

## City of East Bernard

### Board of Alderman

#### Minutes of Regular Meeting

19 July 2021

#### Present:

Marvin R. Holub, Mayor  
David Tomchesson, Alderman Pos 1  
Shawn Farrell, Alderman Pos 2  
Andrew Webster, Alderman Pos 3  
Eric Viktorin, Alderman, Pos 4  
Jonathon A. Szymanski, Pos 5  
Audrey Scarce, City Secretary

#### Absent:

#### CALL TO ORDER

With a quorum of the Board members present, Mayor Marvin Holub called the meeting to order at 6:00 p.m. on Monday, July 19, 2021 in the Union Room of the Prosperity Bank Building.

#### INVOCATION

Mayor Holub gave the invocation.

#### PLEDGE OF ALLEGIANCE

Mayor Holub led the pledge of allegiance.

#### PUBLIC COMMENTS

- ◆ There were no public comments.

#### MAYOR'S REPORT

Mayor Holub reported the work on improving culverts and drainage is continuing. Centerpoint has completed their part of the project on Brandes partially. They have two more remaining pipes to lower before that project can be completed. Mayor Holub will be attending a meeting with the Judge and other local officials on August 4<sup>th</sup> to discussing what projects are happening throughout the county.

#### SECRETARY'S REPORT

Secretary Scarce updated the Board of Aldermen on the building repairs happening at City Hall. The roof is leaking significantly causing the ceiling over Secretary Scarce's desk to collapse. This caused some paperwork to be lost, but the computer and server were spared. Our grants are both progressing. The state is still reviewing the GLO project, and we are not able to close that out until we have their approval for the last draw to pay our contractors. There is some questioning of our environmental review and the scope of work that needs to be clarified. The FM 1164 sewer project is set to begin on August 16<sup>th</sup>. We had our preconstruction meeting and all seems well there. The auditors have begun the audit on the FY 19-20 fiscal year. Heidi Van Gossen, Assistant City Secretary, has mailed out the animal control ordinance to the residents in the city. Financials were reviewed with no questions or concerns from the Board of Aldermen.

#### BUDGET WORKSHOP

Secretary Scarce presented the line-item explanations that addressed changes to the budget that are routine, such as insurance, increases in pricing for services, etc. At the conclusion of the presentation, items that needed additional discussion were addressed. Maintenance staff was present to discuss items they would like to see completed next year. There are repairs at the pool that will be needed. Those are a new roof on the lean-to from the building where people sit as their children play, landscaping ruined by the freeze replaced, tile work in the pool, cover over the chlorine tank, wiring issues in the pumphouse, and uneven concrete that is becoming a tripping hazard. Repairs at the park include rehabilitating the volleyball court, concreting the picnic area, replacing landscaping ruined by the freeze, and a possible new locking system. Potential software was also discussed that would allow Secretary Scarce and Asst. Secretary Van Gossen to streamline records for households, such as animal control, alerts on flooding, weather, trash service, etc. It was requested to get more information on that. Law enforcement is requesting new body cameras and will need new tires on their units. Other areas discussed were equipment, animal control facilities, and building maintenance. Evaluations will happen at the budget workshop set for August 4<sup>th</sup> and finalization for most of these areas will be completed then, after more concrete figures are available.

**DISCUSS AND CONSIDER FOR APPROVAL MINUTES OF THE JUNE 21, 2021 REGULAR MEETING.**

Mayor Holub asked if there were any corrections or concerns about the minutes as read. There was no discussion of the minutes. Alderman Webster made a motion, seconded by Alderman Tomchesson to approve the June 21, 2021 Regular meeting minutes. The motion carried by unanimous vote.

**DISCUSS AND CONSIDER FOR APPROVAL RESOLUTION 2021-002 AUTHORIZING THE AWARD OF PROFESSIONAL SERVICE PROVIDER CONTRACTS FOR THE 2021 AMERICAN RESCUE PLAN ACT GRANT.**

Secretary Searce presented Resolution 2021-002 authorizing Grantworks as the professional service provider for the American Rescue Plan Act Grant. Grantworks was the only bid submittal provided to us by the deadline. Alderman Webster made a motion to approve Resolution 2021-002, seconded by Alderman Tomchesson. The motion carried by unanimous vote.

**DISCUSS AND CONSIDER FOR APPROVAL RESOLUTION 2021-003 CREATING THE CITY OF EAST BERNARD DRAINAGE TASK FORCE.**

Secretary Searce presented Resolution 2021-003 which would create the drainage task force. This is based on discussions at a meeting held with Alderman Szymanski and Alderman Farrell. The drainage task force will consist of no more than two alderman and residents of the city. There will be no more than seven members and no less than five. The drainage task force will have no authority to approve projects and will only bring recommendations to the Board of Aldermen, who will have the authority to approve the recommendations. Alderman Tomchesson made a motion to approve Resolution 2021-003 creating the City of East Bernard Drainage Task Force, seconded by Alderman Szymanski. The motion carried by unanimous vote.

**DISCUSS AND CONSIDER FOR APPROVAL THE REQUEST FOR PROPOSALS AND QUALIFICATIONS FOR PROFESSIONAL ENGINEERING SERVICES FOR DRAINAGE STUDY.**

Secretary Searce presented the drafter request for proposals and qualifications for professional engineering services for the drainage study requested by the Board of Aldermen. Alderman Szymanski mentioned that SH 60 needs to be addressed in the Scope of Services with FM 1164 and the northside of the city. Secretary Searce will add that addition in to the RFQ. It was also requested the RFQ remain open for a minimum of 20 days. Alderman Tomchesson made a motion to approve the Request for Qualifications presented with the addition to SH 60 in the scope of services, seconded by Alderman Szymanski. The motion carried by unanimous vote.

**DISCUSS AND CONSIDER FOR APPROVAL BUDGET ADJUSTMENTS.**

Mayor Holub is requesting funds of \$5,000 be moved from line item 65701-Legal Fees to line item 64401-Street Maintenance to address the deterioration of some portions of Clubside Drive and John Albert Drive. Alderman Viktorin made a motion to approve the budget amendment, seconded by Alderman Farrell. The motion carried 4-1 with Alderman Webster against.

**ADJOURNMENT**

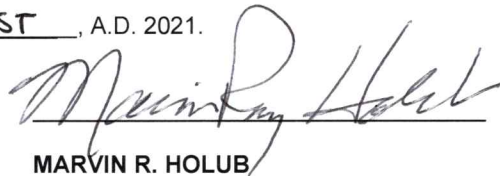
Alderman Tomchesson made a motion, seconded by Alderman Farrell to adjourn the Regular session. The motion carried by unanimous vote. The meeting was adjourned at 7:59 p.m.

These minutes are approved on the 16<sup>th</sup> day of AUGUST, A.D. 2021.

ATTEST:

  
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AUDREY SCEARCE  
CITY SECRETARY

APPROVED:

  
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MARVIN R. HOLUB  
MAYOR