



**CITY OF ELKHART  
CITY COUNCIL  
REGULAR**

**MEETING MINUTES**

---

**Monday, October 21, 2019**

**6:30 pm**

**Elkhart Holy Temple**

---

**CALL TO ORDER**

With a quorum present, the Special Session Meeting of the City of Elkhart City Council was called to order by Mayor Jennifer McCoy at 6:31 p.m. in the Elkhart Holy Temple, 113 West Parker Street, Elkhart, Texas 75839.

Present: Mayor Jennifer McCoy, Mayor Pro Tem Raymond Dunlap, Councilmember Lucia Butler, Councilmember Chuck Conner, Councilmember Daryll Faulk, City Administrator Judith Cantrell, City Secretary Ami Ashworth. Councilmember James Warren was absent.

Also Present: Eric Clark, PW Director, and Ms. Monica Perales.

**REGULAR ACTION ITEMS**

**A. CALL TO ORDER, PRAYER, AND PLEDGE OF ALLEGIANCE**

Pledge of allegiance was followed by the invocation given by Mayor Pro Tem Raymond Dunlap.

**B. PUBLIC COMMENT**

None

- \*\*** Mayor McCoy suggested that Item No. 1 under the Regular Session be moved to the top of the agenda to allow business concerning citizens to be completed in a timely manner. Motion was made by Lucia Butler, seconded by Councilmember Chuck Conner, to move Item No. 1 under the Regular Session to the top of the agenda. Upon vote, the Motion carried unanimously with a vote of 4-0.

**C. CITY ADMINISTRATOR REPORT**

**1. City Finances**

City Administrator updated Council on City finances and provided Council with an updated bank balance sheet.

**2. Status of infrastructure repair project and funding**

Council was provided with an email update from KSA on the next steps in the repair project, which included an anticipated groundbreaking in November. Council was updated on note to



**CITY OF ELKHART  
CITY COUNCIL  
REGULAR**

**MEETING MINUTES**

---

**Monday, October 21, 2019**

**6:30 pm**

**Elkhart Holy Temple**

---

be included on water billing concerning project and \$2.25 per connection fee (to be discussed later in the agenda).

**3. Status on various beautification projects**

Council was updated on status of park project, including confirmation of funding from Dallas donor. Mayor and City Administrator will be drafting letter to firm donating funds to outline order of necessity. Waiting on final two signs to be placed to begin flower bed on the hill. Lowe's wants to help. Advised of ideas received during KEB meeting where families from community would contribute transplants from various local gardens.

**4. Personnel policy manual revisions**

Homework for Council included in binders. Council to review carefully for discussion during future workshop.

**D. PUBLIC WORKS DIRECTOR REPORT**

1. Update on Completed projects
2. Update on Scheduled projects
3. Update on future projects

Public Works Director provided Council with a written status report of various projects, including the Reliable Lift Station, various taps, Michael Wall's testing, and preparations for the upcoming winter months.

**E. REGULAR SESSION**

1. Discuss and take action, if any, on adjustment request for service address 308 Watkins, Elkhart, Texas. (City Administrator Judith Cantrell/Monica Perales)

Ms. Perales presented to Council with a request for an adjustment due to a water leak that has been repairs. Proof of repair was provided. City Administrator Cantrell presented a 12-month audit of Ms. Perales' account with anticipated averages for adjustments, and Council had discussion on same. Council agreed that an adjustment in the amount of \$23.58 was warranted. Motion was made by Councilmember Daryll Faulk, seconded by Chuck Conner, to issue an adjustment for the service address of 308 Watkins, Elkhart, Texas, in the amount of \$23.58. The Motion carried unanimously on a vote of 4-0.



**CITY OF ELKHART  
CITY COUNCIL  
REGULAR**

**MEETING MINUTES**

---

**Monday, October 21, 2019**

**6:30 pm**

**Elkhart Holy Temple**

---

2. Discuss and take action, if any, on request made by William Sponsler to begin services at 494 PR 6131, Elkhart, Texas. (City Administrator Judith Cantrell/William Sponsler)

Matter was passed with no action taken.

