

Brenham City Council Minutes

A Regular Meeting of the Brenham City Council was held on Thursday, January 4, 2024 beginning at 1:00 PM in the Brenham City Hall, City Council Chambers, at 200 W. Vulcan Street, Brenham, Texas.

Members Present:

Mayor Atwood Kenjura
Mayor Pro Tem Clint Kolby
Councilmember Adonna Saunders
Councilmember Albert Wright

Members Absent:

Councilmember Canales, Councilmember Cook, and Councilmember LaRoche

City of Brenham Staff Present:

City Manager Carolyn Miller, City Attorney Cary Bovey, City Secretary/Director of Administrative Services Jeana Bellinger, General Manager of Public Utilities Debbie Gaffey, Assistant General Manager of Public Utilities Alton Sommerfield, Director of Finance Stacy Hardy, Director of Public Works Dane Rau, Strategic Budget Officer Tim McRoberts, Director of HR and Risk Management Susan Nienstedt, Development Services Director Stephanie Doland, Economic & Community Development Director Teresa Rosales, Karen Stack, Shawn Bolenbarr, Jessica Perez, Robin Hutchens, Stephen Draehn, Steven Eilert, Casey Redman, and Daniel McCracken.

Citizens/Others Present:

Donna Lehmann

Media Present:

Sarah Forsythe, Brenham Banner Press, Melanie Chrismer, Brenham Banner Press, and Joshua Blashke, KWHI.

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags - City Manager Carolyn Miller**

3. Proclamations

- **Sanctity of Human Life Day**

4. Citizen Comments

No citizen comments were heard.

CONSENT AGENDA

5. Statutory Consent Agenda

- 5.a. Approve Ordinance No. O-24-001 on Its Second Reading to Repeal Ordinance No. O-22-018 Relating to a Non-Exclusive Franchise to Skoot-N-Hauler to Operate a Roll-Off Container Service for Residents, Businesses, and Industries Inside Brenham City Limits**

A motion was made by Mayor Pro Tem Kolby and seconded by Councilmember Saunders to approve Consent Agenda Item 5.a. as presented.

Mayor Kenjura called for a vote. The motion passed with Council voting as follows:

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Saunders, Councilmember Wright

No: None

Absent: Councilmember Canales, Councilmember Cook, Councilmember LaRoche

REGULAR SESSION

- 6. Discuss and Possibly Act Upon Resolution No. R-24-001 Authorizing the Publication of Notice of Intention to Issue Certificates of Obligation, Series 2024.**

Director of Finance Stacy Hardy presented this item. Hardy advised that during Council budget workshops related to the FY23-24 Budget, staff discussed issuing certificates of obligation (COs) for water and wastewater system improvements. Hardy stated that the projects total \$11 million and include \$1.9 million for groundwater projects, \$1.6 million for the water plant expansion, \$1.6 million for water distribution

projects, and \$5.9 million for wastewater collection projects. Hardy advised that the water projects include the first phase of our water system expansion project which is currently in the engineering design phase. Hardy advised that the agenda item today is giving notice of the City's intent to issue Certificates of Obligation, Series 2024 not to exceed \$11 million for these purposes, including bond issuance costs.

Hardy advised that Jennifer Ritter, the City's financial adviser, has prepared the attached Issuance Timetable. Hardy advised that the initial step in the financing process is to give notice of your intent to issue the certificates of obligation, and upon City Council approval, the notice itself will be published in the Brenham Banner Press and on the City's website. Hardy advised that Ms. Ritter will handle securing the pricing and bring it back to Council for action at the March 7, 2024, meeting.

A motion was made by Councilmember Saunders and seconded by Councilmember Wright to approve Resolution No. R-24-001 authorizing the publication of Notice of Intention to Issue Certificates of Obligation, Series 2024.

Mayor Kenjura called for a vote. The motion passed with Council voting as follows:

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Saunders, Councilmember Wright

No: None

Absent: Councilmember Canales, Councilmember Cook, Councilmember LaRoche

7. Discuss and Possibly Act Upon a Professional Services Agreement Between the City of Brenham and Burditt Consultants, LLC Related to Jackson Street Park Improvements and Authorize the Mayor to Execute Any Necessary Documentation

Director of Public Works Dane Rau presented this item. Rau advised during the 2022-23 BCDC funding meeting, \$715,000 was allocated to begin improvements at Jackson Street Park. Rau stated that staff has previously worked with Burditt Consultants LLC on a master plan for this park, and it is now time to engage Burditt to begin the process of a final design so that work can begin in 2024.

