

February 4, 2021

The Graham City Council met in REGULAR SESSION in the Council Chambers at 9:00 a.m. on Thursday, February 4, 2021 with the following members present:

MEMBERS:	Mayor:	Neal Blanton
	Mayor Pro-Tem:	Lee Boyd
	Council Members:	Kyle Peavy
		Shana Weatherbee-Wolfe
		Alex Heartfield
	City Manager:	Brandon Anderson
	City Secretary:	Sharon McFadden
	City Attorney:	Dan De La Cruz (absent)
	Municipal Judge:	Teresa Bishop (absent)
	Police Chief:	Brent Bullock (absent)
	Fire Chief:	Jim Don Laurent (absent)

VISITORS: Thomas Wallner, Randall Dawson, Kelli Shifflett, Courtney Frampton, and Krisa De La Cruz.

ORDER: Mayor Blanton called the meeting to order and opened with prayer.

PUBLIC FORUM: Mayor Blanton asked if anyone would like to speak in the public form. Courtney Frampton stated her name and said she has rental properties in Graham. She has high expectations of her tenants and help them to meet those expectations. When assisting new tenants with settling into a residence, common code enforcement issues are discussed. Ms. Frampton said her opinion is that houses neighboring them (referring to her rental properties) have issues and she occasionally will report neighbor violations. Courtney Frampton said when most people get "tagged," they usually quickly address the problem to avoid dealing with BJ Cook (Code Enforcement Officer). Occasionally, the ten days is exceeded. Ms. Frampton said it appears that is more difficult to get violations addressed and it appears the way Code Enforcement manages cases, there are only so many that can be handled. Ms. Frampton said there may need to be another Code Enforcement Officer or take a different Board. She suggested possibly creating a Board that can collaborate and assist. Ms. Frampton said she has been very vocal and is willing to do whatever is necessary to move into that direction. She said the past few years there has been great improvement to streets and rollouts (referring to polycart trash receptacles). The town is much nicer for guests and those who live here (referring to the City of Graham). She reports violations and the violations affect everyone's properties, and everyone should abide by the codes. Brandon asked Courtney Frampton to visit with him after the conclusion of the Council meeting to discuss specifics. Brandon said he will also visit with BJ Cook. Brandon said when it comes to dilapidated houses, there are only a certain number of those, and it involves a time process. Brandon said the City's general fund is tight and it would be difficult to justify adding another full-time position. Brandon requested visiting with Courtney Frampton and BJ Cook to better address the concerns. Brandon said an option may be for BJ Cook to reach out for assistance from the Police Department. Courtney Frampton agreed to meet with Brandon after the meeting. Ms. Frampton stated Code Enforcement is doing a wonderful job and wanted to make it very clear they (Code Enforcement) are doing all they can. Courtney Frampton said the violations she reports are minimal things, not things like vehicles parked in front yards. Lee Boyd asked if there was a list of houses that have been condemned. Brandon said Judy Walls (Code Enforcement Clerk) does keep a list of houses in process or in the Code Enforcement queue. Lee Boyd asked how many are currently condemned. Brandon said although he does not have that list at this time, there are approximately fifteen (15). Lee Boyd stated the process may take a year or two. Mayor Blanton said if we (the City) take down three (3) to four (4) each year is likely considered a good year. Randall Dawson, Public Works Director, agreed with Mayor Blanton and stated last year there were seven (7) houses taken down. Mayor Blanton said taking down the houses and bringing others to standards is occurring.

APPROVAL OF MINUTES:

Minutes from the Regular Session Council meeting held on Thursday, January 21, 2021 and the Special Called Meeting (Public Hearing-CDBG Grant) held on Monday, January 25, 2021 were considered. Alex Heartfield made the first motion and Lee Boyd seconded. Both sets of minutes were unanimously approved 4-0.

