

STATE OF TEXAS

COUNTY OF BRAZORIA

CITY OF LAKE JACKSON

BE IT KNOWN that the City Council of the City of Lake Jackson met on Monday, March 16, 2020 at 6:30 p.m. in Regular Session at 25 Oak Drive, Lake Jackson, Texas, in the Council Chambers at the Lake Jackson City Hall with the following in attendance:

Bob Sipple, Mayor
Jon J.B. Baker, Council member
Matt Broaddus, Council member
Gerald Roznovsky, Council member
Buster Buell, Council member
Vinay Singhanian, Council member

William P. Yenne, City Manager
Modesto Mundo, Asst. City Manager
Alice Rodgers, City Secretary
Sherri Russell, City Attorney
Sabrina England, Public Works Director
Sal Aguirre, City Engineer
Athelstan Sanchez, Asst. City Engineer
Sabrina England, Public Works Director
Jeremy Bubnick, Parks & Rec Director
Debra Webb, Asst. Public Works Director
Will Ammons, Fire Marshal

PLEDGE OF ALLEGIANCE

Council member Singhanian led the pledge of allegiance.

INVOCATION

Council member Buell led the invocation.

VISITORS

There were no visitors present to speak on a non-agenda item.

COMMENDATIONS

There were no commendations.

PRESENTATIONS PROCLAMATION – PROCLAIM APRIL 2020 AS FAIR HOUSING MONTH

Mayor Sipple proclaimed April 2020 as Fair Housing Month.

CONSENT AGENDA

- A. Approval of Minutes – March 2, 2020
- B. Boards and Commissions
- C. Approve letter of support for Brazoria County’s application for a Solid Waste Grant to fund a Tire Collection in Brazoria County
- D. Authorize City Manager to execute amended contract with Stephanie Artman for management of Tourism Campaign in an amount not to exceed \$10,500 over the next 7 months
- E. Authorize City Manager to execute amended contract with Anna Lehnhoff for writing social media campaign content not to exceed \$8,500 over 6 months

On motion by Council member Singhanian second by Council member Roznovsky with all members present voting “aye” the consent agenda was approved as follows:

- A. Approval of Minutes – March 2, 2020 - approved

- B. Boards and Commissions - accepted
- C. Approve letter of support for Brazoria County's application for a Solid Waste Grant to fund a Tire Collection in Brazoria County - approved
- D. Authorize City Manager to execute amended contract with Stephanie Artman for management of Tourism Campaign in an amount not to exceed \$10,500 over the next 7 months - authorized
- E. Authorize City Manager to execute amended contract with Anna Lehnhoff for writing social media campaign content not to exceed \$8,500 over 6 months - authorized

LAKE JACKSON STRATEGIC PLAN REPORT UPDATE – RON COX

Ron Cox was presented the final report on the 2020 Lake Jackson Strategic Plan Update.

DISCUSS AND CONSIDER SALE OF 5.2 ACRE PROPERTY AT THE CORNER OF SH 288 AND FM 2004

Mr. Yenne stated in the mid 90's council took to the voters for the sale of this property. The voters agreed to make that a commercial piece of property for sale and the proceeds would go back into the Park Fund. Council rezoned it to C-1 commercial. An appraisal was obtained, and the property was put out for bid for sale. Bids were received and council was not satisfied with the bids received and rejected. There was more interest and the process started over with an appraisal and bids. The council at that time rejected the bids and did not want to sell the property.

Mr. Yenne stated staff received a request from a group for the purchase of the 5.2 acre property at the corner of SH 288 and FM 2004 in the amount of \$750,000. He does not know what they want to put on the property. He asked Council if they would be interested in selling this piece of property or building Fire Station 3 at this location. If so, staff would start the process of obtaining an appraisal on the property. Council would review the appraisal and set the minimum bid for the property and it would go out for bid. Council would then review the highest bidder to see if they approved.

Mr. Yenne stated that in the past this property has been looked at for the location of Fire Station #3. He wanted Council's feedback.

After some discussion the consensus of Council was for staff to get an appraisal on the property and bring it back before any decisions are made.

DISCUSS AND CONSIDER CANCELLING MOWING CONTRACT WITH CALVARY

Jeremy Bubnick stated that in November Council voted to take away the highway mowing from Calvary and allow them to concentrate on the downtown area.

