will encourage a mix of commercial, office, service, residential and governmental uses while preserving the historical/commercial character of the unique district. Development Services will take this to the Zoning Committee and then to Council.

Main Street has once again retained its accreditation for the Main Street state and national accreditation.

Economic Restructuring Committee (ERC) has gathered feedback from various building owners to identify challenges and obstacles for growth and redevelopment. They have found that fire suppression is one of the major hurdles for the restoration of the historic building downtown. ERC has looked into what incentives may be available. They include:

- Incentive Grant Fund
- Economic Impact & Innovation Grant (EIIG)
- Sign Grant
- Tax Credit Program

Ragonis explained that Main Street Brenham has many stakeholders who are key in the continuing progress for the district. Ragonis stated that it is the goal of the City staff supporting Main Street Brenham that BCDC continues its role as a key stakeholder, especially as more private investment is made in the district.

## 9. Discussion and Update from the Economic Development Foundation

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

## 10. Staff Updates

### ➤ **Administrative**

President Terry Roberts explained that the Gurrech tract is close to closing. Title exceptions are being worked out.

#### ○ **BCDC Budget Meeting June 15, 2017**

### ➤ **City Retail Update**

Assistant City Manager – Government Services provided update on Project

#### **Parks & Recreation Update**

President Terry Roberts explained that Parks Board met at Henderson Park with the users of that park. The meeting went well and the Board received great feedback from the users.

The meeting was adjourned.

*Charles Moser*

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Charles Moser  
Chairman

**ATTEST:**

*Jeana Bellinger*

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Jeana Bellinger, TRMC, CMC  
Secretary