CONSIDER AND ACT ON THE SELECTION OF ENGINEERING SERVICES TO PROVIDE ASSISTANCE WITH POSSIBLE GRANT AND LOAN FUNDS AND TO PROVIDE ENGINEERING SERVICES FOR WATER SUPPLY IMPROVEMENTS TO THE CITY OF GRAHAM FOR CAPITAL FINANCING THROUGH THE TEXAS WATER DEVELOPMENT BOARD PROGRAM – DRINKING WATER STATE REVOLVING FUND:

Brandon said the Request for Proposal (RFP) submissions were due on Tuesday, January 26, 2021. There were three very well qualified bids and were sent to Council members by email. Brandon said the City does not have an engineer firm of record. Previously, the City used Corlett, Probst, and Boyd did most of the City of Graham's work. A conflict of interest did arise with the building of the water plant and the City has parted ways since then. Brandon said the City has used Jacob and Martin on a few items and the City is using them for the parks plan. Brandon said Jacob and Martin did not submit a bid for this area of expertise. The City of Graham has also been working with Tim James of Hoff. Mr. James is a former City of Graham Public Works Director. They have provided preliminary project numbers on the water line replacement and that is our (referring to the City) proprietary information. Hoff did not submit an engineering proposal to the request. All three are very qualified. However, Brandon does not have a lot of experience with any of the firms. Brandon said Parkhill is the firm being used at the Graham Airport. Brandon said if a decision is to be made today, he would suggest selecting Parkhill. The projects Parkhill works on are consistent and "real life" to what the City is dealing with. Brandon said this is not a huge design project. Brandon said he would like to see selection of an engineering firm the City could stay with for a long time. However, the

request of the Texas Water Development Board and the Drinking Water State Revolving Fund require the City to follow the RFP process and select a qualified engineer. Brandon said the firms have not been scored yet and there is more vetting he would like to do. Brandon said he and Randall agree that when scored, Parkhill is their choice. Brandon said Council can table the selection and consider in two weeks (next Council meeting on February 18, 2021) come back, then hire a firm. Brandon said if Council chooses to be involved in the scoring, he and Randall are willing to work with Council. Brandon said another option would be to choose Parkhill and give he and Randall the chance to score and vet, then move forward with Parkhill. Brandon said the caution in tabling for two weeks is now that we have started repairing holes in the 24-inch line that we will continue to have more holes. Brandon said with our water rate being put in place four (4) years ago, the intent was to set aside reserve funds. Brandon said the fund reserves should be enough to do the badly needed alternate line to town. Brandon said Parkhill has experience in slip lining, which is something previous discussed for the old line. Mayor Blanton stated he understood Brandon and Randall recommended Parkhill based on what they have presented. Randall said Parkhill has shown us (referring to he and Brandon) the work in what we are looking for. Randall said Parkhill appears to be a better fit for the City of Graham. Mayor Blanton asked if Parkhill primarily works in rural communities. Randall said Parkhill recently completed a job in Mineral Wells. The job was a six (6) inch water line extension. Randall said Parkhill does smaller projects in smaller communities. Lee Boyd asked if the State requires the scoring process and our selection process. Brandon responded with "yes." Randall responded it is required for grants. Brandon said the scoring process on the RFP is our (City staff) scoring process and not required. The scoring does not have to be submitted to anyone. Brandon said the scoring is solely to assist the City in making its own choice for a firm. Lee Boyd asked if there are more water line leaks occurring when the weather is cold. Randall responded stating there tend to be more water line leaks after rain or when the weather is cold and then the temperature begins to increase. Lee Boyd stated the weather in Graham does not get cold enough to freeze very deep. Alex Heartfield stated this is his first time for this process and asked if it is normal for proposals to not include dollar figures with estimates for the cost of the project. Brandon said they (referring to the RFP responses) have been provided a scope of project. Brandon said that is not possible unless the City provided specific details and asked for a rough quote for the engineering services. Lee Boyd said whether the City receives the grant or not will determine the scope of the work. Brandon agreed with Lee Boyd's statement. Alex Heartfield said Council relies on staff to determine which firm is preferred and the City already has a relationship with Parkhill. Brandon said Parkhill has been very professional to work with at the Airport. Although Parkhill does not have the years of experience that Dannenbaum has with primarily large projects. Brandon said there are no qualms with any of the three engineering firms to do the City's projects. Brandon likes that Parkhill in the size of projects they have completed and the experiences they have. Lee Boyd asked where Parkhill's office is located. Brandon responded with Fort Worth. Mayor Blanton said it has been difficult for the City not to have an established engineering firm relationship. Brandon said Parkhill is in Arlington and not Fort Worth. Brandon said the engineers being used for the project at the airport are from Lubbock. Lee Boyd made the motion to accept Brandon's recommendation to begin the process with Parkhill. Alex Heartfield provided the second motion, and the selection was unanimously approved 4-0.

