

Brenham City Council Minutes

A regular meeting of the Brenham City Council was held on Thursday, March 20, 2025 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, General Manager of Public Utilities William Bissette, Director of Finance Stacy Hardy, Director of Public Works Dane Rau, Chief Financial Officer Julie Flagg, Director of HR and Risk Management Susan Nienstedt, Fire Chief Mark Donovan, Assistant Fire Chief David Cella, Assistant Police Chief Curtiss Schoen, Development Services Director Stephanie Doland, Economic & Community Development Director Teresa Rosales, Robin Hutchens, Kyle Branham, Shawn Bolenbarr, Jason Lange, Marisol Urbina, Jim Halley, Casey Redman, Cynthia Longhofer, and Steven Eilert.

Citizens/Others Present:

Debi & David Roberson, J.C. Robinson, Michele Kwiatowski, Heather Delso, Stephanie Kinghorn, and A. Wellingham.

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 Adonna Saunders**
- 3. Citizen Comments**

Becky Bailey from Daughters of the American Revolution invited Council and the public to an exhibit they are hosting at the Barnhill Center from April 15th through April 26th.

CONSENT AGENDA

4. Statutory Consent Agenda

- 4.a. Approve the Minutes from the March 6, 2025, Regular City Council Meeting**
- 4.b. Approve the Purchase of a Three-Year Software Renewal Between the City of Brenham and Fifth Asset Inc. d/b/a DebtBook for Lease and Debt Accounting Software Application and Support Services in the Amount of \$21,000.00 and Authorize the Mayor to Execute Any Necessary Documentation**
- 4.c. Approve the Purchase of a Street Sweeper for the City of Brenham Street Department from TYMCO, Inc. in the Amount of \$369,340.00 Through Houston-Galveston Area Council (H-GAC) Cooperative Purchasing Program and Authorize the Mayor to Execute Any Necessary Documentation**
- 4.d. Approve a Customer Services Contract Between the City of Brenham and the Lower Colorado River Authority (LCRA), in the Amount of \$148,659.84, for Tree Trimming Services to be Provided by McCoy Tree Surgery, Inc. and Authorize the Mayor to Execute Any Necessary Documentation**
- 4.e. Approve a Temporary Resale Amendment to the System Water Availability Agreement Between City of Brenham and Brazos River Authority for the Temporary Resale of Water and Authorize the Mayor to Execute Any Necessary Documentation**
- 4.f. Approve a Water Supply Resale Agreement Between the City of Brenham and The Dow Chemical Company Related to the Temporary Resale of Water and Authorize the Mayor to Execute Any Necessary Documentation**

A motion was made by Councilmember Canales and seconded by Councilmember Wright to approve Consent Agenda items 4.b. through 4.f. as presented and 4.a. with the suggested strike out on the minutes.

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

REGULAR SESSION

5. Discuss and Possibly Act Upon the Acceptance of the Audit from Seidel Schroeder for Fiscal Year 2024

Director of Finance Stacy Hardy introduced Seidel Schroeder Audit Partner, Michele Kwiatowski. Kwiatowski advised Council that state law requires all general-purpose local governments to publish within six months of the close of the fiscal year, a complete set of financial statements presented in conformity with Generally Accepted Accounting Principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed, certified accountants.

Kwiatowski advised that the City of Brenham's comprehensive financial statements are in conformity with GAAP. The audit concluded that the City's financial statements for the Fiscal Year ending September 30, 2024, are fairly presented in conformity with GAAP.

A motion was made by Mayor Pro Tem Kolby and seconded by Councilmember Saunders to accept the Audit from Seidel Schroeder for Fiscal Year 2024.

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

6. Discuss and Possibly Act Upon Resolution No. R-25-010 Supporting the Washington County Expo and Fairgrounds in Brenham, Texas, In Its Efforts to Pass a Project Financing Zone in the State of Texas Legislature

City Manager Carolyn Miller introduced this item, explaining that when a visitor stays in a hotel in Washington County, the owner collects a total of thirteen percent

(13%) occupancy tax. Seven percent (7%) stays local, and the other six percent (6%) is remitted to the state for statewide tourism initiatives. Miller advised that the Resolution of support to be considered by Council is a Resolution supporting the County's request for a portion of the state's six percent to be rebated back to the County for use in improvements to the Washington County Expo Center.

