

HEWITT TEXAS

CITY COUNCIL MEETING AGENDA

April 17, 2017

Workshop - 5:30 PM and Regular Meeting - 7:00 PM

CITY HALL, 200 PATRIOT COURT

HEWITT, TX 76643

MAYOR AND CITY COUNCIL

Ed Passalugo – Mayor, Ward 3

Travis Bailey – Mayor Pro Tem, Ward 1

Wilbert Wachtendorf – Council Member, Ward 1

Bill Fuller – Council Member, Ward 2

James Vidrine – Council Member, Ward 2

Steve Fortenberry – Council Member, Ward 3

Alex Snider – Council Member At-Large

CITY STAFF

Adam Miles, City Manager

Charlie Buenger, City Attorney

Miles Whitney, City Engineer

Lydia Lopez, City Secretary

Jim Devlin, Police Chief

Lee Garcia, Finance Director

Lance Bracco, Fire Chief

Waynette Ditto, Library Director

Katie Allgood, Managing Director/Civil
Service Director

Tracy Lankford, Community Dev. Director

Tuck Saunders, Assistant Police Chief

HEWITT TEXAS

NOTICE OF MEETING OF THE GOVERNING BODY

Notice is hereby given that a **Workshop** meeting of the governing body of the City of Hewitt will be held on the **17th day of April, 2017 at 5:30 PM in Hewitt City Hall, Council Workshop Room, 200 Patriot Court, Hewitt, Texas**, at which time the following subjects will be discussed:

1. Call meeting to order.
2. City Manager's update on municipal business:
 - a. Report from City Engineer
 - b. Briefing and discussion concerning upcoming events.
 - April 22, 2017 - Hounds and Sounds (Warren Park)
 - May 6, 2017 - Household Hazardous Waste Day (Waco)
 - May 6, 2017 - Nacho Daddy (Warren Park)
 - June 24, 2017 - Dodging for Dollars
 - July 12, 2017 - Hero Day (Hewitt Park)
 - July 29, 2017 - National Night Out (Warren Park)
 - September 30, 2017 - Dog Days (Hewitt Park)
 - c. Briefing and discussion concerning Public Safety operations - Police & Fire.
 - Interlocal Agreement with Midway ISD for Student Resource Officer
3. Review regular meeting agenda items.
4. Convene Executive Session pursuant to the Open Meetings Act, Chapter 551, Texas Government Code to discuss the following:
 - Pursuant to §551.071 - Consultation with Attorney
 - Pursuant to §551.072 - Purchase, Exchange, Lease, or Value of Real Property.
5. Close Executive Session.
6. Adjourn.

I, the undersigned authority, do hereby certify that the above notice of meeting of the governing body of the City of Hewitt, Texas was posted on the Public Notice Board located in front of City Hall at 3:30 AM/PM on April 13, 2017.

CITY OF HEWITT


Lydia Lopez, TRMC
City Secretary

HEWITT TEXAS

NOTICE OF MEETING OF THE GOVERNING BODY

Notice is hereby given that a **Regular** meeting of the governing body of the City of Hewitt will be held on the **17th day of April, 2017 at 7:00 PM in the City Council Chambers at Hewitt City Hall, 200 Patriot Court, Hewitt, Texas**, at which time the following subjects will be discussed:

1. Call meeting to order.
2. Pledge of Allegiance to the U.S. Flag
3. Consider approval of minutes of the City Council Workshop/Regular Meeting of March 20, 2017.
4. Hear visitors on matters pertaining to city business. *Under the Texas Open Meetings Act, the Council is prohibited from discussing, responding, or acting on any comments or items that have not been properly posted on the agenda.*
5. Authorize Professional Services agreement with Walker Partners for engineering related to submission of a Transportation Alternatives Set Aside Program matching grant program application.
6. Adjourn.

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the governing body of the City of Hewitt, Texas was posted on the Public Notice Board located in front of City Hall at 3:30 AM/PM on April 13, 2017.

CITY OF HEWITT



Lydia Lopez, TRMC
City Secretary

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services such as interpreters for persons who are deaf or hearing impaired, readers, large print or Braille, are requested to contact the Hewitt City Secretary at (254) 666-6171 at least 24 hours prior to the meeting, so that appropriate arrangements can be made.



COUNCIL WORKSHOP AGENDA ITEM #2.a

2014 Bond Projects:

First Street Mill and Overlay / Chapman Rd.

