

REGULAR CALLED MEETING
City Council
March 24, 2020

The City Council of the City of Brownwood, Texas, met in a Regular Called Meeting on Tuesday, March 24, 2020, at 9:00 a.m., in the Council Chambers, City Hall, 501 Center Avenue, Brownwood, Texas, with the following members present:

Stephen E. Haynes	:	Mayor
HD Jones	:	Councilman – Ward 1
Ed McMillian	:	Councilman – Ward 2
Larry Mathis	:	Councilman – Ward 3
Draco Miller	:	Councilman – Ward 4
Walker Willey	:	Councilman – Ward 5
Emily Crawford	:	City Manager
Pat Chesser	:	City Attorney
Christi Wynn	:	City Secretary

with no members absent, constituting a quorum of the City Council.

CALL TO ORDER: Mayor Haynes called the meeting to order.
PLEDGE OF ALLEGIANCE: Pledge of Allegiance was led by Councilman McMillian.
INVOCATION: Invocation was given by Mayor Haynes.
ITEMS TO BE WITHDRAWN: None
INTRODUCTIONS, ANNOUNCEMENTS, AND RECOGNITIONS: None

CITIZENS PRESENTATIONS:
Due to the coronavirus (COVID-19), citizens were able to listen and call into the meeting. Dr. Juan Andrade addressed the Council by phone and expressed his gratitude towards the City and the ROC Organization for the work that has been done and is continuing at Wiggins Park.

APPROVAL OF MINUTES:
A motion was made by McMillian, seconded by Willey, to approve the minutes of the Regular Called Meeting on March 10, 2020, as presented. Upon vote, motion carried unanimously.

CLAIMS AND ACCOUNTS:
Assistant Finance Director, Melarue Larose, was present (by phone) for questions regarding the checklist. A motion was made by Mathis, seconded by Jones, that the Claims and Accounts dated through March 20, 2020, be approved for payment as submitted. Upon vote, motion carried unanimously.

ORDINANCES AND RESOLUTIONS:**Consider an emergency ordinance on first/final reading to extend the disaster declaration regarding the COVID-19 virus.**

Mayor Haynes stated that last Wednesday, March 18, 2020, the Brownwood/Brown County Health Department confirmed the first positive test for the COVID-19 virus in Brown County. A meeting was held with Mayor Haynes, the County Judge, and the Mayor of Early, and consulted with the Mayor of Bangs via phone. All issued an Emergency Declaration restricting meetings to no more than fifty people. They exempted anything employment related and religious organizations and focused on social gatherings. On Thursday, March 19, 2020, the Governor issued a much more stringent order State-wide, closing restaurants and bars to any inside dining and limiting social gatherings to no more than ten people. Mayor Haynes asked for the declaration to be extended in order to give authority to make additional changes as they arise. Currently, there are now two confirmed cases in Brown County. The first case was a result of international travel with limited access to the community. The second case was a person that had not traveled outside the State but had traveled outside of Brown County. Mayor Haynes stated that our concern is that we will overwhelm our ability of our medical community to respond to those in need. Limiting the number of cases will help everyone get the treatment they need.

City Manager Crawford stated that there have been twenty-eight people tested through public and private labs. There were twelve that came back negative, two positives, and the rest are pending results. Mayor Haynes spoke about positive tests from other counties and the possibility of the Governor issuing a shut-in order with the ability of essential businesses to remain open. He explained that we do not have the ability to test everyone for the virus, but only those who meet CDC criteria. Councilman McMillian asked if those that are being tested are immediately being quarantined. He stated that they are quarantined from the time they take the test until the results come back. If it is negative, they are no longer quarantined. We advise those who have been in close contact to self-quarantine. Brownwood/Brown County Health Administrator, Lisa Dick, stated that once they receive a positive test result, the Health Department RN does an investigation and gives instructions on how to isolate and what precautions to take. Once a test is administered, they are asked to begin quarantine at that time. The turn around time for testing has been approximately 72-hours. Emergency Preparedness Coordinator, Cliff Karnes, stated that there have been twenty-four public health administered tests, and four in the private labs. There was discussion regarding CDC guidelines on who gets tested. Mr. Karnes encouraged those with symptoms to call their primary care physician. Mrs. Dick asked for reinforcement from the Council regarding the encouragement of social distancing and limiting meetings of the public to ten and under in order to help prevent the virus from spreading.

Councilman Willey stated that unless you have traveled to distant places or have a high fever, it is likely people won't be tested. Limiting numbers is commonsense and when it is time for those restrictions to be lifted, State and local government will do so. He made a motion to approve an ordinance on first/final reading to extend the disaster declaration regarding the Covid-19 virus. The motion was seconded by Mathis. Mayor Haynes asked

the City Secretary to read the ordinance. After the reading of the ordinance, the motion carried unanimously.

