

MINUTES

BRENHAM COMMUNITY DEVELOPMENT CORPORATION

April 19, 2018

A meeting of the Brenham Community Development Corporation was held on April 19, 2018, at City Hall, 2nd Floor Conference Room, 200 W. Vulcan, Brenham, Texas beginning at 7:30 a.m.

Board members present were Charles Moser, David Cone, Atwood Kenjura, John Hasskarl, Darrell Blum, and Bill Betts.

Board member not present was Jason Kiemsteadt.

City of Brenham staff members present were James Fisher, Lowell Ogle, Dane Rau, Wende Ragonis, Lori Lakatos, Stacey Hardy, Jeana Bellinger, Casey Redman, Jennifer Eckermann and Paula Shields.

Others in attendance were Mayor Milton Tate, and Page Michel from EDF, Grant Lischka from Jones & Carter, and Bob Schmidt from O'Malley Strand and Associates, Inc.

1. Chairman Charles Moser called the meeting to order

2. The Invocation and Pledges to the Flags Followed

WORK SESSION

3. Presentation and Discussion on Available Land in the Brenham Business Center and Southwest Industrial Park

BCDC President James Fisher explained that he requested City Secretary Jeana Bellinger to prepare maps of the Brenham Business Center and Southwest Industrial Park that identify the property owners in the parks and the current vacant land inventory owned by the BCDC. There are approximately 114 acres in the Brenham Business Center and approximately 119 acres in the Southwest Industrial Park.

4. Discussion and Update on a Future Detention Pond in the Brenham Business Center

City Engineer Lori Lakatos provided a status update on the future detention pond in the Brenham Business Center. Lakatos explained that at the August 18, 2016 meeting, the BCDC authorized an agreement with O'Malley Strand Associates, Inc. for the design of the Brenham Business Center detention facility located in the southwest corner of the Center. Final project design was completed in December 2017. The estimated cost is approximately \$497,266 for the pond. There are two additional alternates in the design:

- Precision Polymer Engineering to provide detention for existing development for \$126,428.50.
- Advanced Data Storage to provide detention for existing development for \$79,867.70.

Lakatos explained that the alternates will be included in the bid, but may not be accepted at the time of the award. The total cost with the alternates is \$703,562.20. BCDC will need to decide if they want to fund the construction of the detention pond in the next budget cycle. Lakatos explained that the construction of the detention pond could be phased in over time.

Moser asked about a need for the detention pond. Lakatos explained that the detention pond was proposed in the original design of the Brenham Business Center. In addition, staff has received complaints from residents downstream regarding flooding issues. We need to take care of residents in the area and provide the needed detention in the park “The goal is to provide the needed detention in the park and also to take care of the residents’ needs in the area.”

Advanced Data Storage and Del Sol have their own drainage and will not need to participate in the detention pond.

City Secretary Jeana Bellinger stated that Precision Polymer Engineering paid about \$30,000 towards the construction of the detention pond. Bob Schmidt from O’Malley Stand explained that this was a pre-construction cost estimate based on the number of acres.

President James Fisher explained that during the BCDC budget meeting, staff would discuss the timeframe to build the detention pond, possibly phasing in the construction of the detention pond with associated costs and possibly looking at grant funding opportunities.

REGULAR SESSION

5. Discuss and Possibly Act Upon the Approval of the Minutes from the November 16, 2017 Regular Meeting

A motion was made by Bill Betts and seconded by John Hasskarl to approve the minutes from the November 16, 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	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

6. Discuss and Possibly Act Upon FY17-18 Second Quarter Financial Report

Comptroller Stacy Hardy presented the financial report that contained both first and second quarter FY 17 financial information.

Sales Tax Revenue

Hardy explained that the FY18 sales tax revenue budget was increased by 4% over the prior year's revised budgeted amount. Hardy stated that Actual FY18 sales tax revenues is trending below budget and currently is approximately \$19,401 less than budget.

Financial Statements

Hardy stated that the *Economic Development and Brenham Business Center* operating report shows a deficit of \$139,243 through the second quarter of FY18 with two items contributing to this unfavorable performance. Hardy explained that Notes Payable to the City has increased from \$35,612 in FY17 to \$109,362 in FY18 due to repayments on 2010 and 2017 borrowings from the City to finance SWIP business park expansion. In addition, Hardy stated that engineering and design work began on the Park and Church Street Linear project and staff transferred the approved budget amount of \$150,000 to a capital projects fund.

On the *Recreation* side, Hardy stated that five of the ten approved parks and recreation projects for FY18 have been completed as of the end of the second quarter. The Recreation side ended the quarter with an operating surplus of \$284,686.

Under the *BCDC Capital Projects Fund*, in FY18 BCDC Hardy explained that the final payment on the Brenham Family Park master plan was made in March. No other activity occurred in the BCDC Capital Project Fund for the second quarter of FY18. Approximately \$400,000 of the original \$657,000 allocated for new park infrastructure costs is available for future project expansion.

