

# City of Big Sandy

Big Sandy, Texas 75755

## MINUTES TO MEETING

Tuesday, December 13<sup>th</sup>, 2016, 6:00 p.m.

The City Council for the City of Big Sandy met in Regular Session on Tuesday, December 13<sup>th</sup>, 2016, at 6:00 p.m., in the Council Chambers at City Hall.

1. **Call to Order:** Mayor Nancy Church called the meeting to order at 6:00 p.m.

- a. Pledge of Allegiance – Ms. Sue Jones
- b. Invocation – Mr. Mike Baggett
- c. MEMBERS: Nancy Church, Michael Baggett, Sue Jones, Ronnie Norman, Sonny Parsons and John Worden.
- d. STAFF PRESENT: Manfred Gilow, Everett McWilliams, Laura Rex, Chief Tim Scott and Andy Tefteller.
- e. OTHERS PRESENT: Madison Hood, Will Brahic, Dwayne Canup, Ken Danapas, Michael Engell, VFD Chief Jeff Jones, Laura Kelley, Jose Rios, Rosemary Thompson.

2. **Consent Agenda:**

- a. **Minutes:** Mr. Parsons moved to approve the minutes for the Nov. 8 and Dec. 1st meetings with corrections and Mr. Baggett seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- b. **Financial Reports:** Mr. Baggett moved to approve the November 2016 Financial reports and Mr. Norman seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.

3. **Citizen Participation:**

- a. Michael Engell: Mr. Engell reported to the council regarding a dead tree neighboring his property and asked the mayor and council investigate what possible action could be taken to have it removed.
- b. Ken Danapas: Ken Danapas, a member of the Big Sandy Vol. Fire Dept., asked the council to consider making the Vol. Fire Dept. Chief position a paid position.
- c. Rosemary Thompson: Ms. Thompson addressed the council regarding a water leak adjustment. This item will be added to the January 10, 2017 agenda.

4. **Discussion/Action Items:**

- a. **Water Bill Adjustment: Baird:** Ms. Jones moved to reduce Mrs. W.L. Baird's October water bill by \$52.00, to a 6 month average bill of \$22.25 and Mr. Norman seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- b. **Recommendations: Engineering Services: 2016 Downtown Rev. Grant:** Mr. Worden moved to accept the recommendations of the Selection Committee and award the Engineering Contract for the proposed 2016 Downtown Revitalization Grant to Hayes

Engineering and Mr. Baggett seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.

c. **Big Sandy Community Development Corporation:**

- i. **Application for appointment:** Mr. Parsons addressed the council and reported that all the current city council members had completed the new application for appointment. The council had taken previous action and requested all current Big Sandy CDC Directors to complete the form and return it to the City Secretary no later than November 23, 2016. Mayor Church completed the application and turned it in on November 15, 2016. Sally Allen, another CDC director, turned in a completed application on December 2, 2016. Mr. Parsons indicated that the new application is a work in progress, but will help establish a future standard to improve the application and appointment process.
- ii. **By-laws:** Mr. Parsons and the other council members have been reviewing the by-laws as suggested by Laura Kelley in October of 2016 and have prepared a draft of suggested changes. Mr. Parsons moved to submit a copy of these proposed changes to the Big Sandy CDC Directors for consideration and Mr. Baggett seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- iii. **Board of Directors: James Henkle:** Mr. Norman moved to accept the resignation of Big Sandy CDC Director James Henkle effective immediately and Ms. Jones seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- iv. **Removal of Directors:** Mr. Worden moved to remove all Big Sandy Community Development Corporation Directors who had not completed the approved application and Mr. Norman seconded. In a roll call vote, Worden and Norman voted aye. Baggett voted nay. Jones and Parsons abstained. At the conclusion of the roll call vote of 2-1-2, the city secretary declared this a failed vote.

However, on December 14, 2016, City Attorney Andy Tefteller and TML Attorney Bill Longley reviewed the vote and declared this a successful vote.

Therefore, effective December 13, 2016, the 4 Big Sandy CDC directors who did not complete the approved application: Lupe Gonzalez {Vice President}, Laura Kelley {Secretary and Treasurer}, Rex Rozell {Director} and Wayne Weese {President} have been removed as Big Sandy Community Development Corporation Directors.

- v. **Appointment of Directors:** Mr. Will Brahic has filled out an application to serve as a Big Sandy CDC Director. Mr. Worden moved to appoint Mr. Brahic as a Director to replace James Henkle and Mr. Baggett seconded. Mr. Brahic's term will expire in April of 2017. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.

vi. **By-law amendments:** No additional action taken. See item 4 (c)(ii).

