

CITY OF TODD MISSION CITY OF TODD MISSION  
CITY COUNCIL MEETING

Meeting Minutes

August 13, 2020

- Call to Order

City Manager Neal Wendele called to order the meeting of the Todd Mission City Council at 2:00 pm on August 13, 2020 at City Hall 21718 FM 1774, Todd Mission, TX.

Meeting was open to the public via zoom. Citizen Steven Messing Joined at 2:05.

- Roll Call

The following people were present:

Mayor -George Coulam  
Council Member Hal Merritt  
Council Member Christy Pendley  
Council Member Heather Moon- Whinnery  
Council Member Mike Eubank  
Council Member Brett Bratcher Joined via zoom  
City Manager Neal Wendele  
City Secretary Julie Lunsford

- Certification of a Quorum:

Five Council Members were present. Quorum was certified.

- New Business
  - Neal Wendele called meeting to order
  - Pledge
  - Public Comments –
    - none
  - Closed public comments
  - Presentations/ Public Announcements –
    - none

1. CONSENT AGENDA

- a. CONSIDERATION – APPROVAL OF MINUTES Consideration and possible action to approve the minutes of the meeting held July 9, 2020. Council Member Hal Merritt makes a motion to approve. Council Member Christy Pendley 2<sup>nd</sup>. Unanimous.

- **Police Report-** Interim Chief Winford lets council know that the department is continuing high visibility - low contact and is continuing running calls for the county. Chief also updates that the court is up and running so the TMPD will begin issuing citations as they see fit.

- **Emergency Services Update-** City manager Neal Wendele updates that the Fire Department is also continuing low contact and answering calls.

- **Administration Report -**

- a. **Financial Update-** Wendele lets Council know the City currently has about \$ 90,000 in the bank. Wendele advises that budget season is coming up and he would like to set up a workshop soon.

2. **FOR CONSIDERATION AND POSSIBLE ACTION-** An ordinance relating to fences and fence materials. Wendele wanted to discuss the issue of what is appropriate for the city as the city currently doesn't have an ordinance regarding fences. Council Member Heather Moon- Whinnery moves to use the county's existing ordinance and review at next meeting. Council Member Hal Merritt 2<sup>nd</sup>. Unanimous.
  
3. **FOR CONSIDERATION AND POSSIBLE ACTION-** An ordinance relating to drainage culverts and culvert materials. Wendele lets council he will know more of a time line next meeting as he has a meeting on Monday to discuss next steps. Wendele lets council know he will give an update when he knows. No action was taken.
  
4. **CONSIDER/DISCUSS** - Authorization to issue requests for proposals (RFPs) for administrative services and requests for qualifications ( RFQs) for engineering services related to the 2021-2022 Community Development Block Grant (CDBG) program administered by the Texas Department of Agriculture (TDA). Wendele updates that the city is eligible to apply for a \$75,000 grant for street repairs. Wendele asks council for authorization to issue a requests for proposals related to the 2021-2022 Community Development Block Grant program administered by the Texas Department of Agriculture. Council Member Merritt makes a motion. Council Member Moon-Whinnery 2<sup>nd</sup>. Unanimous.
  
5. **FOR CONSIDERATION AND POSSIBLE ACTION-** An ordinance adopting a records management policy; appointing a records management officer and appropriate records control schedules. City secretary Julie Lunsford explains that this ordinance is to adopt a policy regarding retention schedules and is basic state law. Council Member Merritt makes a motion. Council Member Moon-Whinnery 2<sup>nd</sup>. Unanimous.

6. **FOR CONSIDERATION AND POSSIBLE ACTION**-a professional services agreement with Hdl Companies for consulting of sales tax and use collections. Wendele explains that this company would assist the city in making sure we are receiving the correct amount of sales tax from all vendors & stores. Wendele explains this is not a collections agency rather to work with the city to make sure all businesses have an outlet with in the city and that their paperwork reflects that. Wendele lets council know that the cost for software analysis would be \$2500 not to be paid until next year. Wendele also explains that any errors found by the city would be 15% of the recoveries and if found by HDL will be 30% of the recoveries. Council Member Moon-Whinnery makes a motion to approve. Council Member Merritt 2<sup>nd</sup>. Unanimous.

- ***Council Member Merritt makes motion to close the meeting. Council Member Moon-Whinnery - 2nd. Unanimous. The meeting was closed at 2:21pm.***