Due to significant performance deficiencies in the landscape maintenance of downtown, fire station #1, fire station #2, the government complex and portions of Oyster Creek Drive, staff is recommending that to cancel the contract with Calvary Group. Staff has been working with this contractor for the past four months on improving performance, but it has become evident that they are unable to adequately meet the minimum requirements of the job.

The city must give the contractor 30 days-notice in writing, in order to do so. This notification has not been sent yet, but staff will do so as soon as City Council approves staff to move forward. Staff has a contractor ready to fill in and maintain the areas that Calvary Group is currently responsible for should they decide to not complete the final 30 days of the contract or of the quality of work further diminishes during that time.

Staff is prepared to put the contract out of rebid and would hope to have a recommendation of award to

City Council by the April 20th meeting.

On motion by Council member Singhania second by Council member Buell with all members present voting “aye” approval was granted to cancel the mowing contract with Calvary.

DISCUSS AND CONSIDER “TRAP, NEUTER, RELEASE” PROGRAM FOR FERAL CATS

Sherri Russell stated that the SPCA would like to begin a trap, neuter, release (TNR) program. Their preference is to manage the TNR program for three years and then to evaluate the effectiveness of the program.

She presented the following ordinance for Council to consider. If Council approves of the draft, she will send it to the SPCA and the humane department for comments.

1. Definitions

Ear tipping means the surgical removal of one-third of the end of a cat's ear.

Feral cat means a cat that exists in a wild or untamed state, either due to birth or reversion to a wild state from domestication.

Feral cat colony means a group of feral or stray cats that congregate together as a unit and are managed by a feral cat colony manager.

Feral cat colony manager means a volunteer who has a permit to care for cats in a feral cat colony.

SPCA means the Society for Prevention of Cruelty to Animals of Brazoria County.

TNR means trap-neuter-release.

TNR program means a program of humanely trapping, sterilizing, vaccinating, ear tipping, and returning feral cats to the location where they congregate.

2. Application

This article shall be in effect until May 1, 2023.

3. Establishment of feral cat colonies

1. The SPCA may establish a TNR program within the City of Lake Jackson. The SPCA shall be responsible for all training, permitting, documentation, expenses and resource management for the TNR program.
2. A person wishing to be a feral cat colony manager shall obtain a free one-year permit from the SPCA. A permit is required for each colony. All people managing feral cat colonies prior to the effective date of this chapter shall apply for the feral cat colony manager permit within ten (10) business days from the effective date of this article.
3. It shall be unlawful to manage, operate, own, or control a feral cat colony without a feral cat colony manager permit.
4. No feral cats shall be brought into a feral cat colony from outside the city limits.

4. Responsibility of feral cat colony managers

1. A feral cat colony manager is responsible for
 - a) ensuring that every cat within the feral cat colony is sterilized, vaccinated and ear tipped by a licensed veterinarian;
 - b) maintaining and caring for feral cats by providing food, water, medical care, and other forms of sustenance; and
 - c) obtaining written permission from the property owners on which the feral cat colony will exist.

5. Exceptions

1. The following ordinances do not apply to feral cat colonies or the management of the feral cat colonies:
 - 10-82.1 (Feeding of unlicensed animals prohibited)
 - 10-85 (Abandonment or confinement of animals)
 - 10-148 (Licensing)
 - 10.171.1(b)(5) (The relocation and abandonment of any trapped animal is prohibited.)
2. A feral cat colony manager shall not be deemed the owner of a cat in the feral cat colony.

6. Humane department

1. Any ear tipped cat impounded by a humane officer shall be released to the appropriate feral cat colony unless:
 - a) A humane officer has determined the feral cat requires immediate veterinary care. If the feral cat is to receive care and be released, the feral cat colony manager is responsible for paying all accrued medical expenses prior to the feral cat being released.
 - b) The feral cat has bitten any human and the cat is required to be quarantined for rabies observation. If the feral cat is to be released, the feral cat colony manager is responsible for paying all quarantine expenses prior to the feral cat being released.
2. A humane officer may seize and remove all or part of any feral cat colony for public health or safety concerns including, but not limited to, rabies or other epizootic or zoonoses diseases.
3. A humane officer may seize and remove individual cats of the feral cat colony if the individual cats are not vaccinated, are not spayed or neutered, need medical care, show signs of aggression or have bitten a person.

