

Brenham City Council Minutes

A regular meeting of the Brenham City Council was held on Thursday, November 21, 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 Shannan Canales
Councilmember Leah Cook
Councilmember Paul LaRoche
Councilmember Adonna Saunders
Councilmember Albert Wright

Members Absent:

None

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 William Bissette, Assistant General Manager of Public Utilities Alton Sommerfield, Director of Water/Wastewater Bobby Keene, Director of Public Works Dane Rau, Chief Financial Officer Julie Flagg, Director of HR and Risk Management Susan Nienstedt, Fire Chief Mark Donovan, Assistant Police Chief Curtiss Schoen, Development Services Director Stephanie Doland, Karen Stack, Kyle Branham, Shawn Bolenbarr, Jessica Perez, Jerry Saldivar, Richard O'Malley, and Jim Halley.

Citizens/Others Present:

None

Media Present:

Joshua Blaschke with KWHI, and Sarah Forsythe with Brenham Banner Press.

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags - Councilmember Albert Wright**
- 3. Citizen Comments**

No citizen comments were heard.

CONSENT AGENDA

4. Statutory Consent Agenda

- 4.a. Approve the Minutes from the October 17, 2024, Regular City Council Meeting**
- 4.b. Approve Resolution No. R-24-025 Amending the City of Brenham Human Resources Policy Manual**
- 4.c. Award Bid No. 25-003 for Caustic Soda to Brenntag Southwest in the Amount of \$372.50 per Liquid Ton and Authorize the Mayor to Execute Any Necessary Documentation**
- 4.d. Approve Final Payment in the Amount of \$123,622.90 to Solid Bridge Construction, LLC Related to the Carrington Lane Roadway and Drainage Improvements and Authorize the Mayor to Execute any Necessary Documentation**
- 4.e. Approve the Use of Seized Narcotic Funds for the City of Brenham Police Department for the Purchase of Specialized Law Enforcement Equipment and Service Subscription Renewals from CovertTrack in the Amount of \$3,415.00 and Authorize the Mayor to Execute Any Necessary Documentation**
- 4.f. Approve Amendment No. 2 to the Professional Services Agreement Between the City of Brenham and Strand Associates, Inc. Related to Various Wastewater Projects Funded Through the American Rescue Plan Act (ARPA) and Administered by the United States Department of Treasury (Treasury) and Authorize the Mayor to Execute Any Necessary Documentation**

A motion was made by Councilmember Wright and seconded by Councilmember Saunders to approve the Consent Agenda Items 4.a. through 4.f. as presented.

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

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Canales, Councilmember Cook, Councilmember LaRoche, Councilmember Saunders, Councilmember Wright

No: None

Absent: None

WORK SESSION

5. Presentation and Discussion on the City of Brenham 2025 Election

City Secretary/Director of Administrative Services Jeana Bellinger presented this item. Bellinger stated that the City will have two separate elections on May 3, 2025: (1) A General Election for one At-Large, Place 5, Councilmember, one At-Large, Place 6, Councilmember, one Ward 1 Councilmember, and one Ward 2 Councilmember; and (2) a Special Election for possible amendments to the City's Home Rule Charter.

Bellinger advised the City Council of upcoming dates related to both the General Election and the Special Election. Bellinger also explained the process of preparing the amendments to the Charter to be considered by the City Council in December.

REGULAR SESSION

6. Discuss and Possibly Act Upon an Ordinance on Its First Reading Amending the City of Brenham's FY23-24 Adopted Budget

Chief Financial Officer Julie Flagg presented this item. Flagg stated that as the Finance Department prepares to close out the FY2023-24 budget and financial statements, staff is recommending the following budget amendment to clean up expense anomalies in the following funds:

- General Fund 101
- HOT Tax Fund 109
- Capital/Non-Routine Fund 236
- BCDC Fund 250
- Employee Benefits Fund 600

A motion was made by Councilmember Saunders and seconded by Mayor Pro Tem Kolby to approve an Ordinance on its first reading amending the City of Brenham's FY23-24 adopted budget.

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

Yes: Mayor Kenjura, Mayor Pro Tem Kolby, Councilmember Canales, Councilmember Cook, Councilmember LaRoche, Councilmember Saunders, Councilmember Wright

No: None

Absent: None

7. Discuss and Possibly Act Upon Award of Bid Related to the 2024 Water Main and Sanitary Sewer Replacements, Project No. 65C-57C and Project No. 64C-70C and Authorize the Mayor to Execute Any Necessary Documentation

Public Utilities Project Manager Shawn Bolenbarr presented this item. Bolenbarr explained that in October 2024 the City of Brenham opened bids for Project #65C-57C (FY2024 Sanitary Sewer Replacements) and Project #64C-70C (FY2024 Water Main Replacements). There were a total of 5 bids received with JTM Construction, LLC submitting the lowest bid. Bolenbarr stated that these projects will be paid for through bond proceeds.