Contractor has two items that he was awaiting delivery, then they will be finished up on the project.

2015 Bond Projects:

Lift Station No. 5 Removal

1519 is currently working on getting me some data to finish up the design.

IH - 35 Waterline

- Phase 1; Industrial south side of Castleman Creek
 - This portion of the line is now operational.
- Phase 2; Sun Valley to Flat Rock Trailers
 - Working on alignments.
- Phase 3; South side of Castleman Creek to Glenleigh Dr.
 - Will be ordering topography shortly.

Lift Station No. 4; Gravity Line Extension

We are to receive bids for this project on 4/27/17.

2017 Slurry Seal (formally known as 2016 Slurry Seal):

Finishing up plans. This project will be ready to bid shortly.

Street Crack Sealing

Received crack length data. Now just needing to put a set of plans together.

Alamo Lift Station (Lift Station No. 7)

We have been in discussion with Waco to discuss the lift station sizing options.

Drainage

2016 - Hewitt Park / Park Meadows Drainage Improvements

Contractor is has the contracts for execution. Grande Com. Was onsite 4/12/17 beginning their relocation for the project.

Old Temple Rd; Phase 2

Currently working on culvert grades and required replacements. Will be contacting other utility agencies shortly to verify their locations and work out any foreseeable conflicts.

Seminole Trail/ Choctaw Intersection Reclaim

This is a project that has just come up and we are trying to get it pushed out quickly so that the work can be done while school is out for summer.

By:



Miles W. Whitney, P.E.

Note: All dates are approximate and subject to change.



COUNCIL AGENDA ITEM FORM

MEETING DATE: April 17, 2017

AGENDA ITEM #: 3

SUBMITTED BY: Lydia Lopez, City Secretary

ITEM DESCRIPTION:

Consider approval of minutes of the City Council Workshop/Regular Meeting of April 3, 2017.

STAFF RECOMMENDATION/ITEM SUMMARY:

Attached is a draft copy of the meeting minutes. Please review and advise if any corrections are needed.

ATTACHMENTS:

Draft minutes



**MINUTES OF A CITY COUNCIL
WORKSHOP/REGULAR MEETING
HEWITT CITY HALL – 200 PATRIOT COURT
April 3, 2017 - 5:30/7:00 PM**

Members present: Mayor Ed Passalugo (presiding), Mayor Pro Tem Travis Bailey, Council Members Wilbert “Walky” Wachtendorf, Bill Fuller, James Vidrine, and Steve Fortenberry

Member absent: Alex Snider

Staff present: City Attorney Charlie Buenger, City Engineer Miles Whitney, City Manager Adam Miles, Police Chief Jim Devlin, Assistant Police Chief Tuck Saunders, Fire Chief Lance Bracco, Library Director Waynette Ditto, Community Development Director Tracy Lankford, Finance Director Lee Garcia, Managing Director of Administration/Civil Service Director Katie Allgood, Water/Waste Water Superintendent Kevin Reinke, and City Secretary Lydia Lopez

Workshop – 5:30 PM

1. Mayor Ed Passalugo called the meeting to order at 5:30 PM.
2. City Manager presented updates on municipal business:
 - a. Report from City Engineer
 - b. Briefing and discussion concerning grant application for the Transportation Alternatives Set-Aside Program.
 - c. Briefing and discussion concerning upcoming events.
 - o April 22, 2017 - Hounds and Sounds (Warren Park)
 - o May 6, 2017 - Household Hazardous Waste Day (Waco)
 - o May 6, 2017 - Nacho Daddy (Warren Park)
 - o June 24, 2017 – Dodging for Dollars
 - o July 12, 2017 – Hero Day (Hewitt Park)
 - o July 29, 2017 - National Night Out (Warren Park)
 - o September 30, 2017 - Dog Days (Hewitt Park)
 - d. Briefing and discussion concerning Family Place Libraries Project.
 - e. Briefing and discussion concerning Library Resources for Business.
 - f. Briefing and discussion concerning zoning ordinance update (Dimension Standards and Land Use Tables).
 - g. Briefing and discussion concerning Public Safety operations – Police & Fire.
 - o Interlocal Agreement with Midway ISD for Student Resource Officer
3. The regular meeting agenda items were reviewed.

Note: The Executive Session was held after the Regular Session.

