

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

The Board of Aldermen of the City of Brookshire will conduct a Regular Meeting on **Thursday, May 18, 2023, at 7:00 pm in the Council Chambers of the Brookshire Municipal Building, 4029 5th Street.** This Notice and the Agenda are posted online at:

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.

AGENDA

(1) Call to order.

By: Laketra Glover

Start: 7:00 pm

Mayor Branch: here

Mayor Pro Tem J Hill: present

Alderdwoman M Taylor: here

Alderdwoman K Branch: here

Alderdwoman A Neuendorf: present

Alderman McAnelly: here

(2) Prayer & Pledge.

Prayer: Mrs. McAnelly

Pledge: The Body

(3) Public comments.

1. Henry Lasker asks why y'all shut down the hotel motel event. Mayor D Branch said, "We can't answer that right now." Council member Alderdwoman Branch said, "We didn't, but you have been misinformed, but we can't speak in public comments. Henry Lasker said Thank You.

**THE CITY COUNCIL WILL DISCUSS AND TAKE POSSIBLE ACTION
REGARDING THE FOLLOWING ITEMS:**

- (4) Approval of Council Meeting Minutes from May 4, 2023.
Motion: Alderwoman Neuendorf's move to approve council minutes pending Alderman McAnelly's correction changes.
Second: Mayor Pro Tem Hill
For: Alderwoman Taylor, Alderwoman Branch, Alderman McAnelly
Approved: Mayor Branch, Motion Carries
- (5) Citizen Request – Issuance of temporary Certificate of Occupancy to O'Reilly's due to delays from Brookshire Municipal Water District. (Mr. Aaron Creswell)

Aaron Creswell said he has communicated with Brookshire Municipal Water District since November. He said that through email by different forms of communication, Brookshire Municipal Water District notified that they needed approved final drawings of the building's water tap and sewer station in February. On March 1, 2023, the drawings were given to Brookshire Municipal Water District, and it would be 30 days approval process. We have finally received approval for the sewer main and water tap, which has delayed the opening for business. So, the business is requesting a temporary Certificate of Occupancy.

Justin Pruitt (City Attorney) stated that the mayor of the council can issue waivers because right now until everything is finished, essentially, the Certificate of Occupancy that's what's required, but you can do a temporary Certificate of Occupancy and put conditions on the Certificate of Occupancy of 30 days can then come back to the council to see what the status of the project and renew it at that time. Just so it's clear about what we need to do moving forward.

Motion: Alderwoman Branch motion that we allow a temporary Certificate of Occupancy for 60 days.

Second: Mayor Pro Tem Hill

For: Alderwoman Neuendorf, Alderwoman Taylor, Alderman McAnelly

Approved: Mayor Branch, Motion Carries

- (6) Approving **Resolution 1451** – Entering into a non-binding Memorandum of Understanding for a proposed development in the City's ETJ.

Motion: Mayor Pro Tem Hill moves that we approve Resolution 1451, one context change of committing to doing one or more of the following in the second paragraph of the preamble.

Second: Alderwoman Branch

For: Alderwoman Taylor, Alderwoman Neuendorf, Alderman McAnelly

Approved: Mayor Branch, Motion Carries

- (7) Approving **Resolution 1452** – Granting a variance from certain platting and permitting requirements for a proposed home to be built at 507 Purdy Street.

Justin Pruitt (City Attorney), so, mayor and council, the purpose of platting is to have a record of the land shape. Still, most important, the dedications like street right-of-way and public utility easements, and those things are recorded documents. The plat document is different from a survey. The state law allows you to waive those requirements if you feel that benefits the city or in a case that doesn't apply. Old Town Brookshire has a plat registered long ago, and many of those property owners have never subsequently plotted anything. So, nothing changed; lots look all the same.

Motion: Mayor Pro Tem Hill moves that we table this next council meeting and pending staff doing some research for us

Second: Alderwoman Neuendorf

For: Alderwoman Taylor, Alderman McAnelly, Alderwoman Branch

Approved: Mayor Branch, Motion Carries

Tabled

- (8) Approving **Resolution 1453** – Granting a variance from certain parking and open space requirements for a proposed multi-family development to be located southeast of the intersection of FM 1489 and South Street.

Motion: Mayor Pro Tem Hill moves that we approve Resolution 1453 as requested

Second: Alderwoman Neuendorf

Abstain: Alderman McAnelly

For: Alderwoman Taylor, Alderwoman Branch

Approved: Mayor Branch, Motion Carries

- (9) Approving **Resolution 1454** – Entering into a contract GrantWorks for the award of a contract for construction services for a Downtown Revitalization Project under CDBG Project CDM21-0253.

