

CITY OF STAGECOACH
CITY COUNCIL SPECIAL MEETING
E.S. Williams City Center
16930 Boot Hill Road
Stagecoach, Texas 77355

NOVEMBER 30, 2017 MEETING MINUTES

State of Texas
County of Montgomery
City of Stagecoach

1. Mayor Galen Mansee called the meeting to order at 7:00 p.m.
2. The roll call was taken with the following persons present (P), absent (A), or late arrival (LA):

Mayor:	Galen Mansee	(P)
Aldermen:	Sharon McClure	(A)
	Jim Cooley	(P)
	James Osteen	(P)
	Mark McGill	(A)
	Bill McGahen	(P)
Attorney:	Janice Baldwin	(A)
Secretary:	Brenda Rutt	(P)
Chief of Police:	Mike Wethington	(A)

3. Pledges of Allegiance to the United States flag and the Texas flag were said.
4. Persons desiring to appear before City Council: None.
5. Approve the procurement of administrative services firm for the 2016 CDBG-DR grant for 2016 federally declared flooding. City Secretary Rutt explained that the Review Committee decided it was necessary to hire an administrative services firm to administrative the grant on behalf of the City. We do not have the resources and the expertise necessary to administer the grant on our own. Alderman Osteen stated that he is on the 2016 CDBG-DR Review Committee. The Committee reviewed the two proposals for administrative services that were received as a result of the RFPs that were sent out. The Committee decided to select GrantWorks rather than Public Management for several reasons. GrantWorks has a larger staff to handle the application process and they have a broader range of expertise. GrantWorks is also working with other cities on this side of Montgomery County – the cities of Montgomery and Magnolia. We believe Public Management may have given us some incorrect information about how the LMI requirement can be met. City Secretary Rutt has contacted other cities who have worked with GrantWorks and they are highly recommended. City Secretary Rutt explained that GrantWorks works on a percentage basis and their fee is based on the amount of grant funds that we receive and their fee will be paid out of the grant funds. Alderman Osteen said he initially had some reservations about selecting GrantWorks because they did not seem very optimistic about us qualifying due to the LMI requirements; however, he feels more confident at this time. Alderman Cooley motioned to hire an administrative services firm to administer the 2016 CDBG-DR grant, to approve the recommendation of the 2016 CDBG-DR Review Committee, and enter into a contract with

GrantWorks to provide grant administration services for the 2016 CDBG-DR grant for 2016 federally declared flooding. Alderman McGahen 2nd. The vote was all in favor.

6. Approve the procurement of engineering services firm for the 2016 CDBG-DR grant for 2016 federally declared flooding. Mayor Mansee explained that we received Statements of Qualifications from three engineering firms: Brown and Gay Engineering (BGE), Bleyl Engineering, and Collaborate Architects. BGE and Bleyl and both experienced with infrastructure projects for municipalities, whereas Collaborate deals mainly with the renovation of buildings and architectural projects. Therefore, the two firms being considered are BGE and Bleyl. Committee member Bill Berger does not feel that we need to hire an engineer at this point; however, Mayor Mansee believes we need to go ahead and select an engineer for our projects. Mayor Mansee explained that Bill Kotlan with BGE is an engineer and he has also served as a city manager. City Secretary Rutt explained that during the negotiation process if we end negotiations with Engineer #1 and begin negotiations with Engineer #2, we cannot go back to Engineer #1 as we cannot come to an agreement with Engineer #2. Mayor Mansee said both firms are well qualified and are licensed engineers. City Secretary Rutt pointed out that BGE has a hydrological engineer on staff that is experienced with dam projects. We will probably have to have a hydrological survey done on Lake Apache if that project is selected. Alderman Osteen asked if the hydrological survey would be done as part of the grant and City Secretary Rutt said it would only be authorized if it is required by the engineer as part of a project. City Secretary Rutt also stated that Bleyl was highly recommended by several city secretaries. Alderman McGahen motioned to authorize the Review Committee to select an engineer and to authorize Mayor Galen Mansee to enter into a contract with an engineering firm for the 2016 CDBG-DR grant. Alderman Cooley 2nd. The vote was all in favor.
7. Approve the selection of an Administrator for the 2016 CDBG-DR grant for 2016 federally declared flooding. Alderman Cooley motioned to approve the recommendation of the Review Committee and enter into a contract with GrantWorks to provide grant administration services for the 2016 CDBG-DR grant for 2016 federally declared flooding. Alderman McGahen 2nd. The vote was all in favor.
8. Designate authorized signatories for contractual documents and documents for requesting funds pertaining to the 2016 CDBG-DR grant program for 2016 federally declared flooding. Alderman Osteen motioned to designate Mayor Mansee as the authorized signatory. Alderman McGahen asked what would happen if the Mayor was unavailable. Alderman Osteen withdrew his motion. Alderman Osteen motioned to authorize Mayor Galen Mansee and Mayor Pro Tem Bill McGahen as the authorized signatories for contractual documents and documents for requesting funds pertaining the 2016 CDBG-DR grant program for 2016 federally declared flooding. Alderman Cooley 2nd. The vote was all in favor.
9. There being no further business, Alderman McGahen motioned to adjourn the meeting at 7:48 p.m. Alderman Cooley 2nd. The vote was all in favor.

Brenda Rutt, City Secretary-Treasurer-Court Clerk

(SEAL)