

Brenham City Council Minutes

A regular meeting of the Brenham City Council was held on Thursday, October 13, 2022 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 Clint Kolby
Councilmember Shannan Canales
Councilmember Leah Cook
Councilmember Atwood Kenjura
Councilmember Adonna Saunders
Councilmember Albert Wright

Members Absent:

None

City of Brenham Staff present:

City Manager Carolyn Miller, City Attorney Cary Bovey, City Secretary Jeana Bellinger, Deputy General Manager of Public Utilities Alton Sommerfield, Director of Public Works Dane Rau, Director of Development Services Stephanie Doland, Director of Economic Development Susan Cates, Director of Finance Stacy Hardy, Director of Water and Wastewater Bobby Keene, Police Chief Ron Parker, Fire Chief Roger Williams, Human Resources Director Susan Nienstedt, Tourism and Marketing Director Jennifer Eckermann, Cherry Prewitt, Kyle Branham, Shawn Bolenbarr, Jerry Saldivar, Tiwanna Brown, Nancy Joiner, Steven Loving, Steven Eilert, Lloyd Powell, Casey Redman, and Stephen Draehn

Citizens/Others Present:

Chris Dalrymple, Shane Hart, Bob Davis and Drew Needham

Media Present:

Jason May, Brenham Banner-Press; and Josh Blaschke, KWHI

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

3. Service Recognitions

- Tiwana Brown, Municipal Court – 10 Years

4. Special Recognitions – Chief's Commendations

- Meagan McCarrell
- Lauren Roese

5. Proclamations

- Chiropractic Health Month
- Paint the Town Pink
- Pickard High School Last Graduating Class (1967) Reunion Day
- Adult & Teen Challenge of Texas Day
- Fire Prevention Week

6. Citizens Comments

No citizen comments were heard.

CONSENT AGENDA

7. Statutory Consent Agenda

7-a. Approve the Minutes from September 26, 2022 Special Meeting and the September 29, 2022 Regular Meeting

7-b. Approve Final Payment to MBC Management in the Amount of \$20,770.98 for the Construction of the Additional Parking Lot at the Blue Bell Aquatic Center and Authorize the Mayor to Execute Any Necessary Documentation

A motion was made by Councilmember Wright and seconded by Councilmember Canales to approve the Statutory Consent Agenda Items 7.a. thru 7.b. 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

WORK SESSION – DEPARTMENT UPDATES

8. Discussion and Update on the City of Brenham's Tourism and Marketing Department

Director of Tourism and Marketing Jennifer Eckermann presented this item to Council. Eckermann provided the Council with information on the following topics:

- Why tourism is important
- The economic impact of tourism
- 2021 Travel Impacts for Brenham and Washington County
- Visit Brenham/DMO/WC Tourism Partners
- Direct Travel Spending in Washington County
- Visit Brenham Website
- Impact of Social Media, Digital Marketing, Print Advertising, Digital Advertising and E-Newsletters
- Visitor Guide and Visitor's Center
- Group Sales – Weddings and Meetings
- The Barnhill Center - Rentals and Entertainment
- Texas Music Friendly City
- Upcoming Projects and Issues for 2023

REGULAR SESSION

9. Discuss and Possibly Act Upon Resolution No. R-22-032 Appointing Cherry Cash Prewitt as Deputy City Secretary

City Secretary Jeana Bellinger presented this item. Bellinger stated that Cherry Cash Prewitt joined the City Secretary's Office on September 8, 2022 as Deputy City Secretary; however, in accordance with City policy, the City Council must formally appoint her.

Bellinger stated that Cherry comes to the City with over 20 years of experience in municipal government having worked for 18 years in the City of Punta Gorda, FL and most recently at the City of Bryan.

A motion was made by Councilmember Canales and seconded by Councilmember Wright to approve Resolution No. R-22-032 appointing Cherry Cash Prewitt as Deputy City Secretary.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

10. Discuss and Possibly Act Upon Change Order No. 1 to the Agreement Between the City of Brenham and Avocette Technologies, Inc. and Carasoft Technology Corporation for Online Planning and Permitting Software and Authorize the Mayor to Execute Any Necessary Documentation

Director of Development Services Stephanie Doland presented this item. Doland stated that on December 16, 2021 City Council unanimously voted to approve an agreement between the City and Carasoft Technology Corporation. Carasoft which included a multiyear purchase of Accela, a software product that will allow the Department to increase its efficiencies and offer a more streamlined approval process for various applications and services. Doland explained that Accela was created specifically for building and planning departments and as such the software is easy to use by both Staff and the overall construction industry. Doland advised that also included is the purchase of DigEplan which is a separate add-on to the Accela software that is focused on providing a customer facing platform that is both intuitive and easy to use regardless if utilized by an architect or a local home owner.

