

City of Meadowlakes Stated Meeting Minutes August 16, 2016

On this the 16th day of August, 2016 the Council of the City of Meadowlakes convened in regular session at 5:00 p.m. at the Meadowlakes Municipal Building in Totten Hall, 177 Broadmoor, Meadowlakes, Texas.

Council Members Present:

Mayor Mary Ann Raesener
Councilmember Mike Barry
Councilmember Alton Fields
Councilmember Clancy Stephenson
Councilmember Jerry Drummond
Councilmember Barry Cunningham

Staff Present:

City Manager Johnnie Thompson
City Secretary Loren Meiner
Public Works Director Mike Williams

Guest Present

Dwight Batch

1. **CALL TO ORDER AND QUORUM DETERMINATION:** Mayor Raesener called the meeting to order at 5:00 p.m. and announced the presence of a quorum.
2. **PLEDGE OF ALLEGIANCE AND PRAYER:** Mayor Raesener led the Council and guests in the Pledge of Allegiance. Christine Forsythe, resident, led the Council and guests in prayer.
3. **CITIZEN COMMENTS:** No citizen comments.
4. **MONTHLY STANDARD LIVE REPORTS:** Public Works Director Mike Williams advised the Council and guests that he had attended a 4 day FEMA class recently. Mike stated that FEMA is now allowing boat docks to be built without an approval of a variance request each time. Mike also stated that the current floodplain maps were recently updated and the City should have new maps in hand next month, there were no changes to our current map. City Manager Johnnie Thompson addressed the Council and citizens, summarizing the major highlights of the July 2016 monthly reports as listed below. He updated the Councilmembers and the audience on the ongoing projects, including the tennis courts and irrigation pump repairs.
5. **CONSENT ITEMS:**
 - A. **July 19th & July 27th, 2016 City Council Meeting Minutes – Loren Meiner, City Secretary**
 - B. **Ordinance Enforcement July 2016 Activity Report – Pat Preston, Ordinance Officer**
 - C. **Animal Control July 2016 Activity Report - Robbie Galaway, Animal Control Officer**
 - D. **Patrol July 2016 Activity Report - provided by Meadowlakes Patrol Officers**
 - E. **City Building Committee July 2016 Activity Report – Blair Feller, Chairman**
 - F. **Vandalism/Incident July 2016 Report – Loren Meiner, City Secretary**
 - G. **Public Works Department July 2016 Activity Report - Mike Williams, PWD**
 - H. **July 2016 Financial and Disbursement Reports - Johnnie Thompson, City**

Manager

After Council discussion, Councilmember Cunningham made a motion to approve the consent items as presented. Councilmember Fields seconded the motion. It passed by a unanimous vote of the Councilmembers present.

6. OLD BUSINESS ITEMS:

- A. Discussion/Action: Establishing time, place and date of the required Budget Public Hearing.** Johnnie advised that Council and guests that prior to the adoption of the ad valorem tax rate and fiscal year 2017 budget, we must conduct one public hearing. The public hearing must be held at least 15 days after the proposed budget was filed with the City Secretary, which was on July 28th, 2016. We must publish the date, time and place of the public hearing at least 15 days prior to the public hearing date. Johnnie suggested that the public hearing be conducted at 4:00 p.m. on Tuesday, September 20th, 2016 which is prior to the regular scheduled City Council meeting. After Council discussion, Councilmember Fields made a motion to hold a public hearing regarding the City's budget for the next fiscal year (October 1, 2016-September 30, 2017) at 4:00 p.m. on Tuesday, September 20th, 2016 at the Meadowlakes Municipal Building in Totten Hall. The motion was seconded by Councilmember Cunningham and it passed unanimously.

7. NEW BUSINESS ITEMS:

- A. Discussion/Action: One-year extension of solid waste collection, recycling and disposal with Republic Services (BFI Waste Services of Texas, LP).** Dwight Batch, Account Manager for Republic Services, advised the Council and guests that Republic Services current contract be will expiring on December 31st, 2016. Republic Services is asking for a (1) year extension to the current contract and will honor the existing rate. Dwight stated that Republic Services service Meadowlakes every Friday. Meadowlakes has a higher percentage of recycling than other surrounding areas. Dwight stated that everything is going great, and no accidents or injuries have been reported in the past five years. Republic Services has a safety meeting every Thursday at 6:00 a.m. with all other days at 6:15 a.m. Dwight stated that they welcome any council members or staff to join their meetings. Please contact him for any details and to let them know if you are coming. Johnnie stated that Republic Services is agreeable to a one-year extension at the current rate. The existing contract has an escalation clause which is based on several different factors of the Consumer Price Index. Republic Services have elected not to exercise a rate increase in the entire term of the current contract and will honor the existing price for one additional year. After Council discussion, Councilmember Barry moved to approve the extension of the Republic Services contract another (1) year honoring the existing rate. The motion was seconded by Councilmember Drummond and it passed unanimously.
- B. Discussion/Action: Contracting to provide bookkeeping, clerical and maintenance services to the Meadowlakes Property Owners, Association.** Johnnie advised the Council that the City provides bookkeeping, clerical and maintenance services to the Meadowlakes POA via a contract. The existing contract was for a three year period, which will end on September 30th 2016. Johnnie stated that he

and Mayor Raesener recently met with representatives of the POA Board to work out the final details of the contract. The proposed contract is the same as the existing one with the exception that the contract price will be increased from \$85,000.00 to \$96,913.00 per year and will remain at this rate throughout the three years of the proposed contract. Johnnie stated that the POA has approved the proposed contract at their meeting which was held on Tuesday, August 9th, 2016. After Council discussion, Councilmember Barry made a motion to approve the contract with the POA as drafted. The motion was seconded by Councilmember Fields and it passed unanimously.

