



MINUTES OF REGULAR PUBLIC MEETING
April 8, 2024

Council Approved on April 16, 2024

1. **CALL TO ORDER**-Mayor Grisham called the meeting to order at 5:30pm
2. **ROLL CALL**-Members present for roll call were as follows; to wit: Mayor Grisham, Councilwoman Gonzales, Councilwoman Spears, Councilwoman Brown, and Councilwoman Amick. Members not present for roll call were as follows; to wit: Councilwoman Klepac
3. **INVOCATION**- Councilwoman Gonzales gave the invocation.
4. **PUBLIC COMMENT** (*Limited to Three minutes per person*)- N/A
5. **Mayor Report:** Mayor Grisham thanked everyone for coming
6. **Public Works Report:** Public Works director Thompson stated he didn't have much to report. Councilwoman Gonzales asked if highway 6 was done yet, Dean answered they were getting very close. Councilwoman Amick asked who takes care of the signs that are knocked down in that area? Dean said TXDOT contracts with another company called Flasher who should take care of it.
7. **Police Chief Report:** Chief Cotton was out at Chief school.
8. **Emergency Management Report:** N/A.
9. **Parks Committee Report:** N/A
10. **DD Report:** Jerry Leonard spoke on behalf of DD. He briefed council on the DD upcoming events, attached to minutes.
11. **Chamber of Commerce:** N/A.
12. **Municipal Court Report:** Council was given a handout from the Judge explaining the monies brought in by the court.
13. **City Secretaries' Report:** Secretary Harbour stated that Laura Garza and Melenda will be attending a training on April 17th – 19th. This training is through the group for City Secretaries and the DIDC will be paying for Laura's part. On April 25th, David, Laura, and Melenda will also attend a training through Tyler Technologies, our computer software company therefore City Hall will be closed that day. Lastly, the rabies clinic will be on April 20th from 1pm – 3pm outside City Hall.
Councilwoman Klepac arrived – 5:42 pm
14. **City Administrator Report:** City Administrator Denman went over an email from Judge Davis regarding child care facilities property tax exemptions, which will be on April 16th meeting. He then went over financials. Councilwoman Amick had a couple of questions. First, she asked about line item 10-546-170 software support for court, why is it so low, did it go down? Next she asked about line item 10-541-400, what is it used for? Secretary Harbour stated she was unsure but she would get the answers for her.
15. **CONSENT (AUTOMATIC APPROVAL) AGENDA:** (*All consent agenda items are considered routine by City Council and will be enacted by one motion. There will be no separate discussion of these items unless a Councilmember requests an item be removed and considered separately.*)
 - Minutes: March 11, 2024 - Councilwoman Brown made a motion to approve minutes. Councilwoman Gonzales seconds that motion. All members present were in favor. Motion carried.
16. **REGULAR AGENDA:** (*Discuss and consider the following items*)
 - A. **2024 Rodeo Contract (Jeff Slaton)** – Councilwoman Spears made a motion to approve the 2024 rodeo contract. Councilwoman Brown seconds that motion. All members present were in favor. Motion carried.
 - B. **Discuss and consider Section 3 policy information for the City's TxCDBG Contract #CDM22-0045** – The City council reviewed and discussed the Section 3 presentation required for Contract CDM22-0045, including employment opportunities for Section 3 workers, contractor outreach, and tracking work hours for all CDBG grants and contracts. No action was taken on this item.

- C. **Discuss and take possible action to award a construction contract related to the TXCDBG #CDM22-0045 downtown project contingent upon TDA approval of Amendment 1** – Upon recommendation from the City engineer, Councilwoman Spears made a motion to table this item until April 16th meeting. Councilwoman Brown seconds that motion. All members present were in favor. Motion carried.
- D. **ACCL presentation, Library Digital Content Contract, Application for Library Accreditation and Annual Report – Deborah Hansen – Comanche Librarian** – Mark Shaffer with ACCL (Advocates of Comanche County Libraries) gave a brief description of how ACCL works. He then went on to say they are excited to help with the De Leon Library. Mr. Shaffer said they will resume the youth reading program and plan on having a special themed event at the end of May. Six of the public computers will be replaced by ones from the school, and the kid computer that was purchased by a grant is up and running. Deborah Hansen with Comanche Library then stated she got the annual report done. This report is very important as it keeps the libraries accreditation. She also handled the E-Rate (covers 80% of internet cost) paperwork. Debra also spoke regarding the Library digital content, she requested the City return to Overdrive as it is much simpler to use. Mayor Grisham thanked Debra, Mark and Paige for everything because Rebecca sure did love her Library. Councilwoman Spears made a motion to switch from Biblioteca to Overdrive for digital content. Councilwoman Gonzales seconds that motion. All members present were in favor. Motion carried.
- E. **Contract with Tyler Technologies for upgrade from Incode 9 to Incode 10** - After much discussion Councilwoman Gonzales made a motion to upgrade from Incode 9 to Incode 10. Councilwoman Spears seconds that motion. Council members in favor were Spears, Gonzales, Brown, and Mayor Grisham. Councilwoman Amick and Councilwoman Klepac abstained. Motion carried.
- F. **Janitorial Contract Options** – Mr. Denman went over calculations on how the City could save a little money. He stated we could let Melenda and Laura do the cleaning, due to all the big money items coming up we need to try and save where we can. After some discussion Councilwoman Brown made a motion to keep the contract as is with Candy Roberts. Councilwoman Spears seconds that motion. All members present were in favor. Motion carried.
- G. **Possibility of using funds from Care Act Grant from the County** – Councilwoman Spears made a motion to table this item until April 16th meeting. Councilwoman Brown seconds that motion. All members present were in favor. Motion carried.
- H. **EXECUTIVE SESSION; The Council may enter into Executive Session under Govt Code Sections 551.074 (Personnel Matters), Librarian Hours/Pay/Benefits** – Start Time : 7:11 pm End Time: 7:55 pm
- I. **Results from executive session** – Councilwoman Gonzales made a motion to hire Paige Fowler as full time Library Technician at \$13/hour plus benefits. Councilwoman Spears seconds that motion. All members present were in favor. Motion carried.

- **ITEMS OF COMMUNITY INTEREST: -**
- Expression of thanks, congratulations or condolences-
- Information regarding holiday closings
- Honorary recognition of City officials, employees, or other citizens
- Reminders about upcoming events sponsored by the City or other entity that is scheduled to be attended by a city official or City employee.

17. ADJOURN: Mayor Grisham adjourned the meeting at 7:59 pm

CERTIFICATION

I, Melenda K. Harbour, City Secretary for the City of De Leon, Texas, do hereby certify that the above and foregoing is true and correct of the regular meeting by the City Council of the City of De Leon and of the minutes pertaining thereto on the 8th day of April, 2024

Melenda K. Harbour,
City Secretary

Minutes **PASSED AND APPROVED** by the City Council of the City of De Leon on the 16th day of April, 2024.



Jan Grisham, Mayor

ATTEST:


Melenda K. Harbour, City Secretary

