

STATE OF TEXAS
COUNTY OF BRAZORIA
CITY OF WEST COLUMBIA

191
CITY COUNCIL MINUTES
OF A REGULAR MEETING
TUESDAY, OCTOBER 12TH, 2021

The City Council of the City of West Columbia, Texas, convenes this the 12th day of October 2021, at 7:00 p.m. in a regular meeting in the Council Chambers, 512 E. Brazos, West Columbia, Texas.

1. INVOCATION & PLEDGE. Invocation and pledge led by Alderman Maynor.
2. ROLL CALL. City Secretary Kuban called the roll of the Council.
Present: Mayor Kincannon, Aldermen Thomas, Maynor, Burke and Biedenfeld
Also present were City Manager Sutherland, City Secretary Kuban and City Attorney Rutherford.
Absent: Alderman Tindol.
3. MAYOR AND CITY COUNCIL GREETINGS AND PRESENTATIONS: Kincannon greeted everyone before Biedenfeld invited the public to his County Treasurer campaign fundraiser. Kincannon then presented a certificate of accomplishment to Paola Davidson for her completion of the Texas Municipal Courts Education Center Level I Municipal Court Clerk certification program.
4. CITIZENS' COMMENTS: There were none.
5. CITY MANAGER'S REPORT: Sutherland reported on the following – Projects for wastewater line improvements will be scheduled after information from televising and smoke testing has been completed. * ADICO Engineering still working on drainage study. * Freese and Nichols should have a bid proposal ready for the Ground and Elevated Storage Tanks on Loggins ready for the next council meeting. * TxDOT Hwy 36 Segment 11 has been determined to not be federally funded meaning that they will not pay for infrastructure relocation. * FEMA will reimburse 75% of expenses incurred from the winter freeze in the amount of \$21,993. * Lee St. area GLO-CDBG sewer line replacement projects underway and an issue with the ground condition for boring has been encountered. This will result in an open-cut process of driveways * Brazoria County CDBG project on S. Mattson and Ringgold has begun in conjunction with the GLO project. * The second MLK Celebration Committee grant for basketball court electrical upgrades was approved. * Downtown Pocket Park construction continues and a second “lay your brick” event is planned because of the success of the first event. * BCCA will be hosted by the City of Alvin this month. * Hurricane Nicholas debris removal should be completed soon. The estimate has been increased from 5,000 cubic yards to approximately 9,000 cubic yards and cost is estimated closer to \$50,000. This is still below the FEMA funding threshold. * The City has contracted with Municode to codify the City's ordinances and includes an agenda and minutes feature. * TCEQ investigation of WWTP resulted in no violations being noted.
6. CONSENT AGENDA:
 - A. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S). Minutes were submitted in Council packet.
 - B. CITY TREASURER'S REPORT. Reports were submitted in council packet.
 - C. POLICE DEPARTMENT REPORT. Report was submitted in council packet.
 - D. MUNICIPAL COURT REPORT. Report was submitted in council packet.

- E. CODE ENFORCEMENT AND FIRE MARSHAL REPORT. Report was submitted in council packet.
- F. FIRE DEPARTMENT REPORT. Report was not submitted in council packet.
- G. PUBLIC WORKS REPORT. Report was submitted in council packet.
- H. CONSIDER EDC BUSINESS INCENTIVE GRANT APPLICATION FUNDING.
- I. CONSIDER RESOLUTION DESIGNATING CITY'S OFFICIAL NEWSPAPER.
- J. CONSIDER 2022 ROAD AND BRIDGE INTERLOCAL AGREEMENT WITH BRAZORIA COUNTY.

After Biedenfeld requested Item H be removed for further discussion he made a motion to accept reports that were submitted in addition to the adoption of Resolution No. 562 designating The Facts as the City's official newspaper and approval of the 2022 Interlocal Agreement with Brazoria County. The motion was seconded by Burke and all voted Aye.

