

## MINUTES

### BRENHAM COMMUNITY DEVELOPMENT CORPORATION

November 16, 2017

A meeting of the Brenham Community Development Corporation was held on August 17, 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, Jason Kiemsteadt, Atwood Kenjura, John Hasskarl, Darrell Blum, and Bill Betts.

Board member not present was David Cone.

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

Others in attendance were Mayor Milton Tate, and Page Michel from EDF

#### **1. Chairman Charles Moser called the meeting to order**

#### **2. The Invocation and Pledges to the Flags Followed**

### **WORK SESSION**

#### **3. Discussion and Update on the Engineering Study from Jones and Carter, Inc. Related to the Southwest Industrial Park, Section III, Detention Pond**

City Engineer Lori Lakatos provided the update on the Engineering Study from Jones and Carter. The study was to evaluate the existing detention pond in the Southwest Industrial Park, Section III (SWIP III) to determine its capacity to serve SWIP III.

The existing pond was constructed in 2011 and 2012 along with other improvements for SWIP III. The original plans only required that the outlet structure and dam of the detention pond be constructed, with the remaining construction to be completed once SWIP III started to develop. During construction, a contractor who was looking for fill dirt for the US Highway 290 expansion project approached the BCDC. In exchange for the fill material, the contractor offered to excavate the pond to its ultimate size. The excavation was completed and no additional work has been conducted on the pond since 2012.

The pond was evaluated and found to not have adequate capacity for the SWIP III and Gurrech properties. Jones and Carter, Inc.'s new design utilizes all the area within the detention pond reserve and maximizes available storage. The new pond design allows for 85 percent impervious coverage for SWIP III (134.3 acres) and Gurrech properties (44.2 acres) and has capacity for 20 additional impervious acres outside of those properties. Total capacity of the detention pond will be 198.5 acres.

#### **4. Discussion and Update on the Brenham Family Park**

Public Works Director Dane Rau provided the update on the Brenham Family Park. Rau stated that the Brenham Family Park Subcommittee met on October 24, 2017 with Jones and Carter, Inc. to review the draft Brenham Family Park Master Plan. The subcommittee members are Darrell Blum and John Hasskarl from the BCDC and Bill Betts and Paula Buls from the Parks and Recreation Advisory Board.

Rau explained that the Chapter 5: Needs Assessment and Identification in the 2015-2025 Parks, Recreation and Open Spaces Master Plan outlines the park needs for Brenham and was utilized when creating the Brenham Family Park Master Plan. The draft Brenham Family Park Master Plan identifies various phases for the development of the Brenham Family Park and includes many of the needs identified in the 2015-2025 Parks, Recreation and Open Spaces Master Plan. The draft Brenham Family Park Master Plan will be presented to City Council on December 7, 2017 as a Work Session Item. A phase-in approach will take place for park development as funds become available, either through grants received, public donations or future city budgets.

A four-acre lake structure/detention pond will begin in the fall of 2018. The detention pond is needed prior to development on the private tracts off of South Chappell Hill Street. The funds to construct the lake structure/detention pond will be the responsibility of the Kruse Family. The City/BCDC will be responsible for the design of any lake amenities. Three conceptual drawings were discussed on how the Brenham Family Park may look when completed.

Conceptual drawings of the Brenham Family Park was shown to the Board. Rau explained that there are quite a few trails in this proposed park, which is consistent with the citizen's survey conducted for the 2015-2025 Parks, Recreation and Open Spaces Master Plan. Rau explained that a policy will be established for naming rights for the amenities at the Brenham Family Park.

Chair Charles Moser asked if there was a need for another community room. Community Services Director Wende Ragonis explained that there was definitely a need.

City Manager Terry Roberts explained that next steps are to continue to meet with the subcommittee regarding the plans for the park, seeking applicable grants and obtaining budget approval in FY18-19.

## **5. Discussion and Presentation Related to Design Standards and Guidelines for the Main Street Initiative Grant Program**

Community Services Director Wende Ragonis provided a presentation on the Design Standards and Guidelines for the Main Street Initiative Grant Program. Ragonis explained that the Economic Development Subcommittee of Main Street, chaired by Jim Moser, created a Design Guidelines for the Brenham Downtown Historic District. The Guidelines provide property owners with a mechanism for the maintenance and improvements to the site and buildings of the Brenham Downtown Historic District. These guidelines will assist with properties maintaining the historic character and keeping integrity intact. The Guidelines follow the Secretary of the Interior's Standards for the Treatment of Historic Properties and the Secretary of Interior's Standard for Rehabilitation & Illustrated Guidelines for Rehabilitating Historic Buildings. Main Street will seek to have these Guidelines approve by Resolution by the City Council.

