

Brenham City Council Minutes

A regular meeting of the Brenham City Council was held on November 19, 2020 beginning at 1:00 p.m. in the Brenham City Hall, City Council Chambers, at 200 W. Vulcan Street, Brenham, Texas.

Members present:

Mayor Milton Y. Tate, Jr.
Mayor Pro Tem Andrew Ebel
Councilmember Susan Cantey
Councilmember Keith Herring
Councilmember Clint Kolby
Councilmember Adonna Saunders
Councilmember Albert Wright

Members absent:

Councilmember Keith Herring
Councilmember Adonna Saunders

Others present:

City Manager James Fisher, City Attorney Cary Bovey, City Secretary – Director of Administrative Services Jeana Bellinger, Assistant City Manager – Chief Financial Officer Carolyn Miller, Human Resources Director Susan Nienstedt, Public Works Director Dane Rau, Assistant City Manager of Public Services and Utilities Donald Reese, Development Services Director Stephanie Doland, Economic Development Director Susan Cates, and Police Chief Ron Parker.

Citizens present:

None.

Media Present:

Alyssa Faykus, Brenham Banner Press; and Josh Blaschke, KWHI

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – Councilmember Wright**

3. Citizens Comments

No citizen comments were heard.

CONSENT AGENDA

4. Statutory Consent Agenda

- 4-a. Approve the Minutes from the October 15, 2020 Special City Council Meeting and the October 15, 2020 and November 5, 2020 Regular City Council Meetings**
- 4-b. Approve Ordinance No. O-20-027 on Its Second Reading Amending the FY2020-21 Adopted Budget**
- 4-c. Approve Ordinance No. O-20-028 on Its Second Reading Amending the City of Brenham's Official Zoning Map in Appendix A - 'Zoning' of the Code of Ordinances of the City of Brenham to Amend the Planned Development District Ordinance No. O-20-013 to Correct an Error in Section IV for the Lakes at Vintage Farms, Being Approximately 52.428 Acres of Land Being Located South and West of Dixie Road and Further Described as Tract 7 of the Phillip Coe Survey, A-31, in Brenham, Washington County, Texas (Case No. P-20-036)**
- 4-d. Approve Change Order No. 1 and Final Payment on Contract No. 62C-70C/65C-49C to J&D Construction in the Amount of \$26,205.31 for the 2020 Burleson Street Utility Extension and Authorize the Mayor to Execute Any Necessary Documentation**
- 4-e. Approve Change Order No. 1 and Final Payment on Contract No. 2017-13 to South Central Texas Excavation and Construction, LLC in the Amount of \$31,729.65 for the Southwest Industrial Park, Section III, Detention Pond Improvement Project and Authorize the Mayor to Execute Any Necessary Documentation**
- 4-f. Approve the Purchase of Regulators from Puffer Sweiven, LP in the Amount of \$53,908.00 for the City of Brenham's Gas Department and Authorize the Mayor to Execute Any Necessary Documentation**
- 4-g. Approve a Noise Variance for the Brenham Maifest Association for an Event to be Held Immediately Following the City of Brenham's Christmas Parade, Until 10:00 p.m., on December 5, 2020 on Douglas Street Between Main Street and Commerce Street and Authorize the Mayor to Execute Any Necessary Documentation**
- 4-h. Approve a Noise Variance from Christ Lutheran Church for an Outdoor Movie Showing to be Held on Friday, November 20, 2020 from 6:00 p.m. to 10:00 p.m. at Christ Lutheran Church and Authorize the Mayor to Execute Any Necessary Documentation**

Mayor Tate asked that Consent Item 4-f not be considered at this time.

A motion was made by Councilmember Cantey and seconded by Councilmember Wright to approve the Statutory Consent Agenda Items 4-a. through 4-e and Items 4-g through 4-h as presented.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Keith Herring	Absent
Councilmember Clint Kolby	Yes
Councilmember Adonna Saunders	Absent
Councilmember Albert Wright	Yes

WORK SESSION

5. Discussion and Update on Cost of Service Study for Various City of Brenham Water and Wastewater Utility Services

This item was presented by Donald Reese, Asst. City Manager/Public Services and Utilities. Reese explained that City staff has conducted a review and cost study of all the various water and wastewater services that are provided by the City and found that the majority of these services or being provided either free of charge or at a fee that is considerably less than the actual cost of the service.

Reese explained that the purpose of this work session is to layout the results of the cost of service study for Council, so that they can see the impact on the Water and Wastewater Fund of work performed by city staff in which actual costs to perform the work is not recouped from businesses or citizens.

After further discussion, Council advised that staff take the true cost information to the Utilities Subcommittee of the City Council for their review. The Council Subcommittee can bring a recommendation to the full City Council about how to recoup the actual expense of providing water and wastewater service to the businesses and citizens.

