

The Early City Council met in regular session on Tuesday, December 8, 2020 at 6:00 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	
Charles Matlock	
Garry Forisha	

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

**Consideration of the minutes of special joint meeting held on November 10, 2020.**

Mr. Matlock made motion to approve the minutes, seconded by Mr. Forisha, and all members present voted “aye”.

**Citizen's comments**

No comments from citizens.

**Public Hearing – Petition of Annexation 106½ Early Blvd.**

Mayor Mangrum opened the Public Hearing and deferred to Mr. Aaron for the detailed information. Mr. Aaron stated that the approximate 55 acres was purchased from Wyman Kelcy by the MDD in April of this year. The property is contiguous of the City Limits on two sides and backing up to the Pecan Bayou. Annexation would allow the property to receive city services and open it up for future development.

**Consideration to approve an Ordinance, 2020-09, to annex and designate the permanent zoning of approximately 55 acres of Kraber Henry Survey 19, Abstract 584, currently known as 106½ Early Blvd.**

Mr. McConn stated that a petition to annex was submitted by the Early Municipal Development District, owners of the property, to bring the entirety of the property into the city limits. Annexation not only allows access to city services but also provides better incentive for developers and commercial/retail businesses.

Mr. Acker made motion to approve Ordinance 2020-09 to annex the 55 acres as requested. Mr. Matlock seconded the motion and all members present voted “aye”.

**Consider approving a variance to the setback requirements to install a carport at 124 Meadow Lane.**

Mr. Essary stated that the homeowner submitted a request for a 7-foot variance to the 25-foot setback from the front property line to install a carport at the residence. Notices were mailed out as required to surrounding property owners and no response was received either for or against the request. Mr. Essary also noted that in May a similar variance was granted for 126 Meadow Lane and that there are several other residences on the same street with carports.

Mr. Allcorn made motion, seconded by Mr. Matlock, to approve the variance as requested to install a carport at 124 Meadow Lane. All members present voted "aye".

**Consider adoption of a Resolution, 2020-R08, creating 2021 Building Early, Texas Initiative; an economic development program under Chapter 380 of the Texas Local Government.**

Mr. Aaron explained that the Building Initiative was introduced in 2016 as an incentive for residential builders and contractors. The program waives all permit and inspection fees for any new Single-family R1 or RZL construction, which could save the contractor \$1000 to \$2000. In 2020 there were five (5) houses that were built and eligible for this program for an estimated cost of \$5988 and an estimated property tax receipts increase of \$4000.

Mr. Matlock made motion to approve Resolution 2020-R08 creating 2021 Building Early, Texas Initiative. Mr. Acker seconded the motion and all members present voted "aye".

**Consideration to approve an Ordinance, 2020-10, amending the City Code of Ordinances of the International Building and Fire codes to include required appendices.**

Mr. McConn explained that the 2015 International Codes were adopted in 2016; however, the appendix for the Building and Fire Codes have to be adopted separately to enable enforcement. Based on the recommendation of the ISO response there are seven (7) fire codes and two (2) building codes requiring the appendices to be adopted.

Mr. Allcorn made motion, seconded by Mr. Forisha, to approve Ordinance 2020-10 amending the Code to included appendices for Building and Fire Codes. All members present voted "aye".

**Consideration to approve an Ordinance, 2020-11, amending the City Code of Ordinances for limited use standards regarding self-storage/mini-storage buildings constructed within the City of Early.**

Mr. McConn noted that this item is included within the discussions through the current progression of the unified development code; however, there continue to be more inquiries regarding this type of construction into the City. There is no prior language or standard in place at this time so the amendment to the current Code for the limited use standards for the self-

storage/mini-storage buildings will serve as a “stop-gap” until the completion of the UDC. Currently there are approximately 800 units of this type within the city limits.

Mr. Eoff made motion, seconded by Mr. Matlock, to approve Ordinance 2020-11 as presented. All members present voted “aye”.

**Consider ratification of action taken by the Brown County Commissioners to extend the Lifeguard Ambulance Service contract for three years.**

Benny Allcorn, member on the Ambulance Advisory Committee, reported that the extension is the last addition allowable to the terms of the contract. The County approved three, one-year extensions to the term for Lifeguard to serve Brown County. Mr. Allcorn reported that Lifeguard plans to keep the current ambulance station in Early but is closing the station in Bangs.

Mr. Allcorn made motion to ratify the action by Brown Count to extend the ambulance contract as stated. Mr. Matlock seconded the motion and all members present voted “aye”.

