

MINUTES OF CITY COUNCIL MEETING MARCH 5, 2019

1. **Call to order.** Meeting was called to order at 6:00 P.M. by Mayor Bert Echterling.
2. **Invocation.** Pastor Jerry Freedman with Bethel Methodist Church provided the Invocation.
3. **Pledge of Allegiance.** Council, Staff, and Citizens joined in the Pledge of Allegiance.
4. **Roll Call.** Councilmembers present: Jimmy Rogers, Jim Mastergeorge, Brenton Lane, Bert Echterling, Jeremy Stivener, and Jimmy Eubank. Councilmember Steve Janics was absent.
5. **Citizen Comments.** Jim Smith, 490 Kiowa Circle, Robinson, Texas 76706 introduced himself and announced his intent to run for County Commission Precinct 1.
6. **Presentation recognizing Employee of the Year.** City Manager Craig Lemin presented this item, and announced that Jamie Walter, Utility Operator I, was the 2018 Employee of the Year and presented her with a plaque on behalf of the City of Robinson.
7. **Presentation of Awards:**
 - a. **Presentation of 2018 Civilian Police Employee of the Year** – Chief of Police Phillip Prasifka announced Melissa Leavelle, Communications and Records Supervisor, as the 2018 Civilian Police Employee of the Year.
 - b. **Presentation of 2018 Police Officer of the Year** – Chief of Police Phillip Prasifka announced Officer William Hughes as the 2018 Police Officer of the Year.
8. **Approve Minutes: February 5, 2019; February 12, 2019; and February 19, 2019.** Councilmember Jim Mastergeorge motioned to approved the minutes from the February 5, 2019; February 12, 2019; and February 19, 2019, meetings as presented. Mayor Pro Tem Jeremy Stivener seconded this motion. Voting in favor: Rogers, Mastergeorge, Lane, Stivener, Eubank and Echterling. There were no opposing votes and motion carried unanimously.
9. **Consider and possible action accepting the City of Robinson, Texas Annual Financial Report presented by Belt Harris Pechacek, LLP for Fiscal Year ending September 30, 2018.** Mike Brotherton, CPA with Belt Harris Pechacek, LLP presented the City of Robinson Annual Financial Report for Fiscal Year ending September 30, 2018. Councilmember Jimmy Rogers motioned to accept the Annual Financial Report as presented. Councilmember Jim Mastergeorge seconded this motion. Voting in favor; Rogers, Mastergeorge, Lane, Stivener, Eubank and Echterling. There were no opposing

votes and motion carried unanimously.

10. Consider and possible action approving an agreement with Canvass Communities, LLC dba The Canvass Group to provide retail market consulting services to the City of Robinson. Mayor Bert Echterling and City Manager Craig Lemin presented this item. Mr. Lemin stated while attending the International Council of Shopping Centers conference in Fort Worth in January, we met with Joe Fackle with the Canvass Group to discuss consulting services they provide to cities. Mr. Lemin said Canvass Group assists cities with retail market analysis, evaluation of potential sites for retail development and recruitment of retailers. Mr. Lemin said there are several firms that provide the market analysis at a considerable cost, but do not assist with site evaluation or recruitment; therefore, we requested Canvass Group provide a proposal and draft agreement for consideration. Mr. Lemin said the proposal covers two phases; however, this agreement is only for the first phase of the project which consists of an in-depth market analysis and a market canvass. Mr. Lemin said the services will help identify the specific retailers we can realistically expect will consider Robinson and what sites meet those retailers' requirements. Mr. Lemin said the proposal is for \$20,000 plus expenses not to exceed \$3,000 for a maximum cost of \$23,000 and recommends approval. Councilmember Jim Mastergeorge and Councilmember Jimmy Rogers asked for references; which Mr. Lemin indicated he could provide to the Council as they have several years of experience within the company. Councilmember Brenton Lane felt the price was sufficient for the services provided. Mayor Pro Tem Jeremy Stivener stated this is a great first step for the future of Robinson. Councilmember Jimmy Rogers motioned to approve the agreement with Canvass Communities, LLC as presented. Councilmember Brenton Lane seconded this motion. Voting in favor: Rogers, Mastergeorge, Lane, Stivener, Eubank, and Echterling. There were no opposing votes and motioned carried unanimously.

11. Consider and possible action authorizing staff to submit a preliminary application for the Safe Routes to School grant program for sidewalks/multi-use paths along Peplow Drive and a section of Old Robinson Road. City Manager Craig Lemin presented this item and stated TxDOT has announced they will be accepting applications for their Safe Routes to School (SRTS) grant program. Mr. Lemin said the SRTS Program funds infrastructure projects that facilitate bicycling and walking among schoolchildren K-8th grades. Mr. Lemin said the grant provides 100% of the funding for the project with the City being responsible for cost overruns, and also covers engineering costs incurred after the grant is awarded but not the costs beforehand. Mr. Lemin said since these are Federal Fund, we will go through the engineering services procurement process for the engineers for this project. Mr. Lemin stated we will not be able to utilize our current engineers under the existing contract; however, they are permitted to submit qualifications if they desire to design the project. Mr. Lemin said Peplow Drive and Old Robinson Road are included for waking/biking routes in the Metropolitan Planning Organizations upcoming mobility plan. Mr. Lemin said the preliminary grant application must be submitted by April 12th, and if selected, a detailed application will be required with an

application deadline of August 15th, 2019. Councilmember Brenton Lane recused himself from this item. Councilmember Jim Mastergeorge asked if the amount of pedestrian traffic justifies sidewalks along the proposed routes as opposed to the High School or Middle School. Mr. Lemin stated right-of-way would need to be acquired in order to proceed along those routes, but due to the time constraint of the application it was not feasible in order to meet this deadline; however, plans can be put in place to acquire the necessary ROW for the next round of applications. Mayor Pro Tem Jeremy Stivener motioned to authorize staff to proceed with the application as presented. Mayor Bert Echterling seconded this motion. Voting in favor: Rogers, Mastergeorge, Stivener, Eubank, and Echterling. Motion carried by a vote of 5-0 with one abstention by Councilmember Lane.

12. Consider and possible action appointing a member of the City Council to the Metropolitan Planning Organization (MPO) Board. City Manager Craig Lemin presented this item and stated Councilmember Steve Janics is our current appointed member of the MPO board; however, his work assignment has changed and he is no longer able to attend the MPO Board Meetings. Mr. Lemin said the MPO is responsible for long term transportation planning for the Waco area and having representation on the board is important if we want to ensure Robinson's future needs are being considered. MPO Director Chris Evilia has requested we appoint a new member to the MPO board as they are moving forward in adopting their new 25-year plan. Councilmember Brenton Lane recused himself from this item. Councilmember Jimmy Rogers motioned to appoint Mayor Bert Echterling to the MPO Board. Councilmember Jim Mastergeorge seconded this motion. Voting in favor: Rogers, Mastergeorge, Stivener, Eubank, and Echterling. Motion carried by a vote of 5-0 with one abstention by Councilmember Lane.

13. Discussion regarding future street funding. City Manager Craig Lemin provided a brief overview of where we currently are regarding street projects. Mr. Lemin stated the City would run out of funding upon completion of the current projects and asked Council for direction regarding future street funding. The overall consensus of Council was to schedule two Town Hall Meetings in April, providing several options, to receive input from the community, and provide education to citizens regarding the process. Staff will coordinate dates and locations to be announced at a later date. No action taken.

14. Councilmember requests for items to be placed on future agendas. None.

15. Adjourn. Meeting adjourned at 7:29 p.m.