REGULAR SESSION

6. Discuss and Possibly Act Upon Resolution No. R-20-036 Adopting a New Fee Schedule for the City of Brenham's Parks and Recreation Department

This item was presented by Public Works Director Dane Rau. Rau said that per Chapter 19, Parks and Recreation, of the Code of Ordinances of the City of Brenham fees for all parks and recreation activities shall be set by resolution of the City Council. All such fees shall be posted, where applicable, and kept on file with the City Secretary. At the October 14, 2020, Parks and Recreation Advisory Board (PARB) meeting, staff reviewed the current Parks and Recreation Fee Schedule with the Board and recommended the following changes:

- Eliminate the field light fee of \$50 per field per day and increase the cost per field rental by \$25
- Increase the cost of Henderson Field from \$100 to \$200 per day; this is consistent with the cost of Schulte Field
- Clarify League fee language

Rates were discussed and approved by the PARB and are reflected in the attached 2021 Parks and Recreation Fee Schedule. The City of Brenham publishes an annual Guide for residents as a reference for the City's recreational offerings. Rau noted that while many of the Parks and Recreation amenities and programs are offered to the public at no cost, there are fees for services such as facility rentals, admission to the Blue Bell Aquatic Center (BBAC), swim lessons and classes, and recreational programming.

A motion was made by Mayor Pro Tem Ebel and seconded by Councilmember Kolby to approve Resolution No. R-20-036, as presented to the Council, adopting a new fee schedule for the City of Brenham's Parks and Recreation Department.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Keith Herring	Yes
Councilmember Clint Kolby	Yes
Councilmember Adonna Saunders	Absent
Councilmember Albert Wright	Yes

7. Discuss and Possibly Act Upon a Memorandum of Understanding Between the City of Brenham and Texas Music Office within the Office of the Governor Related to Brenham Being Named a Texas Music Friendly Community and the Maintenance of the Texas Music Industry Directory and Authorize the Mayor to Execute Any Necessary Documentation

This item was presented by Tourism & Marketing Director, Jennifer Eckermann. Eckermann explained that this Memorandum of Understanding between the City and the Texas Music Office, is the final requirement for the City's certification as a Texas Music Friendly Community. Eckermann stated that the agreement requires the City to maintain a database of individuals, businesses, and events that make up the City's local music industry. Visit Brenham will be responsible for maintaining the database, which to date has 74 individuals, venues, events, and businesses tied to the music industry. The MOU states that the City agrees to: 1) assist in maintaining the Brenham Music Industry database; 2) to review and update exported entries into the database; 3) to update and export the Brenham dataset twice annually in January and July; and 4) to promote public awareness of the Brenham Music Industry dataset and encourage utilization by industry members.

A motion was made by Councilmember Cantey and seconded by Councilmember Ebel to approve a Memorandum of Understanding between the City of Brenham and Texas Music Office within the Office of the Governor naming the City of Brenham a Texas Music Friendly Community, authorizing the maintenance of the Texas Music Industry Directory, and authorizing the Mayor to execute any necessary documentation.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Keith Herring	Yes
Councilmember Clint Kolby	Yes
Councilmember Adonna Saunders	Absent
Councilmember Albert Wright	Yes

8. Discuss and Possibly Act Upon Resolution No. R-20-037 Providing for the Adoption of Rules Governing the Receipt of Electronic Bids or Proposals

This item was presented by City Secretary – Director of Administrative Services Jeana Bellinger. Bellinger explained that the City issued a Request for Proposal (RFP No. 21-003) related to the City's group basic term life, accidental death and dismemberment, and long-term disability insurance coverage back on October 22, 2020. Bellinger said that during the RFP process, several vendors have reached out to the City to inquire about submitting their proposals electronically due to various COVID-19 restrictions. The vendors are reportedly working from remote locations that make it difficult, if not impossible, to print, sign, and mail responsive documents.

Bellinger said that in accordance with Section 252.0415 of the Texas Local Government Code, receiving competitive bids and/or proposals via electronic submission is allowed if the governing body adopts rules to ensure the identification, security, and confidentiality of electronic bids and proposals. Due to the requests from the vendors, staff began looking into ways that the City could offer electronic bid/proposal submissions and found a product called Citrix Sharefile. Staff met with Citrix representatives November 12th and feel that this product will provide the security and confidentiality needed for our bids/proposals.

A motion was made by Councilmember Herring and seconded by Councilmember Cantey to approve Resolution No. R-20-037 providing for the adoption of rules governing the receipt of electronic bids or proposals.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Keith Herring	Yes
Councilmember Clint Kolby	Yes
Councilmember Adonna Saunders	Absent
Councilmember Albert Wright	Yes

9. Administrative/Elected Officials Report

City Manager James Fisher reported on the following:

- TXDOT is hosting a virtual public meeting, on their website, related to the Highway 290/36 North interchange project.
- All City office will be closed next Thursday and Friday in observance of Thanksgiving holidays.
- Staff is currently in discussions about the 2020 Christmas Parade and how the sudden increase in positive COVID cases in Washington County may affect it. Staff is looking at other options if the parade is cancelled.

The meeting was adjourned.

Milton Y. Tate, Jr.

Mayor

Jeana Bellinger, TRMC, CMC

City Secretary

