

STATE OF TEXAS

COUNTY OF BRAZORIA

CITY OF LAKE JACKSON

BE IT KNOWN that in accordance with the order the Office of the Governor issued March 16, 2020, and due to imminent threat to public health and safety and urgent public necessity the Lake Jackson City Council conducted a Regular Meeting on Monday, April 6, 2020 at 6:30 pm. in the City Hall Council Chambers, 25 Oak Drive, Lake Jackson, Texas in part by teleconference/webinar in order to advance the public health goal of limiting face-to-face meetings (also called “social distancing”) to slow the spread of the Coronavirus (COVID-19) with the following in participating:

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

William P. Yenne, City Manager  
Modesto Mundo, Asst. City Manager  
Alice Rodgers, City Secretary  
Sherri Russell, City Attorney  
Pam Eaves, Finance Director  
Jose Sanchez, Personnel Director

The meeting agenda and agenda packet were posted online at [www.lakejackson-tx.gov](http://www.lakejackson-tx.gov).

The public link to participate in the teleconference/webinar meeting was:

<https://zoom.us/j/250208290?pwd=ODJ6elJFcGpqK3BIVXpxR3RwbzViQT09>

Password: 692225

The public also dialed in by telephone by calling: 1 (346) 248-7799

Webinar ID: 250 208 290

#### APPROVAL OF CITY COUNCIL MINUTES OF 3/16/20 & 3/20/20 MEETINGS

On motion by Council member Buell, second by Council member Singhania with all members present voting “aye” the minutes of the March 16 and March 20<sup>th</sup> meetings were approved.

#### APPROVE 2019 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR)

Kevin Cadenhead presented the annual CAFR for consideration. Mr. Cadenhead stated that the city was in excellent shape financially.

On motion by Council member Baker second by Council member Singhania with all members present voting “aye” the 2019 CAFR was approved as presented.

#### RESOLUTION WAIVING THE BASE UTILITY FEE ON ALL UTILITY BILLS FOR THE MONTH OF APRIL 2020

In order to help citizens and businesses the City of Lake Jackson will provide a one-time credit on each customer’s utility bill. This credit is equal to the base utility bill. For a residential customer this comes to \$50.25.

For small businesses this will equal about \$133. The credit will be greater for larger businesses. The credit will also apply to apartment complexes. The hope is that the apartment complexes will share this with their residents.

This one-time credit will cost the city approximately \$587,000. Hence the reason we can only do this one time. This credit will be applied to each customer's utility bill during the month of April.

On motion by Council member Roznovsky, second by Council member Buell with all members present voting "aye" a resolution waiving the base utility fee on all utility bills for the month of April 2020 was adopted.

DISCUSS AND CONSIDER RESOLUTION SUSPENDING CENTERPOINT NATURAL GAS RATE INCREASE

On March 5, 2020, CenterPoint Energy Texas Gas-Texas Coast Division filed an Interim Rate Adjustment ("GRIP"). The Company is seeking recovery of \$37,937,732 in invested capital. This will increase rates to residential customers by \$0.67 per month. The increases are currently scheduled to go into effect on May 4.

Under the GRIP statute cities may not challenge the Company's request. The only action Council may take is to suspend the effective date of the rate increase by 45 days, which would be mid-June. Staff believes that it is currently a bad time to increase resident's utility bills.

On motion by Council member Roznovsky, second by Council member Buell with all members present voting "aye" a resolution suspending Centerpoint Natural Gas rate increase was adopted.

DISCUSS AND CONSIDER AWARDED CONTRACT TO ZEIT ENERGY FOR THE EMERGENCY CNG COMPRESSOR REPLACEMENT IN AN AMOUNT NOT TO EXCEED \$450,000.00

Bids were received and opened April 2, 2020. The project was released quickly due to a breakdown of one of the CNG (Compressed Natural Gas) Compressors that necessitated enactment of Local Government Code 252. 022 item 3 which lists procurement necessary because of unforeseen damage to public equipment, and a procurement necessary to preserve or protect the public health or safety of residents as reasoning to forego the normal Bid Process. City Sanitation and Utilities operations have been threatened due to the lack of redundancy and dependence on one older CNG compressor, staff released this project to several qualified contractors.

