

Brenham City Council Minutes

A regular meeting of the Brenham City Council was held on June 21, 2018 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 Danny Goss
Councilmember Keith Herring

Members absent:

Councilmember Charlie Pyle
Councilmember Weldon Williams, Jr.

Others present:

City Manager James Fisher, City Attorney Cary Bovey, City Secretary Jeana Bellinger, Deputy City Secretary Kacey Weiss, Assistant City Manager – Chief Financial Officer Carolyn Miller, Comptroller Stacy Hardy, Human Resources Director Susan Nienstedt, Sara Parker, Debbie Gaffey, Kaci Konieczny, Cynthia Longhofer, Assistant Fire Chief Brian Scheffer, Police Chief Allwin Barrow, Jared Campbell, Public Works Director Dane Rau, Assistant City Manager of Public Utilities Lowell Ogle, and Development Services Director Lori Lakatos

Citizens present:

Bob Schmidt and Ben Seeker

Media Present:

Arthur Hahn, Brenham Banner Press; and Josh Blaschke, KWHI

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

- 3. **Special Recognition**
 - **GFOA Distinguished Budget Presentation Award**
 - *Eighth Consecutive Year*

4. **Citizens Comments**

There were no citizen comments.

CONSENT AGENDA

5. **Statutory Consent Agenda**

5-a. **Minutes from the May 11, 2018 Special City Council Meeting**

A motion was made by Councilmember Herring and seconded by Councilmember Cantey to approve the Statutory Consent Agenda Item 5-a. 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 Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle`	Absent
Councilmember Weldon Williams	Absent

WORK SESSION

6. **Discuss and Review the FY2017-18 Second Quarter Financial Report**

Assistant City Manager – Chief Financial Officer Carolyn Miller presented this item. Miller advised the status of the General Fund and the five major utility funds in the report. Miller reported the actual to budget variance was favorable in all funds. Miller explained that the City of Brenham’s financial performance continues to be positive and no unusual or unanticipated trends are noted.

REGULAR SESSION

7. **Discuss and Possibly Act Upon an Audit Engagement Letter from Seidel Schroeder to Perform an Audit for the Fiscal Year Ending September 30, 2018 and Authorize the Mayor to Execute Any Necessary Documentation**

Assistant City Manager – Chief Financial Officer Carolyn Miller presented this item. Miller stated that the audit fee range is \$43,900 to \$45,900. Miller explained that this is a \$900 increase over the prior 3 years and is a result of additional testing that will be required due to the adoption of the new GASB 75 accounting standard on Other Post Employment Benefits (OPEB). Miller advised the fee is based on the assumption that a Single Audit will not be required. Miller noted that at this point staff is unsure if the city will meet the federal expenditure threshold requirements that trigger a Single Audit. Miller explained that a Single Audit is required when state and federal grant expenditures exceed \$750,000 in a fiscal year. Miller stated that if a Single Audit is required, the engagement letter would be revised and a small fee adjustment would be possible. Miller advised that with the continued growth and complexity of the City's financial activities, the current fee structure is reasonable.

A motion was made by Councilmember Cantey and seconded by Mayor Pro Tem Ebel to approve the audit engagement letter from Seidel Schroeder to perform an audit for the fiscal year ending September 30, 2018 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 Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Danny Goss	Abstain
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Absent
Councilmember Weldon Williams	Absent

8. **Discuss and Possibly Act Upon the Renewal of City of Brenham Group Health Plan with TML Multistate Intergovernmental Employee Benefits Pool and Establishment of Funding Rates for the Plan Year beginning October 1, 2018 through September 30, 2019 and Authorize the Mayor to Execute Any Necessary Documentation**

Assistant City Manager – Chief Financial Officer Carolyn Miller presented this item. Miller explained that to better align the rerate process with the budget cycle, the City changed the plan year from calendar year to fiscal year and therefore the renewal that Council is approving is for 12 months beginning October 1, 2018 through September 30, 2019.

Miller advised that in May, staff attended the TML IEBP annual meeting to review the underwriting assumptions and the 2018-19 Pool rerate. Miller stated that overall, a 4% increase in contributions was needed from Pool members. Miller explained that the City of Brenham's renewal rate for FY18-19 is 7%, which is slightly above the average rate increase of 4% for the Pool. Miller advised that in developing the FY18-19 personnel budget, the City would be absorbing the full 7% increase, meaning employee premium contributions are not changing.