4. Adjourn. *A motion was made by Mayor Pro Tem Travis Bailey and seconded by Council Member Bill Fuller to adjourn the Workshop meeting at 6:53 PM.*

REGULAR MEETING – 7:00 PM

1. **CALL TO ORDER.** Mayor Passalugo called the meeting to order at 7:00 PM.
2. **PLEDGE OF ALLEGIANCE TO THE U.S. FLAG** – Mayor Ed Passalugo asked Fire Chief Lance Bracco to lead the Pledge of Allegiance.
3. **CONSIDER APPROVAL OF MINUTES OF THE CITY COUNCIL WORKSHOP AND REGULAR MEETING OF MARCH 20, 2017.** *A motion was made by Council Member Alex Snider and seconded by Mayor Pro Tem Travis Bailey to approve the minutes as submitted but allow for corrections; all six in favor, motion passed.*
4. **HEAR VISITORS ON MATTERS PERTAINING TO CITY BUSINESS.** *Under the Texas Open Meetings Act, the Council is prohibited from discussing, responding, or acting on any comments or items that have not been properly posted on the agenda. NONE*
5. **CONSIDER REAPPOINTMENTS TO THE BOARD OF ADJUSTMENT.** *A motion was made by Council Member Bill Fuller and seconded by Mayor Pro Tem Travis Bailey to reappoint members Douglas Bergen, Charles Howard, R. Don Vardeman, and Kevin Summers (Alternate) for a two year term; all six in favor, motion passed.*
6. **CONSIDER AWARD OF BID FOR 2016 – HEWITT PARK/PARK MEADOWS DRAINAGE IMPROVEMENTS TO BARNETT CONTRACTING, INC. IN THE TOTAL AMOUNT \$62,163.** *A motion was made by Council Wilbert “Walky” Wachtendorf and seconded by Mayor Pro Tem Travis Bailey to approve, all six in favor, motion passed.*
7. **CONSIDER AND TAKE APPROPRIATE ACTION CONCERNING A RESOLUTION SUSPENDING THE APRIL 21, 2017, EFFECTIVE DATE OF ONCOR ELECTRIC DELIVERY COMPANY’S REQUESTED RATE CHANGE.** *A motion was made by Council Member Bill Fuller and seconded by Mayor Pro Tem Travis Bailey to approve; all six in favor, motion passed.*
8. **ADJOURN.** *A motion was made by Mayor Pro Tem Travis Bailey and seconded by Council Member Bill Fuller to adjourn the meeting and convene the Executive Session at 7:06 PM, all six in favor, motion passed.*

EXECUTIVE SESSION

4. Mayor Ed Passalugo convened Executive Session at 7:10 PM pursuant to the Open Meetings Act, Chapter 551, Texas Government Code to discuss the following:
 - **Pursuant to §551.071 – Consultation with Attorney**
 - **Pursuant to §551.072 – Purchase, Exchange, Lease, or Value of Real Property.**
 - **Pursuant to §551.074 - Personnel Matters.** (Council will meet in Executive Session to discuss the annual evaluation of the City Manager.)
5. Close Executive Session/Adjourn. *A motion was made by Council Member Bill Fuller and seconded by Council Member Steve Fortenberry to close the executive session and adjourn the Workshop meeting at 7:57 PM, all six in favor, motion passed.*

Approved: April 17, 2017

Lydia Lopez, City Secretary

Ed Passalugo, Mayor



ITEM #4 – HEARING OF VISITORS

PROCEDURES FOR CITIZEN PARTICIPATION AT MEETINGS

1. Citizens are encouraged to discuss matters of concern with the staff and individual council members prior to placing items on the agenda. This will allow the matter to be properly investigated before it is presented to the entire council and will often expedite a resolution.

NO CITIZEN OR STAFF MEMBER MAY SPEAK OR OTHERWISE INTERRUPT ANY MEETING UNTIL RECOGNIZED BY THE PRESIDING OFFICER.

2. To maintain decorum at public hearings, the mayor will ask citizens in attendance if they wish to speak for or against the item on the agenda. If so, they will be given an opportunity to speak at the proper time and when recognized by the chair. If more than five citizens wish to address the council on any single agenda item, those citizens are advised to select a spokesperson to present their case.

Only under the agenda item “Hear Visitors” are citizens permitted to speak regarding matters that pertain to city business or address an item on the agenda. **The council is prohibited by law from discussing or acting on any item that has not been posted on the agenda.**

3. Individual citizens that discuss items not listed on the agenda shall be limited to **five minutes**. If five or more citizens wish to discuss a single item or topic that is not listed on the agenda, then the total presentation will be limited to a maximum of twenty-five minutes. City council members shall **not** enter into discussion on any subject that has not been properly placed on the agenda; however, council members may ask questions for clarification purposes.
4. As a general rule, citizens may not participate or address the council or staff during the workshop session.