Motion: Alderwoman Branch, we approve Resolution 1454

Second: Mayor Pro Tem Hill

For: Alderwoman Neuendorf, Alderwoman Taylor, Alderwoman McAnelly

Approved: Mayor Branch, Motion Carries

- (10) Approving **Ordinance 23-711-15** – Amending Section 40-172(a) of the Code of Ordinances of the City of Brookshire regarding Through Commercial Vehicles on certain streets.

Motion: Mayor Pro Tem Hill motion that we approve Ordinance 23-711-15

Second: Alderwoman Neuendorf

For: Alderwoman Taylor, Alderman McAnelly, Alderwoman Branch

Approved: Mayor Branch, Motion Carries

- (11) Approving the soliciting of bids and proposals for solid waste collection services for the City of Brookshire.

Justin Pruitt (City Attorney) states that the city needs to send a notice to Republic by July to know the city will not automatically renew contract and to go out for bid from other solid waste collection services. Also, he stated the city needs to have another company lined up or if we are going to renegotiate with Republic.

1st Motion: Alderwoman Branch motion that we solicit of bids and proposals for solid waste collection services for the City of Brookshire

Second: Alderman McAnelly

For: Alderwoman Neuendorf, Alderwoman Taylor, Mayor Pro Tem Hill

Approved: Mayor Branch, Motion Carried

2nd Motion: Alderwoman Branch that we direct Olson & Olson to send a letter to Republic Services.

Second: Alderman McAnelly

For: Alderwoman Neuendorf, Alderwoman Taylor, Mayor Pro Tem Hill

- (12) Publishing a Request for Proposals for bonded and insured companies for cleaning services for the convention center, city hall, and police department.**

Motion: Alderman McAnelly moved that we published the request for proposal for bonded insured companies cleaning services for the convention center, city hall, and police department.

Second: Alderwoman Neuendorf

For: Alderwoman Taylor, Mayor Pro Tem Hill, Alderwoman Branch

Approved: Mayor Branch, Motion Carries

- (13) The sale of fire department apparatuses at auction. (Mayor Pro Tem Hill)**

Motion: Mayor Pro Tem Hill motion to get Waller ESD 200 and neighboring fire departments the right of first refusal for 30 days to purchase equipment; afterward, the directive allows the mayor to post it to buy boards and/or auction house.

Second: Alderwoman Branch

For: Alderwoman Neuendorf, Alderwoman Taylor, Alderman McAnelly

Approved: Mayor Branch, Motion Carries

- (14) Upgrading Incode Software to Incode 10. (Mayor Pro Tem Hill)**

Motion: Alderwoman Branch moved to upgrade Incode Software to Incode 10.

Second: Alderwoman Neuendorf

For: Alderwoman Taylor, Alderman McAnelly, Mayor Pro Tem Hill

Approved: Mayor Branch, Motion Carries

- (15) Providing Spanish-speaking pay incentives for employees. (Mayor Pro Tem Hill)**

Motion: Mayor Pro Tem Hill motion to do a \$100 a month incentive for those that are bilingual, and the mayor would like my assistant to draft a policy

Second: Alderwoman Branch

For: Alderwoman Neuendorf, Alderwoman Taylor, Alderman McAnelly

Approved: Mayor Branch, Motion Carries

- (16) Setting up a workshop with City staff regarding the payment of invoices in a timely manner according to what has been approved by the Council (Alderswoman Branch)**

Motion: Alderswoman Branch all City Hall staff at a meeting at five o'clock on June 8 to discuss coming to common ground and getting bills paid in a timely manner.

Second: Alderswoman Neuendorf

For: Alderswoman Taylor, Alderman McAnelly, Mayor Pro Tem Hill

Approved: Mayor Branch, Motion Carries

- (17) Invoice payments and reports.**

Motion: Alderman McAnelly motion to approve all invoices except for AIG, Verizon Wireless bills already paid for, Cary Avery reimbursement, and paying for a PD employer who is no longer an employee.

Second: Alderswoman Neuendorf

Abstain: Alderswoman Branch

For: Alderswoman Taylor, Mayor Pro Tem Hill,

Approved: Mayor Branch, Motion Carries

- (18) Request for Future Agenda Items.**

Discussion and possible action to amend the city's sign code, allowing pole signs along the I-10 corridor and FM 359, extending North of I-10 to South Street and South of I-10 to Hovas Lane. (Alderswoman Neuendorf)

Second: Mayor Pro Tem Hill

For: Alderswoman Taylor, Alderman McAnelly, Alderswoman Hill

Approved: Mayor Branch, Motion Carries

Discussion and possible action to amend Section 8-29 of Ordinance 07-521-10 to be reflective of our current state law, outlawing tying of animals on a tether shorter than 10 feet or with a weighted line or chain (Alderswoman Neuendorf)