- 7. ITEMS REMOVED FROM CONSENT AGENDA: Biedenfeld inquired about how businesses were made aware of the incentive grant offered by the EDC and Kincannon and Sutherland gave a history of the program. Motion was then made by Biedenfeld that was seconded by Thomas to approve funding request by Modern Nails. All voted Aye.
- 8. NEW BUSINESS.
 - A. DISCUSS, CONSIDER AND ADOPT RESOLUTION DESIGNATING A MANAGEMENT SERVICE PROVIDER FOR THE TEXAS HAZARD MITIGATION ASSISTANCE PROGRAM APPLICATION AND PROJECT IMPLEMENTATION: It was reported that the City received proposals for management services for application to mitigation grants, specifically the Building Resilient Infrastructure and communities Grant Program (BRIC) from GrantWorks and Langford Community Management Services. After discussion of scoring and past experience, motion was made by Burke to award the bid to GrantWorks by adopting Resolution No. 563. Motion was seconded by Maynor and all voted Aye.
 - B. DISCUSS, CONSIDER AND ADOPT RESOLUTION DESIGNATING A PROFESSIONAL ENGINEERING FIRM FOR THE TEXAS HAZARD MITIGATION ASSISTANCE PROGRAM APPLICATION AND PROJECT IMPLEMENTATION: It was reported that only one proposal was received from ADICO. Motion was made by Biedenfeld to award bid to ADICO by adopting Resolution No. 564. Motion was seconded by Burke and all vote Aye.
 - C. CONSIDER RESOLUTION SUBMITTING NOMINATIONS FOR BRAZORIA COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS: Kincannon reported that nominations for Brazoria County Appraisal District Board of Directors were to be made and stated that Glenn Salyer was stepping down and reported that local realtor Bobby Brown was interested in serving. She then inquired about how many positions the City had to make a nomination for and was informed it could be any from one (1) to all (5). Biedenfeld confirmed that the City had a total of seven (7) votes to cast before making a motion to cast all seven (7) votes for Bobby Brown. Motion was seconded by Burke and all voted Aye. The intent of the action was to nominate Bobby Brown by adopting Resolution No. 565.
 - D. CONSIDER CITY MANAGER'S APPOINTMENT OF ASSISTANT CITY SECRETARY/TREASURER: It was discussed that City Secretary Kuban would be retiring in March 2022 and she would be training her replacement. Sutherland is

- proposing the appointment of Kaili Avirett, the current Deputy Municipal Court Clerk. It was discussed that Avirett would be completing all the required education and the City will cover all tuition costs. Motion was made by Biedenfeld and seconded by Thomas to approve Sutherland's appointment of Kaili Avirett as the Assistant City Secretary/Treasurer. All voted Aye.
- E. CONSIDER MAYOR'S APPOINTMENT OF MUNICIPAL COURT JUDGE: Kincannon reported that Judge Cudd would be retiring after 25 years of service to the City and would be recognized at the City's Christmas Dinner. She proposed the appointment of Sherry Kersh who has been covering magisterial duties in the past during Judge Cudd's absence. Motion was made by Burke and seconded by Thomas to approve Kincannon's appointment of Sherry Kersh as Municipal Court Judge. All voted Aye. Biedenfeld recommended that a Deputy Judge be considered at the November meeting.
- F. CONSIDER RESOLUTION AUTHORIZING MATCHING FUNDS FOR GENERAL LAND OFFICE COMMUNITY DEVELOPMENT BLOCK GRANT DISASTER RECOVERY PROJECT: Sutherland reported that two (2) outstanding change order requests had been submitted for the manhole project along Lee St. and the \$50,000 matching funds approved previously was not sufficient. She is requesting to increase the matching fund limit to \$75,000. Motion was made by Biedenfeld and seconded by Burke to adopt Resolution No. 566 authorizing increasing matching funds for GLO-CDBG-DR project to \$75,000. All voted Aye.
- G. CONSIDER ENTERING INTO DISASTER DEBRIS REMOVAL MONITORING CONTRACT WITH WITT O'BRIEN PURSUANT TO COOPERATIVE PURCHASING INTERLOCAL AGREEMENT WITH CITY OF BAYTOWN: Motion was made by Burke to authorize entering into a disaster debris removal monitoring contract with Witt O'Brien through the Cooperative Purchasing Interlocal Agreement with the City of Baytown. Motion was seconded by Biedenfeld and all voted Aye..
- H. DISCUSS AND CONSIDER MENTAL HEALTH LEAVE POLICY FOR PEACE OFFICERS: It was discussed that state law now mandated mental health leave for police officers. The proposed policy would provide 40 hours of paid leave per calendar year and Chief Odin agreed the time would be sufficient. He reported that half of his staff was mental health certified and that on-going training was required by TCOLE. Motion was made by Burke and seconded by Biedenfeld to adopt the City's Mental Health Leave Policy. All voted Aye.
- I. CONSIDER RESOLUTION AMENDING CITY FEE SCHEDULE: Sutherland reported that contracting an outside certified plumbing inspector is required and the fee charged per inspection is \$40. It was discussed that administration costs were covered in the permit fees. Motion was made by Burke and seconded by Biedenfeld to approve Resolution No. 567 amending the City Fee Schedule. All voted Aye.
- J. EXECUTIVE SESSION – THE WEST COLUMBIA CITY COUNCIL MAY CONVENE IN A CLOSED MEETING PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.071 (CONSULTATION WITH ATTORNEY), SECTION 551.072 (DELIBERATION REGARDING REAL PROPERTY) AND/OR SECTION 551.074 (PERSONNEL MATTERS). CITY MANAGER – ANNUAL EVALUATION:

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This item was tabled until November meeting with Kincannon stated that any salary adjustment would be retroactive to October 1.

- K. ACTION AS A RESULT OF A CLOSED MEETING: Moot, no action necessary.
- 9. ADJOURN: Mayor Kincannon adjourned the meeting at 7:53 P.M.



LAURIE B. KINCANNON, Mayor

ATTEST:

Kelli R. Kuban
KELLI R. KUBAN, City Secretary