

STATE OF TEXAS
 COUNTY OF BRAZORIA
 CITY OF WEST COLUMBIA

CITY COUNCIL MINUTES
 OF A REGULAR MEETING
 MONDAY, OCTOBER 13TH, 2020

The City Council of the City of West Columbia, Texas, convenes this the 13th day of October, 2020, at 7:00 p.m. in a regular meeting in the Council Chambers, 512 E. Brazos, West Columbia, Texas.

1. INVOCATION & PLEDGE. Invocation was given by Alderman Walker.
2. ROLL CALL. City Secretary Kuban called the roll of the Council.
 - Present: Mayor Kincannon, Aldermen Thomas, Tindol, Maynor, Walker and Biedenfeld. Also present were City Manager Sutherland, City Secretary Kuban and City Attorney Villarreal.
 - Absent: None.
3. MAYOR AND CITY COUNCIL GREETINGS AND PRESENTATIONS: Kincannon greeted everyone and presented proclamation in honor of Alpha Delta Kappa Month to fellow retired teachers Anice Finley and Sally Norris. She also presented a proclamation honoring National Friends of the Library Week to Biedenfeld as their representative present.
4. CITIZENS' COMMENTS: Sheryl Davis who owns properties in the Jefferson St. area stated that she was excited for the upcoming drainage projects in that vicinity and granted verbal access to the slough off of 605 Jefferson. * Amanda Brumlow with the SOTER CC TX Riding Club reported they are partnering with the Warriors Refuge to host a Vet Fest at the American Legion grounds on November 13-14. Council members were invited to be judges of the BBQ Cookoff and chili contest. Other activities included will be a car show and bike run, a live auction, vendors and kid events.
5. CITY MANAGER'S REPORT: Sutherland reported on the following – * Public Works completed the demolition of the Weems building as far as it could until the asbestos could be removed by an individual contractor. * A list of dead-end sampling sites and their residual readings were provided for review in the wake of the Lake Jackson water issue. * Staff is being pro-active in registering citizens to the CivicReady notification system. * Engineering assistance will be sought for repairs to the elevated tower and ground storage tank at Water Plant No. 2 and grants may be an option. * Water line on N. 15th needs to be replaced prior to repaving street and angled parking will be considered for downtown parking. *CenterPoint repairs to streets are being made without notification to city. * LED street lights have been installed in the Pecan Park Subdivision. Walker requested a report of the cost difference. * Ord. No. 670 states that utility rates will be increased annually by the CPI, which was 1% and new rates of \$16.49 minimum to 1,000 gals. and \$4.75 per 1,000 above minimum will be effective on the November bills. * Sutherland and Alderman Thomas met with Mr. Penrice of 116 Draeger and are awaiting his notification that he is ready to set culvers. * A committee will be formed to work on grants to complete Dixon Park. * Ordinances amending regulations to mobile food vendors and junked vehicles will be presented at the November meeting. * Trick or Treat in the Park has been cancelled for this year due to concerns meeting protocols to protect against COVID. * Texas Parks and Wildlife has given Notice to Proceed on the Downtown Pocket Park. * Early voting for the city's General Election that was postponed to November 7th will be held from October 13 through October 30. * BCCA will meet this month in Danbury. * All city personnel have been enrolled in Walking the Ridge, a diversity training program.
6. CONSENT AGENDA:
 - A. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S). Minutes were submitted

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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 REPORT. Report was not submitted in Council packet.
- F. FIRE DEPARTMENT REPORT. Report was submitted in Council packet.
- G. PUBLIC WORKS REPORT. Report was submitted in Council packet.
- H. CONSIDER EDC BUSINESS INCENTIVE GRANT FUNDING RECOMMENDATIONS.
- I. CONSIDER RESOLUTION DESIGNATING CITY'S OFFICIAL NEWSPAPER.
- J. CONSIDER 2020 ROAD AND BRIDGE INTERLOCAL AGREEMENT WITH BRAZORIA COUNTY.

