

**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, July 6, 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.

Laketra Glover

Time: 7:05 pm

Mayor Branch: here

Mayor Pro Tem J Hill: present

Alderwoman K Branch: here

Alderman McAnelly: present

Alderwoman Taylor: here

Alderwoman A Neuendorf: present

(2) Prayer & Pledge.

Prayer: Alderwoman Branch

Pledge: The Body

(3) Public comments.

1. Donna F. – stated she was frustrated with the water district. How she recently sold a shopping center on March 15, 2023, and is still paying the bill. She was told that maybe she should just cut the water off because it takes 60 days to change the water account into the new owner's name. She also stated that she has a rental house, which has been empty since last May and just received a bill for \$590.63 for 50,000 gallons of use in one month. Alderwoman Branch asks if she reaches out to the President of the water district. She stated that she called the city hall at 3:30 pm and that she took her call and discuss it with her. Mayor Pro Tem Hill made a suggestion that the mayor needs to document this in writing with potentially a written reprimand.

2. Amy – stated she was here to speak about renting the Convention Center. Ask for the council members to reach a solution tonight.

4. Ruth Rodriguez stated she wanted to give a compliment and thank the council for publicly serving the city of Brookshire. However, she wanted to thank the administration staff for helping her, probably since January would be; Stephanie Green, Margie McFarland, Laketra Glover, Beatrice Compean, and Rodney Gorins. Stated that no elected officials, Mr. Hill, are allowed at her home unless you're invited explicitly by me. Thank you.

(4) Department Head Reports. The following persons may provide an update to the Council regarding monthly activity in the respective department, but the Council may not discuss the report unless it relates to an item on the Agenda:

- a. Police Chief – Asked about the emergency plan for hurricane season. What do we have in place for the shelter for the city, housing officers, water supply, dispatchers staying overnight, etc.? Alderwoman Branch mentions that all city workers will have overtime and not comp time. The Red Cross will use Curry church and Convention Center for shelter. Chief Miller stated that we do not have a fire department. Alderwoman Branch said that we belong to Waller ESD 200. Chief Miller also asked about the raft boat for high water. Alderwoman Branch mentions that the boat is still at the old Brookshire Fire Department.
- b. Public Works Director – Mr. Kelley stated that they're still cleaning ditches and replacing culverts. Certain alleyways need to be cleaned. Mr. Kelley also stated that they're working on getting water to flow in the right direction. Mr. Kelley stated that the slope mower is not functioning properly but does not have the parts needed to repair it. He would like to discuss this in the next budget meeting.
- c. Municipal Court Director – Sherri Brandt said the court is still moving forward. She came to discuss the Court Security Committee. She asked that the council discuss this among themselves to see who would be on the committee. Alderwoman Branch stated that if the judge asked to tell him that Ms. Branch nominated Mayor Pro Tem Hill.
- d. Mayor Branch stated that he had spoken to several different companies regarding insurance, updated data systems that should help free up some of the work for the city, and making sure the department heads have everything they need to work.

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

- (5) Approval of Council Meeting Minutes from **June 15, 2023**.
Motion: Alderwoman Branch to approve council meeting minutes from June 15, 2023.
Second: Alderman McAnelly
For: Alderwoman Neuendorf, Alderwoman Taylor, Mayor Pro Tem Hill
Approved: Mayor Branch, Motion Carries
- (6) Considering the request of the Brookshire Youth Sports League for various improvements to Hovas Park. (Mr. Daniel Jenkins)
Motion: Branch motion to be tabled until Aug. 3, 2023.
Second: Alderwoman Neuendorf
For: Alderwoman Taylor, Alderman McAnelly, Mayor Pro Tem Hill
Approved: Mayor Branch, Motion Carries
Tabled: Aug. 3, 2023 city council meeting
- (7) Considering **Resolution 1452** – Granting a variance from certain platting and permitting requirements for a proposed home to be built at 507 Purdy Street.
Motion: Alderwoman Branch motion to approve Resolution 1452 with the condition: Mr. Gomez can start Construction. The city will have to find out about the private easement question. If the plat is required, Mr. Gomez has 12 months from the date to complete the platting.
Second: Mayor Pro Tem Hill
For: Alderwoman Neuendorf, Alderwoman Taylor, Alderman McAnelly
Approved: Mayor Branch, Motion Carries
- (8) Considering **Resolution 1464** – Authorizing the moving of a structure to 3744 Bermuda Drive. (Mrs. Nelly Hernandez) No Action
Mrs. Nelly Hernandez stated that the address is 1026 Rouse Street, and this is not a landlocked property.
Justin Pruitt: state the septic is not connected, and she doesn't own the property yet. Once property is purchase will need to platt and get approval from drainage district for flooding zone and easement. First getting a permit for moving the structure.