Doland stated that since the agreement was approved the Accela implementation team was formed to include Sarah Hill, Allen Jacobs, Shauna Laauwe, Cody Sorensen and Stephanie Doland. The team has been diligently testing and configuring the software to meet City staff's back office needs as well as modifying the forward-facing Citizens Access Portal which will serve as a one-stop shop for the submittal of applications and permits for review by multiple City departments. The team identified 492 changes across 44 different application (record) types; however, the original contract only included up to 120 changes. Doland explained that the change order with Carasoft for \$6,062.50 was for the configuration of the additional 372 record changes to the applications and business processes within the Accela platform.

A motion was made by Councilmember Kenjura and seconded by Mayor Pro Tem Kolby to approve Change Order No. 1 to the agreement between the City of Brenham and Avocette Technologies, Inc. and Carasoft Technology Corporation, in the amount of \$6,062.50, for online planning and permitting software and authorize 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

11. Discuss and Possibly Act Upon Resolution No. R-22-033 Authorizing the Submission of a Grant Application to the Office of the Governor, Public Safety Office, Criminal Justice Division for the 2023 Bullet-Resistant Shield Grant Program

Sgt. Steven Eilert presented this item. Eilert stated that the Police Department is seeking approval for submission of a grant application to the Office of the Governor for five (5) Bullet-Resistant Shields. If awarded, this grant will be in the amount of \$20,106.10 and there will be no matching funds required; however, the Department will be responsible to provide additional training to staff in order to meet the grant requirements

A motion was made by Councilmember Cook and seconded by Councilmember Saunders to approve Resolution No. R-22-033 authorizing the submission of a grant application to the Office of the Governor, Public Safety Office, Criminal Justice Division for the 2023 Bullet-Resistant Shield Grant Program.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

12. Discuss and Possibly Act Upon Award of Bid for Project No. 2022-01 Related to South Chappell Hill Street and Martin Luther King Jr. Parkway Improvements and Authorize the Mayor to Execute Any Necessary Documentation

Public Works Director Dane Rau presented this item. Rau stated that on August 24, 2022, the City and Strand Associates opened bids regarding street and utility improvements on South Chappell Hill St. and Martin Luther King.

Rau explained that during the bid process, there were 4 bid packets received and the bids were broken out as follows:

- Base Bid (streets improvements) which includes concrete on S. Chappell Hill St. (from Market St. to Nolan St.) and Martin Luther King (from Park St. to Burleson St) with some curb work and new storm drain inlets.
- Alternate 1 for the widening S. Chappell Hill St. an additional three foot which would make the entire section match and provide for a 3-lane road from Market St. to 290 Feeder.
- Alternate 2 to extend sanitary sewer from Market St approximately 425 feet up S. Chappell Hill St.
- Alternate 3 to extend a water main approximately 460 foot from Market St. to connect to an existing line, making a looped feed.

A motion was made by Councilmember Kenjura and seconded by Councilmember Cook to award Project No. 2022-01, including the base bid and all alternates, related to South Chappell Hill Street and Martin Luther King Jr. Parkway improvements to Larry Young Paving, Inc. in the amount of \$2,193,505.05 and authorize 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

13. Discuss and Possibly Act Upon an Ordinance on Its First Reading Providing for a No Parking Zone Along Prairie Lea Street in the City of Brenham

Purchasing and Fleet Supervisor Kyle Branham presented this item. Branham explained that with recent improvements and additions of infrastructure around the Blinn Campus, Blinn has actively been working on adopting a parking plan to better address on-campus parking. Branham stated that Blinn reached out to the City and TXDOT to ask about establishing “No Parking” areas on both sides of Prairie Lea Street beginning at College Avenue and extending South to W. Fifth St. After reviewing these areas and discussing with Development Services and Brenham PD along with TXDOT, staff sees no objection to working with Blinn to align with their parking plan but also open up these roadways for emergency personnel and improving these areas for pedestrians/students.

A motion was made by Councilmember Canales seconded by Mayor Pro Tem Kolby to approve an Ordinance on its first reading providing for a no parking zone along Prairie Lea Street in the City of Brenham.