Harrison Williams, Director of the Washington County Expo Center, explained that the County has been working with members of the Texas Legislature on a request to form a Project Financing Zone. Williams advised that a Project Financing Zone allows local governments such as Washington County to receive a portion of the state's six percent HOT tax for use in upgrading infrastructure tied to local tourism. Williams explained that the County wants to use a Project Financing Zone to improve the Expo Center. Williams stated that there are much larger events whose organizers would like to use the Expo Center, but due to limitations in the number of horse stalls, competition space, and covered arenas, the organizers are forced to use other facilities. Williams stated that the County wants to upgrade the Expo Center to be more competitive in attracting larger events.

Washington County Judge John Durrenberger added that larger events would attract visitors from farther away, making it more likely that they would stay overnight. Durrenberger stated that this causes them to spend money here, generating sales tax for both the City and County.

In response to questions from Mayor Kenjura, Councilmember Canales and Councilmember LaRoche, Williams advised the Project Financing Zone would apply to taxes collected either from hotels within the City, or within three miles of the City. Williams stated that in order to estimate the potential tax revenue available, the County used gross taxable receipts information provided by the Comptroller's Office. Williams explained that there is software that could more accurately connect travel information to sales tax revenue, but it is prohibitively expensive. Williams advised that the projects envisioned by the County would take multiple years with upgraded arenas, additional horse stalls, and improved bathrooms among the most important improvements. Williams stated that community input would be sought later in the design phase.

Durrenberger said that the approved Resolution from Council is important because it shows the unity of the County and City in support of this initiative. Durrenberger stated that without the Resolution, it is unlikely that the County's request would be approved.

A motion was made by Councilmember Canales and seconded by Councilmember Saunders to approve Resolution No. R-25-010 supporting the Washington County Expo and Fairgrounds in Brenham, Texas, in its efforts to pass a Project Financing Zone in the State of Texas Legislature.

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 Jackson Street Park Improvements Phase I, Project No. 34427 and Authorize the Mayor to Execute Any Necessary Documentation

Director of Public Works Dane Rau presented this item. Rau stated that in February 2025, City Staff along with Burditt Architectural opened request for proposals (RFP) regarding the Jackson Street Park Phase I Improvements. Rau explained that there were a total of 8 bids submitted and were very competitive. Rau stated that the scope of work consisted of addressing ADA upgrades, enhancement of one restroom facility, adding a new playscape and swing set, upgrading all electrical throughout the park which consist of the walking trail, field lighting, and low-level lighting under the trees and several sidewalk extensions. Rau advised that it also includes an additional 4 courts for pickleball including new lighting and shade covers.

Rau stated that the lowest bid was received by DL Meachum with a base bid of \$1,145,690.00 and an alternate of \$35,270.00 for the shade covers for the new pickleball courts. Rau explained that these improvements will be made possible by BCDC in which they have allocated over \$1.5 M dollars toward Phase I improvements.

A motion was made by Councilmember Saunders and seconded by Councilmember Cook to award the Bid related to the Jackson Street Park Improvements Phase I, Project No. 34427 to DL Meachum in the amount of \$1,145,690.00 and Alternate 1 for \$35,270.00 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 a Property Lease Agreement Between the City of Brenham and Woodson Lumber Co. for the Lease of Real Property Being Located at 307 S. Market Street, Brenham, Texas and Authorize the Mayor to Execute Any Necessary Documentation

Director of Public Works Dane Rau presented this item. Rau explained that the City has been leasing 307 S. Market Street to Woodson Lumber Company since March 2021. Rau explained that the old lease is expiring at the end of March. Rau advised that Woodson's has agreed to the terms and conditions and would like to enter into a new lease at \$1,500.00 per month for 1 year with 4 additional one-year renewals.

A motion was made by Councilmember Wright and seconded by Councilmember LaRoche to approve a lease agreement between the City of Brenham and Woodson Lumber Co. of Brenham 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 Canales, Councilmember Cook, Councilmember LaRoche, Councilmember Saunders, Councilmember Wright

No: None

Absent: None

9. Discuss and Possibly Act Upon A Professional Services Agreement Between the City of Brenham and Terracon Consultants, Inc. Related to Construction Materials Engineering and Testing Services for the Brenham Fire Department No. 2 and Authorize the Mayor to Execute Any Necessary Documentation

Purchasing and Public Works Project Manager Kyle Branham presented this item. Branham stated that in February, the City reached out to Terracon to enter into a professional service agreement (PSA) to perform material testing for the construction of Brenham Fire Station No. 2. Branham stated that the PSA will cover observation and testing of the following: earthwork, reinforcing steel, foundation, masonry, cast-in-place, fireproofing, structural steel, and project management for the duration of the construction. Branham stated that Terracon's work will be performed on a time and materials basis, invoiced at rates indicated on the fee schedule and in accordance with the scope of services at an estimated cost of \$75,260.00, which is approximately 1.2% of the cost of construction. Branham advised that this amount could possibly be reduced due to redundancies and overlap of services and, in those cases, fees would be combined.

