



**CITY OF ELKHART
CITY COUNCIL
REGULAR**

MEETING MINUTES

Monday, July 15, 2019

6:00 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 McCoy at 6:00 p.m., Saturday, June 22, 2019, in the City Council Chambers, 110 W Parker St, Elkhart, Texas 75839.

Present: Mayor Jennifer McCoy, Mayor Pro Tem Raymond Dunlap, Councilmember Lucia Butler, Councilmember Taylor Bentley, Councilmember Darryl Faulk, Councilmember Chuck Conner, City Administrator Judith Cantrell, Interim City Secretary Ami Ashworth.

Also Present: Joey Dierker, with Hilltop Securities; Matt Lowe and Chris Bankhead, representatives of Waste Connections; Karson Lawrence, representative of Ameri-Tex, B.J. Perry, Public Works Supervisor; Ryan Gean, Tyler Trahan and Michael Wall, Public Works.

REGULAR MEETING

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

Pledge of allegiance was followed by the invocation, given by B.J. Perry.

B. MINUTES

1. Approval of Minutes of the June 17, 2019 City Council Meeting.
2. Approval of Minutes of the June 22, 2019 City Council Meeting.
3. Approval of Minutes of the July 1, 2019 City Council Meeting.

Motion was made by Councilmember Butler, seconded by Councilmember Bentley to approve all minutes with corrections to the June 22, 2019 Special Meeting Minutes. Upon vote, motion carried unanimously 5-0.

C. REGULAR AGENDA ITEMS

1. Council discussion and action, if any, to consider Resolution directing publication of notice of intention to issue combination tax and revenue certificates of obligation. Hilltop Securities will be present for questions. *City Administrator Judith Cantrell*

Joey Dierker of Hilltop Securities presented to Council and presented a Resolution directing the publication of the City's Notice of Intention to Issues Combination Tax



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and Revenue Certificates of Obligation. The resolution is the City's next step in moving forward with the TCEQ-mandated infrastructure repairs. Council discussed publication in the newspaper and deadlines associated with same. Mr. Dierker will provide a payment schedule to the City Administrator, with the first payment being due in February 2020.

Motion made by Councilmember Butler, seconded by Councilmember Conner to approve the Resolution Directing Publication of Notice of Intention to Issue Combination Tax and Revenue Certificates of Obligation. Upon vote, the motion carried unanimously 5-0.

2. Council discussion and action, if any, on contract for waste collection and disposal services, with participation by any waste provider who wishes to address the Council concerning same.

The City Administrator reminded the Council of their brief discussion during the July 1, 2019 Council meeting wherein notice was given by Waste Connections that they would not be renewing their contract with the City, but instead, would like to negotiate new terms. The City will provide an opportunity for any solid waste provider to bid on services.

Motion was made by Councilmember Butler, seconded by Councilmember Faulk, to have the City Administrator draft a bid packet to be made available to any interested parties no later than Friday, July 19, 2019, with any bids to be received at the August 5, 2019 Council meeting. Upon vote, the motion carried unanimously 5-0.

3. Council discussion and action, if any, concerning request for placement of fire hydrant at new Fire Department Building.

Mayor McCoy requested input from the Public Works Supervisor on placement of a fire hydrant at the new EVFD building. Mr. Perry discussed the pros and cons of various options available, with Mayor McCoy clarifying that the Fire Department would be responsible for any costs associated with placement of any hydrant or valve. Mr. Perry advised he would preform pressure tests in the area and would contact contractors to get quotes to have the work done and get back with Council at a later date.

Motion was made by Councilmember Bentley, seconded by Councilmember Faulk to take no action. Upon vote, the motion carried unanimously 5-0.



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4. Council discussion and action, if any, allowing Council and/or Staff to attend TML meeting on August 1, 2019.

Councilmember Butler informed Council of a TML meeting in Nacogdoches on August 1, 2019, with a keynote discussion concerning legislative updates. Ms. Butler encouraged members of Council and Administration to attend if available.