Rau advised that the Agreement is valued at \$132,607 which includes basic services fees of \$90,607 and supplemental fees of \$42,000. Rau advised the costs after Burditt's services will leave the remaining budgeted construction costs at \$582,393.

Rau advised that the main scope of work for the improvements will be to bring the entire park up to ADA specifications, improve the restrooms at the lower part of the

park by pickleball and basketball, add new playscape areas, upgrade the electrical along the walking trail and open fields, upgrade the pavilion on Mansfield Street to an open air pavilion with newer restrooms, and planning for an additional 4-6 courts for pickleball.

A motion was made by Mayor Pro Tem Kolby and seconded by Councilmember Saunders to approve a Professional Services Agreement, as revised by the City Attorney, between the City of Brenham and Burditt Consultants, LLC, in the amount of \$132,607.00, related to Jackson Street Park Improvements and authorize the Mayor to execute any necessary documentation.

Mayor Kenjura called for a vote. The motion passed with Council voting as follows:

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Saunders, Councilmember Wright

No: None

Absent: Councilmember Canales, Councilmember Cook, Councilmember LaRoche

8. Discuss and Possibly Act Upon Bid No. 2023-04 Related to the 2023 City Street Onyx Resurfacing Project and Authorize the Mayor to Execute Any Necessary Documentation

Director of Public Works Dane Rau presented this item. Rau advised that in December 2023, the City and Strand Associates opened bids regarding the 2023 Onyx Resurfacing Work. Rau advised that this was budgeted for in the 2023-24 budget in which staff allocated \$270,000 for engineering and resurfacing.

Rau stated that staff received one bid from Clark Construction of Texas, Inc. which has performed Onyx Resurfacing for many cities throughout Texas and has completed work in Brenham previously. The bid received was from Clark was \$222,815.00.

Rau advised that this would attend to 34,940 square yards of asphalt roadways, which include twelve street sections; W. Wilkens, W. Jefferson, Alma, Crockett, Westwind Dr., Windy, Windswept, Stringer, Lee, Gidding Ln, E. Lubbock, and Atlow Dr.

A motion was made by Mayor Pro Tem Kolby and seconded by Councilmember Wright to award Bid No. 2023-04 related to the 2023 City Street Onyx Resurfacing Project to Clark Construction of Texas, Inc. in the amount of \$222,815.00 and authorize the Mayor to execute any necessary documentation.

Mayor Kenjura called for a vote. The motion passed with Council voting as follows:

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Saunders, Councilmember Wright

No: None

Absent: Councilmember Canales, Councilmember Cook, and Councilmember LaRoche

9. Discuss and Possibly Act Upon the Purchase of One (1) Yale Lift Truck for the City of Brenham Central Warehouse through BuyBoard Contract No. 685-22 and Authorize the Mayor to Execute Any Necessary Documentation

Maintenance Supervisor Stephen Draehn presented this item. Draehn advised that the Maintenance Department is proposing to order one (1) Yale Lift Truck for fiscal year 2024 for use by the Central Warehouse/Purchasing Department for day-to-day operations. Draehn advised that staff obtained a quote on the Yale Lift Truck from Briggs Equipment on BuyBoard contract #685-22 for \$53,797.20, quote number 2023-1039614. Draehn advised that the budgeted amount for this unit was \$60,000.00 and the expected lead time is seventy (70) weeks.

A motion was made by Councilmember Saunders and seconded by Councilmember Wright to approve the purchase of one (1) Yale Lift Truck from Briggs Equipment in the amount of \$53,797.20 through the BuyBoard Contract No. 685-22 and authorize the Mayor to execute any necessary documentation.

Mayor Kenjura called for a vote. The motion passed with Council voting as follows:

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Saunders, Councilmember Wright

No: None

Absent: Councilmember Canales, Councilmember Cook, Councilmember LaRoche

10. Discuss and Possibly Act Upon an Interlocal Agreement Between the City of Brenham and Washington County Related to Emergency Management Coordinator Services and Authorize the Mayor to Execute Any Necessary Documentation

City Manager Carolyn Miller presented this item. Miller advised that with the recent vacancy in the Fire Chief position, the City asked the County to provide interim emergency management services. Miller stated that this agreement is similar to one we had in the past whereby the City conducted health inspection services for the County and received reimbursement for these services.

Miller advised that this Interlocal Agreement (ILA) designates the County's Emergency Management Coordinator (EMC), Bryan Ruemke, to temporarily serve as the City's duly appointed EMC to perform all duties and functions during the term of this Agreement.

