

CITY OF TODD MISSION REGULAR COUNCIL MEETING

Meeting

Minutes

- Call to Order

City Manager Neal Wendele called to order the meeting of the Todd MissionCity Council at 2:00 pm on May 12, 2022 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 Heather Moon-Whinnery

Council Member Stephen Mensing

Council Member Brett Bratcher

Council Member Mike Eubank

City Manager Neal Wendele

City Secretary Julie Lunsford

Certification of a Quorum:

At least three Council Members were present. Quorum was certified.

- New Business

-Neal Wendele called meeting to order

-Pledge –

-Public Comments – City Manager Neal Wendele lets council know elections were held and will canvassed on May 18th. Newly elected council member Tim James is in attendance as member of general public and thanks everyone for having him and welcomes any advice from fellow council members.

-Closed Public Comments-

- Presentations/ Public Announcements –

- CONSENT AGENDA

CONSIDERATION – APPROVAL OF MINUTES Consideration and possible action to approve the minutes of the meeting held April 14, 2022. Council Member Moon-Whinnery makes a motion to approve meeting minutes for April 14, 2022 Council Member Bratcher 2nd. Unanimous.

-Police Report- Chief Rutledge lets council know current statistics from 4-14-2022 through 5-12-2022. 15 report calls, 48 Traffic stops, 19 citations, 43 warnings. Rutledge reports that TXDOT has put up enforceable speed limit sign and now can enforce speeding citations. Council member Whinnery asks what the speed limit is. Rutledge answers 55. Chief Rutledge notes that Auto Theft Task Force assisted with a nuisance complaint at 15996 Largent. Several violations were found on the auto theft side and time was given to correct the issues. Also, Grimes County Environmental assisted with same address as well as 10944 Wildwood and 11031 Oak Forest to address improperly disposing of trash, tires, batteries, appliances. If these issues are not addressed Grimes County Environmental may take action to correct and/or correct the issues with city ordinances. Chief Rutledge also lets council know that Officer Siracusa has completed the K-9 training and has been training with Magnolia and Precinct 5 creating a network. Council member Mensing asked if fines were issued on the environmental issues. Wendele answers no citations have been written as the reports are still at the state level. Chief Rutledge adds that compliance is really the goal before fines are issued.

-Fire Department Report calls for service- Chief Malone reports 47 total calls year to date with 10 in the city. Chief Malone also speaks to the importance of enforcing environmental / building codes and ordinances for the safety of everyone. Chief Malone also would like council to consider that Waller- Harris ESD issued a proposal for a 1996 Ford F-350 from Tri-County to sell to the city of Todd Mission for \$1 and then possible to then donated to the VFD. Malone adds this would add another brush truck to have in service and the VFD would put in all the servicing to prepare to truck. Mensing asks if Chief Malone has any recommendations regarding the issues around the unsafe environmental situations that could lead to fires. Chief Malone answers she will get with Chief Rutledge and combine some ideas and recommendations.

Please see attachment for training and certification update

-Administration Report – City Manager-Neal Wendele

- **Financial Update:** in Texas Class \$543,200, \$471,119 in checking. \$523.69 in interest.
 - **CDBG Projects-** *Please see attachment*
 - **1774 Construction/Traffic Update** *Please see attachment*
 - **City Hall/Mission Building project status-** *Please see attachment*
 - **Growth plans/topics for workshop-** * Please see attachment*
- **FOR CONSIDERATION AND POSSIBLE ACTION** – Review and Approve annual audit of the fiscal year December 31, 2021 financial statements. Alyssa Saccomen for McCall Gibson Swedlund Barfoot Certified Public Accountants presents City of Todd Mission 2021 Audit. *Please see attached * Council member Eubanks makes a motion to approve. Council member Bratcher 2nd. Unanimous.

- **FOR CONSIDERATION AND POSSIBLE ACTION -** Resolution regarding Civil Rights regarding CDBG grant application including:
 - Consider/Adopt Citizen Participation Plan and Grievance Procedures
 - Consider/Adopt Excessive Force Policy
 - Consider/Adopt Section 504 Policy and Grievance Procedures
 - Consider/Adopt Code of Conduct Policy
 - Consider/Adopt Fair Housing Policy
 - Consider/Proclaim April as Fair Housing Month.

Council member Bratcher makes a motion to approve. Council member Eubank 2nd. Unanimous.