## REGULAR SESSION

### 6. Discuss and Possibly Act Upon the Approval of the Minutes from the August 17, 2017 Regular Meeting

A motion was made by John Hasskarl and seconded by Darrell Blum to approve the minutes from the August 17, 2017, 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 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>

### 7 Discuss and Possibly Act Upon FY2016-17 Fourth Quarter Financial Reports

Assistant City Manager – Chief Financial Officer Carolyn Miller presented the financial report for the fourth quarter FY 17:

#### Sales Tax Revenue

Miller explained that the FY17 sales tax revenue budget was increased by 2% over the prior year's budgeted amount. Miller stated that Actual FY17 sales tax revenues of \$1,609,973 finished the year \$70,342 or 4.5% ahead of budget and \$58,656 ahead of FY16 actuals.

#### Financial Statements

Miller explained that the *Combined Balance Sheet* was updated to include the Southwest Industrial Park Section Three (SWIP III) detention pond contribution of \$98,662. When the Bluebonnet Electric contribution was made in 2011, this amount was inadvertently recorded as income (sale of property) and we are now reclassifying the amount as a liability. The balance sheet was also updated to include \$36,968 received from Precision Polymer's contribution to the storm water detention facilities.

Miller stated that the *Economic Development and Brenham Business Center* operating report shows a deficit of \$629,317 for FY17, bringing reserves for this operation to \$60,456. The deficit is a result of two items: the second and final EDA Grant Matching Contribution of \$150,000 and the use of approximately \$388,000 of reserves for the purchase of 45 acres of land near the Southwest Industrial Park. In addition, \$28,791 of engineering costs incurred this year relates to the construction of the Brenham Business Center detention pond and \$11,283 of engineering costs related to the SWIP III detention pond. The Notes Payable expenditure line items show an increase over the prior year because BCDC began repaying the 2010 note payable to the City's Electric Fund in FY17.

On the *Recreation* side, ended the year with an operating surplus of \$145,534, increasing the fund balance for this operation to \$851,336. Eleven of the thirteen approved parks and recreation projects for FY17 have been completed or were in progress as of the fourth quarter. Funding for the Fireman's Park Restroom upgrades (\$250,000) and the Douglas Street Linear Park Design (\$15,000) was transferred to the Parks Capital Improvement Fund.

Under the *BCDC Capital Projects Fund*, in FY17 BCDC authorized the transfer of \$46,442 to the Capital Projects Fund for costs related to developing a master plan for the Brenham Family Park. At year's end, \$32,493 had been paid to Jones and Carter for these engineering and design services. Miller explained the Capital Projects Fund ended the year with \$411,495 in reserves; \$13,950 is allocated for the completion of the Brenham Family Park master plan design and the remaining balance of \$397,545 is available for future infrastructure costs for the new park.

A motion was made by Bill Betts and seconded by Jason Kiemsteadt to approve the FY2016-17 Fourth Quarter Financial Reports as presented.

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>

#### **8. Discuss and Possibly Act Upon the Approval of Design Standards and Guidelines for the Main Street Initiative Grant Program**

Community Services Director Wende Ragonis explained that this item is an action item related to the work session item discussed earlier related to the Design Standards and Guidelines for the Main Street Initiative Grant Program.

A motion was made by Darrell Blum and seconded by John Hasskarl to approve the Design Standards and Guidelines for the Main Street Initiative Grant Program.

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>

**9. Discuss and Possibly Act Upon a Recommendation from the Southwest Industrial Park Section III, Property Owner’s Association for the Annexation of Additional Land to the Declaration of Covenants, Conditions and Restrictions of Southwest Industrial Park Section III, and Authorize the President to Execute Any Necessary Documentation**

City Engineer Lori Lakatos presented this item. Lakatos explained that Kountry Boys Sausage & Bakery requested the annexation of their property into the Southwest Industrial Park, Section III to utilize the detention capacity for the remainder of their developable property. Based on the redesign and capacity calculations completed by Jones and Carter, there is sufficient volume for Kountry Boys to be included in SWIP III. The recommendation is to annex the entire 3 acres with a detention capacity for 2.38 acres.

