

**NOTICE OF SPECIAL MEETING**  
**CITY OF BROOKSHIRE – CITY COUNCIL**

The Board of Aldermen of the City of Brookshire will conduct a Special Meeting on **Monday, October 3, 2022, at 7:00 PM in the Council Chambers of the Brookshire Municipal Building, 4029 5<sup>th</sup> Street.** This Notice and the Agenda are posted online at:

**[www.brookshiretexas.org](http://www.brookshiretexas.org)**

**A recording of the meeting will be made available to the public in accordance with the Open Meetings Act upon written request.**

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**AGENDA**

- (1) Call to order.
- (2) Prayer & Pledge.
- (3) Public comments.
- (4) Discussion and possible action regarding **Resolution 1394**: A Resolution accepting the bid for tree trimming services for city-owned property submitted by Greenleaf Arbor Services.
- (5) Discussion and possible action regarding **Resolution 1398**: A Resolution authorizing the City Administrator to initiate the RFP and RFQ process for engineering and administration services related to the Community Development Block Grant.
- (6) Adjournment.

APPROVED FOR POSTING BY THE MAYOR ON 09/29/2022 by phone

I, Claudia J. Harrison, DO HEREBY CERTIFY THAT THE ABOVE NOTICE OF MEETING AND AGENDA OF THE BOARD OF ALDERMEN OF THE CITY OF BROOKSHIRE WAS POSTED IN A PLACE CONVENIENT AND READILY ACCESSIBLE AT ALL TIMES TO THE GENERAL PUBLIC, IN COMPLIANCE WITH CHAPTER 551, TEXAS GOVERNMENT CODE, ON September 29, 2022 AT 4:25 PM.

Claudia J. Harrison  
[NAME – PRINTED]

[Signature]  
[NAME – SIGNATURE]

City Secretary  
[TITLE]

**RESOLUTION NO. 1394**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROOKSHIRE, TEXAS,  
ACCEPTING AND APPROVING THE BID FROM A BID FROM GREENLEAF ARBOR  
SERVICES FOR TREE TRIMMING SERVICES ON CITY PROPERTY.**

\* \* \* \* \*

**WHEREAS**, the City Council (the “Council”) of the City of Brookshire, Texas (the “City”) finds that public areas in the City must be properly maintained in order to provide an environment that promotes the health, safety, and welfare of the residents and visitors of the City; and

**WHEREAS**, the Council desires that the bid for tree trimming services for city-owned property submitted by Greenleaf Arbor Services be accepted, with such bid being attached to this Resolution as “Exhibit A”; and, **NOW THEREFORE**,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROOKSHIRE:**

**THAT** the City Council of the City of Brookshire hereby accepts the bid for tree trimming services for city-owned property submitted by Greenleaf Arbor Services, with such bid being attached to this Resolution as “Exhibit A”.

**PASSED, APPROVED, and RESOLVED on** \_\_\_\_\_.

**FOR THE CITY:**


\_\_\_\_\_  
**DARRELL BRANCH, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**Claudia Harrison, City Secretary**



# EXHIBIT A – BID FOR TREE TRIMMING AND RELATED SERVICES

<div style="border: 1px solid black; padding: 5px; width: fit-content;">Date Ordered</div>	<b>Greenleaf Arbor Services LLC</b>  12511 Tall Forest Dr. Cypress, Texas, 77429 281-642-7824	<div style="border: 1px solid black; border-radius: 15px; width: 150px; height: 40px; margin: 0 auto;"></div> <div style="text-align: center; font-weight: bold; font-size: small;">SERVICE ESTIMATE</div>
Customer Name: <u>City of Brookshire</u> Address: <u>4029 5th Street</u> City/State/Zip: <u>Brookshire TX 77423</u> Subdivision: _____ Home Phone: _____ Work Phone: _____ Email: _____ Signature: _____		Estimate Total: \$ _____ Work Date: _____ Forman: _____ Date Approved: _____
		PAYMENT DUE UPON COMPLETION

att: Jeremiah Hill  
 281-836-0008

QTY	DESCRIPTION	COST
1	<u>City Hall - 4029 5th Street</u> 1) Remove trees discussed and grind stumps 2) Trim all oaks and other trees (raising canopies, remove dead wood and thinning interior growth.) 3) Trim up canopies on all crape Myrtles 4) Haul away all debris	
2	<u>Bastich Park - 4123 1st St.</u> 1) remove tree in park as discussed and grind stump. 2) Trim 2 oaks (raising canopies, removing dead wood and thinning interior growth) 3) Haul away all debris	
3	<u>Logenbaugh Park - 706 Pratt Rd.</u> 1) Trim all oak trees in park (raising canopies, removing deadwood and thinning interior growth. 2) Grind stumps discussed (2) 3) Haul away debris	
4	<u>Hovas Park - Hovas Lane</u> 1) Trim all oaks at entrance of driveway and around clubhouse. 2) raise canopies remove deadwood and thin interior growth. 3) Haul away all debris	

The Spirit of service  
The continual quest for excellence  
And the challenge to be the very best  
Are what allows an individual to stand out  
From all the rest.

SUBTOTAL: \_\_\_\_\_  
 SALES TAX: \_\_\_\_\_  
 TOTAL DUE: 40,300

Email: [glts1971@yahoo.com](mailto:glts1971@yahoo.com)



**RESOLUTION NO. 1398**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BROOKSHIRE, TEXAS, AUTHORIZING THE PUBLICATION AND ISSUANCE OF REQUESTS FOR PROPOSALS FOR ADMINISTRATIVE SERVICES AND REQUESTS FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT REGIONAL COG METHOD OF DISTRIBUTION ADMINISTERED THROUGH THE TEXAS GENERAL LAND OFFICE FOR THE CITY OF BROOKSHIRE.**

**WHEREAS**, the Community Development Block Grant Regional COG Method of Distribution (the “CDBG COG MOD”) requires the issuance of Requests for Proposals (the “RFP”) and Requests for Qualifications (the “RFQ”) in order for the Texas General Land Office (the “GLO”) to award funds through the CDBG COG MOD;

**WHEREAS**, the CDBG COG MOD requires certain engineering and administrative services (the “Services”) to be obtained by the City of Brookshire (the “City”) through an applicable RFP and/or RFQ process in order to identify qualified and responsive providers the Services;

**WHEREAS**, the City Council (the “Council”) directs the City Administrator or his designee to perform all actions necessary to initiate and complete the RFP and/or RFQ process; and **NOW THEREFORE**,

**BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BROOKSHIRE:**

**SECTION 1. THAT** the recitals to this Resolution are hereby adopted and incorporated in full for all intents and purposes.

**SECTION 2. THAT** the City Administrator take all necessary actions to initiate and complete the RFP and/or RFQ process in order that the City receive qualified responses from persons or entities that can provide the Services for the City related to the CDBG COG MOD.

**PASSED AND APPROVED ON OCTOBER 3, 2022.**

**APPROVED:**

\_\_\_\_\_  
**DARRELL BRANCH, MAYOR**

**ATTEST:**

\_\_\_\_\_  
**Claudia J. Harrison, City Secretary**