A motion was made by Darrell Blum and seconded by Atwood Kenjura to approve the FY 17-18 Second 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	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

9. Discuss and Possibly Act Upon Henderson Park Improvements as Outlined in the Mini-Master Plan Prepared by Strand Associates, Inc. and Authorize the President to Execute Any Necessary Documentation

Public Works Director Dane Rau presented this item. Rau explained that BCDC approved \$294,500 for Phase I improvements to Henderson Park in their FY17 Budget. To date, the following has been completed:

Park Mini-Master Plan	\$12,600
Playscape and Swing Set	<u>\$69,972</u>
	\$82,572

With the completion of the two items, the balance remaining is approximately \$212,000. Rau explained that in the mini master plan, Strand and Associates identified proposed improvements for Henderson Park based on the feedback from the public meeting held last year. The costs associated with these improvements include construction, engineering and contingencies for each component so that the costs for each is a standalone total budget item.

Based on community needs, Rau explained that the first priority for consideration is:

Pavilion kitchen/restroom accessibility upgrades, ADA accessible parking spaces, accessible route from parking to pavilion and playground, and covered barbeque pit with access sidewalk	\$ 93,600
--	-----------

Rau stated with the completion of the second item, all areas within Henderson would be accessible:

Baseball restroom/concession accessibility upgrades and accessible route from parking to building	\$100,400
---	-----------

Rau stated the third item that staff would like BCDC to consider is item 4 from the master plan:

Remaining sidewalks and bleacher pads	\$58,000
---------------------------------------	----------

Bob Schmidt from O'Malley Strand stated that there may be some savings in their doing all three items. Rau stated that staff would bid out this project with item 4 as alternate.

Bill Betts confirmed that there is a need for accessible access from the parking lot to the fields, concessions, etc. Betts explained that the community that attended last year's public meeting stated this is a real need.

A motion was made by John Hasskarl and seconded by Darrell Blum to approve the completion of pavilion kitchen/restroom accessibility upgrades, ADA accessible parking spaces, accessible route from parking to pavilion and playground, and covered barbeque pit with access sidewalk; and Baseball restroom/concession accessibility upgrades and accessible route from parking to building. Staff is to obtain a cost to complete the remaining sidewalks and bleacher pads and bring the cost back to BCDC for consideration.

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	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

Bill Betts left the meeting.

7. Discuss and Possibly Act Upon Bid No. 201007-20 Related to the All Sports Building Parking Lot Construction and Authorize the President to Execute Any Necessary Documentation

Public Works Director Dane Rau presented this item. Rau explained that BCDC approved to fund construction of the All Sports Building (ASB) parking lot at its FY18 Budget Meeting last year. The parking lot is currently crushed asphalt. Over time, the crushed asphalt has caused maintenance issues with erosion. This facility is rented out 48-50 weekends out of the year. Staff originally budgeted \$45,000 for construction of this parking lot. Staff hired O'Malley Strand and Associates, Inc. to design the parking lot. Their engineering cost was \$15,000, which left \$30,000 to do the construction of the parking lot.

Staff received three bids at the opening on April 19, 2018. All three bids came in much higher than the anticipated \$30,000. This was primarily due to the rising costs of concrete and construction costs. Collier Construction was the lowest bidder with costs broken out as follows:

Schedule 1 Base Bid	Schedule 1 Additive Alternative Bid	Schedule 2 Base Bid	Schedule 2 Additive Alternate Bid
\$37,893.00	\$22,936.50	\$59,661.00	\$31,345.00

The primary difference between the two schedules is that Schedule 1 is all asphalt and Schedule 2 is all concrete. Rau explained that going with Schedule 2 with Additive Alternate Bid would make the ASB parking all concrete on both the front parking and the side aisle, which would tie into Lounge Road. This option totals \$96,006.50, of which, \$5,000, which covers the seeding, city staff would do striping and wheel stop processes.

A motion was made by Atwood Kenjura and seconded by Darrell Blum to award Collier Construction Bid No. 201007-20 related to the All Sports Building Parking Lot Construction, Schedule 2 Base Bid, \$59,661.00 and Schedule 2 Additive Alternate Bid, \$21,345.50 for a total of \$91,006.50 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	Absent
Board Member Jason Kiemsteadt	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

8. Discuss and Possibly Act Upon Reallocation or Increased Funding of FY2017-18 Budgeted Funds for the All Sports Building Parking Lot Construction

Comptroller Stacy Hardy explained stated that during the June 2017 funding meeting, BCDC approved funding of \$45,000 for the construction of the All Sports Building Parking Lot.

Also, during the June 2017 funding meeting, BCDC approved funding of \$100,000 for the replastering of the leisure pool (\$80,000) and therapy pool (\$20,000) at the Blue Bell Aquatic Center. Quotes for this work have been obtained and we anticipate approximately \$50,000 in savings on this project.