Motion was made by Councilmember Conner, seconded by Councilmember Faulk to approve any member of Council or staff to attend the August 1, 2019 legislative update. Upon vote, the motion carried unanimously 5-0.

5. Council discussion and action, if any, to offer Ms. Ami Ashworth, Interim City Secretary, the permanent position of City Secretary pursuant to section 2.15 of the City of Elkhart Administrative Guidelines/Employee handbook.

Mayor McCoy spoke briefly to Council concerning her recommendation suggested to Council to approve the offer of permanent City Secretary to Ami Ashworth.

Motion made by Councilmember Conner, Seconded by Councilmember Faulk to offer the permanent position of City Secretary to Ami Ashworth. Upon vote, motion carried unanimously 5-0.

6. Council discussion and action, if any, on City Vehicle Policy.

Discussion was held concerning the number of vehicles currently owned by the City versus the number of employees currently in need of a City vehicle. Code Enforcement is in need of a City-marked vehicle but is currently dependent upon the availability of a Public Work vehicle. The Public Works Supervisor offered he would ride with another Public Work employee and let Code Enforcement use the truck he currently drives.

Motion was made by Councilmember Conner, seconded by Councilmember Bentley, to take no action. Upon vote, the motion carried unanimously 5-0.

D. CITY ADMINISTRATOR REPORT

The City Administrator gave an update to Council on the general finances of the City, including several issues encountered with the City's Quickbooks account and the former bookkeeper.



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CBTX has requested signed minutes from the May 20, 2019 Council meeting, which changed the point of contact access to the City's banking information from old administration to the new administration. As there were no signed Minutes from the May 20th meeting, and staff has been unable to locate any drafted Minutes for that meeting, the City Administrator suggested that, at the next regular meeting, the Council recite the clause within the May 20th unapproved Minutes, retroactive to the date of May 20, 2019.

The City Administrator also gave an update on the City's Quickbooks account, which had been cancelled by the former bookkeeper. The City has been forced to open a separate Quickbooks account in order to timely carry out City business. Legal counsel was sought to determine options available to the City, and the City Administrator was advised that the matter would need to be turned over to the District Attorney's office for review.

The City Administrator gave a brief update on commercial trash billing. The City Secretary has spent a lot of time working to correct numerous errors in trash billing. She was able to locate and resolve issues within the current utility billing software and anticipates no further billing issues on those accounts with the new fixes in place.

The City Administrator updated Council on the status of employee insurance benefits. Previously, the Council was informed that health insurance had not been paid and was severely delinquent. One payment was submitted but was not accepted by the insurance provider due to other payments not being received. The account had to be paid in full with no partial payments allowed. The City Administrator corrected the account and was advised by the provider that the City was no longer in jeopardy of loss of coverage.

EXECUTIVE SESSION

Council convened into executive session at 7:24 p.m.

Council will convene into Closed Session pursuant to 551.074 to the Texas Government Code regarding personnel matters including:

1. Council discussion and action, if any, consider applications for Utilities Supervisor position.
2. Council discussion and action, if any, on request for summer internship for Tyler Trahan.



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RECONVENE IN REGULAR SESSION

Mayor McCoy reconvened Council into regular session at 9:09 p.m.

1. Motion was made by Councilmember Faulk, seconded by Councilmember Conner, to promote Michael Wall to Utilities Supervisor. Upon vote, the motion carried unanimously 5-0.
2. Motion was made by Councilmember Butler, seconded by Councilmember Faulk, to approve a summer internship for Tyler Trahan to work with the City Administrator in City hall for half-days until his graduation. Upon vote, the motion carried unanimously 5-0.

ADJOURN

Motion made by Councilmember Conner, seconded by Councilmember Faulk to adjourn the regular meeting of the City of Elkhart City Council at 9:11 p.m. Upon vote, the motion carried unanimously 5-0.

Ami Ashworth, City
Secretary

Raymond Dunlap, Mayor Pro Tem

