

Brenham City Council Minutes

A regular meeting of the Brenham City Council was held on Thursday, August 18, 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 Adonna Saunders
Councilmember Albert Wright

Members Absent:

Councilmember Atwood Kenjura

City of Brenham Staff present:

City Manager Carolyn Miller, City Attorney Cary Bovey, City Secretary Jeana Bellinger, General Manager of Public Utilities Debbie Gaffey, Deputy General Manager of Public Utilities Alton Sommerfield, Director of Finance Stacy Hardy, Director of Public Works Dane Rau, Human Resources Director Susan Nienstedt, Director of Development Services Stephanie Doland, Director of Economic Development Susan Cates, Police Chief Ron Parker, Fire Chief Roger Williams, Strategic Budget Officer Tim McRoberts, Shawn Bolenbarr, Lloyd Powell, Curtiss Schoen, Pam Ruemke, Todd Ashorn, and Shauna Laauwe

Citizens/Others Present:

Amanda Klehm, Tinley Klehm, and Angie Wheeler

Media Present:

Josh Blaschke, KWHI

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

3. Special Recognitions

➤ Chief's Commendation

- Sgt. Seth Klehm
- Cpl. Sierra Randle
- Cpl. David Duddenhoffer
- Pam Ruemke

4. Citizens Comments

No citizen comments were heard.

CONSENT AGENDA

5. Statutory Consent Agenda

5-a. Approve the Minutes from the July 21, 2022 Regular City Council Meeting

5-b. Approve Ordinance No. O-22-014 on Its Second Reading Amending Appendix A - 'Zoning' of the Code of Ordinances of the City of Brenham Granting a Specific Use Permit on Property Currently Addressed as 1200 S. Austin Street to Allow for a Daycare in the B-1, Local Business Residential Mixed Use Zoning District and Further Described as Lot 1A, Block 11 of the W. G. Wilkins Addition in Brenham, Washington County, Texas (Case No. P-22-017)

5-c. Approve Ordinance No. O-22-015 on Its Second Reading Amending the Official Zoning Map of the City of Brenham to Change the Zoning District from a Single-Family Residential Use District (R-1) and/or a Mixed Residential Use District (R-2) to a Local Business/Residential Mixed-Use District (B-1) on the Following (Case No. P-22-016):

a. A Tract of Land Being Approximately 8.97 Acres of Land Addressed as 1301 S. Market Street, Being Further Described as Keys 2nd, Block E, Lot 1, 2, and North Part of 3 and 4, Community Education Campus in Brenham, Washington County, Texas (R23658);

b. A Tract of Land Being Approximately 6.92 Acres of Land Addressed as 507 E. Sixth Street, Being Further Described as Keys 2nd, Block C, Lot PT 3D, 3E, 4B, All of Lots 5, 6 and 7 in Brenham, Washington County, Texas (R23650);

c. A Tract of Land Being Approximately 0.4180 Acres of Land Addressed as 504 E. Sixth Street, Being Further Described as Keys 2nd, Block F, Lot PT 4 in Brenham, Washington County, Texas (R23660); and

d. A Tract of Land Being Approximately 0.2215 Acre of Land Addressed as 506 E. Sixth Street, Being Further Described as Keys 2nd, Block F, Lot PT 4 in Brenham, Washington County, Texas (R23661)

5-d. Approve Ordinance No. O-22-016 on Its Second Reading Amending Division 16, Effective Date, of Ordinance No. O-21-005 Related to Industrial Wastewater Discharge Standards and Pretreatment for the City of Brenham, Texas

5-e. Approve Resolution No. R-22-026 Amending the Authorized Representatives for TexPool Local Government Investment Pool

A motion was made by Councilmember Wright and seconded by Councilmember Cook to approve the Statutory Consent Agenda Items 5-a. thru 5-e. 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	Absent
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

WORK SESSION

6. Presentation of Police Department Update

Police Chief Ron Parker gave the City Council and update on Police Department staffing shortages and the challenges the department faces with retaining current officers and recruiting new ones. Parker explained that every police department within the state are experiencing the same issues so Brenham has had to improve our recruiting tools which will include a new public recruitment campaign coming out soon.

7. Discuss and Review the FY2021-22 Third Quarter Financial Report

Strategic Budget Officer Tim McRoberts presented this item. McRoberts explained that this item provides an update on the City's financial performance for the third quarter ending June 30, 2022. McRoberts advised that the General Fund, the Electric Fund, the Gas Fund, the Wastewater Fund, and the Sanitation Fund all experienced favorable actual to budget comparisons for the third quarter; however, the Water Fund and the Drainage Fund ended the quarter with unfavorable results. McRoberts provided a brief update on each fund as follows:

- General Fund: Third quarter revenues exceeded budget projections by \$468,577 while operating expenditures were lower than budget by \$818,034.
- Electric Fund: Posted an actual net third quarter net income of \$291,007 which was \$249,376 favorable to the budgeted third quarter net income of \$43,631.
- Gas Fund: Posted actual net revenues of \$172,792, which was favorable by \$146,980 to budgeted net income of \$25,811.
- Water Fund: Posted third quarter net loss of (\$118,108) which was unfavorable to projected net income of \$53,305 by (\$171,413).