Only one bid proposal was received from a vendor that is familiar with our compressors and has been working with the CNG for over five years, including assisting staff with the current repair of the failed CNG compressor. The only bidder was ZEIT ENERGY LLC from Irving, Texas. Their Base Bid was for Equipment and Installation with an optional Monthly Maintenance Contract bid. The Base Bid totaled \$447,635.82 and the Optional bid was \$105,000.00.

Budget Estimate: \$450,000.00

Staff recommends that award be made to ZEIT ENERGY for the base bid of \$447,635.82 with a not to exceed amount of \$450,000.00.

On motion by Council member Roznovsky, second by Council member Buell with all members present voting "aye" bid was awarded to Zeit Energy fore the replacement of a CNG Compressor in an amount not to exceed \$450,000.00.

## DISCUSS AND APPROVE PANDEMIC POLICY

Jose Sanchez presented the Pandemic Policy and its control procedures covering items such as:

- a) Preventing the spread of infection in the workplace
- b) Social distancing guidelines for workplace infectious disease outbreaks
- c) Travel
- d) Vacation
- e) Time off
- f) Emergency shift procedures

On motion by Council member Singhania second by Council member Rozvosky with all members present voting “aye” the pandemic policies were approved as presented.

## COVID-19 UPDATE

Mr. Yenne provided the following information:

As I write this on Thursday from home (this week was my week to work from home) we still have 3 confirmed cases in LJ. One has recovered, giving us two active cases. This will likely increase as we enter this rapid acceleration phase of this pandemic.

As noted, when we can, we have split shifts in order to reduce the impact of a positive test by any of our people. We currently have several employees in self-quarantine.

As you know, we have pared back our sanitation service to residential garbage collection/ regular commercial service only.

We have suspended recycling service and heavy trash service. This allows us to split this group of employees into two groups with one on one week and the other group the next week. We have set up containers at the mulch site for heavy trash, brush and recycling.

We have split the City Hall employees into two groups as well. We have limited foot traffic from public into the building. The drive thru is open. Most building permits and the like are now online.

We have suspended the sale of garbage bags and recycle bags at this time. Again, to reduce the foot traffic into the building.

We are also providing meals to employees once/twice a week to limit their trips out of the building.

All Board and Commission meetings have been suspended until further notice.

The Recreation Center, Civic Center and Jasmine Hall are closed. Park equipment has been taped off and signs put up telling people not to use the equipment. The parks are still open for walking and the like.

The disc golf course at Dunbar is still open, and the Wilderness Golf Course is open. They are following distancing guidelines.

Our inspections employees have been working with our businesses to help keep them in compliance with the orders of the Governor, County Judge and Mayor.

We work to keep the public updated through our website and Facebook page.

Right now, we are entering what will be the worst phase of this pandemic. We continue to implore everyone to stay home and follow proper social distancing when they go out.

This is a very strange time. Hopefully if everyone does their part, we can get through this sooner than later.

ITEMS OF COMMUNITY INTEREST

Council member Roznovsky stated that the Parks and Recreation Department are giving out Easter eggs on April 9<sup>th</sup>.

Council member Broaddus stated the mulch site was closed on Sunday and again today. He asked what the hours were and asked that they be posted.

Council member Singhania thanked the city works, the PD and EMS for all their work during this pandemic.

Council member Buell echoed Mr. Singhania's words of thanks.

Council member Baker asked about a lot of paper being on the road. Mr. Yenne stated that city crews were cleaning it up.

Council member Baker asked if the next meeting could be started with a prayer.

Mayor Sipple reminded everyone that until the pandemic was over the ordinance prohibiting parking in yards had been suspended.

ADJOURN

There being no further business the meeting adjourned at 7:20 p.m.

These minutes read and approved this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

\_\_\_\_\_  
Bob Sipple, Mayor

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Alice A. Rodgers, City Secretary