A motion was made by Darrell Blum and seconded by Bill Betts to adopt the resolution for a recommendation from the Southwest Industrial Park Section III, Property Owner’s Association for the annexation of Kountry Boy Sausage & Bakery to the Declaration of Covenants, Conditions and Restrictions of Southwest Industrial Park Section III 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 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>

**10. Discuss and Possibly Act Upon a Partial Release and Termination of the Right of First Refusal Between the Brenham Community Development Corporation (BCDC) and the Beckendorf Family Trust and Authorize the President to Execute Any Necessary Documentation**

City Engineer Lori Lakatos presented this item. Lakatos explained that in 1996 the BCDC entered into an agreement of Right of First Refusal on approximately 68.6 acres owned by Fritz W. Beckendorf. Since the agreement was executed, the BCDC acquired 29.062 acres from Beckendorf as part of the Brenham Business Center in 1998. In 2004, BCDC approved the release of 5.2-acre tract from the Right of First Refusal so that it could be transferred to John F. Beckendorf. No record information was found regarding this release; however, this property was transferred to John F. Beckendorf.

A request is being made to release the remainder of the property of approximately 39.54 acres from the Right of First Refusal to allow the Beckendorf Family to sell the remaining property. Del Sol would like to purchase the 32.16-acre tract by the end of the year. Their current plan is to rezone 8.07 acres from R-1 (Residential) and B-1 (Mix Use) districts to I (Industrial district. This tract is adjacent to their current property. The 39.54 acres includes the 5.2 acre that was previously approved to release to Beckendorf by BCDC.

A motion was made by John Hasskarl and seconded by Darrell Blum to approve Partial Release and Termination of the Right of First Refusal between the Brenham Community Development Corporation and the Beckendorf Family Trust 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	<b>Abstain</b>
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>

#### **11. Discuss and Possibly Act Upon Resolution Requesting the Annexation of Approximately 44.068 Acres of Land into the City Limits of the City of Brenham**

City Secretary Jeana Bellinger presented this item. Bellinger explained that she is recommending the 44.068 acres recently purchased by the BCDC be annexed into the city limits so that this tract can become part of the Southwest Industrial Park, Section III. Bellinger explained that the annexation process will take approximately four to six months to complete.

A motion was made by Bill Betts and seconded by Atwood Kenjura to approve the BCDC President to request the annexation of approximately 44.068 acres of land with an industrial zoning into the city limits of the City of Brenham.

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>

## **12. Discuss and Possibly Act Upon the Appointment of a Brenham Community Development Corporation (BCDC) Board Member to Serve on the Southwest Industrial Park, Section III, Property Owners Association Board of Directors**

City Secretary Jeana Bellinger presented this item. Bellinger explained that in 2015 the BCDC Board appointed Darrell Blum and Bill Betts to serve on the Southwest Industrial Park, Section III (SWIP III), Property Owners Association (POA) Board of Directors. In accordance with Article IV of the SWIP III Bylaws, now that there are three (BCDC, EDF and Bluebonnet Electric) property owners, BCDC's representation on the POA Board can be reduced to one (1) member.

The POA had their organization meeting on October 31, 2017 and Darrell Blum was elected by the other property owners to serve as President of the POA Board of Directors.

A motion was made by Bill Betts and seconded by Atwood Kenjura to approve the appointment of Darrell Blum, member of the Brenham Community Development Corporation (BCDC) to serve on the Southwest Industrial Park, Section III, Property Owners Association Board of Directors.

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>

## **13. Discussion on 2018 Meeting Dates and Times**

Chairman Charles Moser asked the Board to note the proposed dates and times for the 2018 BCDC meetings. Dates and times may be adjusted as needed.

## **14. Economic Development Foundation Update**

### **➤ FY 2016-17 Fourth Quarter Report**

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

## **15. Staff Updates**

### **➤ Administrative**

- BCDC Board wished Terry Roberts well as he prepares to retire early January 2018.

### **➤ City Retail Update**

- Conversations are still ongoing with Project Chatt.
- Staff/EDF will be attending a retail conference in Dallas early November.

➤ **Parks & Recreation Update**

- O'Malley Strand Associates, Inc. are currently working on the design plan for improvements at Henderson Park.
- Fireman's Park Restroom project has had some delays but the pad installation is in progress.
- O'Malley Strand Associates, Inc. are working on the parking lot design at All Sports Building.

The meeting was adjourned.

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Charles Moser  
Chairman

**ATTEST:**

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Jeana Bellinger, TRMC, CMC  
Secretary