

Special Meeting Minutes – City of Plantersville  
November 23, 2020

The Board of Alderman of the City of Plantersville, Grimes County, Texas, met in special session on Monday, November 23, 2020 at 7:00 p.m. in the Plantersville Town Hall, 11335 Lodge Lane, Plantersville, Texas.

The following members were present:

Karen Hale, Mayor  
Kristina Keyser Mayton, Alderman Mayor Pro Tem  
Kimberly Allphin, Alderman Secretary  
Marilyn Bettles, Alderman  
Otis Greenwood, Jr., Alderman

Absent: Frank Dean, Alderman

Visitors present: Carol Kurten, Julee Kuta, Sandra Kuta and Keith Payne with GrantWorks

1. Call to Order – Quorum was established. Mayor Karen Hale called the meeting to order at 7:00 p.m. Alderman Greenwood led the invocation with pledges recited.
2. Public Comments: None
3. Consider/Discuss authorization to issue requests for proposals (RFPs) for administrative services and requests for qualifications (RFQs) for engineering services related to the 2021-2022 Community Development Block Grant (CDBG) program administered by the Texas Department of Agriculture (TDA)

Mr. Keith Payne, representative with Grantworks provided information on the available grant available and the process of applying. He reviewed the overall process and information on the importance of time frames to complete required documentation. These programs are complex and the duty of Grantworks and similar organizations is to provide expert guidance. Grantworks has completed many projects in neighboring communities and recently with Grimes County. The company has a long history in Texas and worked throughout the entire state assisting municipalities qualify, obtain and complete projects. He advised that the current scoring process of qualifications is favorable for the City of Plantersville and the funds available for roads, ditch and flood mitigation is a priority with the Brazos Valley COG. Grantworks is happy to be of assistance to the city and would look forwarding to working with the City of Plantersville. There are no fees charged to the city for the initial work, investigation and completion of forms for grant. If the city is awarded the grant, the fee is taken from the grant funds which follow the state guidelines of approved fees and rates. The approximate amount of the available grant is \$350,000. The approximate match money from the city is \$17,500.

Discussion: Mayor Hale and Aldermen questioned the normal time frames of grant & project completions. The outlined steps of initial applications through completion with funding provided. The project is required to be completed within 24-month period. All fees to engineers, construction costs, etc. has to follow the posted fee and rate schedule with the State of Texas.

Action: Alderman Marilyn Bettles made motion to issue requests of proposals (RFPs) for administrative services and requests for qualifications (RFQs) for engineering services related to the 2021-2022 Community Development Block Grant program administered by the Texas Department of Agriculture. Motion seconded by Alderman Otis Greenwood, Jr.

Vote taken:

Mayor Hale – Yes

Alderman Bettes – Yes

Alderman Greenwood – Yes

Motion carried.

Alderman Mayor Pro Tem Mayton – Yes

Alderman Allphin – Yes

4. Posting local events on city website – guidelines: Alderman Allphin presented information on the city website and security protocols as requested. The research included speaking directly with that department and representative. The additional links and options with hyperlink are completely safe and normal on the web. If the city were to add a dedicated webpage on site such as “Community Events” with links and the availability to take the visitor directly to another site of event or Facebook event page, this does not increase risk or threat to our website security. Also provided to board members the samples of event guidelines from other communities for review.

Discussion: Mayor and board discussed the need to list events for the community with the local event Plantersville Christmas Parade being held December 5, 2020. Alderman Allphin requested this event be placed on website and social media (Facebook) as there would be no city meeting prior to parade. Additional request to allow quick links to local government as seen on similar websites. Mayor Hale advised that would need to be put on future agenda.

Action: Alderman Allphin made motion to list the Plantersville Christmas Parade on city website and Facebook page as soon as possible that would include a link to their site for additional information. Alderman Bettes seconded the motion.

Vote Taken:

Mayor Hale – Yes

Alderman Bettes – Yes

Alderman Greenwood – Yes

Motion carried.

Mayor Pro Tem Alderman Mayton – Yes

Alderman Allphin – Yes

5. Community Interest:

Local events – Christmas Parade in Plantersville is scheduled for Saturday, December 5, 2020 with line up at 9:30 a.m. and parade starts at 10:00 a.m. Inquiry regarding any known Thanksgiving meals being served for the less fortunate, Alderman Bettes advised Trinity Lutheran in Navasota had information on their website. No other known sources at this time. Alderman Greenwood announced the recent event the ministry had hosted was a success and plans to have more in the future.

6. Executive Session/Closed Meeting: None required

7. No Action Taken

8. Mayor Hale adjourned the meeting at 8:01 p.m.

Approved

Karen Hale, Mayor

12-14-2020

Attest

Kimberly Allphin, Secretary

12-14-2020