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

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

14. Discuss and Possibly Act Upon Award of Bid for Project No. 2021-04R Related to the Henderson Park Pedestrian Bridge Rehabilitation Project and Authorize the Mayor to Execute Any Documentation

Purchasing and Fleet Supervisor Kyle Branham presented this item. Branham explained that in the 2021-22 budget, BCDC approved the rehabilitation of pedestrian bridges in Henderson Park and Hohlt Park. Branham stated that bids for the projects were received in early 2022 and came in over the original budget of \$92,700; therefore, the bids were all rejected, and staff rebid only the bridges in Henderson Park. The new scope of work consisted of surface preparation and application of paints and coatings to the bridge and existing handrails, provide, attach, and paint metal members on both bridges, remove existing wood decking and replace with new wood decking on Splashpad Bridge and remove existing wood decking and replace with existing wood decking on Ball Field Bridge. Branham advised that this new scope of work will make these bridges safer for pedestrians as well as restoring them aesthetically with new coatings of paint.

Branham advised that bids for the new scope of work were opened on September 22, 2022. The base bid came in at \$72,900 for the Splashpad Bridge. Bid Alternate 2 (\$90,500) was rehabilitation of the “Old Tomlinson Creek Bridge” by Higgins Branch. Bid Alternate 1 (\$18,200) and Bid Alternate 3 (\$15,000) were to evaluate composite decking on each bridge. After further review of the base bid and all alternates, staff feels it is in the best interest to select the base bid and alternate 2, totaling \$613,400.00, as this will allow us to refurbish, provide additional safety railings and provide a fresh coat of paint to both bridges in Henderson Park.

A motion was made by Mayor Pro Tem Kolby and seconded by Councilmember Saunders to award bid for Project No. 2021-04R related to the Henderson Park Pedestrian Bridge Rehabilitation Project to Carlson McClain Construction Company LLC, in the amount of \$163,400.00 for the Base Bid and Bid Alternate No. 2 and authorize 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

15. Discuss and Possibly Act Upon the Purchase of Six (6) Chevrolet Tahoes for the City of Brenham Police Department Through the Interlocal Purchasing System (TIPS) and Authorize the Mayor to Execute Any Necessary Documentation

Maintenance Superintendent Stephen Draehn presented this item. Draehn explained that the Police Department is ordering six (6) Chevrolet Tahoe's for use as three (3) patrol vehicle replacements and three (3) patrol/ administration vehicle replacements. All of these vehicles were approved in the FY23 adopted budget.

Draehn explained that staff obtained quotes for these vehicles from Silsbee Fleet on The Interlocal Purchasing System (TIPS), a National Cooperative Purchasing Program for use by member schools, colleges, universities, cities, counties, and other governmental entities. The purchase will be with TIPS vendor Lake Country Chevrolet and the purchase price of the six (6) Tahoes is \$237,067.50 which does not include equipment installation for the vehicles. The additional equipment will be purchased separately and installed by city maintenance personnel.

A motion was made by Councilmember Canales and seconded by Councilmember Saunders to approve the purchase of six (6) Chevrolet Tahoe's, through The Interlocal Purchasing System (TIPS), from Lake Country Chevrolet in the amount of \$237,067.50 and authorize 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

16. Discuss and Possibly Act Upon a Contract Between the City of Brenham and Strand Associates, Inc. for Engineering Services Related to Various Water Projects to be Funded Through the American Rescue Plan Act (ARPA) and Administered by the United States Department of the Treasury (Treasury), and Authorize the Mayor to Execute Any Necessary Documentation

Public Utilities Project Manager Shawn Bolenbarr presented this item. Bolenbarr explained that in July 2022 the City completed a Request for Qualification (RFQ) seeking qualified engineering, architectural, and/or surveying firms to prepare preliminary and final design plans and specifications for various water projects eligible for funding under the American Rescue Plan Act (ARPA). Strand Associates, Inc. was selected as the most qualified engineering firm and on August 4, 2022 the City Council awarded the RFQ for engineering, architectural and/or surveying services for the ARPA projects to Strand.

Bolenbarr stated that the scope of work in the agreement is to provide engineering services in order to establish a lead and copper management program, install a generator at the Atlow elevated storage tank booster pumping station, and for the replacement of air release valves on the existing 24-inch raw water main. Bolenbarr advised that payment for these services will not exceed \$177,000.00.