COUNCIL AGENDA ITEM FORM

MEETING DATE: April 17, 2017

AGENDA ITEM #: 5

SUBMITTED BY: Adam Miles, City Manager

ITEM DESCRIPTION:

Authorize Professional Services agreement with Walker Partners for engineering related to submission of a Transportation Alternatives Set Aside Program matching grant program application.

STAFF RECOMMENDATION/ITEM SUMMARY:

The pedestrian crossing at Panther Way and Hewitt Drive is located in a school zone. Due to the high volume of vehicular traffic, and the number of students crossing the street to get to and from school, local residents and parents have voiced concerns about improvements to this intersection that would aid pedestrian crossing and mitigate vehicular conflicts. Working with TXDOT (and other entities) City staff has identified a number of improvements that could potentially be made in this area to address these concerns. There are significant costs associated with these identified improvements. A potential source of funds is TXDOT's Transportation Alternatives Set Aside Program (TA Set-Aside). This is a matching grant opportunity that could potentially fund a large portion of these improvements.

In discussion with TXDOT, one of the requirements for the grant submittal will be development of engineered plans that identify the improvements to be made and estimate the construction costs involved. Because of the short timeline involved (applications are due by May 22), City staff asked Walker Partners to submit a proposal for professional services to prepare "35%" plans in order to submit an application for grant consideration. The proposal is included as back up material. Additionally, you will find a memo outlining other details related to this project. If this item is approved, City staff will work with Walker Partners to finalize grant submittals. A resolution of support authorizing the grant submittal would be considered by the Council at a later date.

ATTACHMENTS:

Memo from City Manager, Walker Partners Proposal and Concept Sketch

HEWITT TEXAS

MEMORANDUM

FROM: Adam Miles, City Manager 
TO: Mayor and City Council
DATE: April 13, 2017
RE: Transportation Alternatives Set Aside Program (TA Set-Aside)
“Hewitt School Zone Safety Project”

As we discussed at the previous City Council meeting, there have been concerns raised about pedestrian safety and connectivity in the school zone near Panther Way and Hewitt Drive. As you know, Panther Way is a city street, while Hewitt Drive is a State FM Highway (FM 1695). Because of the multiple jurisdictions involved we have looked at several options from various perspectives to improve pedestrian safety in this area.

City staff has met with representatives from TXDOT, our State Representative “Doc” Anderson, local crossing guards, and Midway ISD Administration, in order to develop solutions and coordinate improvements. Based on these discussions, we have developed the attached schematic showing proposed improvements in this area. See Attached Schematic Diagram. This plan outlines several improvements to mitigate pedestrian and vehicular conflicts in this area.

Clearly, there are significant costs associated with these improvements. One of the potential funding sources Hewitt is looking at is known as the Texas Department of Transportation’s “Transportation Alternatives Set Aside Program” or TA Set-Aside. This is a matching grant program administered by TXDOT. The 2017 Program Guide specifically states:

The TA Set-Aside Program, as administered by the department, provides funding to construct a variety of alternative transportation projects that improve mobility for non-motorized users and mitigate congestion by providing transportation options. Eligible project activities include construction of on- and off-road pedestrian and

bicycle accommodations (including conversions of abandoned railroads), infrastructure for non-drivers, access to public transportation, and Safe Routes to School infrastructure. The department is particularly interested in those projects that reflect a high degree of collaboration and community consensus while directly contributing to the department's safety, mobility, and connectivity goals.

After meeting with TXDOT the improvements we have identified could potentially be selected for funding from this TA Set-Aside grant program. Based on the 2017 call for projects issued in January, in order for a project to be considered, an application must be submitted by a project sponsor by May 22, 2017. In this case, Hewitt would be the project sponsor. As project sponsor, the City would bear the up front cost of submitting the grant application which will include "35%" plans for consideration. Hewitt received a proposal from Walker Partners for development of the 35% plans in the amount of \$14,000. Based on my understanding of the grant guidelines, engineering costs are not reimbursable.

At the last City Council meeting there were several questions raised about cost sharing and sources of funds. Right now, we do not have a good estimate for total construction costs for this project. We will not know this number until we work through part of the engineering proposed by Walker Partners. That being said, the intent of the program is to provide State funding for a majority of the actual construction.