- **FOR CONSIDERATION AND POSSIBLE ACTION -** Municipal water supply plans. Wendele explains that eventually every lot in Todd Mission will sell and will be difficult for everyone to have a well and not impact water supply in the area. Wendele also expresses from a city manager perspective he would like to see some of these lots along FM 1774 be commercial as it would potentially add sales tax revenue for the city but needs Council direction/ input. Wendele lets council know of the option of Dobbin-Plantersville WSC putting in a master meter at 302 and running a pipe. Another option is Mill Creek Water but adds they don't have a lot of capacity and they are not interested in expanding the capacity. Mensing asks about buying Mill Creek as a municipal water company. Wendele responds this is a possibility with the new infrastructure bills coming down from Washington the city has access to more funds than a private company will. Mensing asks if there is a way to measure average household use. Wendele answers the engineers will look at average household use Variables accounted for. Mensing asks if we have funds set aside to do the studies. Wendele answers no but we can use \$4000 to \$5000 of the long-term planning grant once approved to do the study. Mensing asks if we can

allocate money for the study and the reimburse ourselves once the grant is received. Wendele answers probably not. Wendele lets council know at this point he would just like council to begin thinking about which direction as a city we would like to go. Council discusses zoning & places to have a water plant. Wendele notes a start would be having a master meter with Dobbin-Plantersville, establishing our CCN and then when we can decide how to fund a pipe down CR302. Wendele lets council there are a lot of moving parts to this project and possibly by next council meeting may have a line-item adjustment for some engineering studies. Council member Bratcher makes a motion to instruct city manager to draft plans to prepare city to establish a CCN. Council member Moon-Whinnery 2nd. Unanimous.

- **FOR CONSIDERATION AND POSSIBLE ACTION -** Authorize City Manager to execute contract for credit card point of sale system. Wendele explains the city accepts online fee only currently and this contract lowers our fees and offers a point-of-sale system with a three-year contract. Council member Mensing makes a motion to approve. Council member Moon-Whinnery 2nd. Unanimous.
- **FOR CONSIDERATION AND POSSIBLE ACTION -** Purchase of Citation Hardware. Wendele asks that we transfer \$5000 from Court fund to General fund for the e-ticket writers, batteries & paper. Council member Mensing makes a motion to approve. Council member Eubank 2nd. Unanimous.
- **FOR CONSIDERATION AND POSSIBLE ACTION-** Authorize City Manager to submit credit application for financing police vehicle. Wendele lets council know he would prefer to finance this vehicle and would need council approval to complete the credit application. Council member Mensing makes a motion to approve. Council member Eubank 2nd. Unanimous.
- **FOR CONSIDERATION AND POSSIBLE ACTION-** Office furniture purchase for City Hall expansion. Council member Mensing mentions considering used furniture. Wendele suggests authorizing him to keep budget line item for building expansion the same and using left over

funds not used on the building for furniture. Mensing notes he would rather see the city consider surplus and asks if anyone has seen what they might have to offer. Chief Rutledge mentions surplus is ever changing. Council member Bratcher makes a motion to approve. Council member Eubank 2nd. Unanimous.

- **FOR CONSIDERATION AND POSSIBLE ACTION-** Authorize City Manager to allow local circus on City property and set date. Council member Mensing makes a motion to table. Council member Moon-Whinnery 2nd.
- **FOR CONSIDERATION AND POSSIBLE ACTION-** Agenda items requests for the next Council Meeting. Waller-Harris ESD truck to sell to city for \$1 then to donate to Todd Mission VFD and Study for water supply.
- **ADJOURN-** Council Member Mensing makes a motion to adjourn. Council member Moon-Whinnery 2nd. Unanimous. Meeting ended at 3:22 pm.

ATTEST:

City Secretary



TODD MISSION POLICE DEPARTMENT

21718 FM 1774
Todd Mission, Texas 77363
Chief Ryan Rutledge

Notes for City Council Meeting 05/12/2022

Timeframe 04/14/2022-05/12/2022

1. Calls for service

- 15 report calls (10 agency assists, 2 civil disputes, 1 criminal trespass, 1 evading arrest, and 1 animal control.)
- Officers conducting business checks, citizen contacts, and patrol all city streets

2. Traffic stops

- 48 stops

3. Citations

- 19 citations (tickets)

4. Warnings

- 43 warnings

5. TxDOT

- Temporary enforceable speed limits signs were placed north and south of the city limits on FM 1774 by TxDOT last week. Now speeding violations can be enforced with more than a warning.

6. Auto Theft Task Force

- Members of the Montgomery County Auto Theft Task Force assisted with a nuisance complaint for the address of 15996 Largent Drive. Violations were found and time was given to correct the issues (operating a salvage business without license, fencing, etc.).

7. Grimes County Environmental

- Members of Grimes County Environmental assisted with a nuisance complaint at the addresses of (1) 15996 Largent Drive, (2) 10944 Wildwood Lane, and (3) 11031 Oak Forest Drive. Many violations were found and time was given to correct the issues at each location ((1) car batteries improperly disposed of, unsecured appliances, trash piles, car tires improperly disposed of, (2) trash piles and car tires improperly disposed of, (3) trash piles and car tires improperly disposed of.

8. K9 Program

- Officer Steven Siracusa has completed the mandated training requirements with the K9 and is certified in narcotics detection as well as tracking.

5-12-22

47 total calls
10 in city

Training & Certification

16 applications for Confined Space Technician Level 1 & 2 have been accepted and are active within the state system. Therefore, we now have 16 state certified confined space rescue technicians.

