



MINUTES OF A REGULAR PUBLIC MEETING  
5:30 p.m. – Tuesday, December 10<sup>th</sup>, 2018  
City Council Room – 125 S Texas

City Council Approved on January 14<sup>th</sup>, 2019

**1. CALL TO ORDER** – Mayor Scott called the meeting to order at 5:32 pm.

**2. ROLL CALL** - Council members present for roll call were as follows; to wit: Terry Scott, Jon Awbrey, Bob Whitney, Jaye Golden and James Beck. Council members not present for roll call were as follows; to wit: Sarah Childers.

Staff members present for said meeting were as follows: David Denman (City Administrator), Melenda K. Harbour (City Secretary), Sarah Cogburn (Assistant City Secretary) and James Dyson (Chief of Police).

**3. INVOCATION** – Whitney gave the invocation.

**4. PUBLIC HEARING- STREET GRANTS- JEFF MARTIN WITH HOWCO –**

**\*\*Mayor Scott opened the Public Hearing at 5:34 pm\*\***

Jeff Martin from HOWCO and Eddie Aguilar from Jacob & Martin Engineering were present to answer questions concerning the block grant for streets. Martin began by explaining the maximum grant possible in this program was \$275,000 and that's how much the City would be asking for, and this was not a 100% loan as the City would have to pay 10 cents on the dollar. Martin continued the City would have to go through procurement process to hire an administrative engineering firm for projects such as surveys, plans, testing and inspection. Denman asked how the City would pay the engineer, to which both Aguilar and Martin concurred the firm would be paid out of the awarded grant monies. Martin then brought up a citizen survey which consisted mostly of income, since the grant is meant for improving low income areas, saying at least 80% of the surveys had to be completed and returned to the City for the City to be awarded the grant (as part of the grant's stipulations). Martin continued upon being awarded the City would need to sign a two-year contract with the Texas Department of Agriculture, and not worry if we weren't awarded in 2019 because once the City had applied, we would be in the pool for two years (and four grants per year are given out). Martin commented the City was rather fortunate as this was the first year for WCTCOG to offer a block grant for street repairs. Awbrey asked if there were limitations on the types of materials used to repair the roads once awarded as if the City would be required to use specifically pavement or gravel, and Aguilar responded that would be determined between the City and the engineer after the bid was awarded.

**\*\*Mayor Scott closed the Public Hearing at 5:48 pm\*\***

**5. PUBLIC COMMENT** – No public comments were made.

**6. Mayor Report** – Mayor Scott said he had no report other than Officer Dycus resignation, effective December 31st.

**7. Public Works Report** – Denman reported so far Corey had put in three culverts since the policy update, and had three more on the list to put in. Denman continued that Public Works was busy blading streets and Debord was still out on sick leave. He added that Debord could be out for another 3-6 months.

**8. Police Chief Report** – Dyson reported Dycus' resignation as well, then began speaking of Michael Reyna's background check saying it had been completed. He continued Reyna's interview had taken place in Denman's office and had gone well, but he was having difficulty obtaining his DD2-14 from the military. Beck stated the document should be available online. Dyson responded the military didn't have DD2-14s digitized, then continued that the process takes a while to complete, but Reyna had hired a company to escalate the process and was supposed to hear back from them next week. Dyson summed up his report saying after the first Jonap would come to days and he wasn't sure yet if their shifts would run 7am – 7pm or 8am – 8pm, then gave his statistics report.

**9. Emergency Management Report** – Ray Helburg and Tricia Grimshaw were present from Emergency Management, and Ray introduced Tricia as the new Emergency Management Coordinator beginning January 1<sup>st</sup>. He continued Tricia knew everything there was to know about FEMA, and Trish added she had worked with the City before in 2007 on a block grant that went hand in hand with FEMA. She also strongly recommended getting a flood study of De Leon by engineers for the purpose of scoring more points on future grants. Denman agreed saying he had talked to Tricia about it briefly over email, and that it would cost \$100,000 to have the study done. Tricia added the City could apply for a grant to have the study done as well.

**10. Parks Committee Report** – No report.

**11. Economic Impact Committee Report** – Awbrey said he didn't have much to report at this time, since in wake of his recent health issues he had been under the weather. He did give a brief report saying the committee was planning to meet on Wednesdays at noon and planned to get more involved with the EDC in the future.

**12. Library Committee Report** – Denman spoke on the librarian's behalf, saying she was still working hard to re-classify the book organization system to be more user friendly. He continued she was coordinating with the school to make sure the children's books were all up to date, which Whitney added he had spoken with her about this as well and thought it was a pretty neat idea.