A motion was made by Councilmember Cantey and seconded by Councilmember Herring to approve renewal of City of Brenham Group Health Plan with TML Multistate Intergovernmental Employee Benefits Pool, establish funding rates for plan year beginning October 1, 2018 through September 30, 2019 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 Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Absent
Councilmember Weldon Williams	Absent

9. Discuss and Possibly Act Upon Bid No. 18-008 for Gasoline and Diesel Fuel for the City of Brenham's Vehicle and Equipment Fleet and Authorize the Mayor to Execute Any Necessary Documentation

Purchasing Manager Sara Parker presented this item. Parker explained that on June 7, 2018 the City of Brenham opened bids for bulk fuel and fleet fueling services. Parker stated that one bid was received from Alexander Oil of Brenham. Parker noted that Alexander Oil provides a location for fleet fill-up, with a back-up location when needed. Parker advised that they also deliver bulk fuel to City locations. Parker explained that Alexander Oil has held the contract for a number of years and has provided more than satisfactory service to the City.

A motion was made by Councilmember Herring and seconded by Mayor Pro Tem Ebel to award Bid No. 18-008 for gasoline and diesel fuel for the City of Brenham's vehicle and equipment fleet to Alexander Oil 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 Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Absent
Councilmember Weldon Williams	Absent

10. Discuss and Possibly Act Upon a Memorandum of Agreement (MOA) Between the Brazos Valley Council on Alcohol and Substance Abuse (BVCASA) and the City of Brenham and Authorize the Mayor to Execute Any Necessary Documentation

Assistant Fire Chief Brian Scheffer presented this item. Scheffer explained that the City of Brenham and the Brenham Fire Department are collaborating with the Brazos Valley Council on Alcohol and Substance Abuse (BVCASA) in helping to keep prescription medicine away from children and out of the water supply. Scheffer stated that staff is doing this by having a prescription drop box located at the fire station lobby. Scheffer advised that citizens can stop by and drop off unwanted prescription meds and staff will dispose of them.

A motion was made by Councilmember Cantey and seconded by Councilmember Herring to approve a Memorandum of Agreement (MOA) between the Brazos Valley Council on Alcohol and Substance Abuse (BVCASA) and the City of Brenham 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 Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Absent
Councilmember Weldon Williams	Absent

11. Discuss and Possibly Act Upon Authorizing the Submission of a Grant Application to the Lower Colorado River Authority (LCRA) Through Their Community Development Partnership Program (CDPP) for the Purchase and Installation of a Removable Bollard Traffic System in Downtown Brenham and Authorize the Mayor to Execute Any Necessary Documentation

Public Works Director Dane Rau presented this item. Rau explained that Downtown Brenham hosts a number of parades and special events annually involving street closures. Rau stated that staff is wanting to upgrade the common event areas with a removable bollard system, allowing city personnel to implement protective bollards for street closures to protect pedestrians from accidental or intentional vehicle entry into high-casualty pedestrian areas during special events. Rau advised that these temporary bollard sleeves would be installed on all city streets that adjoin both Main St. and Alamo St. such as St. Charles St., Baylor St., Park St. and Douglas St., as well as an alley off Alamo St.

A motion was made by Councilmember Cantey and seconded by Councilmember Herring to approve authorizing the submission of a grant application to the Lower Colorado River Authority (LCRA) through their Community Development Partnership Program (CDPP) for the purchase and installation of a Removable Bollard Traffic System in Downtown Brenham 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 Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Absent
Councilmember Weldon Williams	Absent

12. Discuss and Possibly Act Upon a Professional Services Agreement with Strand Associates, Inc. for Henderson Park Improvements, Phase I, and Authorize the Mayor to Execute Any Necessary Documentation

Public Works Director Dane Rau presented this item. Rau explained that during the 2017-18 BCDC funding meeting, \$294,500 was allocated to begin Phase I Improvements to this park. Rau stated the improvements that will be designed, constructed and bid out first will be a covered barbeque pit area with a sidewalk leading to kitchen, an ADA accessible route along with handicapped parking leading from the parking lot to the kitchen and playscapes, ADA improvements to the kitchen/restrooms and concession areas, along with bleacher pads and sidewalk connectivity to the baseball field. Rau advised that the total construction costs, if all improvements are chosen in Phase I, are estimated at \$252,000.

A motion was made by Councilmember Herring and seconded by Mayor Pro Tem Ebel to approve a Professional Services Agreement with Strand Associates, Inc. for Henderson Park Improvements, Phase 1, 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 Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Absent
Councilmember Weldon Williams	Absent

13. Discuss and Possibly Act Upon a Memorandum of Agreement (MOA) Between the City of Brenham and Blinn College for the Use of Soccer Fields at Hohlt Park and Jackson Street Park and Authorize the Mayor to Execute Any Necessary Documentation

Public Works Director Dane Rau presented this item. Rau explained that Blinn College would be having a Men's and Women's Soccer Program beginning in August of this year. Rau stated that Blinn has approached the City about the usage of Rankin Field and practice fields at Jackson Street Park. Rau advised that this agreement would be for 5 years with incremental rates beginning with \$12,500 for the first year, increasing \$2,000 each additional year, and capping at \$20,500 in 2022 when the contract ends.

