

City Council Agenda

SAGINAW CITY COUNCIL NOTICE OF MEETING

**Meeting and/or Executive Session Agenda
6:00 PM - Tuesday, June 6, 2023
Saginaw City Hall Council Chambers
333 West McLeroy Blvd.**

In accordance with Section 551.043 of the Texas Government Code, this agenda has been posted at Saginaw City Hall, and distributed to the appropriate news media within the required time frame. All meetings of the Saginaw City Council are open to the public. Public participation and written comments are invited on all open session business items.

The Mayor and City Council request that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside to respond to a page or to conduct a phone conversation.

The City Hall is wheelchair accessible and special parking is available on the east side of the building. If special accommodations are required please contact the City Secretary a minimum of 72 hours in advance at 817-232-4640.

(1) Call to Order--Todd Flippo, Mayor

Pledge of Allegiance to the United States

Pledge of Allegiance to the State of Texas

"Honor the Texas Flag; I pledge allegiance to thee, Texas, one State under God, one and indivisible"

(2) Invocation--Pastor Ronnie Mills, Kingdom Chapel

(3) Audience Participation--On the Video Screen

(4) Consent Agenda--All items listed with lower case letters are part of the Consent Agenda. Public hearing and review are held collectively unless opposition is presented, in which case the contested item will be heard separately.

(a) Action regarding Minutes, May 2, 2023--Janice England, City Secretary

(b) Action regarding Minutes, May 16, 2023--Janice England, City Secretary

(c) Action regarding Building Improvement Grant Agreement with JD & Co Hair Studio (712 S. Saginaw Blvd.)--Keith Rinehart, Director of Community & Economic Development

- (d) Action regarding the Purchase of Email Network Monitoring Equipment and Software--Greg Clayton, IT Director
 - (e) Action regarding Task Order No. 1 Amendment No. 2 with Cobb, Fendley & Associates, Inc. to provide Utility Adjustment Coordination Services for the FM156 at Industrial intersection Project (CSJ# 0718-02-076)--Randy Newsom, Director of Public Works
 - (f) Action regarding Memo of Understanding for Library Courier serving the MetroShare Community of Libraries--Ellen Ritchie, Library Director
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- (5) Introduction of new Emergency Management Coordinator - Jennifer Nieder-Doug Spears, Fire Chief
 - (6) Oath of Office for Councilmember Place 4--Janice England, City Secretary
 - (7) Election of Mayor Pro-Tem--Todd Flipppo, Mayor
 - (8) Consideration and Action regarding Appointment of Councilmember Edwards to Crime Control and Prevention District Board of Directors--Janice England, City Secretary
 - (9) Consideration and Action regarding Appointment of Councilmember Edwards to Tax Increment Reinvestment Zone No. 1 Board of Directors--Janice England, City Secretary
 - (10) Consideration and Action regarding the 2023 Employee Survey - Work Plan Project--Melanie McManus, Director of Human Resources
 - (11) Consideration and Action regarding Award of Bid for the Saginaw Kiwanis Veterans Memorial Relocation--Laura Presley, P.L.A., Kimley-Horn & Associates
 - (12) Building and Code Compliance Presentation--Larry Little, Chief Building Official
 - (13) FY2023/2024 Budget Workshop--Kim Quin, Finance Director
 - (14) **Executive Session--The City Council may take action on any Executive Session item posted.**

551.071. Texas Government Code.

Consultation with Attorney. The City Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions

of Chapter 551, including the following items:

(a) Any Posted Item

551.074 Texas Government Code.

Personnel Matters The City Council may convene in executive session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; or to hear a complaint or charge against an officer or employee, including deliberation regarding the following officers or employees:

(a) City Manager

(15) Adjournment--Todd Flippo, Mayor

Posted:	Removed:
Date: <u>6-2-2023</u>	Date: <u>6-7-2023</u>
Time: <u>10:55am</u>	Time: <u>10:55am</u>
By: <u>[Signature]</u>	By: <u>[Signature]</u>

**CITY OF SAGINAW
MINUTES OF CITY COUNCIL MEETING
HELD AT THE SAGINAW CITY HALL
333 WEST MCLEROY BLVD.
JUNE 6, 2023**

Present at the meeting:

Mayor	Todd Flippo
Mayor Pro-Tem	Valerie Junkersfeld
Councilmember	Paul Felegy
Councilmember	Nicky Lawson
Councilmember	Randy Edwards
Councilmember	Cindy Bighorse
Councilmember	Mary Copeland
City Attorney	Bryn Meredith
City Engineer	Trenton Tidwell, P.E.
City Manager	Gabe Reaume
Asst. City Manager	Lee Howell
Finance Director	Kim Quin
City Secretary	Janice England
Asst. Police Chief	Brandon Badovinac
Fire Chief	Doug Spears
Emergency Mgmt. Coordinator	Jennifer Nieder
Director of Public Works	Randy Newsom
Director of Human Resources	Melanie McManus
Director of Comm. & Eco Dev.	Keith Rinehart
Library Director	Ellen Ritchie
Communications Manager	Pedro Zambrano
Chief Building Official	Larry Little
Executive Assistant	Debra Thomas
Deputy Building Official	Chris Dyer
Combination Inspector	Jarid Smith
Code Compliance Manager	Jeremy Roberson
Permit Tech	Jennifer Wheeland
Police Officer	Dustin Mayhue

Absent from the meeting:

Police Chief	Russell Ragsdale
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Visitors at the meeting:

Charles Tucker	Glenn Reeves
Jose Wheeland	Barbara Hawthorne
Harold Hawthorne	Debra Higgins
Brack St. Clair	John Peet
Jeffrey Jensen	Ronnie Horton
Shanna Goff	Doug Goff
Danny Copeland	Matt Regan

(1) Call to Order

Mayor Flippo called the meeting to order at 6:00 p.m. with a quorum present.

Pledge of Allegiance to the United States

Pledge of Allegiance to the State of Texas

(2) Invocation

Pastor Ronnie Mills of the Kingdom Chapel gave the invocation.

(3) Audience Participation

This item was covered on the video screen.

(4) Consent Agenda

a. Action regarding Minutes, May 2, 2023

b. Action regarding Minutes, May 16, 2023

c. Action regarding Building Improvement Grant Agreement with JD & Co Hair Studio (712 S. Saginaw Blvd.)

Summary: On Tuesday, May 16, 2023, the City Council received information in Executive Session pertaining to the specifics of a Building Improvement Grant (BIG) Program application submitted by JD & Co Hair Studio in regards to their property located at 712 S. Saginaw Blvd. The City Council determined in that session to award an amount not-to-exceed \$3,500 in reimbursable and matching dollars for the anticipated improvements as proposed on their application. The proposed agreement is the realization of that intention. The maximum financial impact will be \$3,500 from Account 01-6142-13, Building Improvement Grants.

d. Action regarding the Purchase of Email Network Monitoring Equipment and Software

Summary: Network alarm appliance and software detects, automatically investigates and responds to threats in real-time. Creating an understanding of how the organization operates, and monitors for events that are malicious and abnormal to the environment to reduce cyber risk of ransomware or any other attacks. Network and email-monitoring software communicate to create full loop monitoring of the network to easily remediate threats that spread throughout the environment such as any malicious software, any links that may contain viruses, account compromises and any spoofing that may occur. The cost of this security enhancement is \$30,000 and will be funded with General Fund balance.

e. Action regarding Task Order No. 1 Amendment No. 2 with Cobb, Fendley & Associates, Inc. to provide Utility Adjustment Coordination Services for the FM156 at Industrial Intersection Project (CSJ# 0718-02-076)