- (9) Considering **Resolution 1465** – Authorizing the Mayor to approve the insurance rates for City employees as provided by Texas Health Benefits Pool.
Motion: Alderwoman Branch, we authorize the mayor to approve the insurance rates for City employees as provided by Texas Health Benefits Pool.
Second: Mayor Pro Tem Hill
For: Alderwoman Neuendorf, Alderwoman Taylor
Abstain: Alderman McAnelly
Approved: Mayor Branch, Motion Carries
- (10) Considering **Resolution 1466** – Granting a variance to allow minor setback encroachments for two new single-family houses at 3708 & 3712 2nd Street.
Motion: Mayor Pro Tem Hill moves to approve Resolution 1466 with the recommendations of Ardurra.
Second: Alderwoman Neuendorf
For: Alderwoman Taylor, Alderman McAnelly, Alderwoman Branch
Approved: Mayor Branch, Motion Carries
- (11) Considering **Resolution 1467** – Granting approval of a Site Development Plan for the installation of two Electric Vehicle (EV) chargers and equipment at the Flying J Travel Center located at 204 South Waller Avenue.
Motion: Mayor Pro Tem Hill moves to approve the Site Development Plan for the proposed Electric Vehicle (EV) charging stations with the condition that the project, including any proposed canopy, complies with the minimum building line requirements as found in sections 50-19 and 50-20 of the code of ordinances.
Second: Alderman McAnelly
For: Alderwoman Taylor, Alderwoman Neuendorf, Alderwoman Branch
Approved: Mayor Branch, Motion Carries

- (12) Considering **Resolution 1468** – Granting approval of a Final Plat for the Twinwoods Substation, generally located at the southeast corner of the intersection of FM 1489 and Lakeside Drive.

Motion: Alderwoman Branch to table to the next city council meeting and that the Twinwoods have a representative come and say you will do the monetary equivalent of five percent value of the property.

Mayor Pro Tem Hill asked for Olson & Olson to research the project and see what was communicated and then come back at the next meeting with the report of what was decided. Centerpoint will have a representative at the next council meeting.

Tabled: next agenda

- (13) Considering **Resolution 1461** – Setting the rates and rules for the use of the Convention Center. (Alderwoman Branch)

Motion: Alderwoman Branch moves to set the rates and rules based on previous rates with a \$250 deposit and will be revisited when the rates for cleaning services have been presented to the council.

Second: Alderwoman Neuendorf

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

Approved: Mayor Branch, Motion Carries

- (14) Considering **Ordinance 23-714-15** – Amending Sections 8-93, 8-94, and 8-95 of the Code of Ordinances to allow veterinarians to distribute rabies tags and enforce rabies regulations. (Alderwoman Neuendorf)

Tabled until next council meeting

5-minute Break at 9:20 pm

- (15) Authorizing the rental of a truck to clean out culverts in the City. (Alderwoman Branch)

Motion: Alderwoman Branch asks to be tabled until the next council meeting and asks Mr. Kelley to present projects separated out. Cleaning storm sewers, replacement of culverts, and blasting culverts.

Second: Mayor Pro Tem Hill

For: Alderwoman Neuendorf, Alderwoman Taylor, Alderman McAnelly

Approved: Mayor Branch, Motion Carries

Tabled: next agenda

(16) Posting requests for qualifications and processes for one or many engineers to complete street projects using the balance of ARPA funds (Mayor Pro tem Hill)
Motion: Mayor Pro Tem Hill moved to direct Olson & Olson and Mayor Branch to work together to draft a request for qualifications and processes for street projects by 30 days from now. And have this information ready for Aug. 3, 2023, council meeting.