Bolenbarr broke down the requested bid areas:

#64C-70C (FY2024 Water Main Replacements)

Base Bid C:

Heritage Drive (whole road)

Carriage Lane (whole road)

Century Circle (whole road)

Base Bid D:

West Mansfield Street (from South Austin to South Market)

Alternate No. 2:

Church Street (from West Stone to West Mansfield)

#65C-57C (FY2024 Sanitary Sewer Replacements)

Base Bid A:

South Blue Bell Road (along Blue Bell Creameries Frontage)

Base Bid B:

Heritage Drive (small portion of road near the cul de sac)

Century Circle (whole road)

Alternate No. 1 and No. 3:

Church Street (from West Stone to West Mansfield)

A motion was made by Mayor Pro Tem Kolby and seconded by Councilmember Saunders to award Base Bid A, Base Bid B, Base Bid C, Base Bid D, Alternate No.1, and Alternate No.2 related to the 2024 Water Main and Sanitary Sewer Replacements, Project No. 65C-57C and Project No. 64C-70C to JTM Construction, LLC in the amount of \$2,379,611.00 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 Canales, Councilmember Cook, Councilmember LaRoche, Councilmember Saunders, Councilmember Wright

No: None

Absent: None

8. Discuss and Possibly Act Upon the Rejection of All Bids Submitted in Response to RFP No. 25-001 Related to the Brenham Municipal Airport Terminal Building HVAC Replacement and Authorize the Mayor to Execute Any Necessary Documentation

Director of Development Services Stephanie Doland presented this item. Doland stated that for the second phase of HVAC repairs, the City received one bid from Round Top HVAC for \$43,855 to perform and complete tasks as detailed in the construction plan set as prepared by Swoboda Engineering (now River MEP). Doland explained that following the bid opening, Round Top HVAC notified the City on November 7, 2024, of their plans to close the business. Therefore, with Round Top HVAC being the only bidder, staff recommends Council reject bids received for RFP 25-001.

Doland advised that City staff is coordinating across multiple departments to complete the replacement of the HVAC system at the Airport Terminal internally.

A motion was made by Councilmember Saunders and seconded by Councilmember Wright to approve the rejection of all bids submitted in response to RFP No. 25-001 related to the Brenham Municipal Airport Terminal Building HVAC replacement 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 Canales, Councilmember Cook, Councilmember LaRoche, Councilmember Saunders, Councilmember Wright

No: None

Absent: None

9. Discuss and Possibly Act Upon the Approval of the Airport Project Participation Agreement (APPA) TxDOT CSJ No. 24AWBRENM through Texas Department of Transportation (TxDOT) for the Installation of a New Automated Weather Observing System (AWOS) at the Brenham Municipal

Airport and Authorize the Mayor to Execute Any Necessary Documentation

Interim Airport Manager Jim Halley presented this item. Halley stated that on September 19, 2024 the City Council approved Resolution No. R-24-013 in support of replacing the automated weather observing system (AWOS) at the Brenham Municipal Airport. Halley explained that the AWOS is over 20 years old and failures are increasing, including parts that are no longer available or are difficult to procure.

Halley explained that the total cost of the project is estimated to be \$200,000; however, by entering into this cost-sharing grant participation agreement with TXDOT, the City's portion will only be \$20,000.00.

A motion was made by Councilmember Saunders and seconded by Councilmember LaRoche to approve the Airport Project Participation Agreement (APPA) TxDOT CSJ No. 24AWBRENM through Texas Department of Transportation (TxDOT) for the installation of a new Automated Weather Observing System (AWOS) at the Brenham Municipal Airport and the City of Brenham's cost-share in the grant funding in the amount of \$20,000.00 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 Canales, Councilmember Cook, Councilmember LaRoche, Councilmember Saunders, Councilmember Wright

No: None

Absent: None

10. Administrative/Elected Officials Report

- **Electric Load Update**
- **Water Lead and Copper Project Update**

Deputy General Manager of Public Utilities Alton Sommerfield reported on the following:

- Electric Load Update - Letters were mailed out to customers.

Water Systems Superintendent Jerry Saldivar reported on the following:

- Water Lead and Copper project Update - Letters were mailed out to customers.

The project is approximately 94% complete.

City Manager Carolyn Miller reported on the following:

- November 20th - 9 bids received for the new Fire Station
- November 28th and 29th - City Holidays
- December 5th - Regular Council meeting
- December 7th - Christmas Stroll and Lighted Parade
- December 7th-January 19th - Smithsonian's MoMs Exhibit will be open

Council adjourned into Executive Session at 1:32 p.m.

EXECUTIVE SESSION

11. Section 551.074 - Texas Government Code - Deliberation Regarding Personnel Matters - Discussion Regarding the Appointment of a Brenham Municipal Court Presiding Judge

Executive Session adjourned at 2:01 p.m.

ADJOURN

Atwood C. Kenjura

Mayor

Jeana Bellinger, TRMC, CMC

City Secretary