Staff is requesting that the savings from the Blue Bell Aquatic Center replaster project be re-allocated to the All Sports Building Parking Lot project. If the concrete option for the parking lot is selected, then an additional amount of approximately \$16,000 will need to be re-allocated from contingency funds on the Recreation side of the BCDC budget. The Recreation side currently has \$209,670 set aside as a contingency amount in the FY2018 budget.

A motion was made by Atwood Kenjura and seconded by David Cone reallocate the funds of approximately \$50,000 in savings from the re-plastering of the leisure pool and therapy pool to the All Sports Building Parking Lot project. In addition, approximately \$16,000 will be re-allocated from contingency fund on the Recreation side of the BCDC project in order to complete the project as approved.

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

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

10. Discuss and Possibly Act Upon a Request From Diversified Land Management on Behalf of Seitel Data, Ltd. to Conduct a 3-D Seismic Survey on Approximately 44.07 Acres of Land (Gurrech Tract) in the Southwest Industrial Park, Section IV and Authorize the President to Execute Any Necessary Documentation

President James Fisher presented this item. Fisher explained that the City of Brenham received a request from Diversified Land Management on behalf of Seitel Data, Ltd. to conduct a 3D seismic survey of the 44-acre Gurrech Tract located in the Southwest Industrial Park, Section IV. Since the BCDC is the land owner, this request is being brought to the Board for discussion.

This request was reviewed by City Attorney, Cary Bovey, and he is recommending that BCDC not approve the request for 3D seismic survey on the 44-acre tract.

A motion was made by Darrell Blum and seconded by John Hasskarl to deny the request from Diversified Land Management on Behalf of Seitel Data, Ltd, to conduct a 3-D Seismic Survey in the Southwest Industrial Park, Section IV.

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	Absent
Board Member Darrell Blum	Yes
Board Member Atwood Kenjura	Yes
Board Member John Hasskarl	Yes
Board Member David Cone	Yes

11. Discuss and Possibly Act Upon Final Construction Options for the Detention Pond Located in the Southwest Industrial Park, Section III, and Authorize the President to Execute Any Necessary Documentation

City Engineer Lori Lakatos presented this item. Lakatos explained that at the November 16, 2017 BCDC meeting information regarding the Southwest Industrial Park Section III (SWIP III) detention pond design and capacity was presented. Jones and Carter determined that the detention pond could have a capacity of 198.5 acres. This volume includes:

SWIP – 134.3 acres
Gurrech Tract – 44.2 acres
Additional Detention Capacity – 20 acres of undeveloped property

Lakatos explained that while Jones and Carter finalized the design and preparing cost estimates for the 198.5 acre pond it was determined that a pond of this size will have to meet the dam requirements of the Texas Commission on Environmental Quality (TCEQ) regulations as it exceeds six feet in height and is over 50 acre-feet at the 100 year flood evaluation. This is a concern because there are yearly dam safety and maintenance requirements. With this pond being turned over to a property owners association at some point in the future, staff wants to make sure the Board is informed regarding design and requirements for the pond.

Staff discussed several options:

1. Building the pond as originally designed and determine how these requirements will be met in the future.
2. Modify the outlet structure and recue the capacity by removing the Gurrech Tract and the ten additional acres served by the detention pond.
3. Reduce the impervious coverage allowed within the development to 70%.

There was no action taken by the Board. Staff was directed to review all possible options and costs and bring this item back at a future meeting.

12. Economic Development Foundation Update

➤ FY 2017-18 First Quarter Report

Economic Development Foundation President Page Michel provided the highlights from the EDF Report, which included first and second quarter activity.

13. Staff Updates

➤ Administrative Update

○ Drainage Improvements and Linear Park Pedestrian Streetscapes in Downtown Brenham

- Public Works Director Dane Rau stated that the City entered into a Special Service contract with O'Malley Strand and Associates, Inc. to do the drainage project on Park and Church Streets as well as the Streetscape project. Strand and Associates is gathering costs and both projects will go to bid in August/September
- Community Services Director Wende Ragonis stated that Tommy Upchurch will be at the next BCDC meeting to provide an update on the convertible street project on Douglas Street.

➤ Parks & Recreation Update

- Parks Superintendent Casey Redman stated that Henderson Park's playground and swing set has been installed. Basketball courts at Henderson Park and Hattie Mae Park are just about complete; the rain has put this project behind.

Chairman Charles Moser reminded the Board that the BCDC Budget Meeting would be June 14th.

EXECUTIVE SESSION

14. Section 551.072 – Texas Government Code – Real Property.

Section 551.087 – Texas Government Code – Economic Development Negotiations.

Deliberation Regarding Possible Land Acquisition and/or Exchange for Economic Development Purposes and the Possible Offer of a Financial or Other Incentive to a Business Prospect Seeking to Expand in the City of Brenham

There was no discussion and this item was passed.

The meeting was adjourned.

Charles Moser
Chairman

ATTEST:

Jeana Bellinger, TRMC, CMC
Secretary