A motion was made by Councilmember Kenjura and seconded by Councilmember Saunders to approve a contract between the City of Brenham and Strand Associates, Inc., in an amount not to exceed \$177,000.00, for engineering services related to various water projects to be funded through the American Rescue Plan Act (ARPA) and administered by the United States Department of the Treasury (Treasury) and authorize 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

17. Discuss and Possibly Act Upon a Contract Between the City of Brenham and Strand Associates, Inc. for Engineering Services Related to Various Wastewater Projects to be Funded Through the American Rescue Plan Act (ARPA) and Administered by the United States Department of the Treasury (Treasury), and Authorize the Mayor to Execute Any Necessary Documentation

Public Utilities Project Manager Shawn Bolenbarr presented this item. Bolenbarr explained that in July 2022 the City completed a Request for Qualification (RFQ) seeking qualified engineering, architectural, and/or surveying firms to prepare preliminary and final design plans and specifications for various wastewater projects eligible for funding under the American Rescue Plan Act (ARPA). Strand Associates, Inc. was selected as the most qualified engineering firm and on August 4, 2022 the City Council awarded the RFQ for engineering, architectural and/or surveying services for the ARPA projects to Strand.

Bolenbarr stated that the scope of work in this agreement consist of rehabilitation of the process aeration blowers at the wastewater treatment plant, rehabilitation to portions of Treatment Module 1, and a UV light disinfection system to replace the existing chlorination system at the plant. Bolenbarr advised that payment for these services will not exceed \$391,000.00.

A motion was made by Councilmember Canales and seconded by Councilmember Kenjura to approve a contract between the City of Brenham and Strand Associates, Inc., in an amount not to exceed \$391,000.00, for engineering services related to various wastewater projects to be funded through the American Rescue Plan Act (ARPA) and administered by the United States Department of the Treasury (Treasury) and authorize 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

18. Discuss and Possibly Act Upon a Chapter 380 Agreement Between the City of Brenham and Brenham Market Square, LP and Authorize the Mayor to Execute Any Necessary Documentation

Economic Development Director Susan Cates presented this item. Cates stated that Brenham Market Square is developing a 51-acre mixed use property that will include: multi-family housing, retail, restaurants, hospitality, and other commercial sites. In March, 2022 a Memorandum of Understanding was executed between the City and Brenham Market Square indicating the intention of the City Council to support this development through reimbursement of actual costs related to public infrastructure projects undertaken by this private developer from the tax increment generated by the property tracts that comprise the Brenham Market Square development within Tax Increment Reinvestment Zone Number One, once the terms of the 380 Agreement were negotiated to the satisfaction of both parties.

Cates also explained that this Chapter 380 Agreement is in accordance with the Policy for the Reimbursement of Qualified Infrastructure Costs for Private Development of Public Infrastructure Within Tax Increment Reinvestment Zone Number One, City of Brenham, Texas as adopted by Resolution R-22-015. Cates stated that the Agreement also stipulates some architectural enhancement requirements designed to insure a high quality development reflective of the type of projects that the City wishes to encourage.

A motion was made by Councilmember Canales and seconded by Mayor Pro Tem Kolby to approve a Chapter 380 Agreement, with changes as approved by the City Attorney, between the City of Brenham and Brenham Market Square, LP and authorize 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 Clint Kolby	Yes
Councilmember Shannan Canales	Yes
Councilmember Leah Cook	Yes
Councilmember Atwood Kenjura	Yes
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

19. Administrative/Elected Officials Report

City Manager Carolyn Miller updated the City Council on the following:

- Washington County Appraisal District and Brenham Independent School District are holding a joint workshop on property taxes and school funding today at 5:30 p.m. in the cafeteria at the Brenham Junior High.
- Texas Arts and Music Festival is this week-end.

Council adjourned into Executive Session at 2:22 p.m.

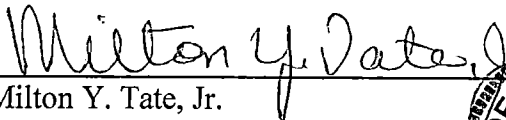
EXECUTIVE SESSION

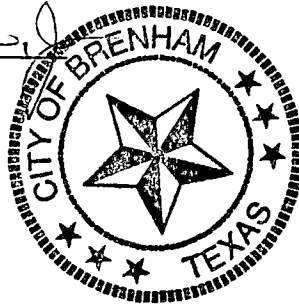
20. Section 551.071 Texas Government Code - Consultation with Attorney - Consultation with City Attorney Regarding Legal Issues Concerning the City of Brenham Lake Somerville Raw Water Intake Structure, the Federal Emergency Management Agency, and Associated Matters
21. Section 551.086 - Texas Government Code - Utility Competitive Matters - City of Brenham Gas Utility System - Gas Supply and Transportation Arrangements and Agreements, and Associated Matters
22. 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

Executive Session adjourned at 4:14 p.m.

RE-OPEN REGULAR SESSION

The meeting was adjourned.


Milton Y. Tate, Jr.
Mayor




Jeana Bellinger, TRMC, CMC
City Secretary