7. Violations

A humane officer shall issue to any feral cat manager determined to be in violation of proper management and sterilization practices a written warning and be allowed time to comply with this article. That period shall not exceed ninety (90) days from issuance of the initial warning notice. The humane office may extend the time if satisfactory progress has been made. Failure to comply may result in the issuance of a citation, revocation of the feral cat manager permit, or destruction of the feral cat colony.

On motion by Council member Buell second by Council member Singhania with all members present voting “aye” to move forward with the TNR program and bring back an ordinance to implement the program.

Council member Singhania expressed concerns over citizens capturing feral cats and releasing them in other areas of the city.

AWARD BID 20-01-001 CUSTODIAL SERVICES TO CLEANING PLUS FOR CIVIC CENTER RENTAL ROOMS IN AN AMOUNT NOT TO EXCEED \$70,200

On February 20,2020 the City opened bids for Custodial Services. Three (3) bid packages were received and evaluated. The bid package was available on the City Purchasing Website, advertised in the Facts newspaper on February 2nd and February 9th.

A Veteran’s Touch did a trial run of the custodial services for the rental rooms and were unable to successfully carry out the bid requirements. Email correspondence is attached. It is recommended that the award be made to Cleaning Plus for the Civic Center Rental Rooms. Cleaning Plus is the current provider, so they understand the bid requirements. The unit price that they bid below are the same price that we currently pay.

Vendor				A Veteran's Touch		Cleaning Plus		RJ cleaning	
Item	Item Description	Estimated Quantity Per Year	Current rates	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	Ballroom	128	\$ 250.00	\$ 60.00	\$ 7,680.00	\$ 250.00	\$32,000.00	\$3,000.00	\$384,000.00
2	Terrace Room 1	127	\$ 100.00	\$ 35.95	\$ 4,565.65	\$ 100.00	\$12,700.00	\$1,100.00	\$139,700.00
3	Terrace Room 2	98	\$ 100.00	\$ 35.95	\$ 3,523.10	\$ 100.00	\$ 9,800.00	\$1,100.00	\$107,800.00
4	Plaza Room 1	98	\$ 50.00	\$ 30.87	\$ 3,025.26	\$ 50.00	\$ 4,900.00	\$ 500.00	\$ 49,000.00
5	Plaza Room 2	98	\$ 50.00	\$ 30.87	\$ 3,025.26	\$ 50.00	\$ 4,900.00	\$ 500.00	\$ 49,000.00
6	Plaza Room 3	98	\$ 50.00	\$ 30.87	\$ 3,025.26	\$ 50.00	\$ 4,900.00	\$ 500.00	\$ 49,000.00
7	Conference Room	20	\$ 50.00	\$ 28.77	\$ 575.40	\$ 50.00	\$ 1,000.00	\$ 450.00	\$ 9,000.00
Grand Total					\$ 25,419.93		\$ 70,200.00		\$ 787,500.00

On motion by Council member Roznovsky second by Council member Buell with all members present

voting “aye” bid 20-01-001 was awarded for custodial services to Cleaning Plus for Civic Center rental rooms in an amount not to exceed \$70,200.

DISCUSS PROPOSED PUD (PLANNED UNIT DEVELOPMENT) OF THE ALDEN PROPERTY NORTH OF FM2004, WEST OF SH288 AND SOUTH OF THE TEXAS GULF COAST REGIONAL AIRPORT

Mr. Yenne stated there were a lot of meetings left, yet with the pandemic the workshop on Monday is cancelled.

He stated that staff had some 5-8 hours of meetings to review the utilities and the PUD.

Mr. Yenne stated he spoke with Mr. Noteware and they agreed to push this item to June or July. We will work with them over the phone and email in the meantime to try to resolve most of the issues.

UPDATE FROM COUNCIL LIAISONS ON BOARD AND COMMISSION MEETINGS THAT HAVE HAPPENED SINCE THE LAST COUNCIL MEETING ON THE FOLLOWING BOARDS THAT HAVE MET: PLANNING COMMISSION, TRAFFIC COMMISSION, LIBRARY BOARD, KEEP LAKE JACKSON BEAUTIFUL COMMISSION, PARKS & RECREATION BOARD, YOUTH ADVISORY COMMISSION, SENIORS COMMISSION, ZONING BOARD OF ADJUSTMENTS, DANGEROUS STRUCTURE DETERMINATION BOARD, LAKE JACKSON DEVELOPMENT CORPORATION, LJEMS BOARD, HOTEL OCCUPANCY TAX BOARD, HOUSTON-GALVESTON AREA COUNCIL, SOUTHERN BRAZORIA COUNTY ANIMAL SHELTER

There were no items to report on.