Second: Alderwoman Neuendorf

For: Alderwoman Taylor, Alderman McAnelly, Alderwoman Branch

Approved: Mayor Branch, Motion Carries

Tabled: Aug. 3, 2023, city council meeting

(17) Authorizing the Mayor to execute a professional services agreement for Bleyl Engineering to determine proposed costs for street repairs based on the 2020 comprehensive plan for street repairs in three phases (Mayor Pro Tem Hill)

Motion: Mayor Pro Tem Hill moved to direct the mayor and himself to work with Bleyl Engineering to develop the professional services agreement to determine the proposed cost and be ready by the first council meeting on August 3.

Second: Alderman McAnelly

For: Alderwoman Taylor, Alderwoman Neuendorf, Alderwoman Branch

Approved: Mayor Branch, Motion Carries

Tabled: Aug. 3, 2023, city council meeting

(18) Setting a workshop to explore and understand the ramifications of the ETJ laws passed by the Legislature in its 2023 Session (Alderman McAnelly)

Motion: Alderman McAnelly moves to have Mayor Branch set up a workshop with Olson & Olson to discuss new legislation in the Fall.

Second: Mayor Pro Tem Hill

For: Alderwoman Neuendorf, Alderwoman Taylor, Alderman McAnelly

Approved: Mayor Branch, Motion Carries

(19) Invoice payments and reports.

Motion: Hill approves all invoices and directs the mayor to draft a memo to all staff reminding them that sales tax should not be included in future invoices and to ensure they're addressed before being submitted for payment.

Second: Alderwoman Neuendorf

For: Alderwoman Taylor, Alderman McAnelly

Abstain: Alderwoman Branch

Approved: Mayor Branch, Motion Carries

(20) Request for Future Agenda Items.

Alderwoman Neuendorf – None at this time

Discussion and possible action reviewing the City's Code of Ordinances regarding property maintenance and enforcement. (Alderwoman Taylor).

Second: Mayor Pro Tem Hill

For: Alderwoman Neuendorf, Alderman McAnelly, Alderwoman Branch

Approved: Mayor Branch, Motion Carries

Discussion and possible action reviewing the City's Code of Ordinances regarding regulations for shipping containers and storage containers (Alderwoman Taylor).

Second: Mayor Pro Tem Hill

For: Alderwoman Neuendorf, Alderman McAnelly, Alderwoman Branch

Approved: Mayor Branch, Motion Carries

Alderman McAnelly – None at this time

Mayor Pro Tem Hill

Discussion and possible action entering into a professional services agreement with HDL for sales tax Hotel Occupancy Tax Administration.

Second: Alderwoman Branch

For: Alderwoman Neuendorf, Alderwoman Taylor, Alderman McAnelly

Approved: Mayor Branch, Motion Carries

Discussion and possible action Bureau Veritas provide reports on the first score, complete inspection reports from the last inspections, and regular postings of ratings and inspection reports on our City website.

Second: Alderwoman Branch

For: Alderwoman Neuendorf, Alderwoman Taylor, Alderman McAnelly

Approved: Mayor Branch, Motion Carries

Discussion and possible action report on all festivals from Christmas 2022 to July 4, 2023, to include income and expenditures, such as all invoices, receipts, and deposit slips.

Second: Alderwoman Branch111111111111

For: Alderwoman Neuendorf, Alderwoman Taylor, Alderman McAnelly

Approved: Mayor Branch, Motion Carries

Alderwoman Branch – None at this time

(21) Council Reports and Community Announcements.

Neuendorf: Royal FFA is soliciting business advertisements currently, but they are due soon. If you have a business nearby and would like to advertise.

Alderwoman Taylor: None at this time.

Alderman McAnelly: I wanted to take a moment and thank Mrs. Branch for the efforts for a fantastic 4th of July celebration for our community. Mayor Branch for support.

Mayor Pro Tem Hill: New code enforcement officer did start recently. He went to training and is in the process of getting all documentation put together. Our new code enforcement software should be up and running next week.

Alderwoman Branch: This was a 3- part Festival and besides the heat seemed like everything was well received.

(22) **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: 10:11 pm Open: 11:53 pm

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

(24) Adjournment.

Motion: Alderwoman Branch

Second: Alderwoman Neuendorf

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

Approved: Mayor Branch, Motion Carries

Darrell Branch

DARRELL BRANCH, MAYOR

ATTEST:

Laketa Glover

NAME [SIGNATURE]

Laketa Glover

NAME [PRINTED]