

**CITY OF SMITHVILLE**  
**COUNCIL MEETING AND PUBLIC HEARING MINUTES**  
**FEBRUARY 14, 2022**

Present: Mayor Joanna Morgan, Councilmembers Janice Bruno, Bill Gordon, Tom Etheredge, Sharon Foerster, Stan Gerdes, and City Manager Robert Tamble.

**Open Meeting:** Call to order: Mayor Morgan called the meeting to order at 6:00 p.m.  
Invocation and Pledge by Bill Gordon.

Recognition/Awards/Proclamations/Announcements/Presentations:

- a) Proclamation – “African American History Month” – Read by Bill Gordon.
- b) Proclamation – “Honoring Sonny Rhodes” Proclamation read by Robert Tamble and presented to the family of Sonny Rhodes.

Citizen Comments: None

Approval of the minutes from January 10, 2022, Council Meeting and Public Hearing.  
Councilwoman Bruno moved to approve the minutes. Councilman Gordon seconded and the motion passed unanimously.

Hear recommendation from Planning and Zoning on:

- a) Amending the Zoning Ordinance, Exhibit A, Chapter 14, City of Smithville Code of Ordinances, By Amending Section 5.5.3 to add Considerations for Variances Related to Structures. Brian Riewe (P&Z Chairman) said P&Z recommends approving the ordinance.

**Public Hearing:**

Hear citizen’s comments on:

- a) Amending the Zoning Ordinance, Exhibit A, Chapter 14, City of Smithville Code of Ordinances, By Amending Section 5.5.3 to add Considerations for Variances Related to Structures -. No one signed up to speak for or against this item.

**Open Meeting:**

Council Discussion and Action on:

- a) Amending the Zoning Ordinance, Exhibit A, Chapter 14, City of Smithville Code of Ordinances, By Amending Section 5.5.3 to add Considerations for Variances Related to Structures – Per HB-1475 passed during the Texas 87th legislative session, additional considerations for granting a variance that would result in an

unnecessary hardship involving structures (i.e., land being used or developed for a reason other than homeowner building or improving a homeowner's residence) must be added to our Zoning Ordinance. Councilman Gerdes made a motion to approve the ordinance. Councilwoman Bruno seconded and the motion passed unanimously.

Citizen Comments: None

Discussion and Action on an amendment to the Financial Management Policy for the City of Smithville: In order to comply with the terms and conditions of the GLO CDBG-MIT grant, the City of Smithville (COS) when utilizing the cash advance method will minimize the time elapsing between the transfer of funds from the Federal or State agency and the disbursement by the COS for eligible costs. This period must not exceed 3 business days from the date of receipt/deposit of funds. Prior to this change, the transfer of funds requirement was 5 business days. Councilman Gordon made a motion to approve the amendment. Councilwoman Foerster seconded and the motion passed unanimously.

Citizen Comments: None

Discussion and Action on approving a resolution to enter into a Municipal Maintenance Agreement (MMA) with the Texas Department of Transportation: TxDOT District Operations office manages all MMAs. Once a proposed MMA is initiated, a city resolution is required to enter into a new MMA. TxDOT and the city will collaborate and negotiate on responsibilities, add exhibits, and finalize maps. Exhibits can help provide more resolution on delineation of responsibilities or add special or existing agreements, such as illumination or signal agreements. The last MMA between the City of Smithville and TxDOT was signed on May 12, 1969. Councilman Gordon made a motion to approve the resolution. Councilwoman Foerster seconded and the motion passed unanimously.

Citizen Comments: None

Discussion and Action on Awarding the Grant Management/ Administration Services Contract for FEMA DR-4485 HMGP (COVID-19): The City of Smithville published a Request for Proposals ("RFP") in the Austin American Statesman on January 6, 2022 for professional administration services to assist in developing an application(s) for funding under the FEMA Hazard Mitigation Grant Program (HMGP). The city will be applying for FEMA HMGP funding for a pandemic-related project in response to the federally declared disaster DR-4485 associated with COVID-19. Proposals for grant management services were reviewed by City staff on January 21, 2022. Experience, work performance, capacity to perform, and cost were the criteria used by the City staff to evaluate/differentiate each grant management consultant's qualifications. Langford Community Management Services, Inc. (LCMS) was the only administrative / management consulting firm to submit an RFQ packet. Councilwoman Bruno made a motion to award the Grant Management Services to Langford Community Management Services, Inc. Councilman Gordon seconded and the motion passed unanimously.

Discussion and Action on Awarding the Engineering Services Contract for FEMA DR-4485 HMGP (COVID-19): The City of Smithville published a Request for Qualification ("RFQ") in the Austin American Statesman on January 6, 2022 for engineering services required to develop a budget, scope of work, and draft specifications for the preparation of a FEMA Hazard

Mitigation Grant Program (HMGP) application to fund a pandemic-related project in response to the federally declared disaster DR-4485 associated with COVID-19. Specifically, the funding will be used for the purchase, design, and installation of generators with auto-transfer switching capability for our water plants. Proposals for engineering services for the City of Smithville COVID-19 project were reviewed by City staff on 1/21/22. Experience, work performance, and capacity to perform were criteria used by the City staff to evaluate/differentiate each engineering consultant's qualifications. Four (4) Engineering services consultants submitted their qualifications. TRC Engineers, Inc. received the highest total score (reference bid tabulation spreadsheet in your electronic binders). Councilwoman Foerster made a motion to award the Engineering Contract to TRC Engineers, Inc. Councilman Etheredge seconded and the motion passed unanimously.

Citizen Comments: None

Discussion and Action on the approval of the Financial Report. Councilwoman Foerster made a motion to accept the Financial Report. Councilwoman Bruno seconded and the motion passed unanimously.

Adjourn 6:35 p.m.

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Joanna Morgan, Mayor

Attest:

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Jennifer Lynch, City Secretary