A motion was made by Councilmember Cantey and seconded by Councilmember Herring to approve a Memorandum of Agreement (MOA) between the City of Brenham and Blinn College for the use of soccer fields at Hohlt Park and Jackson Street Park 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 Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Absent
Councilmember Weldon Williams	Absent

14. Discuss and Possibly Act Upon a License Agreement Between the City of Brenham and Veterans of Foreign Wars Post 7104 for Use and Occupancy of Henderson Park for the Display of a Retired F-111 Military Aircraft and Authorize the Mayor to Execute Any Necessary Documentation

Public Works Director Dane Rau presented this item. Rau explained that as discussed and approved last year, the Brenham VFW Post 7104 has obtained a retired F-111 Aircraft and would like to display the aircraft permanently in Henderson Park. Rau stated that this license agreement would allow the VFW Post 7104 to utilize the land at Henderson Park for the display of both the F-111 Military Aircraft and display signage. Rau noted that it also covers that the Aircraft and the signage display is the responsibility of the VFW Post 7104, in which they have a loan agreement with the United States of America. Rau advised that the agreement outlines responsibilities of both parties related to improvements, expenses, maintenance and terms.

A motion was made by Councilmember Cantey and seconded by Councilmember Herring to approve a License Agreement between the City of Brenham and Veterans of Foreign Wars Post 7104 for use and occupancy of Henderson Park for the display of a retired F-111 military aircraft 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 Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Absent
Councilmember Weldon Williams	Absent

15. Discuss and Possibly Act Upon the Henderson Park Improvements and Dedication Agreement Between the City of Brenham and Veterans of Foreign Wars Post 7104 for Improvements Related to the Display of a Retired F-111 Military Aircraft in Henderson Park and Authorize the Mayor to Execute Any Necessary Documentation

Public Works Director Dane Rau presented this item. Rau explained that this agreement between the City of Brenham and VFW Post 7104 outlines the responsibilities of both parties related to the planned improvements, construction responsibilities, insurance requirements, and formal acceptance of the entire F-111 display site. Rau advised that the agreement calls for the project to be completed within 120 days from the date the City notifies the donor in writing to proceed with the project. The agreement also outlines that the donor is responsible for all costs associated with the project.

A motion was made by Councilmember Herring and seconded by Councilmember Cantey to approve the Henderson Park Improvements and Dedication Agreement between the City of Brenham and Veterans of Foreign Wars Post 7104 for the display of a Retired F-111 Military Aircraft 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 Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Absent
Councilmember Weldon Williams	Absent

16. Discuss and Possibly Act Upon a Request for a Noise Variance from Faith Mission and Help Center for a SMART Camp Closing Ceremony at the Dr. Bobbie M. Dietrich Memorial Amphitheatre at Hohlt Park to be Held on July 9, 2018 from 5:00 p.m. – 7:00 p.m. and Authorize the Mayor to Execute Any Necessary Documentation

Deputy City Secretary Kacey Weiss presented this item. Weiss stated that they will be using sound amplification equipment and therefore, they are requesting a noise variance.

A motion was made by Councilmember Herring and seconded by Councilmember Cantey to approve a request for a noise variance from Faith Mission and Help Center for a SMART Camp Closing Ceremony at the Dr. Bobbie M. Dietrich Memorial Amphitheatre at Hohlt Park to be held on July 9, 2018 from 5:00 p.m. – 7:00 p.m. 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 Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Absent
Councilmember Weldon Williams	Absent

17. Discuss and Possibly Act Upon a Request for a Noise Variance from Don and vis for a Birthday Party at 800 Pleasantview to be Held on June 23, 00 p.m. – 11:00 p.m. and Authorize the Mayor to Execute Any umentation



Secretary Kacey Weiss presented this item. Weiss explained that they sound amplification equipment at the event.

A motion was made by Councilmember Cantey and seconded by Mayor Pro Tem Ebel to approve a request for a noise variance from Don and Margaret Davis for a birthday party at 800 Pleasantview to be held on June 23, 2018 from 6:00 p.m. – 11:00 p.m. 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 Andrew Ebel	Yes
Councilmember Susan Cantey	Yes
Councilmember Danny Goss	Yes
Councilmember Keith Herring	Yes
Councilmember Charlie Pyle	Absent
Councilmember Weldon Williams	Absent

18. Administrative/Elected Officials Report

City Manager James Fisher reported on the following:

- All City offices will be closed for the July 4th holiday
- Council FY19 budget meetings will be held July 18th-20th
- The Council meeting on July 5th is canceled.

The meeting was adjourned.

Milton Y. Tate, Jr.

Mayor

Jeana Bellinger, TRMC, CMC

City Secretary