Additional Applications being processed by the state:

Vehicle Rescuer 1 – 3
Rescue Apprentice – 2
Ropes Rescuer 1 – 2
Driver Operator - 1

Current Training Updates

NASAR wilderness search and rescue FUNSAR & TECH 2 - the month long online classroom portion of the class and additional online classes within our portal has been completed along with a previous 8 hour Saturday skills day. 8 firefighters have one more 8 hour skills day, one 16 hour skills testing day and 140 question written exam.

The training lieutenant has been in contact with RTI in prepping and scheduling our next round of rescue certification for firefighters concerning Swift Water Technicians. We hope to have this in the works in the near future dependent on their schedule. TMVFD has spent all \$12,500 allotted from the Texas Forest Service for yearly training for VFD's. Therefore, our budget will now have to pay directly without any reimbursement for any additional outside training until renewal for the \$12,500 in September. The department paid directly for the 8 students NASAR classes, and we're working to continue with the demand for the training and certifications to continue to better ourselves while balancing the expenditures it will cost the department directly now.

Harris County Field Day was a great success for our firefighters. We are still in process of our structural firefighter cadet class and EMT in addition to standard training nights, and trainings from different agencies.

Other update:

Tommy Albert, the treasurer of Waller Harris ESD 200 has made an offer that involves the City of Todd Mission to purchasing their 1996 F350 without a skid for \$1. The ESD has absorbed the volunteer fire departments (Rolling Hills VFD had previously donated Engine 449 in previous years for \$100 to TMVFD because it was one 501c3 to another 501c3), and this is the only way they would be able to ultimately donate the truck to Todd Mission VFD. The request is for the City to purchase the truck for \$1, and donate the truck to Todd Mission VFD. We have already taken the additional step that would be required to turn this F350 into a brush truck by acquiring a skid unit to put on it. Once donated from the City to TMVFD, Todd Mission VFD would be able to prepare this truck swiftly to put it into service as soon as the department has the truck serviced and the skid unit we acquired for it put on. The acquiring and donating of this truck will allow us to provide our service district with another brush truck in our fleet to continue to improve and grow our apparatus fleet for the betterment of the city and county areas that we service.

1. Financials

- a. \$543,200 in Texas CLASS investments, \$523.69 in earnings YTD (as of 5/9). Generating from \$8-\$40 daily
- b. \$47,119 operating funds account, \$4,000 in court account
- c. CDBG Projects
 - i. 2017 Harvey CDBG construction complete
 - ii. 2021-22 CDBG-TDA granted, in process
 - iii. 2022 Planning grant applied for
 - iv. CDBG-MIT-MOD discussing inclusion of non-Harvey impacted counties
 - v. CLFRF completing reporting requirements, \$14,000 second tranche expected in September

2. FM 1774 Construction/ Traffic update

- a. Speed limit signs posted on FM 1774
- b. Contractor has begun work North of CR 302 with alternate lane closures to continue duration of project
- c. Core sampling continues on South portion of project, analysis pending, surface continuing to fail
- d. TRF Traffic plan adding personnel at 302 & 1774, camping entrance
- e. Wayfinding signage project survey complete, awaiting contractor placement suggestions.
- f. Wildwood reconstruction complete
- g. Two culverts installed at Largent & Denise, should assist in draining Twinbrook lots and NE area of City
- h. We have leveraged \$167,101 grant money (our first) with ~ \$50,000 city funds to expand a 610' project into over 2100' now complete

3. City Hall/ Mission Building project status

- a. City Hall metal to be dropped ~~5/10~~ 5/18
- b. Mission building still getting bids / estimates from contractors
- c. Met with business furniture supplier 5/4 for estimate

4. Growth plans/ topics for workshop

- a. Need to discuss future utilities- provision of water services down FM 1774 to encourage commercial development
- b. Zoning, minimum building size
- c. Possible vehicle weight limit/ dumpster size restrictions *residential cars only - Road damage*

Agenda Items

- 1. Authorize City Manger to execute contract for credit card point of sale system.**
 - a. Credit card reader-3 year contract would reduce fees to payers and allow us to accept credit cards in person.
- 2. Purchase of Citation Hardware**
 - a. 3 tablets, 3 printers for court software/ E-ticket writers. Paper, extra batteries recommend \$5,000 transfer from court account, \$18,000 available.
- 3. Authorize City Manager to submit credit application for financing police vehicle**
 - a. Council authorized \$60,000 for purchase/ upfitting of new police vehicle, would prefer to finance for flexibility. Ally financed truck.
- 4. Office furniture purchase for City Hall expansion**
 - a. Met with NBF to supply council tables, furnish 4 offices, including freight, assembly, setup for turnkey.
 - b. Authorize City manager to purchase furniture with excess funds from building expansion since we didn't figure in that cost.
 - c. Will discuss options & show powerpoint