At the direction of the City Council, city staff met with Midway ISD to discuss potential funding by the school for a portion of the project. In general, the District indicated their willingness to participate financially in some of the costs associated with improvements on their property. As shown on the schematic, a significant portion of proposed new sidewalks would be installed on Midway property. So, for purposes of this grant, we will include MISD as a funding partner.

Again, one of the main objectives of the 35% plans will be to determine project cost estimates. After that, we will have details that still must be worked out from funding partners. Moreover, the actual percentage paid by the TA Set-Aside grant match is still yet to be determined. It is our understanding, at this point in the process, that the grant may match up to 90% of total construction costs. I understand engineering costs are not reimbursable.

The main item for consideration right now is to authorize Walker Partners to develop 35% plans. If approved, city staff will work to secure letters of support from interested parties and put together the actual grant application. A future resolution of support would be required from the City Council and MISD acknowledging financial commitment.

PROPOSAL

To: City of Hewitt
Attn: Adam Miles
From: Jacob Bell, P.E.
Project Name: 2017 Transportation Alternatives Set-Aside Program (TASAP)
Project No.: 1-03013
Re: Proposal for 35% Design Civil Engineering Services
Date: April 7, 2017
Xc: Miles Whitney, P.E.

CITY OF HEWITT – 2017 TASAP 35% DESIGN

1.0 Introduction and Scope of Work

Walker Partners, LLC (Engineer) appreciates this opportunity to submit this Proposal to provide professional civil engineering services to the City of Hewitt (Client/Owner) in connection with the 2017 TASAP, 35% Design (Project). Based upon our initial meetings, we understand that Owner intends to apply for a grant to construct sidewalk and necessary appurtenances in the vicinity of Midway Middle School on Hewitt Drive/FM 1695 (Location). This grant is administered through Texas Department of Transportation (TxDOT) who requires 35% design plans to accompany the application. Walker Partners will (1) prepare 35% design plans, (2) make contact and attempt to secure letters of intent from private property owners where sidewalk easements will be required, and (3) coordinate with the City, Midway I.S.D. and TxDOT as necessary to assist the City in their preparation of the application. Because this phase of the project is an application for funds, Walker Partners will not perform topographic or boundary survey now, but will utilize City of Waco 2 Foot Contour data, McLennan County Appraisal District parcel information, TxDOT Right of Way maps, as-built plans within the project area, and visual field observations to develop the background mapping. If the grant application is approved, Walker Partners will be glad to prepare a proposal for full survey and design services at that time.

2.0 Schedule

It is our understanding that the 35% design plans are due to TxDOT on or before May 22, 2017. Walker Partners will put forth its best professional effort to meet the submission deadline. Meeting the deadline will require timely responses from all parties involved and Walker Partners cannot be held responsible for issues beyond its control.

3.0 Fees

For the Scope of Services described above, the Owner agrees to pay Walker Partners according to the following fee schedule, to be invoiced monthly at a percentage of the work completed.

Phase No.	Phase Description	Fee	Basis
30	35% Design	\$14,000	Lump Sum
80	Preliminary Property Owner Coordination	Est. \$5,000*	Hourly
81	TxDOT and City Coordination	Est. \$10,000*	Hourly
Total Estimated Fees		\$29,000*	

**Walker Partners will not exceed the hourly estimate without prior authorization from the Owner.*

4.0 Exclusions

The following items are excluded from this Proposal:

- TASAP Application Preparation
- Topographic or Boundary Survey
- Geotechnical Investigation
- Environmental Study
- Illumination or Traffic Signal Consultant
- Easement/ROW Acquisition
- Final Design, Bidding, and Construction Administration
- TDLR/RAS Accessibility Review

5.0 Acceptance of Proposal

If the Scope of Services, Schedule, and Fees outlined herein are acceptable to the City of Hewitt, please sign below to authorize the Work.

