

CITY OF TODD MISSION REGULAR COUNCIL MEETING

Meeting Minutes

- Call to Order

City Manager Neal Wendele called to order the meeting of the Todd Mission City Council at 2:04 pm on December 16, 2021 at City Hall 21718 FM 1774, Todd Mission, TX.

Meeting was open to the public & via zoom.

- Roll Call

The following people were present:

Council Member Brett Bratcher
Council Member Stephen Mensing
Council Member Terry Spellman
City Manager Neal Wendele
City Secretary Julie Lunsford

Certification of a Quorum:

Three 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 –

1. CONSENT AGENDA

CONSIDERATION – APPROVAL OF MINUTES Consideration and possible action to approve the minutes of the meeting held, November 18 ,2021. Council Member Brett Bratcher makes a motion to approve meeting minutes for November 18, 2021. Council Member Terry Spellman 2nd. Unanimous.

-Police Report- Wendele reports the citations issued during October & November. Wendele also shares that traffic control worked well this season other than one day.

-Fire Department Report- Amber Young from TMVFD updates council that year-to-date calls 93 total and 7 calls from last meeting 3 within the city limits. Amber Young lists the Fire Department achievements and certifications. Amber notes over all -16 ropes rescue technicians level 2. 6 in process of taking state certification for fire investigator. Chief has completed emergency vehicle operator instructor. State testing for hazmat & fire fighter 1 & 2 some still testing one module at time as it is a large test. 7 fire fighters certified in all categories and 6 more eligible for testing for 2022.

-Administration Report – City Manager-Neal Wendele

- a. **Financial Update:** \$72,000 in operating funds. \$ 344, 000 in Texas Class and \$ 5,200 operating court funds and \$ 10,000 in courts Texas Class. Wendele reports that October’s sales tax revenue was almost double what it’s ever been. HDL sales tax compliance team more than paid off on the investment as there were past due balances paid.
 - b. **CDBG Projects-** 2017 Harvey Grant is 75% complete. 2021/2022 CDBG still no final answer. Wendele lets council know the city did qualify and should be receiving about \$350,000. \$45,000 master planning grant should be announced soon as well.
 - c. **City Road Projects/ Grants-** Due to some damage caused by Larry Young on Wildwood- the city asked them to mill the entire road. Wendele let council know it is his plan to do Wildwood similar to Renfair and to the use interlocal the estimate was about \$65,000 because they would want to still put down concrete stabilizer.
 - d. **1774 Construction/Traffic Update-** TX Dot or Larry Young paving will not return calls.
2. **FOR CONSIDERATION AND POSSIBLE ACTION** Discuss and approve entering into limited franchise agreement with Entergy. Wendele explains this agreement basically brings us into compliance with state law. Council member Mensing makes a motion to approve. Council member Brett Bratcher 2nd. Unanimous.
3. **FOR CONSIDERATION AND POSSIBLE ACTION -** Wendele Employee Bonus/Compensation. Wendele explains that with TMRS take home pay is reduced by 7% so Wendele would like to increase city secretary pay 7%. Also, Wendele explains the mayor has approved a new compensation package for Wendele which is 10% pay increase as he has not had a raise since he started and 100% medical coverage for dependents as well and also needs consent of council. Wendele also asks council for approval to issue \$1000 employee Christmas bonuses as done in the past. Council member Brett Bratcher makes a motion to approve. Council member Stephen Mensing 2nd. Unanimous.

4. **FOR CONSIDERATION AND POSSIBLE ACTION** - Line item adjustments for 2021 Budget. First adjustment \$5,500 for legal services for the Entergy Agreement and for the RV Ordinance. 2nd - Police chief raise in 2021 adjustment was not reflected in budget due to mistake. 3rd - Audit services agreement ended up being \$12,000 instead of \$10,000. 4th - The PD truck will be paid off in March and Wendele would like to go ahead and payoff as to not have that line-item next year. Council member Bratcher makes a motion to approve. Council member Mensing 2nd. Unanimous.