Summary: Fuel City Saginaw, LLC has led an effort to secure authorization for a Texas Department of Transportation (TXDOT) project to improve the intersection of FM156 (Blue Mound Road) and Industrial Avenue. The project was funded through the North Central Texas Council of Governments COVID-19 Infrastructure Project. The City of Saginaw is taking the lead as the Local Sponsor. On September 20, 2022 the City Council authorized a contract (Task Order No. 1) for utility coordination with Cobb, Fendley & Associates in the amount of \$41,402. The contract provided for general utility coordination including identification of the utility companies having facilities in the project corridor, transmittal of plans, communication with utility companies and meetings regarding conflicts identified. The contract is on an hourly not to exceed basis. On February 21, 2023, the City Council authorized Amendment No. 1 to Task Order No. 1 with Cobb, Fendley & Associates to provide additional funds to comply with Texas Department of Transportation requirements for relocation within

state and city right-of-way. The amendment was necessary to comply with the State's requests for additional information and management of the utility clearance process and the effort to accomplish that. The relocation process has resulted in two design plan modifications to avoid a ten inch gas main. The relocation, if required, could potentially cost the City \$400,000. In addition to increased coordination efforts with TXDOT, the City, and utility companies, the design modifications have unfortunately also impacted Cobb, Fendley & Associates' budget in managing the utility clearance process. Amendment No. 1 included \$36,530 in optional services that generally included preparation of exhibits and layouts for identified conflicts as directed by TXDOT. It appears that these services will not be necessary. The proposed amendment outlines the increased budget and associated tasks. Staff is recommending that Amendment No. 2 be approved and the \$36,530 previously allocated for the optional services be applied to the remainder of the scope so that work will continue. The overall cost of the contract will remain at the approved amount of \$107,140.

f. Action regarding Memo of Understanding for Library Courier serving the MetroShare Community of Libraries

Summary: The proposed Memo of Understanding (MOU) establishes the internal courier that serves the MetroShare Community of Libraries. The Benbrook Library District provides the courier vehicle and personnel, while each of the member libraries pay a proportionate share of the costs. The courier transports books, media, and other materials back and forth between all eleven (11) libraries, enabling us to provide a wide variety of library materials to our patrons in a timely fashion. The MetroShare courier currently stops at the Saginaw Public Library twice a week. The annual cost is \$853. Funds for this expenditure are available in the Library's budget in the General Fund.

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Felegy to approve the Consent Agenda as presented. Motion carried unanimously. 6-0-0-0

For: Mayor Flippo, Mayor Pro-Tem Junkersfeld, Councilmembers Felegy, Lawson, Bighorse, and Copeland

Against: None

Abstain: None

Absent: None

(5) Introduction of new Emergency Management Coordinator Jennifer Nieder

Fire Chief Spears introduced Emergency Management Coordinator Jennifer Nieder to the Council. She briefly shared her experience and background.

(6) Oath of Office for Councilmember Place 4

City Secretary England administered the Oath of Office for Councilmember Place 4 Randy Edwards.

Councilmember Edwards took his seat with the Council.

(7) Election of Mayor Pro-Tem

Councilmember Bighorse nominated Councilmember Junkersfeld to serve as Mayor Pro-Tem. There being no other nominations, the City Council concurred to appoint Councilmember Junkersfeld to the position of Mayor Pro-Tem.

(8) Consideration and Action regarding Appointment of Councilmember Edwards to Crime Control and Prevention District Board of Directors

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Felegy to approval the removal of former Councilmember Tucker and appointment of Councilmember Edwards to the Crime Control and Prevention District Board of Directors. Motion carried unanimously. 7-0-0-0

For: Mayor Flippo, Mayor Pro-Tem Junkersfeld, Councilmembers
Felegy, Lawson, Edwards, Bighorse, and Copeland

Against: None

Abstain: None

Absent: None

(9) Consideration and Action regarding Appointment of Councilmember Edwards to Tax Increment Reinvestment Zone No. 1 Board of Directors

Motion was made by Mayor Pro-Tem Junkersfeld with a second by Councilmember Copeland to approval the removal of former Councilmember Tucker and appointment of Councilmember Edwards to the Tax Increment Reinvestment Zone No. 1 Board of Directors. Motion carried unanimously. 7-0-0-0

For: Mayor Flippo, Mayor Pro-Tem Junkersfeld, Councilmembers
Felegy, Lawson, Edwards, Bighorse, and Copeland

Against: None

Abstain: None

Absent: None

(10) Consideration and Action regarding the 2023 Employee Survey – Work Plan Project