3. Discuss and take action, if any, on request by Greg Chapin to establish City sewer service. (City Administrator Judith Cantrell/Greg Chapin)

Matter was passed with no action taken.

4. Discuss and take action, if any, on invitation by Keep Elkhart Beautiful to assume administrative control of the Elkhart Community Festival. (Mayor Jennifer McCoy)

Mayor McCoy advised Council of the City's invitation from Keep Elkhart Beautiful for the City to assume the administrative responsibilities of the Elkhart Community Festival. During this past year's festival, many people approached City Hall believing that the City was putting the event on, so it seems natural that the City should be involved in the event. Motion was made by Councilmember Faulk, seconded by Councilmember Conner, to accept the invitation of Keep Elkhart Beautiful to assume administrative responsibility of the Elkhart Community Festival. The Motion carried unanimously on a vote of 4-0.

5. Discuss and take action, if any, on appointment of representative to the Board of Directors with the Anderson County Central Appraisal District for the 2020-2021 term, and adoption of Resolution R-10212019-1 memorialize said appointment. (Mayor Jennifer McCoy)

Mayor McCoy advised Council that it is time to renew nominations to the Anderson County Appraisal District's Board of Directors. Motion was made by Councilmember Lucia Butler, seconded by Councilmember Chuck Conner, to approve Resolution 10212019-1 memorializing the appointment of Raymond Dunlap to the ACAD Board of Directors. The Motion carried unanimously on a vote of 4-0.

6. Discuss and take action, if any, on hiring a City Attorney to represent the City of Elkhart in its day-to-day operations. (Councilperson Lucia Butler)

Councilmember Butler requested discussion concerning the appointment of a City Attorney for day-to-day City business. After a brief discussion, the matter was passed with no action taken.



**CITY OF ELKHART  
CITY COUNCIL  
REGULAR**

**MEETING MINUTES**

---

**Monday, October 21, 2019**

**6:30 pm**

**Elkhart Holy Temple**

---

7. Discuss and take action, if any, on approval of Holiday Schedule for the calendar year 2020. (City Administrator Judith Cantrell)

Upon request of Mayor McCoy, a proposed Holiday Schedule was presented to Council, mirroring the schedule approved for the current calendar year. After a brief discussion, Motion was made by Councilmember Chuck Conner, seconded by Councilmember Daryll Faulk, to approve the holiday schedule with amendments to the Christmas holiday, changing the schedule from three days off to two days off (Christmas Eve and Christmas Day). The Motion carried unanimously on a vote of 4-0.

8. Discuss and take action, if any, adding fee of \$2.25 per connection on monthly water utility billing, which will be placed into dedicated fund. (City Administrator Judith Cantrell)

This matter was previously discussed and decided; however, provided the Town Hall meeting hosted prior to this evening's meeting, the issue was discussed one more time to outline the \$2.25 fee that will be added to utility billing beginning with October 2019 billing. No action taken.

9. Discuss and take action, if any, on administrative role, duties and authority of Mayor, as well as establishment of chain of command for all staff. (Mayor Jennifer McCoy)

Mayor McCoy addressed the Council concerning the progress being made with administration. As the new administration, to include the Mayor, are able to accomplish City business with little supervision, the need to establish a chain of command and duties of the Mayor was necessary to continue to effectively move forward. Mayor McCoy presented Council with a proposed Ordinance. Motion was made by Councilmember Chuck Conner, seconded by Councilmember Daryll Faulk motioned to approve the Ordinance as presented. The Motion carried unanimously on a vote of 4-0.

**F. ADJOURN**

Motion was made by Councilmember Chuck Conner, seconded by Councilmember Daryll Faulk, to adjourn the Regular Meeting of the City of Elkhart City Council at 7:59 p.m. Upon vote, the Motion carried unanimously 4-0.

Ami Ashworth, City Secretary