

The Early City Council met in special called joint session with Planning and Zoning Commission on Tuesday, November 10, 2020 at 7:30 p.m. with the following members present:

Mayor Mangrum	City Administrator Tony Aaron
Council members:	Economic Development Director Larry McConn
Leland Acker	City Secretary Brenda Kilgo
Travis Eoff	City Attorney Mark Bessent
Benny Allcorn	Brian Callaway - P&Z
Charles Matlock	Gordon Warren - P&Z
Garry Forisha	Joe Baucom - P&Z

P&Z members Gary Stovall and Greg Ehlers were absent.

Establishing a quorum present, Mayor Mangrum called the meeting to order. Mr. Forisha gave the invocation and led the Pledge of Allegiance.

Consideration of the minutes of meeting held on October 13, 2020.

Mr. Acker made motion to approve the minutes, seconded by Mr. Allcorn, and all members present voted "aye".

Citizen's comments

No comments from citizens.

Introduction of new administrative employees

Mr. Aaron introduced Ricky Ray, newly hired Executive Assistant and Marketing/Communication Specialist, to the Council. Ricky was present at the meeting as he will be assisting with various presentations throughout the evening.

Report on the Insurance Service Office (ISO) rating program and upcoming inspection.

Mr. Aaron explained that the ISO rating is provided by insurance companies for residential and commercial properties/policies. In 2016 the ISO rating was increased significantly, which is a great benefit for property owners as well as reflection of the City. This year the Fire Inspection will be performed which will review the water supply, placement and condition of fire hydrants, as well as the pressure of the system for fire suppression. The inspection is scheduled for tomorrow, November 11th. The current ISO rate is a 6 to 7, we are hoping to increase that rate by lowering that number to a 4 or 5.

An update will be given once the inspection is completed and reports are provided by the inspector.

Consideration to approve entering into an agreement with Volkert, Inc. for the rehabilitation of Autumn Drive.

Mr. Aaron stated that this item is included within the budget for the design and bid proposal for the complete resurface and rebuild with curb and gutter. The engineering portion is expected to be completed this year with construction occurring next budget year. This agreement with Volkert is for \$27,800.

Mr. Allcorn made motion, seconded by Mr. Matlock, to approve the agreement with Volkert, Inc. for \$27,800. All members present voted "aye".

Consideration to approve EMDD entering into agreement with Volkert, Inc. for engineering services to develop a proposed new location street facility to be named Kelcy Way.

Mr. Aaron provided a video of drone footage showing overview of the property purchased by EMDD earlier this year from Wyman Kelcy. Mr. Aaron explained that the roadway would be a continuation of the partial road from Old May Road, currently serving as an access way to the Holiday Inn Express, to the Pecan Bayou. The roadway would allow access to development opportunities on the property as well as additional access and overflow parking to current businesses along Early Blvd (e.g. Humphrey Pete's, La Botana, and O'Reily's). It will also help with traffic flow on Early Blvd.

The EMDD met earlier today and approved the agreement for engineering services in the amount of \$32,000. Due to the amount, Council approval is required.

Mr. Acker made motion to approve for the EMDD to enter into agreement with Volkert in the amount of \$32,000 for the new roadway. Mr. Forisha seconded the motion and all members present voted "aye".

Consideration of approval to enter into an agreement with CivicPlus/SeeClickFix for a citizen reporting/engagement application, workflow solution and graphic information solution.

Mr. Aaron stated that the City is currently using an internal application for work orders and that an upgraded software application is included within the budget to enhance civic engagement for approximately \$100,000. The SeeClickFix application is an alternate component of that solution as the public face interaction, for a cost of \$7000 that may be able to be reimbursed through the CRF grant program. A video demonstration was provided to more thoroughly view the details and application of the product.

SeeClickFix is a forward thinking application that would allow the citizens to report an issue from any device that will immediately notify the appropriate department, schedule the action and report status of the request to all contacts. The application can be accessed through the City's website or as an App installed on a smart phone, tablet or other device.

Mr. Eoff made motion, seconded by Mr. Allcorn, to enter into an agreement with Civic Plus for the application as presented for \$7000. All members present voted "aye".

Consideration of approval of bid specifications and Request for Proposals for sidewalks at City Park.

