

STATE OF TEXAS
 COUNTY OF BRAZORIA
 CITY OF WEST COLUMBIA

CITY COUNCIL MINUTES
 OF A REGULAR MEETING
 MONDAY, MARCH 15TH, 2021

The City Council of the City of West Columbia, Texas, convenes this the 15th day of March, 2021, at 7:00 p.m. in a regular open meeting also held by Zoom telephone and video conference in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the Coronavirus/COVID-19.

1. INVOCATION & PLEDGE. Invocation was given by Alderman Walker.
2. ROLL CALL.

Present: Mayor Kincannon, Aldermen Thomas, Walker and Biedenfeld.

Also present were City Manager Sutherland, City Secretary Kuban and City Attorney Rutherford.

Absent: Alderman Tindol and Maynor.

3. MAYOR AND CITY COUNCIL GREETINGS AND PRESENTATIONS: Mayor Kincannon greeting everyone that had joined the public and Zoom meeting and gave an explanation of the Ides of March. Biedenfeld welcomed the mayor back from her injury and congratulated Walker on his daughter's wedding. Walker announced that Columbia United was scheduled for June 13-18 and encouraged everyone to spread the word to prospective applicants. Kincannon then presented retiring assistant Municipal Court Judge John Cole with an engraved gavel and framed certificate and thanked him for his dedicated service to the City from 2008 to 2021. Biedenfeld read the Fair Housing Proclamation.
4. CITIZENS' COMMENTS: There were none.
5. CITY MANAGER'S REPORT: Sutherland reported on the following – Public Works is completing the utility line extension to the new vet clinic on N. Columbia Dr. The recent freeze affected roughly 40+ homes and accounts with repairs would be subject to adjustments. TDEM will be hosting a community meeting at the American Legion Hall for any residents affected. A council workshop will be considered to discuss engineer's priority list and financing options for storage tank improvements at Well No. 2. * COVID-19 Relief Funds have been reported in three (3) separate requests. Community Health Network hosted a First-dose Vaccination Drive Up and Park event at the American Legion Hall and others will be scheduled for future dates. Council extended COVID leave for city personnel and some still have allotment remaining. Staff will remain sensitive to interaction with the public even though state mask mandates have been lifted. * Municipal Court is hosting warrant amnesty programs during the months of March and April. * Kidfish will be held at First Capitol Park on March 20th, City-wide Clean up will be March 27th and San Jacinto Festival on April 16th and 17th * City offices will be closed on April 2nd for Good Friday.
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 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.

Motion was made by Biedenfeld and seconded by Walker to approve consent agenda items. All voted Aye.

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7. ITEMS REMOVED FROM CONSENT AGENDA: There were none.
8. NEW BUSINESS:
 - A. CONSIDER 2019/2020 ANNUAL AUDIT – KM&L: Jenna Coulter of KM&L commended staff and reported that the City was given the best rating of an unqualified opinion. She also reported the City had reached approximately seven (7) month reserve funds. Motion was made by Walker to approve the 2019/20 Annual Audit. Motion was seconded by Thomas and all voted Aye.
 - B. CONSIDER CDBG PROJECT BIDS FOR SEWER LINE REPLACEMENT – S. MATTSON & S. RINGGOLD: A bid analysis spreadsheet was distributed reporting the following bids received for the CDBG sewer line replacement project along S. Mattson and S. Ringgold: C&A Construction \$262,680.13 * G. Brothers Utility Co. \$183,076.00 * D.L. Glover, Inc. \$326,057.00 * HTI Construction, Inc. \$353,386.00 * JTM Construction, LLC \$306,948.00 * Matula & Matula Construction \$458,518.00 * Spectra General Contractors \$385,167.99 * AR Turnkey Construction \$316,701.00 * T Construction, LLC \$409,471.00 * V&S Construction Co., LLC \$447,176.00 * Vera Industries, LLC \$364,941.00. Randall Liska of Baker & Lawson Engineering reported the low bid from G. Brothers Utility Company had been withdrawn due to a bad quote from a supplier. He recommended the second lowest bid from C&A Construction, LLC. Sutherland reported that the City's committed funds of \$38,000 and CDBG funds of \$20,000 still leaves the project short by \$86,898.13. The shortfall would be a budget adjustment from the Capital Improvement Fund. Motion was made by Walker to award the bid to C&A Construction and authorize staff to come back with the necessary budget adjustments. Motion was seconded by Biedenfeld and all voted Aye.
 - C. CONSIDER PRESENTATION BY CORNERSTONE BUILDERS – WILLOW FARMS ON ELLIS LANE: Lauren Raynes of Cornerstone Realty presented a proposal to council for a small subdivision off Ellis Lane for 11 homes within the \$150,000 to \$175,000 range and averaging 1000 sq. ft. It was reported to be a \$1.7 million project and they were seeking assistance from the City for funding of \$95,000. She stated the project would raise the appraisal ceiling on smaller homes and the city as a whole. Completion of the project was estimated within 18 months. One home was already under contract. It was reported that the current infrastructure would support the development. Walker made a motion to instruct staff to begin drafting a 380 Agreement under the parameters of the proposal. Biedenfeld seconded the motion and all voted Aye.
 - D. CONSIDER AUTHORIZING FINANCING FOR POLICE DEPARTMENT VEHICLES: It was discussed that \$32,500 had been budgeted annually over 60 months at 2.75% interest rate through Prosperity Bank for payments on three (3) new police vehicles from Silsbee Ford. Motion was made by Biedenfeld to authorize the city manager to complete financing for the vehicles. Motion was seconded by Thomas and all voted Aye.
 - E. CONSIDER POLICIES AND PROCEDURES FOR GLO COMPLIANCE: The city manager's current spending limit was discussed and it was agreed that it should be moved to the designated state's limit of \$50,000 with department heads adjusted from \$2,000 to \$3,000. Motion was made by Walker to accept the procurement policy for federal grants presented and amend the spending authority of the city manager from \$25,000 to \$50,000. Biedenfeld seconded the motion and all voted Aye.

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- F. CONSIDER UTILITIES AND ANNEXATION POLICY: It was discussed that there was no guidance in the current annexation policy for those properties that are in the City's ETJ that are tied into city utilities. It was recommended that the city attorney review the current policy and clean it up regarding repair, replacement, and annexation. Walker suggested that revised policy could then be filed with deeds in the future to protect City and property owner. Staff was instructed to address policy and bring back at next meeting for further discussion. No action taken.
- G. CONSIDER SETTING 2021/202 BUDGET CALENDAR: Motion was made by Walker and seconded by Thomas to approve the 2021/2022 Budget Calendar. All voted Aye.
- H. EXECUTIVE SESSION – THE WEST COLUMBIA CITY COUNCIL MAY CONVENE IN A CLOSED MEETING TO CONSULT WITH ATTORNEY PURSUANT TO TEXAS GOVERNMENT CODE SECTION 551.071: Kincannon closed the open meeting at 7:53 P.M. to convene in an executive session and reconvened in open meeting at 8:24 P.M.
- I. ACTION AS A RESULT OF AN EXECUTIVE SESSION: There was none.
9. ADJOURN: Kincannon adjourned the meeting at 8:24 P.M.


 LAURIE B. KINCANNON, Mayor

ATTEST:


 KELLI R. KUBAN, City Secretary