

## **Brenham City Council Minutes**

A regular meeting of the Brenham City Council was held on January 20, 2022 beginning at 1:00 p.m. in the Brenham City Hall, City Council Chambers, at 200 W. Vulcan Street, Brenham, Texas.

### Members Present:

Mayor Milton Y. Tate, Jr.  
Mayor Pro Tem Clint Kolby  
Councilmember Leah Cook  
Councilmember Adonna Saunders  
Councilmember Albert Wright

### Members Absent:

Councilmember Shannan Canales  
Councilmember Atwood Kenjura

### City of Brenham Staff present:

City Manager Carolyn Miller, City Attorney Cary Bovey, City Secretary Jeana Bellinger, Director of Development Services Stephanie Doland, Director of Public Utilities Alton Sommerfield, Finance Director Stacy Hardy, Police Chief Ron Parker, Human Resources Director Susan Nienstedt, Interim General Manager of Public Utilities/Strategic Budget Officer Debbie Gaffey, Economic Development Director Susan Cates, Kelvin Raven, Curtiss Schoen, Shauna Laauwe, Kim Hodde, Jared Campbell, and Kyle Branham

### Citizens/Others Present:

Michelle Bright, Randy Hodge, and Amanda Klehm

### Media Present:

Jason May, Brenham Banner-Press; and Josh Blaschke, KWHI

- 1. Call Meeting to Order**
- 2. Invocation and Pledges to the US and Texas Flags – Councilmember Albert Wright**

### 3. Special Recognitions:

- **Officer of the Year, 2021 – Officer Jimmy Ha**
- **Chief’s Commendation – Sgt. Seth Klehm**
- **Chief’s Commendation – Investigator Kevin Mertz**

### 4. Citizens Comments

There were no citizens comments heard.

## CONSENT AGENDA

### 5. Statutory Consent Agenda

- 5-a. Approve the Minutes from the December 2, 2021 and December 16, 2021 Regular Meetings**
- 5-b. Approve Ordinance No. O-22-001 on Its Second Reading Amending Appendix A – ‘Zoning’ of the Code of Ordinances of the City of Brenham Granting a Specific Use Permit on Property Currently Addressed as 1413 W. Main Street to Allow for an Automobile (Car) Was in the B-1, Local Business Residential Mixed Use Zoning District and Further Described as Tract 186 of the Phillip Coe Survey in Brenham, Washington County, Texas (Case No. R-21-031)**
- 5-c. Approve Final Payment to Techline Construction, LLC in the Amount of \$47,983.54 for the Copper Conductor Replacement and Power Line Rehabilitation Project #61C-148C and Authorize the Mayor to Execute Any Necessary Documentation**
- 5-d. Approve a 3-Year Maintenance Agreement Between the City of Brenham and Ricoh USA, Inc. In the Amount of \$2,794.80 Per Year, for the Maintenance of a Printer at the Nancy Carol Roberts Memorial Library and Authorize the Mayor to Execute Any Necessary Documentation**
- 5-e. Approve the Submission of Grant Applications to the”**
- 1. Office of the Governor, Public Safety Office, Criminal Justice Division for the Criminal Justice Grant Program; and**
  - 2. Office of the Governor, Public Safety Office, Homeland Security Grants Division; State Homeland Security Program – Law Enforcement Terrorism Prevention Activities (LEPTA) Projects; and**
  - 3. Office of the Governor, Public Safety Office, Homeland Security Grants Division; State Homeland Security Program – Regular Projects**

A motion was made by Councilmember Wright and seconded by Councilmember Saunders to approve the Statutory Consent Agenda Items 5-a. thru 5-e. as presented.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Clint Kolby	Yes
<b>Councilmember Shannan Canales</b>	<b>Absent</b>
Councilmember Leah Cook	Yes
<b>Councilmember Atwood Kenjura</b>	<b>Absent</b>
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

## WORK SESSION

### 6. Discussion and Presentation on the Residential Needs Assessment

Economic Development Director Susan Cates presented this item. Cates explained that the City employed Community Development Strategies (CDS) to complete a residential needs assessment for Brenham and Washington County.