**Consider awarding winning bid proposal, RFP2020-001 Park Improvements, for sidewalks at City Park.**

Mr. McConn reported that the Request for Proposals was published though social media, the City’s website and the Brownwood Bulletin as well as by direct solicit to 19 companies within the state. Bids were received and opened on Friday, December 4<sup>th</sup> at 3:00 p.m. Only one bid was received. The bid proposal is from Ribble Concrete for a total of \$128,000. The construction plan was for \$100,000 but the funds are available within the budget for the full bid proposal.

Mr. Allcorn made motion, seconded by Mr. Matlock, to accept the proposal and award the bid to Ribble Concrete for an amount not to exceed \$128,000. All members present voted “aye”.

**Consideration to award winning bid submitted for the purchase of 819 Early Blvd.**

Mr. Aaron stated that this property was transferred to the City when the EDC was dissolved. Currently the EMDD manages the property and receives the lease revenue from the tenant. The Bid Notice was published on the City’s website and in the Brownwood Bulletin, direct solicit notices were also sent to the current tenant and surrounding commercial property owners. Sealed bids were opened on Friday, December 4<sup>th</sup> at 3:00 p.m.

Offer Number 11-01-2020-01 – approximately 0.38 acres; Minimum bid required \$33,528.

One bid was received from Winston Water Cooler for \$33,600. Winston Water, a plumbing supply company, is the neighboring property and plans to use the property to expand their yard for inventory.

Offer Number 11-01-2020-02 – approximately 0.73 acres and includes approximately 4,400 square-foot building; Minimum bid required \$264,472.

One bid received from Responsive Education Solutions for \$265,472. Responsive Education Solutions is the current tenant.

Mr. Allcorn made motion, seconded by Mr. Matlock, to accept the proposals and award the bids as received to Winston Water Cooler for \$33,600 and Responsive Education Solutions for \$265,472. All members present voted “aye”.

**Executive Session in accordance with the provisions of Chapter 551, Texas Government Code: Section 551-072, Deliberation about Real Property – 819 Early Blvd; and Section 551-087, Deliberation regarding Economic Development - Early Municipal Development District grant.**

Mr. Acker made motion, seconded by Mr. Eoff, to enter into Executive Session at 6:33 p.m. All members present voted “aye”.

**Reconvene into Open Session and consider action, if any, on items discussed in executive session.**

Mr. Acker made motion, seconded by Mr. Matlock, to reconvene into Open Session. All members present voted “aye” and regular session resumed at 6:41 p.m.

**Economic Development Municipal Development grant application, Resolution 2020-EDR08, from United Country Heart of Texas Real Estate.**

Mr. Matlock made motion to approve Resolution 2020-EDR08 for an economic development grant in the amount of \$11,121.69 to United Country Heart of Texas Real Estate for property improvements. Mr. Acker seconded the motion and all members present voted “aye”.

**Comprehensive Financial Management policies workshop.**

Mr. Aaron stated that while there are practices and guidelines currently followed and used within Administration and the financial records of the City, there is not a comprehensive ‘policy’ for the applications and processes. The need for a comprehensive plan was further identified during this year’s audit process, noting some improvements that could be made in processes, application and recording of financial data. This will provide a documented policy versus just a practiced application as well as assist with any debt issuance and bond rating circumstances.

With a PowerPoint presentation, Mr. Aaron described the purpose and objectives of the Policy Statements noting the maturity and growth of the City as an entity for the readiness of this Policy. During the workshop, the discussion covered the first five sections of the drafted policy that included Budgeting, Revenues, Expenditures and Capital Improvements.

At the conclusion of the workshop, Mr. Aaron reminded the Council that this is a work in progress to compile all phases of financial management policies, standards and practices into a written policy. He anticipates a couple more workshops within the next few months and encourages any feedback or questions regarding the process, applications or recommendations pertaining to the comprehensive policy.

#### **Administrator's Report**

- As per GA32 and the hospitalization rate at 15% or higher for a seven-day period within a medical region, businesses are required to cut back to 50% occupancy. Hendrix hospital (formerly Brownwood Regional) is now considered part of the medical region with Abilene and therefore Brown County must comply with the requirements within GA32.
- The City or City Hall has had no complaints regarding any COVID requirements and currently there are no issues or cases within City staff or employees.

#### **Announcements**

No Announcements

#### **Adjourn**

Concluding all business matters, Mr. Matlock made motion, seconded by Mr. Acker, to adjourn the meeting. All members present voted "aye", adjourning the meeting at 7:07 p.m.

01-12-2021

DATE

Robert S. Mang

MAYOR

Brenda Kilgo

CITY SECRETARY