Branham stated that Terracon has provided services on several other projects for the City in recent years, from geotechnical to environmental, and has always delivered a quality product.

A motion was made by Councilmember Canales and seconded by Councilmember Saunders to approve a professional services agreement between the City of Brenham and Terracon Consulting, Inc. related to Construction Materials Engineering and Testing Services for the Brenham Fire Department No. 2 in an amount not to exceed \$75,260.00 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. Discuss and Possibly Act Upon a Project Proposal from Lower Colorado River Authority (LCRA) for a Five-Year Electric Engineering System Study with Electrical System Visual Inspection and Authorize the Mayor to Execute Any Necessary Documentation

Electric Superintendent Jason Lange presented this item. Lange stated that the City would like to conduct a 5-year electric distribution engineering system study and visual inspection of the Electric Distribution System which will be performed by LCRA engineering service. Lange advised the scope of service is as follows:

1. Five-year system study: The purpose of this study is to identify large electric system improvements needed over the five-year study period.
2. Visual inspection \$73,900. Visually inspect the distribution system: make a record of the size type general location and general condition of each inspected element both overhead and underground and supply the data to the City of Brenham for map updates.

Lange advised that the total cost of the two services: is \$183,900.

A motion was made by Councilmember Cook and seconded by Councilmember Wright to approve a Project Proposal from Lower Colorado River Authority (LCRA) in the amount of \$183,900.00 for a Five-Year Electric Engineering System Study with

Electrical System Visual Inspection 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

11. Discuss and Possibly Act Upon RFQ No. 25-006 Related to Engineering and Design Services for the Extension of Aviation Way at the City of Brenham Municipal Airport and Authorize the Mayor to Execute Any Necessary Documentation

Interim Airport Manager Jim Halley presented this item. Halley stated that in November of 2021, the FAA announced the availability of Infrastructure Investment and Jobs Act (IIJA) funds for airports. Halley explained that the allocations known as Airport Infrastructure Grants (AIG) are allocated to airports for five years. Halley explained Brenham Municipal Airport was allocated \$295,000 for FY22, \$292,000 for FY23, \$294,000 for FY24, and \$282,000 for FY25, with FY26's amount being announced in December 2025. Halley stated that each AIG grant requires a local match of at least 10%.

Halley explained that in accordance with the Brenham Airport Master Plan, the City has begun preparations to use the IIJA AIG allocation to complete the design and construction of an extension to Aviation Way and general civil site preparations to allow for future hangar construction. Halley explained that the RFQ is to select a consultant to design a project on which we will use our remaining four years of IIJA funds. Halley stated that the City will be agent for the design project and TxDOT Aviation will be agent for the construction phase.

Halley explained that in February 2025, the evaluation committee opened seven statements of qualification from Bartlett and West, Kimley-Horn, KSA, Langan, Michael Baker International, The Solco Group, and Strand Associates. Halley advised that in March 2025, the evaluation committee scored the seven consultants who submitted proposals and ranked Michael Baker International the highest.

A motion was made by Councilmember Canales and seconded by Councilmember Saunders to award of RFQ No. 25-006 related to engineering and design services for the extension of Aviation Way at the City of Brenham Municipal

Airport to Michael Baker International 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

12. Administrative/Elected Officials Report

City manager Carolyn Miller reported on the following:

- March 24th - Fire Station No. 2 Groundbreaking at 9:00 a.m.
- April 3rd - Regular Council meeting

Council adjourned into Executive Session at 2:13 p.m.

EXECUTIVE SESSION

13. Section 551.071, Texas Government Code - Consultation with Attorney - Consultation with City Attorney Concerning City of Brenham's Police Department Operations, Personnel, and Associated Matters

Executive Session adjourned at 2:52 p.m.

ADJOURN

Atwood C. Kenjura

Mayor

Jeana Bellinger, TRMC, CMC

City Secretary