Cates provided the following information to Council:

- Purpose of the Assessment:
  - Assessment of current and future housing demands.
  - Analysis of housing supply
  - Assessment of housing demand/supply mismatches
  - Survey of local workforce and employers regarding housing needs
  - Potential opportunities to fill current/future needs
- Demographics of Brenham and Washington County
  - Growth of 2,572 residents in the past ten years – in Washington County
  - Projected growth in next 5 years: 1,872
  - Median age is 41.82
  - 69% have no children under 18
  - Average weekly wage for Washington County is \$963
- Employment Statistics
  - Manufacturing wages have the largest impact on the economy with 22% of all wages
  - 12,689 workers currently employed in Brenham
    - 76% (9,636) live outside the City limits
- Housing Trends
  - Estimated 6,886 housing units in Brenham
  - 74% are single-family
  - 77% were built in 1999 or before
  - 32% of all households in Brenham are housing cost burdened (greater than 30% of their income is devoted to housing costs)
  - Multifamily housing has 95% occupancy rates with many having waiting lists and the average rent for multifamily housing in Brenham is \$842

- Housing Needs
  - 150-200 new market rate rental units are needed
- Single-Family Housing
  - Estimated median value of \$195,442
  - Most homes are sold in less than 30 days
  - No homes in Brenham listed under \$160,000
  - Lowest “entry-level” home currently on the market for \$250,000 to \$300,000
  - Residential lots have increased in cost

Cates stated that as a result of the assessment, CDS made the following recommendations:

- Assist downtown property owners to navigate fire suppression and other requirements to activate existing supply.
- Encourage infill densification for example accessory dwelling units converted to rental living spaces.
- Encourage rental patio, garden home or townhome products to fill the middle-income worker gap.
- Consider programs to ensure lower priced homes are available to local workers through marketing and buying programs supported by local employers, lenders, builders, and real estate community.
- Consider development reimbursement for infrastructure and utility construction related to the types of housing development we seek to encourage.
- Relaxing minimum regulations for street width, lot size, setbacks, etc. to allow greater flexibility of housing production.
- Encourage higher density housing through smaller lots/houses, especially as land costs have risen sharply.

## REGULAR SESSION

### **7. Discuss and Possibly Act Upon Contract No. 22-085-049-D302 Between the City of Brenham and the Texas General Land Office Related to the Community Development Block Grant Mitigation Program Infrastructure Projects Non-Research & Development Mitigation Funding and Authorize the Mayor to Execute Any Necessary Documentation**

City Manager Carolyn Miller presented this item. Miller explained that in September of 2020 the City along with Public Management and Strand Associates submitted a grant application to the Texas General Land Office requesting funds for mitigation projects throughout the City of Brenham related to Hurricane Harvey. In May of 2021, we received an email from the Texas General Land Office notifying the City of Brenham that the grant valued at \$5,001,643 was awarded for 11 specific drainage projects throughout town. We had been awaiting the final contract documents from GLO and have received them in late December.

Miller explained that by receiving these documents, staff can now begin the process by working with Public Management (Grant Administrator) and Strand Associates (Engineer) to coordinate with GLO on a kick-off meeting and establish timelines for the drainage improvements that are identified with this grant. Miller stated that there are eleven (11) specific areas currently are identified for this grant funding:

1. North Dixie St. Drainage Improvements
2. Burleson Street Low Water Crossing
3. N. Saeger and W. Jefferson Improvements
4. Higgins Branch @ Henderson Park
5. Baylor St. Drainage Improvements
6. Commerce/Seelhorst/Clinton/Dark St. Improvements
7. Hogg Branch @ Alamo St
8. Hogg Branch (Jackson-Day St)
9. Hogg Branch @ Pecan St.
10. Tom Dee St. Improvements
11. Spinn St @ Day St.

Miller advised the Council that the City will be responsible for one-percent (1%) matching funds for this grant which is equivalent to \$50,017. These matching funds will be taken from the Drainage Fund that was established in 2020. This contract will become effective on the date in which it is signed and will terminate on January 31, 2025.