ORDINANCE NO. 20-03

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BROWNWOOD, TEXAS, EXTENDING A DECLARATION OF LOCAL DISASTER; ESTABLISHING RULES AND REGULATIONS FOR THE DURATION OF THE DISASTER; ESTABLISHING PENALTIES FOR VIOLATIONS.

Mayor Haynes asked the public to respect the stores that have set up hours for the elderly to obtain essential needs. He also clarified that the meeting room at the fire station has been closed, but the department is in full operation.

REQUESTS AND PRESENTATIONS:

Consider seeking bids for an addition at Fire Station #2.

Fire Chief, Eric Hicks, stated that Fire Station #2 was originally constructed in 1971 and has not had any significant upgrades since construction. It was originally built with one restroom and sleeping quarters that do not offer any privacy. The station needs additional restrooms, a workout room, laundry facilities for personal protective equipment, and office space. Staff has met with local contractors and researched two options for upgrades to Fire Station #2. Option 1: Would be to add a 540 square ft. addition for sleeping quarters to the southwest side of the station and remodel the existing restroom by dividing it and making it into two separate restrooms. The existing bunkroom would then be repurposed into workout facilities and an office space. This option does not offer room for laundry facilities. If this option is chosen, the facility would need to have temporary restroom facilities and there would need to be some asbestos abatement during the construction process. Cost estimates for this option range from \$140,000 to \$251,000. Option 2: Would be to add a 1,056 square ft. accessory structure connected by a short hallway off the north side of the building. This option would include four private sleeping quarters for crew members, two additional combination restroom/ locker rooms, laundry facilities, and an office. The original sleeping quarters would then be repurposed into workout facilities. Cost estimates for this option are approximately \$120,000. After reviewing all options and consulting with the members of the Fire Department Staff recommends Option 2. This option is more cost-effective, will not require any temporary facilities or station closures, will need no asbestos abatement and provides more square footage. The funds for the addition will come from the 2016 C.O. which has \$113,000 in undesignated projects. Mayor Haynes expressed concern about what the COVID-19 pandemic will do to the budget. Chief Hicks stated that at this time they will only seek bids for Option 2 to keep the project moving forward.

A motion was made by Miller, seconded by Jones, to acquire bids for an addition at Fire Station #2. Upon vote, motion carried unanimously.

Consider, discuss, and/or take action on appointing two members to the Corinne T. Smith Animal Shelter Board of Directors.

City Manager Crawford stated that the Corinne T. Smith Animal Shelter Board of Directors

met and voted to allow the Mayor to appoint two members to the Board. Councilman McMillian has expressed interest in serving.

A motion was made by Willey, seconded by Miller, to allow the Mayor to appoint two members to the Corinne T. Smith Animal Shelter Board of Directors. Upon vote, motion carried unanimously.

Mayor Haynes stated that he would like to appoint Councilman McMillian who has expressed the desire to serve. He then asked if another member of the Council would be willing to serve, or if they had any suggestions for a second member. Councilman Miller stated that Travis Curry messaged him stating interest. Councilman McMillian stated that Paul Coghlan has filled out an application to serve on the board. Mayor Haynes asked for suggestions to be given to the City Secretary and a decision be made at the next Council Meeting. A motion was made by Miller, seconded by Jones, to ratify the appointment of Councilman McMillian to serve on the Corinne T. Smith Animal Shelter Board. Upon vote, motion carried with Councilman McMillian abstaining.

CONSENT AGENDA:

Mayor Haynes asked if the item on the Consent Agenda needed to be removed for discussion. There being none, a motion was made by McMillian, seconded by Mathis, to approve the Consent Agenda as presented. Upon vote, motion carried unanimously.

Consider an ordinance on second and third/final reading lowering the speed limit to 30 mph on Milam Drive between Albert Sidney Johnson Drive (FM 2376) and Indian Creek Drive.

ORDINANCE NO. 20-04

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF BROWNWOOD, TEXAS, ESTABLISHING A 30 MPH SPEED LIMIT ON MILAM DRIVE BETWEEN ALBERT SIDNEY JOHNSON DRIVE (FM 2376) AND INDIAN CREEK DRIVE; WHICH WOULD REPLACE THE EXISTING SPEED LIMIT OF 45 MPH FROM THE INTERSECTION OF ALBERT SIDNEY JOHNSON (FM 2376) TO A POINT 1,565' EAST; AND REPLACE THE EXISTING SPEED LIMIT OF 40 MPH FROM A POINT 1,565' EAST OF ALBERT SIDNEY JOHNSON DRIVE (FM 2376) TO THE INTERSECTION OF INDIAN CREEK DRIVE; PROVIDING A PENALTY NOT TO EXCEED FIVE HUNDRED DOLLARS (\$500.00) FOR CONVICTION OF ANY VIOLATION THEREOF; PROVIDING A SEVERABILITY CLAUSE; A SAVINGS CLAUSE; AND SETTING AN EFFECTIVE DATE.