C. Discussion/Action: Addition of voluntary assessment on monthly utility bills for funding improvements to the golfing complex (golf course, swimming pool, tennis courts, buildings, and facilities). Councilmember Fields stated that years ago, Meadowlakes had a volunteer funding source called the “Surface Water Run-off Program”. He suggested that it would be beneficial for Meadowlakes to look into a similar program, possibly \$5.00 a month added to residents’ utility bills. The funds could go towards the need for City sprinklers, fountains in the City’s ponds, possibly a basketball court, street lights and small projects as needed. Johnnie stated that he will need to research legal issues related to such a program. Johnnie would like to wait until the end of the current fiscal year to proceed. No action was taken.

D. Discussion/Action: Amendment to Employee Personnel Manual.

Johnnie advised the Council on the current policies under *Section 2.08 – Compensatory Time* and *Section 2.10 – Exempt Employee Flex Time Off*. Johnnie stated that it is unlikely that allowing more hours of compensatory and flex time to accumulate will have any major effect on employee costs to the City. The City has the obligation to pay the non-exempt employee at a rate of 1 ½ time their hourly rate for all time in excess of 40 hours during a workweek. An exempt employee is not entitled to receive payment for any accumulated flex time upon leaving the City’s employment. Allowing an exempt employee to use an additional 8 hours during a work week would allow more flexibility for the employee. Due to recent changes in the minimum salary that an exempt employee can earn, we will be moving two (2) currently exempt employees back to hourly positions. Johnnie advised the Council on the current policy under *Section 20.02- Definitions* and *Section 20.03 - Uniform, Smoking Policy*. Johnnie’s recommended changes to these two sections related to the use of e-cigarettes in the workplace. Johnnie clarified that e-cigarettes or any other type of smoking from tobacco or other plant matter is not accepted in designated smoking areas. After council discussion, Councilmember Fields made a motion to approve the two recommended changes to the existing employee personnel manual. The motion was seconded by Councilmember Cunningham and it passed unanimously.

E. Discussion/Action: Authorizing City Manager to finalize and execute a lease for golf carts. Johnnie advised the Council that one of the things that must be resolved prior to the dissolution of the PFC is the City assuming responsibility for all outstanding financial obligations of the corporation. Johnnie stated that all have been resolved with the exception of the golf cart lease with PNC Finance. PFC’s current lease has about 15 months remaining on it and it cannot be assumed as is. The existing lease is based on a standard corporation type lease, which has some provisions that a city cannot legally be obligated to. Johnnie will have the required draft documents and will send them to legal for review and approval. After Council discussion, Councilmember Cunningham made a motion to authorize Johnnie Thompson, City Manager, to execute on behalf of the City lease agreement. The motion was seconded by Councilmember Fields and it passed unanimously.

F. Discussion/Action: A resolution authorizing and directing the dissolution of the Meadowlakes Public Facilities Corporation and providing for matters related to the dissolution of the Meadowlakes Public Facilities Corporation.

Johnnie advised the Council that that legal counsel is currently working on the required documentation to formally dissolve the Meadowlakes Public Facility Corporation (PFC). Johnnie stated that it is his understanding that the only official action required of the Council is the adoption of a resolution authorizing and directing the dissolution of the PFC. Once the resolution of dissolution has been approved by Council, legal will finalize the other necessary legal documentation that must be filed with the Secretary of State. Once the Secretary of State has approved the dissolution and issues a "Certificate of Dissolution" the PFC will cease. Johnnie advised that after we notify TABC that the PFC has been dissolved, the City will not lose the TABC license. After Council discussion, Councilmember Cunningham made a motion to authorize and direct the dissolution of the Meadowlakes Public Facilities Corporation. The motion was seconded by Councilmember Fields and it passed unanimously.

8. COUNCIL & MAYOR ANNOUNCEMENTS:

- A.** The next regularly scheduled meeting will be held on Tuesday, September 20th, 2016 at 5:00 p.m.
- B.** City offices will be closed in observance of Labor Day holiday on Monday, September 5th, 2016.

9. ADJOURNMENT: Mayor Raesener adjourned the meeting at 6:10 p.m.

Approved:

/S/ Mary Ann Raesener **Date:** August 16, 2016
Mayor, Mary Ann Raesener

Attest:

/s/ Loren Meiner **Date:** August 16, 2016
City Secretary, Loren Meiner