Second: Alderswoman Branch

For: Alderswoman Taylor, Alderman McAnelly, Mayor Pro Tem Hill

Approved: Mayor Branch, Motion Carries

Discussion and possible action amend Sections 8-93, 8-84, and 8-95 to allow Veterinarians to distribute these tags and enforce this, with a grace period of 6 months to allow all current residents to comply. Can partner with Mr. Pruitt for exact wording on this amendment. (Alderswoman Neuendorf)

Second: Mayor Pro Tem Hill

For: Alderswoman Taylor, Alderman McAnelly, Alderswoman Branch

Approved: Mayor Branch, Motion Carries

Discussion and possible action regarding the event planning committee, removing some appointed members and adding them to the committee. (Alderswoman Taylor)

Second: Alderman McAnelly

For: Alderswoman Neuendorf, Mayor Pro Tem Hill, Alderswoman Branch

Approved: Mayor Branch, Motion Carries

Alderman McAnelly – Not at this time

Mayor Pro Tem Hill – Not at this time

Discussion and possible action entering into a 90-day moratorium selling on property agreement with Eyes on Me to purchase the dog pound structure. (Alderswoman Branch)

Second: Mayor Pro Tem Hill

For: Alderswoman Neuendorf, Alderswoman Taylor, Alderman McAnelly

Approved: Mayor Branch, Motion Carries

Discussion and possible action renting a truck to clean out culverts that can be cleaned (not broken). (Alderswoman Branch)

Second: Mayor Pro Tem Hill

For: Alderswoman Neuendorf, Alderswoman Taylor, Alderman McAnelly

Approved: Mayor Branch, Motion Carries

Discussion and possible action approving all invoices for the 4th of July festival. (Alderswoman Branch)

Second: Alderswoman Neuendorf

For: Alderswoman Taylor, Alderman McAnelly, Mayor Pro Tem Hill

Approved: Mayor Branch, Motion Carries

Discuss and possible action on the rates that we will charge for the Convention Center use, rules, etc. (Alderwoman Branch)

Second: Alderwoman Neuendorf

For: Alderwoman Taylor, Alderman McAnelly, Mayor Pro Tem Hill

Approved: Mayor Branch, Motion Carries

(19) Council Reports and Community Announcements.

Alderwoman Neuendorf: None at this time

Alderwoman Taylor: None at this time

Alderman McAnelly: None at this time

Mayor Pro Tem Hill: This week is National Police Week. It's a day started by Reagan to honor our police officers, especially those who lost their lives but also honor the ones still serving us every day. So, I highly encourage our citizens to thank their officers as they see them for all the jobs that they do. We need to keep in prayer one of our officers who wasn't a line of service issue but is not expected to make it over the next few days. So, we want to lift up his family in our prayers and thoughts. On a separate note, I'd like to encourage our citizens to understand the difficult job that our staff has. Unfortunately, our staff receives an email asking, "Who the hell are you." Then on a different day called and cussed out an employee. Our employees don't deserve that.

Alderwoman Branch: Spring Cleaning Community Trash Pickup May 20 -May 21, located at Public Works: 1215 Kenny from 7 am – 5 pm.

(20) **Executive Session.** The City Council will meet in a closed session pursuant to Title 5, Chapter 551, of the Texas Government Code for the purpose of:

a. Consultation with legal counsel (Section 551.071);

b. Deliberations on real property (Section 551.072) to deliberate the purchase, exchange, lease, or value of real property, and;

c. Deliberations on personnel (Section 551.074) regarding the appointment, appeal, employment, evaluation, reassignment, duties, discipline, or dismissal of: **the Police Chief, the City Secretary, the Public Works Director, the Municipal Court Director, and the City Administrator.**

Closed: 8:38 pm

Open: 9:40 pm

(21) Discussion and possible action regarding items discussed in Executive Session **(if needed).**

Mayor Pro Tem Hill: move to create a future agenda item for the June 15, 2023 agenda creating a Finance Position/ Tax Assessor-Collector position.

Second: Alderwoman Neuendorf

For: Alderwoman Taylor, Alderman McAnelly, Alderwoman Branch

Approved: Mayor Branch, Motion Carries

Alderwoman Neuendorf stated Chief Miller clarified that the items were for Nikki Rendon, a dispatcher. So, Alderwoman motioned to approve the notary items payment for Nikki Redon.

Second: Alderman McAnelly

For: Alderwoman Taylor, Mayor Pro Tem Hill, Alderwoman Branch

Approved: Mayor Branch, Motion Carries

(22) **Adjournment.**

Motion: Alderwoman Branch motion that we adjourn

Second: Alderwoman Taylor

For: Alderwoman Neuendorf, Alderman McAnelly, Mayor Pro Tem Hill

Approved: Mayor Branch, Motion Carries

Darrell Branch
DARRELL BRANCH, MAYOR

ATTEST:

Deborah L.

NAME [SIGNATURE]

Deborah L.

NAME [PRINTED]