

City of Big Sandy

Big Sandy, Texas 75755

MINUTES TO MEETING

Tuesday, February 21st, 2017, 6:00 p.m.

The City Council for the City of Big Sandy met in Regular Session on Tuesday, February 21st, 2017, at 6:00 p.m., in the Council Chambers at City Hall.

1. **Call to Order:** Mayor Pro Tem Sue Jones called the meeting to order at 6:00 p.m.
 - a. Pledge of Allegiance – Mr. Michael Baggett
 - b. Invocation – Mr. Ronnie Norman
 - c. MEMBERS: Michael Baggett, Sue Jones, Ronnie Norman, Sonny Parsons and John Worden.
 - d. STAFF PRESENT: Everett McWilliams, Laura Rex, and Chief Tim Scott. Andy Tefteller arrived at 7:50 p.m.
 - e. OTHERS PRESENT: Jake Brown and Mike Murphy from MEDSTOP Clinic, Don Cochran, Fire Chief Jeff Jones, and Mylinda Wynn.
2. **Consent Agenda:**
 - a. **Minutes:** Mr. Parsons moved to accept the minutes as presented and Mr. Worden seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
 - b. **Financial Reports:** Mr. Worden moved to accept the financials as presented and Mr. Baggett seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
3. **Citizen Participation:** Mike Murphy and Jake Brown addressed the council regarding the opening of the new MEDSTOP medical clinic. They anticipate completing construction on March 10, 2017 and opening their doors soon after.
4. **Discussion/Action Items:**
 - a. **Wayne Davis: Railroad Blocking City Streets:** Mr. Baggett reported that Mr. Davis is ill and asked that this item be postponed to the March city council meeting.
 - b. **Mylinda Wynn: Water Leak Adjustment:** Ms. Wynn asked the council to reduce her February water charge, which is currently \$139.25. After discussion, Mr. Baggett moved to reduce her water charge to her 6 month average of \$32 immediately and Mr. Parsons seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
 - c. **911 Addressing: Resolution:** Interlocal Contract w/ ETCOG for 911: Mr. Norman moved to approve Resolution 2017-003 pending the City Attorney's approval for an inter-local contract with East Texas Council of Governments for 911 Addressing through September 30, 2017 and Mr. Parsons seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
 - d. **City Hall:**
 - i. **Striping for Parking Lot:** Mr. Worden moved to accept the quote from A+Worley Striping for striping the City Hall parking lot for \$594 and Mr. Baggett seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.

- ii. **Window Replacement:** Mr. Norman moved to accept the quote from Longview Glass to replace the 4 southern windows at City Hall for \$4,744 and Mr. Baggett seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- e. **City Park: Basketball Court:**
 - i. **Existing Fence and ii. New Fence & Other Related Repairs:** Mr. Norman moved to remove the existing fence located on the East side of the basketball court and to accept the quote from Harris Fence, Inc. to install a 12' chain link fence around the perimeter of the court for \$6,350 and Mr. Worden seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- f. **Code Enforcement Officer:** After discussion, Mr. Norman moved to work on the creation of a code enforcement officer job description to be presented for approval at a future meeting and Mr. Worden seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- g. **Code Red Emergency Warning System Contract Renewal:** After discussion, Mr. Parsons moved to approve Resolution 2017-004 renewing the Code Red Emergency Warning Contract for the 2017 year and Mr. Baggett seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- h. **Personnel Policy Review: Workshop Date:** Mr. Worden requested that the Personnel Policy be presented at the March meeting for approval. No council action taken.
- i. **Police:**
 - i. **2016 Racial Profile Report:** Chief Scott completed the report and turned it in to the City Secretary on February 13, 2017. During this meeting, he presented the 2016 Racial Profile Report to the Council. After reviewing the statistics, Mr. Norman moved to accept the report as presented. Mr. Worden seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- j. **VFD:**
 - i. **Approve Purchase: Air Monitoring Equipment:** Mr. Parsons moved to approve the purchase of air monitoring equipment from Gases 101 for \$1,424 and Mr. Baggett seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
 - ii. **Funding: Air Monitoring Equipment:** Mr. Norman moved to approve the funding for the purchase of the equipment from the Big Sandy TX Cert Account, which currently has a balance of \$1,402.80, with the balance to be paid from the VFD Operating Account and Mr. Baggett seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
- k. **Water/Sewer:**
 - i. **Antenna Tower Guy wire Repair:** Mr. McWilliams reported that some of the guy wires have come loose and he plans to have the tower taken down.
 - ii. **Update: Water Plant Meason Street:** Mr. McWilliams reported that he is waiting for the electric service to be connected.
 - iii. **Extend 6" water main south on S. Tyler and Dial Roads:** Mr. McWilliams asked the council to consider a 1,220 foot water main extension on S. Tyler Street with a materials cost of \$7,258. After discussion, Mr. McWilliams withdrew his request.
 - iv. **Road bore under FM 2911** to tie water line running up 2911 from 155 to increase water pressure to homes to be in compliance: Mr. McWilliams suggested this as a solution for the 6 houses that currently have water pressure lower than 25 PSI. Mayor Pro Tem Jones asked him to bring quotes to the March meeting.

v. **Texas Commission on Environmental Quality (TCEQ) Enforcement Action Letter/Proposed Agreed Judgment:**

1. **Lead and Copper Sample monitoring/testing requirements:** No action taken.
 2. **Procedures/Guidelines for public notifications:** No action taken.
 3. **Administrative Penalties/Fines:** Mr. Parsons moved to pay the \$802 fine in full and sign the agreement order and Mr. Baggett seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
 4. **Public Works Dept/Water Dept processing, guidance, training and/or oversight procedures for lead and copper testing requirements:** No action taken.
- l. **Ordinance 2017-002: Regular Council Meeting Day and Time:** After discussion, Mr. Worden moved to adopt Ordinance 2017-002 changing the regular council meeting day to the 3rd Tuesday of the month and Mr. Norman seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
 - m. **Ordinance 2017-003: Creation of City Administrator:** Mr. Parsons moved to adopt Ordinance 2017-003 creating the position of City Administrator and Mr. Worden seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
 - n. **Ordinance 2017-004: Ordinance Update: City Officials and Employees:** No action taken.
 - o. **Part-time Receptionist/Office Assistant Position: Posting/Advertising:** Mr. Baggett moved for the City Secretary to review the existing applications on file and bring a recommendation to a future council meeting and Mr. Parsons seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
 - p. **Public Works Director Job Description:** Mr. Worden moved to approve the Public Works Director job description as updated and Mr. Baggett seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
 - q. **Public Works Director: Posting/Advertising:** Mr. Worden moved to post and start advertising the position immediately and Mr. Baggett seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
 - r. **TML Membership:** Mr. Worden moved to approve the City's membership with the Texas Municipal League for May 1, 2017 - April 30, 2018 for \$563 and Mr. Norman seconded. Baggett, Jones, Norman, Parsons and Worden voted aye. Motion carried 5-0-0.
 - s. **Water Leak Adjustment Policy:** No action taken.
5. **Items from the Mayor:** Nothing.
 6. **Items from the Council:** Nothing.
 7. **Adjourn:** There being no further posted business before this Council, Mr. Norman moved to adjourn the meeting at 9:13 p.m. and Mr. Worden seconded.

Sue Jones, Mayor Pro Tem

Laura M. Rex, City Secretary

Date