- d. **City Website:** Development of the city website is slow but Ms. Rex reported a benchmark go-live date of January 1, 2017.
- e. **Food Gift Cards for City Employees, VFD, and Reserve Police Officers:** Mr. Baggett moved to provide a \$25 food gift card from Two Rivers Grocery to all city employees, fire department volunteers, and reserve police officers at an estimated cost of \$875 and Ms. Jones seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- f. **Christmas Party for elected officials and employees:** Mayor Church suggested a Christmas luncheon for all elected officials and employees on December 27, 2016 at noon. Mr. Worden made the motion and Mr. Norman seconded. Baggett, Norman, Parsons and Worden voted aye. Jones abstained. Motion carried 4-0-1.
- g. **Parking at City Hall:** Ms. Jones moved to install curb stops at the South entrance of the City Hall parking lot which borders US Hwy 80 so that city employees can all park on the south side of the City Hall parking lot and provide more parking in front of city hall for the residents and Mr. Norman seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- h. **Personnel Policy: Section 306.03: Time Cards:** Chief Scott has received a quote of \$800 to establish internet access between the public works department and city hall. After discussion, Mr. Worden moved to have internet access installed at the quoted price between City Hall and the public works department and to have Chief Scott relocate the biometric time clock to the Public Works Dept. at 102 N Tyler once the internet connection is established. Mr. Baggett seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- i. **Personnel Policy Update:** Ms. Jones handed out a proposed update to the City of Big Sandy Personnel Policy and asked each council member and all full-time department heads to review the policy and come back with suggestions at the February 14, 2017 meeting. Mr. Norman moved to proceed as Ms. Jones requested and Mr. Worden seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- j. **Personnel Policy Update: 2017 Holidays:** Ms. Rex presented proposed 2017 Holidays for approval. Mr. Baggett moved to approve them as presented, which includes 12 holidays and Ms. Jones seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- k. **Personnel Policy: Evaluations/Raises for City of Big Sandy Department Heads:** Mr. Norman suggested the council approve a form that the council members and mayor

could complete to determine raises for department heads. Ms Jones moved to table this item to the January 10, 2017 meeting, with department heads bringing proposals for raises including draft job descriptions and evaluation forms. Mr. Norman seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.

- l. Resolution: Official City Newspaper:** Mr. Norman moved to approve Resolution 2016-020 designating The Journal as the official newspaper for the city for the FYE 09.30.2017 and Ms. Jones seconded. Baggett, Jones, Norman and Parsons voted aye. Worden voted nay. Motion carried 4-1-0.
- m. The Council entered into Executive Session at 7:54 p.m.** to discuss or deliberate the employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee pursuant to: Texas Government Code §551.074 [Personnel Related Matters] City Prosecutor.
- n. The Council returned to Open Session at 8:22 p.m.** and took the following action as a result of discussions in preceding: Agenda Items No. (m) pursuant to Texas Government Code §551.074 [Personnel Related Matters]: City Prosecutor:

Ms. Jones moved to give the mayor approval to appoint/hire Madison Hood as the deputy city attorney (city prosecutor) at a contractual rate of \$150/hour and Mr. Norman seconded. Baggett, Jones, Norman and Parsons voted aye. Worden abstained. Motion carried 4-0-1.

**5. Items from the Mayor:**

- a.** Mayor Church asked the council members what they felt we should do regarding the disconnection of water service for residents who did not pay in December. Ms. Rex suggested a disconnect date of December 27th, with a one-time exception of no fees for granting extensions of payment Mr. Norman indicated he felt Ms. Rex should make the final determination regarding the disconnection date.

**6. Items from the Council:** Mr. Parsons suggested the City advertise for applicants for the Big Sandy Community Development Corporation director positions.

Mr. Baggett announced the chili cook-off following the Big Sandy Chamber Christmas parade.

**7. Items from Departments:**

- a. Police:** Chief Scott addressed the council regarding the need to update Chapter 71 - Traffic Schedules. Ms. Jones moved to table the ordinance update to the January 10, 2017 meeting so the attorney could review the proposed changes and provide a recommendation to the council and Mr. Norman seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.

**b. VFD:**

- i. **Approval for expenditures for SKID Grant for FFP Truck:** Mr. Norman moved to approve Fire Chief Jones request to spend the \$20,000 to convert the FFP Truck and Mr. Worden seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- ii. **Open Bids: Jaws of Life Equipment:** Ms. Church opened the two bids received.
- iii. **Review Bids: Jaws of Life Equipment:** The two bids received were: One from Simpsonville VFD for \$500 and a second bid from Joe's Wrecker for \$250.
- iv. **Accept/Reject Bids: Jaws of Life Equipment:** Mr. Norman moved to accept the high bid of \$500 from Simpsonville VFD for the used equipment and Mr. Parsons seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.

c. **Water/Sewer:**

- i. **500 gallon per minute Booster Pump for Yard #2 (College Street):** Mr. Worden moved to approve the purchase of a new booster pump from York at a price of \$5,425 and Mr. Baggett seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- ii. **Driveway @ 314 W Broadway - Geri Thompson Insurance:** Mr. McWilliams presented the council with 2 bids for the repair of Ms. Thompson's driveway, \$2900 from AK Contracting and \$1450 from Pilcher Construction. Mr. Norman moved to accept the bid from Pilcher Construction to be completed as soon as possible and Mr. Worden seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.

4. **Discussion/Action Items:**

c. **Big Sandy Community Development Corporation:**

- i. **Application for appointment:** Mr. Parsons asked to address the council again regarding this item, since no council action was taken when it was discussed earlier in the meeting. Mr. Parsons moved that all current Big Sandy Comm. Development Corp. Directors who had not completed the application be given another opportunity to complete it. He asked the city secretary to send another request, with an application deadline of December 29, 2016 @ 4:30 p.m. Mr. Norman seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.

- 8. **Adjourn:** There being no further posted business before this Council, Mr. Norman moved to adjourn the meeting at 8:57 p.m. and Mr. Norman seconded.

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Nancy Church, Mayor

*Laura M Rex*  
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Laura M. Rex, City Secretary

*Dec. 28, 2016*  
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Date