UPDATE ON CONSTRUCTION PROJECTS

- a. Construction Funds Financial Update
- b. Sidewalk Projects
- c. Utility Repair Projects
- d. Drainage Repair Projects
- e. Woodland Park Paving Project

Sal Aguirre gave an update on the construction projects.

DISCUSS ORDINANCE EXTENDING DECLARATION OF DISASTER FOR PUBLIC HEALTH EMERGENCY – FIRST AND FINAL READING

On motion by Council member Roznovsky second by Council member Singhania with all members present voting “aye” to suspend the rules that an ordinance be read on two occasions.

On motion by Council member Singhania second by Council member Buell with all members present voting “aye” an ordinance extending the declaration of disaster for public health emergency was passed and adopted on first and final reading.

DISCUSS AND CONSIDER CANCELLING ALL BOARD AND COMMISSION MEETINGS UNTIL JUNE 1, 2020

On motion by Council member Buell second by Council member Baker with all members present voting “aye” approval was granted to cancel all board and commission meetings until June 1, 2020.

DISCUSS THE ACTIONS THE CITY OF LAKE JACKSON IS TAKING IN RESPONSE TO THE COVID 19 (CORONAVIRUS)

Mr. Yenne stated staff is getting its guidance from the Governor’s office, the CDC and the local office.

They have asked that people meet in groups of less than 10.

He stated the following actions have been put in place: cancelling board and commission meetings, employees training limited, sent employees home due to recent travel outside of the area, worked with Mr. Noteware to move meetings for Alden, installed plexiglass at the front counters and no longer allow anyone in the back portion of City Hall, closed Recreation Center, Civic Center, move the Spring Concert series, cancelled the Easter egg hunt, moved the adult Easter egg hunt, Municipal Court is modifying their procedures, Barry Smith at the Mall called we told them we did not want them to close but asked that they develop a cleaning regimen, they have called back and said they will modify their hours, Bath and Body phoned and said they have closed stores Nationwide, we have not decided to close restaurants but ask people to phone in their orders,

We need to stay away from each other for a while and blunt this virus.

Jeremy Bubnick stated they spoke with the youth sports leagues and they are shutting down the facilities.

Mr. Yenne stated that events at South Parking Place pavilion will cease until this is over.

Council member Baker asked if the city had testing kits.

Mr. Yenne stated not yet. If the city gets test kits the process will go through the LJEMS.

Mr. Yenne stated that a 400 attendance wedding scheduled for this weekend was cancelled today.

ITEMS OF COMMUNITY INTEREST

Council member Baker reminded everyone to wash their hands.

Council member Roznovsky said his second oldest daughter had to do her gender reveal this weekend in Lake Jackson using technology to get everyone together. It was supposed to be next weekend in Dallas which has stricter social distancing rules. While his daughter and son in law were here, they visited the dog park and were very impressed.

Council member Roznovsky said the little league fields are looking good. He noticed the Harry Blevins field was moved and he would like to see something permanent done. Jeremy Bubnick stated the reason for moving it was it was interfering with the balls; the kids couldn't see the balls.

Council member Roznovsky said he would like to see the whole complex named after Mr. Blevins. Mayor Sipple stated it could be placed on a future agenda.

Council member Singhania said he has noticed quite a number of curbs damaged. One on Abner Jackson Parkway from the highway and one by the old bowling alley on FM 2004. Mr. Yenne stated both of these are the responsibility of the State.

Council member Singhania stated with the new LED lights, at the left turn lanes on Yaupon, Oyster Creek Drive, and Willow Drive the streetlight does not shine that far and the turn lanes may need to be repainted or buttons installed to be more visible to motorist.

Mayor Sipple thanked staff for the striping on FM2004.

Mayor Sipple stated it will take team work to get through the COVID 19 situation.

ADJOURNMENT

There being no further business the meeting adjourned at 7:40 p.m.

These minutes read and approved this _____ day of _____ 2020.

Bob Sipple, Mayor

Alice A. Rodgers, City Secretary