5. **FOR CONSIDERATION AND POSSIBLE ACTION** - Discuss and approve preliminary Budget for 2022. Wendele lets council know we will be carrying over \$225,000 in surplus into next year. Wendele advises that the 2022 budget will be similar to the 2020 actual budget as his focus this coming year is building the Police Department back up. Mensing asks do we have a proposal to do this. Wendele responds this is a personnel matter but first step is hiring a full-time chief in January or February. Mensing asks if Interim Chief Keith Winford would take the role of assistant chief. Wendele responds Winford will take more of the Code Enforcement role. Mensing asks if Winford has training in this area. Wendele responds the city sent Keith to Code Enforcement school last year and has been growing in that role. Council member Bratcher notes typo in printing services budget numbers \$32,000 which should be \$3,275. Mensing asks if we are not doing building inspections in 2022. Wendele answers that since the cost of inspector has not exceeded the revenue of the inspector, he took that off as a line item. Mensing asks when inspections are done at the festival does the customer have liability for problems not caught. Wendele answers that we now require licensed master plumber /electricians/HVAC so the liability would go back to the person licensed. Wendele also adds the city has been working with TRF and with the fire department on after fire practices. Council member mensing asks regarding to the police department- is the city looking at two or three additional officers? Wendele responds the current plan is to hire a chief first and then let him or her build out the team making that an additional two officers. Keith Winford would remain law enforcement/code enforcement and remain part-time. Mensing asks if the new officers will need any additional equipment. Wendele answers that they may and that there is an additional \$2,000 in ballistic vests line item and an additional \$3,000 in uniforms and duty gear line item.

Mensing reviews the vehicle maintenance budget and notes it seems high and asks if there are plans to replace parts. Wendele responds there is a plan to replace shocks and struts in the truck and this will include the labor. Wendele notes that the city has 2016 Tahoe, 2018 Tahoe and a 2016 Truck that we expect to start needing to spend money on. Mensing asks fellow council members if they feel 3 officers for our size of city is excessive. Council member Bratcher responds there are so many hours in a week to cover and even three officers can't cover all the hours. Mensing asks if we can put in place a performance policy for the PD. Wendele responds performance issues are part of the city manager job to oversee. Mensing shares concern of if just driving down the streets is making impactful contacts. Wendele responds if any of council sees an issue with officer performance that is something to bring to him. Wendele adds he feels three officers is a good minimum but also the maximum. Mensing asks if performance is lacking for an officer- is it the city manager decision to let them go? Wendele answers yes, as the city manager in the administrative chain he is above all city staff. Wendele and council discuss the build out of the PD ideally being a mix of very experienced and mid-range experienced officers. Wendele goes over court accounting software costs and lets council know the software line item is not an actual cost because it more than washes with the revenue side. Also, Wendele lets council know that he will apply for a grant for court software system with electronic ticket writers that integrates with court system. Mensing adds that the ticket writer tablets are not cheap. Wendele responds usually with the software the tablets are included. Mensing shares he feels the \$6000 increase in court software is a lot. Wendele responds he really does not anticipate any expenditures for this as he basically put this amount in as a place holder in the budget but expects to be able to receive a grant for the software. Council member Mensing makes a motion to approve. Council member Bratcher 2nd. Unanimous.

6. **FOR CONSIDERATION AND POSSIBLE ACTION** - An ordinance regarding the temporary use of recreational vehicles for single family residential use within the city of Todd Mission. Wendele lets council know he feels the draft ordinance now should include all issues previously discussed by council. Mensing asks for clarity regarding the penalty. Wendele responds it depends on the violation and then ultimately would come back to the judge and prosecutor and the fines are set at the maximum. The “not exceeding” wording is standard language and the maximum amount would depend on the violation of provisions. Council member Mensing makes a motion to approve. Council member Bratcher 2nd. Unanimous.

7. **FOR CONSIDERATION AND POSSIBLE ACTION** - Discussion on Todd Mission Building. Council member mensing makes a motion to table until next meeting. Council member Bratcher 2nd. Unanimous.

8. **FOR CONSIDERATION AND POSSIBLE ACTION** - Agenda items requests for the next Council Meeting. Council member Mensing suggests Fire/Safety codes discussion. Wendele suggests discussion on the building expansion and also suggests having a workshop and hour or so before the next council meeting to discuss the final 2022 budget.

9. **ADJOURN-** Council Member Brett Bratcher makes a motion to adjourn. Council member Eubank 2nd. Unanimous. Meeting ended at 3:43 pm.

ATTEST:

City Secretary