Consider ratification of the Brownwood Municipal Development District Board to approve a Building Improvement Incentive Program (BIIP) grant to Steven McCrane not to exceed \$3,778 for property located at 104 S. Broadway.

Authorize the City Manager to sign an agreement and any subsequent addendums, amendments, and acceptance of additional funds during the term of the existing grant

contract on behalf of Brownwood Brown County Health Department with Texas Department of State Health Services to continue providing Public Health Emergency Preparedness services to our community.

Authorize the City Manager to sign an agreement and any subsequent addendums, amendments, and acceptance of additional funds during the term of the existing grant contract on behalf of Brownwood Brown County Health Department with Texas Department of State Health Services to continue providing Immunization services to our community.

REPORTS:

Parks and Recreation, Water, Wastewater, and WWTP

City Manager Crawford was available for questions regarding the report. Mayor Haynes pointed out the high volume of use for the Adams Street Community Center and the Camp Bowie Gym showing that there is a need for an event center. Mrs. Crawford stated that the numbers are higher at the Camp Bowie Gym because of the youth basketball league. Mayor Haynes pointed out the usage of Splash Pads between the three parks and stated that Allcorn has nearly triple the use as Mayes. Mayor Haynes stated that we may consider adding uprights at Trigg in the future. Regarding sports tourism, Mrs. Crawford pointed out the number of hotel night stays doubled from the prior year. The number of events hosted in 2017 was 10, in 2018 was 18, and in 2019 was 24.

Mayor Haynes thanked those in the Water, Wastewater, and WWTP for all they do for the citizens of Brownwood.

Budgetary Control Report

Finance Director, Walter Middleton (by phone), presented the City's Budgetary Control Report for five months ending February 29, 2020, 41.67% complete, which included: 1) Budget Summary - surplus of \$4,093,067 compared to last year at \$4,015,920. 2) Summary of Revenue – we are at \$17,714,540 and represents 48.83% of the budget. He stated that he felt we would make our budget this year on property taxes. Sewer revenue is at 39.01% or \$1,551,001 compared to last year at \$1,592,063. Landfill revenue is ahead of projections. 3) Expenditures – The City's operating expenses were at 37.54% of the budget or \$13,621,473. 4) Sales Tax Analysis through March - For the month of March, compared to budget, we were down -18.3% and -20.2% from last year due to a negative audit adjustment. The economic crisis we are experiencing could affect our totals for at least five months and could be around \$2 Million. The City is trying to prepare for that impact. 5) Water Consumption and Sales Analysis – Water revenue is up \$461,089. Some of that is due to the consumption rate being up by 21% or 87,438 units. Compared to budget, we are ahead \$165,561 or 7%. 6) Comparative Investment Balance Analysis – Operating funds have \$9,643,861 compared to \$7,691,699 last year at this time. There are 97 days in operating funds compared to 79 days last year.

Event Center Schematic Design

Executive Director of the Brownwood Municipal Development District, Ray Tipton, stated that BRW Architects have given them the final design on the schematic design. Overall, they are pleased with the outcome. There are a lot of options and decisions yet to be made.

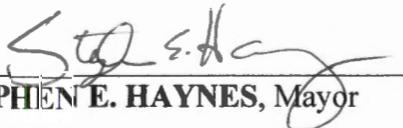
COVID-19 Update

Mayor Haynes stated that during the meeting, he got a message indicating a second confirmed case of the virus in Cisco. No other information was given. He asked City Manager Crawford to give an update on changes that may occur at City Hall. Mrs. Crawford stated that at this time City Hall, Airport, Municipal Court, and Health Department are still open to the public. We want to make sure we can continue to provide services if the need arises to close our facilities to the public.

Mayor Haynes gave an additional opportunity for Citizen Presentations. Dr. Juan Andrade reminded the Council about the Census and how important it is to the community.

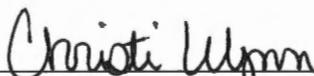
ADJOURNMENT:

There being no further business to come before the Council at this time, Mayor Haynes declared the meeting adjourned.



STEPHEN E. HAYNES, Mayor

ATTEST:



CHRISTI WYNN, City Secretary