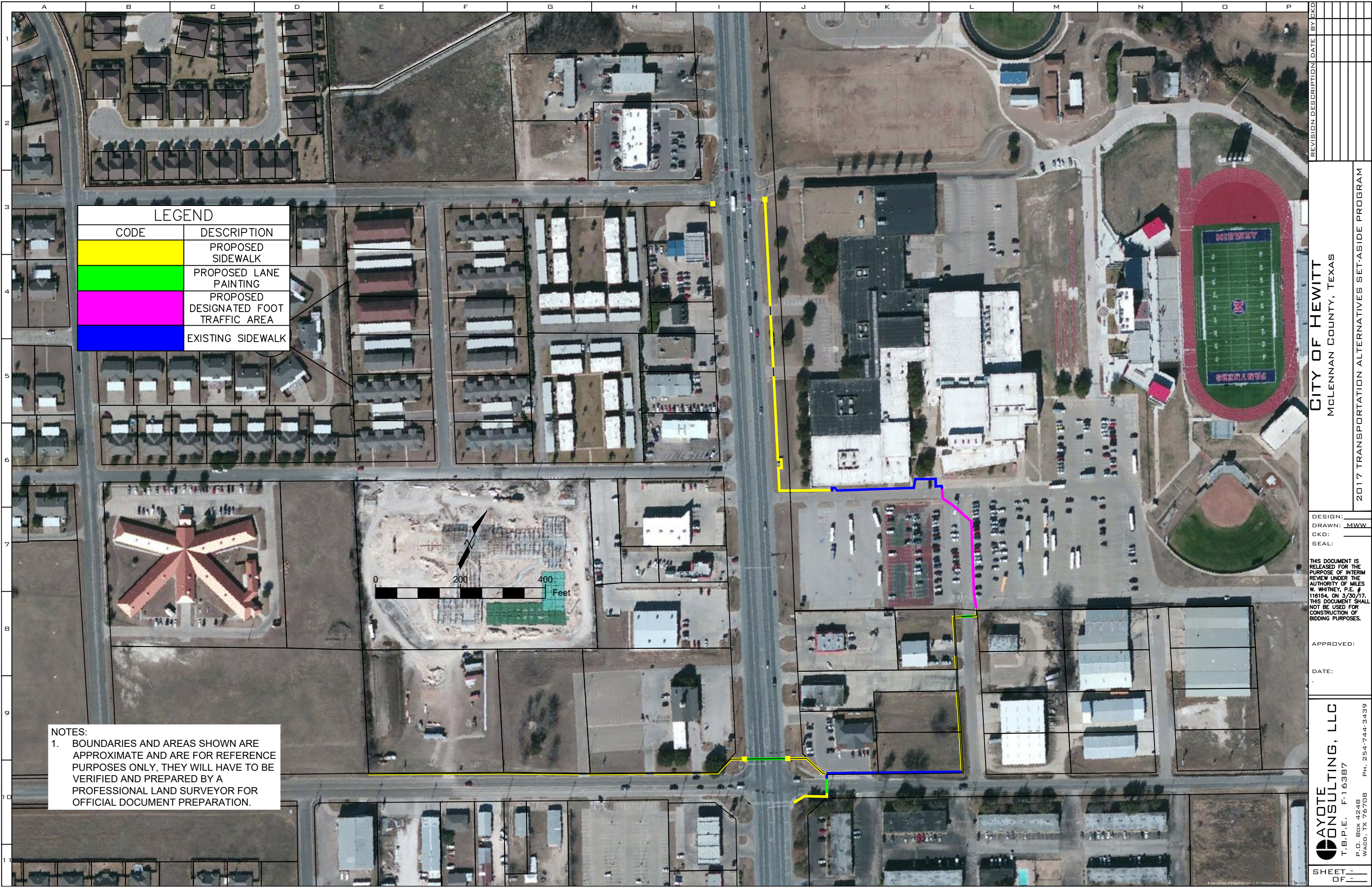
OWNER: _____ City of Hewitt

BY: _____
Signature

Printed Name

TITLE: _____

DATE SIGNED: _____



REVISION DESCRIPTION	DATE	BY	CHKD

CITY OF HEWITT
MCLENNAN COUNTY, TEXAS

2017 TRANSPORTATION ALTERNATIVES SET-ASIDE PROGRAM

DESIGN: _____
DRAWN: MWW
CHKD: _____
SEAL: _____

THIS DOCUMENT IS RELEASED FOR THE PURPOSE OF INTERIM REVIEW UNDER THE AUTHORITY OF MILES W. WHITNEY, P.E. # 116154, ON 3/30/17. THIS DOCUMENT SHALL NOT BE USED FOR CONSTRUCTION OR BIDDING PURPOSES.

APPROVED: _____

DATE: _____

AYOTE CONSULTING, LLC
T.B.P.E. F-16387
P.O. BOX 4248
WACO, TX 76708
PH. 254-744-3439

SHEET -
OF -