Miller advised that under the term of this ILA, the City would reimburse the County for 50% of the EMC's salary & benefits, expenses and mileage incurred in providing these services to the City.

A motion was made by Councilmember Saunders and seconded by Mayor Pro Tem Kolby to approve an Interlocal Agreement between the City of Brenham and Washington County related to Emergency Management Coordinator Services and authorize the Mayor to execute any necessary documentation.

Mayor Kenjura called for a vote. The motion passed with Council voting as follows:

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Saunders, Councilmember Wright

No: None

Absent: Councilmember Canales, Councilmember Cook, Councilmember LaRoche

11. Discuss and Possibly Act Upon Recommendations for Appointments and/or Re-appointments to Various City Boards and Commissions and Authorize the Mayor to Execute Any Necessary Documentation

City Secretary Jeana Bellinger presented this item. Bellinger advised that the Council Subcommittee (Councilmembers Cook, LaRoche, and Saunders) met and reviewed all applications for the new appointments and re-appointments and is recommending the following appointments to the full City Council for consideration:

The following citizens are being recommended to serve a two (2) year term, expiring on December 31, 2025:

Board of Adjustment:

- Jon Hodde (reappointment)

- Mary Lou Winkelmann (reappointment)
- Walt Edmonds (reappointment)

Brenham Community Development Corporation:

- John Hasskarl (reappointment)
- Darrell Blum (reappointment)
- Ken Miller (reappointment)
- Charles Moser (reappointment)

Building Standards Commission:

- Arlen Thielemann (reappointment)
- Walt Edmonds (reappointment)
- Stoney Lacina (reappointment)

The following citizens are being recommended to serve a three (3) year term, expiring on December 31, 2026:

Historic Preservation Board:

- Becky Bosse (reappointment)
- Hal Moorman (reappointment)
- Rachel Nordt (reappointment)
- Thomas Upchurch (reappointment)

Library Board

- Will Corn (new appointment)

Main Street Board:

- Lowell Ogel (reappointment)
- Wendy Meaux (reappointment)
- Douglas Peck (reappointment)
- Roger Ross (new appointment)
- Amber Briggs (new appointment)

Parks and Recreation Advisory Board:

Bellinger advised that staff requested this Board be increased from nine (9) members to eleven (11) members. The Council Subcommittee agreed with staff's recommendation.

- Tina Henderson (reappointment)
- Ginger Bosse (reappointment)
- Lee Chalmers (reappointment)
- William Robinson (reappointment)
- Ann Jacobs (new appointment)
- Trisha Hartstack (new appointment)
- Harvey McIntyre (new appointment)

Brenham Police Citizen Advisory Board:

Bellinger advised that this Board will be coming back in February for appointments.

Planning and Zoning Commission:

- Catharyne Neil (reappointment)
- Cyndee Smith (reappointment)
- Christopher Cangelosi (reappointment)

Tourism Advisory Board:

- Jenny Van Dorf (reappointment)
- William Atwood (reappointment)
- Dwayne Burnett (new appointment)

A motion was made by Mayor Pro Tem Kolby and seconded by Councilmember Saunders to approve the appointments and/or re-appointments to various City Boards and Commissions, as presented, and authorize the Mayor to execute any necessary documentation.

Mayor Kenjura called for a vote. The motion passed with Council voting as follows:

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Saunders, Councilmember Wright

No: None

Absent: Councilmember Canales, Councilmember Cook, Councilmember

LaRoche

12. Administrative/Elected Officials Report

City Manager Carolyn Miller reported on the following:

- January 13 - Uptown Swirl
- January 15 - City offices closed for Martin Luther King Jr. Day
- January 18 - Next regular City Council Meeting

Council adjourned into Executive Session at 1:31 pm.

EXECUTIVE SESSION

- 13. Section 551.071, Texas Government Code - Consultation with Attorney - Consultation with City Attorney Regarding Aviators Plus, LLC v. City of Brenham, Texas; Cause No. 37896; 21st Judicial District Court, Washington County, Texas**
- 14. Section 551.074, Texas Government Code - Personnel Matters - Discussion Concerning the Retirement of the City Manager, Potential Roles/Duties of the Retiring City Manager in Facilitating the Transition to a New City Manager, and the Appointment, Employment, Evaluation, and Duties of a New City Manager, and Associated Issues**

Executive Session adjourned at 3:09 p.m.

ADJOURN

Atwood C. Kenjura

Mayor

Jeana Bellinger, TRMC, CMC

City Secretary