A motion was made by Mayor Pro Tem Kolby and seconded by Councilmember Saunders to approve Contract No. 22-085-049-D302 between the City of Brenham and the Texas General Land Office related to the Community Development Block Grant Mitigation Program Infrastructure Projects Non-Research & Development Mitigation Funding and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Clint Kolby	Yes
<b>Councilmember Shannan Canales</b>	<b>Absent</b>
Councilmember Leah Cook	Yes
<b>Councilmember Atwood Kenjura</b>	<b>Absent</b>
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

**8. Discuss and Possibly Act Upon the Appointment of a Liaison for the Brenham Municipal Airport and Authorize the Mayor to Execute Any Necessary Documentation**

Director of Development Services Stephanie Doland presented this item. Doland advised that in the final months of 2021 staff met weekly with the Boards and Committees Sub-Committee of City Council (Councilmembers Canales, Cook and Saunders) to review the City's policy and procedures related to the City's eleven (11) advisory boards/committees. During this review, the Sub-Committee recommended the dissolution of the Airport Advisory Board; this recommendation was approved by the City Council in December 2021.

Doland explained that in place of the Airport Advisory Board, staff would like to have a single Airport Liaison, appointed by Council, and form ad-hoc committees when needed. Doland advised Council that in November 2021 staff contacted all of the Airport stakeholders and requested applications for the Airport Liaison role. Doland stated that a total of eight applications were received and on December 22, 2021 three applicants were interviewed by a panel consisting of Councilmembers Canales, Cook and Saunders, City Manager Carolyn Miller, Shane Howard of Burditt Consulting and herself.

Doland advised that the interview panel's recommendation is to appoint Joseph Randy Hodge as the Airport Liaison for a term of three years, beginning January 1, 2022 and ending December 31, 2024.

A motion was made by Councilmember Saunders and seconded by Councilmember Cook to appoint Randy Hodge as the liaison for the Brenham Municipal Airport and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Clint Kolby	Yes
<b>Councilmember Shannan Canales</b>	<b>Absent</b>
Councilmember Leah Cook	Yes
<b>Councilmember Atwood Kenjura</b>	<b>Absent</b>
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

**9. Discuss and Possibly Act Upon the Appointment of a Board Member to Serve as Chairman of the Tax Increment Reinvestment Zone No. 1 Board of Directors for a Period of One Year Beginning January 1, 2022 and Authorize the Mayor to Execute Any Necessary Documentation**

City Manager Carolyn Miller presented this item. Miller explained that the Tax Increment Reinvestment Zone (TIRZ) No. 1 was created in December 2018 and when the Zone was created, the Ordinance also created a TIRZ Board consisting of nine members: the Mayor, all City Councilmembers, citizen member Gary Crocker (BCDC), and citizen member Tom Whitehead (Main Street Board).

Miller advised that Mayor Tate has served as the Chairman of the TIRZ Board for 2019 and 2020 and as outlined by the Texas Tax Code, the City Council must appoint a Chairman of the TIRZ Board every year to serve for a period of one year.

A motion was made by Councilmember Saunders and seconded by Mayor Pro Tem Kolby to appoint Mayor Milton Y. Tate, Jr. be appointed to serve as Chairman of the Tax Increment Reinvestment Zone No. 1 Board of Directors for a period of one-year beginning January 1, 2022 and authorize the Mayor to execute any necessary documentation.

Mayor Tate called for a vote. The motion passed with Council voting as follows:

Mayor Milton Y. Tate, Jr.	Yes
Mayor Pro Tem Clint Kolby	Yes
<b>Councilmember Shannan Canales</b>	<b>Absent</b>
Councilmember Leah Cook	Yes
<b>Councilmember Atwood Kenjura</b>	<b>Absent</b>
Councilmember Adonna Saunders	Yes
Councilmember Albert Wright	Yes

**10. Administrative/Elected Officials Report**

City Manager Carolyn Miller reported on the following:

- Special City Council meeting on Monday, January 24, 2022 at 10:30 a.m.

Mayor Tate advised that no Executive Session was needed.

**EXECUTIVE SESSION**

**11. Section 551.071 Texas Government Code – Consultation with Attorney – Consultation with City Attorney Regarding City of Brenham v. WTG Gas Marketing, Inc.: Cause No. 37573; 335<sup>th</sup> Judicial District Court, Washington County, Texas**

**RE-OPEN REGULAR SESSION**

The meeting was adjourned.

*Milton Y. Tate, Jr.*

Mayor

*Jeana Bellinger, TRMC, CMC*

City Secretary