**13. Municipal Court Report** – Cogburn reported \$3,476.28 collected by the City, \$2,396.92 remitted to the state and \$2,448.80 in jail credits and community service for November 2018. Denman asked Cogburn if the jail credits and community service were deducted from the City's monies or the states monies, and Cogburn responded that it depends on whether any monetary payments had been made on the case and where they were allocated to. Cogburn later corrected her statement to include that if no monetary payments had been made on a case then no money would come out of either the City or State's allocation. Denman reported on Judge Parsons letter from the Brief, quoting the public depended on City Hall to promote public safety and confidence in the legal system and that entailed promoting the enforcement of laws by police but also necessitates have fair and neutral municipal courts. Cogburn added the Council could sign up to receive the brief via email and the instructions were on the bottom of the page.

**14. City Secretaries' Report** – Harbour reported on City Hall's Christmas décor saying there would be a big tree going up on the square as soon as the string lights came in.

**15. City Administrator Report** – Denman began his report by summarizing the financial statement, saying the Utility fund ended the month \$76,332 in the black while the General Fund would be ending the month \$69,858 in the red, leaving a \$6,474 balance in the black closing out the month. Denman then touched on the budget amendments for next month, saying he couldn't put them on the agenda yet because he wasn't sure what Council intended to do about the Convenience Center. Before reviewing the proposed budget amendments for next month, Denman voiced one of the auditing firms he had been considering was going to be incredibly expensive and was out. He continued that he had called around trying to find some more auditors to consider and had found one in Cisco and one in Abilene. Denman finished his report by reviewing the proposed budget amendments with Council.

**16. 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 Council Member requests an item to be removed and considered separately)*

**a. Approval of Minutes – November 13, 2018** – Whitney made a motion to approve the minutes. Awbrey seconds that motion. All members present were in favor; motion carried.

**17. REGULAR AGENDA:** *(Discuss and act separately on the following items)*

*Old Business*

**\*\*Item B. was considered before item A. at this point during the meeting. \*\***

**A. Convenience Center for Construction Material/Bulk Debris at Water Tower Location – David Denman** – Denman refreshed Council on an email he had sent them earlier in the week, saying only the towns who did not offer a bulk pickup to their residents seemed to benefit from the convenience center program. He continued the City of Merkel had a program for a convenience center and bulk program but didn't charge for either one. As far as charges Denman said \$30 per axle and paying \$9-\$10 and hour for an attendant would be his suggestion for the program. Discussion followed of whether someone could be trusted to accept monies at the gate, and Cogburn asked Denman what he thought about City Hall accepting the payments in advance and issuing vouchers to be redeemed over the weekend. Whitney said the program overall sounded great but there were still a few problems to work out, and discussion followed about how the prices would be determined, how the weight of a load would be determined and if shingles would be accepted at the center. Awbrey voiced that if the City were to do this it would need to be for the purpose of maximizing revenues. For instance – the City already has a bulk pickup program in place, and it would be very difficult to run the center, hire help, have programs in place for various materials etc. It was determined Denman would need to investigate the program further and come back to Council next month with a program. No action was taken.

**B. Appoint Board Members for DIDC Expiring Terms** – Awbrey made a motion to appoint Prather and Whitney back to their seats for the 2019-2022 terms. Beck seconds that motion. Whitney voiced he would resign from the board in May, when his term on the City Council

expired. Discussion followed, and Prather stated the EDC preferred a member of City Council on the board (after Whitney resigns because Whitney was filling that role currently). Beck made a motion to appoint Prather and Whitney to the EDC board for the 2019-2022 terms. Awbrey seconds that motion. Scott and Golden were in favor. Whitney abstains. Motion passed.

**C. Approve application for Street Grant, David Denman and Jeff Martin** – Beck made a motion to approve the application. Golden seconds that motion. All members present were in favor; motion carried.

**D. Proposals for Auditor – David Denman** – Denman again touched on the expensive quote from the Stephenville auditing firm, and how he had located another couple of firms to make a proposal. Awbrey stated the County pays about \$25,000 for their audit which was probably reasonable, and Whitney suggested instead of waiting another month for the City to appoint an auditor for Denman contract with one for no more than \$25,000. Whitney made a motion to let Denman contract with an auditor for no more than \$25,000. Golden seconds that motion. All members present were in favor; motion carried.

**18. 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.

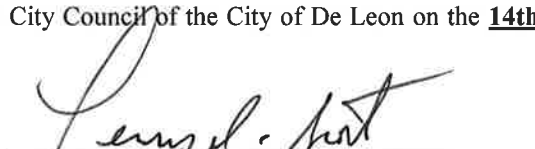
**19. ADJOURN** – At 7:31 p.m., Mayor Scott adjourned the meeting.

**CERTIFICATION**

I, Sarah Cogburn, Assistant City Secretary for the City of De Leon, Texas, do hereby certify in good faith 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 **10th** day of **December 2018**.

  
Sarah Cogburn, Assistant City Secretary

**READ, PASSED and APPROVED** by the City Council of the City of De Leon on the **14th** day of **January 2019**.

  
Terry Scott, Mayor

ATTEST:

  
Melenda K. Harbour, City Secretary