A copy of the bid specifications and RFP was provided to the Council within their packets. Mr. McConn stated that this will be Phase 1 of the project for the park improvements to include sidewalks between ballfields 1, 2, and 3, ADA parking at fields 1 and 3, as well as a retaining wall along the sidewalk at field 3.

Sealed bids will be accepted until 3pm on Friday, December 3rd, with a public opening of the bids immediately following that deadline. Awarding the bid is expected to occur at the December Council meeting.

Mr. Matlock made motion, seconded by Mr. Eoff, to approve the bid specifications and RFP as presented. All members present voted "aye".

Discuss and consider approval of purchases associated with eht Care Act - CRF Grant project to comply with CDC guidelines, provide the ability to remote work when necessary, protect the public safety, provide for socially distanced Council presentation options, and ensure the continued essential services to the citizens of Early.

Mr. Aaron explained that the following items should be reimbursable by the CRF grant as they are not budgeted improvements and are directly related to the pandemic CDC guidelines of public safety; however, if they are not approved as reimbursable there are funds available for the purchases.

- Upgrade camera system at City Hall to allow remote access and monitoring. Includes installation of 24 cameras inside and outside and providing protection when no one is here but also documenting activity during business hours. The Business Complex and Event Center have similar systems with viewing ability from phones easily with a good back up system.

Approximately \$9,000

- Equip City Council room with audio video capabilities enabling social distance and publicly viewed Council meetings. Includes audio and video equipment for ability to live stream meetings, streamline agenda, documents, and presentation, and better ability for remote meetings. Approximately \$8,000

- Install audio/video monitors for remote/distance presentation to Council from presenters. Includes three (3) "Smartboards" for the Council Room, Conference room and Early Visitors and Events Center. The "Smartboard" is an 86-inch monitor that allows seamless connectivity, casting from any device, write-on accessibility with no projector needed, and remote viewing ability. Approximately \$19,000

The total for all mentioned is approximately \$36,000 but requesting an approval to include a 15% contingency for pricing fluctuation brings amount to \$42,000.

Mr. Aaron stated that a mandate for live streaming of meeting is quite possible within this next Legislation Session. The purchase of this equipment will allow the City to prepare and comply with that mandate professionally.

Mr. Acker made motion to approve the purchases as presented. Mr. Eoff seconded the motion and all members present voted "aye".

Discuss the remodeling of City Council/municipal court room.

Mr. Aaron stated that the fiscal budget included \$10,000 for facility maintenance which would be more needed to freshen up/update the Council room by removing the wallpaper, adding paint instead of wallpaper on the walls, plus new woodwork or trim. This would also compliment the new technology upgrades for a more professional look.

Presentation by Kendig Keast Collaborative on the progress of the Unified Development Code.

Mr. David Baird of Kendig Keast provided a PowerPoint presentation on the progress of the UDC project, stating that we are approximately midway through the process. Currently staff is meeting weekly for approximately 2 hours to discuss and determine the land use language and consolidation of the zone districts.

In the current code there are eleven (11) districts, the UDC will consolidate those into seven (7) which include two (2) new districts. The next step in the process will tackle the sign standards and the subdivision regulations.

After the presentation, Mr. Aaron commented that is an arduous project but will benefit all involved by limiting interpretation, establishing rules and policy as a standard, as well as continue to be an open, friendly, develop-minded city.

Administrator's Report

- The last building at the old water treatment plant on Hillcrest Drive has been demolished and hauled off; discussions with Texas Parks and Wildlife have started regarding using the pond as a neighborhood fishing park.
- Drafting a Comprehensive Financial Management Policy to formally adopt; not required but will help with bond rating and other debt related transactions.
- The annual onsite audit work has been completed and expect a draft for review within a couple of weeks.
- Anticipate to ratify the Commissioners Court action to extend the Ambulance contract with Lifeguard for three (3) years.

Announcements

No Announcements

Adjourn

Concluding all business matters, Mr. Acker made motion, seconded by Mr. Matlock, to adjourn the meeting. All members present voted "aye", adjourning the meeting at 8:54 p.m.

12-08-20

DATE

Robert Mangum

MAYOR

Brenda Kets
CITY SECRETARY