CONSIDER AND ACT ON A REQUEST FROM FAITH CENTER TO USE THE SQUARE FOR THEIR ANNUAL CARS AND STARS CAR SHOW ON SATURDAY, AUGUST 7, 2021 (DETAILS IN REQUEST):

Brandon said this request is simply for reserving the Square specifically for that day. A COVID-19 plan will be required to be submitted to Mayor Blanton. Brandon said he would relay that information (regarding the COVID-19) plan to the Mayor to make sure they get that done in a timely manner. Brandon said the event being moved to late summer has worked well. Brandon said they (referring to Faith Center) have been good to work with in the past. Shana Weatherbee-Wolfe made the first motion and Kyle Peavy seconded. The request for use of the Square was unanimously approved 4-0.

BOARD APPOINTMENTS BY MAYOR, IF NEEDED:

Mayor Neal Blanton appointed Alex Heartfield to the Airport Board as the representative for the City of Graham.

REPORTS:


- Brandon said although there was not an agenda item for Reports on the agenda, he did have updates for the Council. Troy Wolfe with Hub Machine called Brandon yesterday (February 3, 2021). The company has made a very nice bench to be placed in front of the new City Hall. Brandon said the Parks Department will be needing benches and he hopes for the City to support a local company. Brandon said the City appreciates Hub Machine for providing the bench. The lake level is 94.2 percent full. The survey for the lake has not been completed. The survey should be presented very soon on the 12 to 13 acres then City is going to put an RFP together for. The letter planned to be sent to lake lot lease holders has been delayed. Brandon has had some good conversations with people at the lake on the proposed idea the City has. The airport AWOS system is in very bad repair. That system gives the weather updates, wind directions, and temperature. People that use Graham Airport use the AWOS system. The Olney Airport also relies on and refers to our AWOS system. The City of Graham uses Mineral Wells as a backup. The AWOS system is an essential need at the Airport. There has been one (1) bid submitted and staff have already visited with Graham Economic Improvement Corporation (GEIC). Likely at the next Council meeting, if GEIC meets prior to our next Council meeting, they are considering a project to assist the City in funding a portion. Half can be funded through the RAMP grant program through TXDOT Aviation. Mr. Maylee with TXDOT Aviation mentioned there may be some AWOS funds available. There has been a lot more reports of hogs at the Airport. City staff will be cleaning and clearing off trees that they can easily get to. Per the agreement with Mr. Hawkins, we

can clear that area. All the penetrations causing inability for night landings seem to be cleared up and taken care of. The FAA will fly the area and decide on their own if all is good. City staff, Jason Cottongame, and the company hired (Pierce Land Clearing) have done a good job of cleaning the area. Mayor Blanton said it is amazing. Brandon said with it cleared, there is a hidden gem back there. Brandon said he is hoping the grant process goes well. The You Lead project for Standpipe Mountain engineers report should arrive soon. The project is to update and refurbish the tank to make sure it is safe and secure. You Lead is also looking at the flagpole and better lighting. Brandon said he prefers the area to not become a climbing and picnic area and has informed You Lead that is a concern for City liability. Primitive trails are continuing to be properly cleared and signed "Primitive Trails – Use at Your Own Risk." From an iconic standpoint, anything to make Standpipe stand out more. Historical photos show Standpipe has always been part of Graham. Brandon said he appreciates what You Lead is doing.

- Mayor Blanton suggested those attending the meeting visit Fireman's Park. It is truly remarkable, and the City has done an unbelievable job.

ADJOURNMENT:

On a motion by Kyle Peavy, a second from Lee Boyd, the Council meeting was unanimously adjourned.


Neal Blanton, Mayor

ATTEST: 
Sharon McFadden, City Secretary