Motion was made by Councilmember Lawson with a second by Mayor Pro-Tem Junkersfeld to approve the 2023 Employee Survey with the stipulation that the survey questions not go out to employees until reviewed and voted on by the City Council. Motion carried unanimously. 7-0-0-0

For: Mayor Flippo, Mayor Pro-Tem Junkersfeld, Councilmembers
Felegy, Lawson, Edwards, Bighorse, and Copeland

Against: None

Abstain: None

Absent: None

(11) Consideration and Action regarding Award of Bid for the Saginaw Kiwanis Veterans Memorial Relocation

Director of Public Works Newsom explained that bids were opened recently for the Veterans Memorial Relocation Project. A total of six (6) bids were received with the lowest responsive bidder being Cole Construction, Inc. with a bid in the amount of \$233,895.

Mr. John Peet addressed the Council and expressed his support of the relocation plans with the flag poles being located near the entrance and the original name "Kiwanis Veterans Memorial" kept. Ms. Debra Higgins of the Saginaw Kiwanis Club addressed the Council. She reminded everyone that the Kiwanis Club was instrumental in the initial park. She added the Kiwanis Club doesn't oppose the relocation but would like the name to remain the same. Director of Public Works Newsom stated that a historical plaque was suggested to be placed at the new location that will include the history and involvement of the Kiwanis Club. He added that plans are to begin the relocation project as soon as possible in order to be completed in time for Veterans' Day in November.

Motion was made by Councilmember Edwards with a second by Councilmember Copeland to approve the bid from Cole Construction, Inc. in the amount of \$233,895 as presented since the Kiwanis Club and Mr. Peet are in agreement with the proposal. Motion carried unanimously. 7-0-0-0

For: Mayor Flippo, Mayor Pro-Tem Junkersfeld, Councilmembers
Felegy, Lawson, Edwards, Bighorse, and Copeland

Against: None

Abstain: None

Absent: None

(12) Building and Code Compliance Presentation

Deputy Building Official Dyer and Executive Assistant Thomas gave a presentation on building safety, code compliance, rental registrations, and building permits including the accomplishments and future goals of the Building and Code Compliance Departments.

(13) FY2023/2024 Budget Workshop

Finance Director Quin gave a brief presentation regarding the FY2023/2024 budget. She also explained the calculation of the tax rate including the no new revenue tax rate, the voter approval tax rate, and the deminimis tax rate.

(14) Executive Session

1 § 551.071. Texas Government Code. Consultation with Attorney. The City Council may convene in executive session to conduct a private consultation with its attorney on any legally posted agenda item, when the City Council seeks the advice of its attorney about pending or contemplated litigation, a settlement offer, or on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with the provisions of Chapter 551, including the following items:

a. Any Posted Item

1 § 551.074. Texas Government Code. Personnel Matters. The City Council may convene in executive Session to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal Of a public officer or employee; or to hear a complaint or charge against an officer or employee, including Deliberation regarding the following officers or employees:

a. City Manager

Mayor Flippo declared the meeting recessed in to Executive Session at 7:28 p.m.

Mayor Flippo declared the meeting back in Regular Session at 8:42 p.m.

(15) Adjournment

Motion was made by Councilmember Edwards with a second by Mayor Pro-Tem Junkersfeld to adjourn the meeting.
Motion carried unanimously. 7-0-0-0

For: Mayor Flippo, Mayor Pro-Tem Junkersfeld, Councilmembers
Felegy, Lawson, Edwards, Bighorse, and Copeland

Against: None

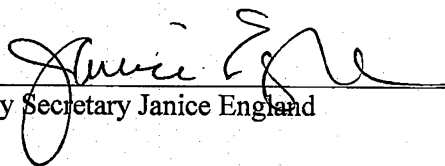
Abstain: None

Absent: None

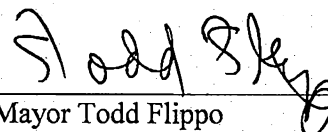
Mayor Flippo declared the City Council Meeting of June 6, 2023 adjourned at 8:42 p.m.

ATTEST:

APPROVED:



City Secretary Janice England



Mayor Todd Flippo