- Wastewater Fund: Third quarter net revenues were \$441,870.
- Sanitation Fund: Posted actual third quarter net increase of (\$67,555), compared to budget net loss of (\$108,063); a favorable variance of \$175,618.
- Drainage Fund: Posted actual third quarter net income of \$218,678 which was unfavorable to budget net income of \$293,678.

McRoberts advised Council that for the third quarter of FY21-22, the City experienced favorable performance in five of seven funds relative to budget. The Water Fund was unfavorable due to increased cost of chemicals and the Drainage Fund was unfavorable due to capital costs expended that will be reimbursed by grant matching funds.

8. Discussion and Presentation on the City of Brenham's Infrastructure Design Manual

Director of Development Services Stephanie Doland presented this item. Doland explained that on February 21, 2022 during the Council retreat at Morriss Hall a presentation was given about a new Public Infrastructure Design Manual. Doland explained that the Public Infrastructure Design Manual (PIDM) is adopted to enforce the quality of professional design standards and materials used for the construction of public infrastructure, such as the water utility and road network, within the City. The goal of the PIDM is ensure that construction within the City, whether by a private developer or in-house City crews is consistent, cost-effective, efficient, maintainable, and protects public safety.

Doland explained that the City's existing Design and Construction Standards manual was adopted in June of 1996 and since that time four amendments to the Standards have been discussed by former City Engineers with the most recent amendment to the standards was presented to Council for approval by former City Engineer Lori Sanguedolce to require concrete streets by developers and by the City of Brenham streets department on future road improvement projects. Doland advised that over the past 26 years the City has upgraded its policies and procedures in terms of requirements for public infrastructure and the Development Services Department has had difficulty enforcing engineering best practices with an outdated manual.

Doland stated that in 2021 the City entered into an agreement with LSPS Solutions, LLC to complete the re-write of the City's PIDM and during the FY21 budget year the first phase of the project was completed to include the following chapters:

- Right of Way Use
- Water Distribution
- Sanitary Sewer Systems
- Stormwater System Design Requirements
- Paving
- Traffic Signs, Marking and Street Lighting

The next phase of the manual will be completed in FY22 and will include chapters on electrical and gas systems, traffic impact and construction safety standards.

Doland explained that if Council does not have any changes to the PIDM, she will bring it back to Council at the next meeting for formal adoption by Ordinance. The Council was in favor of the PIDM and agreed to consider it for formal adoption, by ordinance, at the September 1, 2022 City Council meeting.

REGULAR SESSION

9. Discuss and Possibly Act Upon an Ordinance on Its First Reading Amending the FY2021-22 Adopted Budget

Strategic Budget Officer Tim McRoberts presented this item. McRoberts explained that the following amendments need to be made to the FY2021-22 adopted budget:

- Add an expense for a new HVAC unit (\$252,502) at the Police Department and remove Council Chambers audio/visual upgrades (\$140,000).
- Close out FEMA Fund (227) and transfer the remaining balance of \$559,767 to the General Fund.
- Adjust the Water Fund contingency line to account for the refund of FEMA grant money in the amount of \$883,575.
- Dissolve Communications Department (050) and allocate the expenses to Police, Fire and Maintenance.
- Amend Airport restaurant revenue and offset with purchase of office furniture and personnel for a net of \$0.

A motion was made by Councilmember Canales and seconded by Councilmember Saunders to approve an Ordinance on its first reading amending the FY2021-22 adopted budget.

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	Absent
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

Council adjourned into Executive Session at 1:42 p.m.

EXECUTIVE SESSION

10. Section 551.071 and Section 551.072, Texas Government Code – Consultation with City Attorney and Deliberation Regarding Real Property – Discussion and Deliberation, and Consultation with City Attorney, Regarding the Lease Between the City of Brenham and Washington County Concerning the Real Property Located at 301 N. Baylor Street, Brenham, Texas and Associated Issues

Executive Session adjourned at 2:11 p.m.

RE-OPEN REGULAR SESSION

11. Discuss and Possibly Act Upon a Second Extension of the Lease Agreement Between the City of Brenham and Washington County for the Communications Facility, Being the Real Property Located at 301 N. Baylor Street, Brenham, Texas and Authorize the Mayor to Execute Any Necessary Documentation

A motion was made by Councilmember Canales and seconded by Councilmember Wright to approve a second extension of the Lease Agreement between the City of Brenham and Washington County for the communications facility, being the real property located at 301 N. Baylor Street, Brenham, Texas for the period of October 1, 2021 through September 30, 2022, 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	Absent
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

12. Administrative/Elected Officials Report

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

- Special Council Meeting on Monday, August 22nd at 11:00 a.m.
- Community Prayer and Praise Night at Grace Community Church on Wednesday, August 24th.
- Washington County Chamber of Commerce Tailgate on Thursday, August 25th at Silverwings.

The meeting was adjourned.

Milton Y. Tate, Jr. - Mayor



Jeana Bellinger, TRMC, CMC - City Secretary