Motion was made by Biedenfeld and seconded by Tindol to approve consent agenda items including the approval of EDC Business Incentive grant funding for Bob Barta Lumber Co., Wild Flower Hair Salon and Line Cutterz; the adoption of Resolution No. 538 designating The Facts as the city's official newspaper; and the approval of the 2020 Road and Bridge Interlocal Agreement with Brazoria County. All voted Aye.

- 7. ITEMS REMOVED FROM CONSENT AGENDA: There were none.
- 8. NEW BUSINESS:

- A. DISCUSS AND CONSIDER CAPITAL IMPROVEMENT PLAN FOR GLO CDBGMIT PROGRAM: Motion was made by Biedenfeld to approve the Capital Improvement Plan required for the Texas General Land Office CDBG-MIT program. The motion was seconded by Tindol. All voted Aye.
- B. CONSIDER/ADOPT PROCUREMENT POLICIES AND PROCEDURES FOR CITY OF WEST COLUMBIA, CDBG-MIT FEDERAL GRANTS: Motion was made by Biedenfeld to adopt the Procurement Policies and Procedures for the City of West Columbia for CDBG-MIT Federal Grants with amendments to 2, 5 and 2.f. Motion was seconded by Maynor. Discussion was whether to adopt the document and then the amendments. Biedenfeld recommended aligning the language in sections 2 and 5 and revising each to read "...best value and maximum open and free competition". He also recommended to amend 2.f. to end in "like products will be considered". Walker made a motion to adopt the amendments and the motion was seconded by Maynor. All voted Aye.
- C. CONSIDER RESOLUTION AUTHORIZING THE SUBMISSION OF GLO CDBG-MIT GRANT APPLICATION: It was discussed that the original cost of the project had been revised and the city's contribution will now be \$54,005.00. Motion was made by Walker to adopt Resolution No.539 authorizing the submission of the Texas General Land Office CDBG-MIT grant application. Motion was seconded by Biedenfeld and all voted Aye.
- D. CONSIDER RESOLUTION DESIGNATING H-GAC REPRESENTATIVE AND ALTERNATE: Motion was made by Walker to appoint Biedenfeld as H-GAC Representative and Maynor as Alternate with the adoption of Resolution No. 540. Motion was seconded by Tindol. All voted Aye.
- E. CONSIDER DISPOSITION OF CITY PROPERTY – 300 E. CLAY ST.: It was discussed that the city property at 300 E. Clay St. had been granted through a development agreement with Columbia Kitchen for new construction, but the owners

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- plans had changed and they will be leasing another location. The usage of the property was discussed and the consensus of Council was to develop parking for the Police Department and/or public and utilize engineering. Walker made a motion to direct staff to come up with a plan for parking. Tindol seconded the motion and all voted Aye.
- F. CONSIDER CORONAVIRUS RELIEF FUND BUSINESS ASSISTANCE GRANT RECOMMENDATIONS: Kincannon reported that the funding distribution did not meet the original purpose of the program to assist those businesses that were ordered closed during the pandemic. It was being recommended by staff to send back to the EDC to discuss other options. Walker stated that using cost of utilities would be a more equitable way. Council is to approve the final plan and revised distribution. No action necessary.
- G. DISCUSS AND CONSIDER EDC RECOMMENDATION – SALES TAX SERVICES BY HdL COMPANIES: Sutherland reported on the presentation made by HdL Companies to the EDC board for sales tax services they have provided free of charge for the past few months during the COVID pandemic. She stated that their annual rate of \$5,000 is much lower than others and they offer more services and include user-friendly graphs and reports. Walker made a motion to approve the contract with HdL Companies for sales tax services. Biedenfeld seconded the motion and all voted Aye.
- H. 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: Kincannon closed the open meeting and Council entered into an executive session at 7:49 P.M. Kincannon reconvened the open meeting at 8:01 P.M.
- I. ACTION AS A RESULT OF AN EXECUTIVE SESSION: Motion was made by Walker that was seconded by Thomas to approve 5% increase of City Manager salary. All voted Aye.
11. ADJOURN: Mayor Kincannon adjourned the meeting at 8:03 P.M.


 LAURIE B. KINCANNON, Mayor

ATTEST:


 KELLI R. KUBAN, City Secretary