

City of Meadowlakes Stated Meeting Minutes August 20, 2019

The City Council of the City of Meadowlakes held its Regular Meeting at Meadowlakes Municipal Building in Totten Hall on August 20, 2019, beginning at 6:00 p.m. in accordance with the duly posted notice of said meeting.

Present:

Mary Ann Raesener, Mayor
Mike Barry, Councilmember
Barbara Peskin, Councilmember
Jerry Drummond, Councilmember
Eddie Wise, Councilmember
Gerry Mason, Councilmember

Staff:

Johnnie Thompson, City Manager
Evan Bauer, City Secretary
Debbie Holley, Treasurer
David Klotz, Head Golf Pro
Debbie Ingalsbe, Food and Beverage Manager
Mike Williams, Public Works Director

1. **CALL TO ORDER AND QUORUM DETERMINATION.** Mayor Raesener called the meeting to order at 6:00 p.m. and announced the presence of a quorum.
2. **PLEDGE OF ALLEGIANCE AND PRAYER.** Mayor Raesener led Council and guests in the Pledge of Allegiance. Councilmember Mason led Council and guests in prayer.
3. **CITIZEN COMMENTS.** Council heard comments from the following resident:

Christine Forsyth – Spoke very briefly about the proposed contract between the City and the POA; she requested a more detailed itemized breakdown of what services provided will cost.

4. **MONTHLY STANDARD LIVE REPORTS:** The following live reports were given by staff:
 - A. **Current Operations and Consent items.** Mr. Thompson briefed Council on operations, as well as consent items as follows:
 1. **Ordinance & Animal Control** – Responded to 49 calls during July, mailed 209 ordinance violation letters. Over 80% of the violation letters were in reference to two violations, tree limbs hanging over the street less than 14 feet in height and visible trash cans from the road. He also issued 26 warning tickets, mainly for parking infractions, and two warning notices; one for unrestrained dog and the other for parking on the street over the designated time. He also attended six hours of mandated continuing education on animal control.
 2. **Patrol Activity Report** - In July, 74 hours were logged, and 10 citations were issued; 7 for speeding, 1 for an expired driver's license, and 2 for disregarding a stop sign. The speeding tickets ranged from 35 mph to 40 mph in a 25-mph zone.

3. Building Committee Report – The City currently has 12 open building permits. In July, the Building Committee issued two deck permits, one permit for a boat dock, and one permit for a parking lot expansion for the doctor’s office just outside the gate.

B. Golf Course – David Klotz, Golf Course GM, reported that the golf course/restaurant is adjusting to their new point of sale system. Since the swimming pool opened for the summer until August 8th, the pool income totals roughly \$4900. (Please see the financial statements for detailed information). He also reported that the WGA tournament has been rescheduled for September.

C. Food & Beverage Operations – Ms. Ingalsbe was absent so Mr. Klotz gave an update. The new point of sale system is working very well for the restaurant; especially during the ordering process.

D. Public Works – Mike Williams, Public Works Director, reported that PWD employees have been busy doing routine maintenance at the guard shack, Lakeside Pavilion, children’s park, the military veterans park, and first responders park. Employees also took care of some needed improvements at the restroom on hole #15 on the golf course. Mr. Williams announced that this would be his last council meeting; his last day will be September 5th.

5. CONSENT ITEMS:

- A. July City Council Meeting Minutes – Evan Bauer, City Secretary
- B. Financial Reports for July 2019 - Johnnie Thompson, City Manager

After discussion, Councilmember Mason made a motion, which was seconded by Councilmember Wise, to approve the consent items as presented. The motion carried with a 5-0 vote.

6. OLD BUSINESS:

A. Discussion/Action: Contract for Services between the City of Meadowlakes and the Meadowlakes Property Owners Association, Inc. The contract, as currently drafted, is a three-year contract with the option to extend it for two additional years. The compensation for the first year is just over \$104,000. All additional years will be adjusted per the consumer’s price index, which has averaged about 2.3% over the past three years. The contract is very similar to the current one with the exception of the term and compensation. The main differences between the two contracts are the scope of work; the new contract has a more detailed scope of work, especially related to administrative support; however, the POA will be entirely responsible for aspects of billing and collecting of their annual Assessments. Also, per the terms of the contract, the POA will lease the pool from the City for the duration of the contract, and operate it during the summer seasons. After discussion, Councilmember Wise made a motion to approve the contract as proposed. The motion was seconded by Councilmember Drummond and carried with a 5–0 vote. The proposed contract will be on the agenda for possible approval at the next POA meeting.

7. NEW BUSINESS:

A. Discussion/Action: Ordinance No. 2019-04-Flood Damage Prevention Ordinance. The City

must adopt the use of the new FEMA floodplain maps for our residents to continue to be eligible for flood insurance. The only changes to the Ordinance from the one adopted in 2012 is changing the date of the maps utilized and a change in who the floodplain administrator is. Currently, it lists the Public Works Director, Mike Williams, as the administrator. Since Mr. Williams is retiring the first of September, the wording has been changed to reflect the City Manager or his/her designee. The City is currently in the process of locating a certified floodplain administrator that would be willing to contract with the City. After discussion, Councilmember Barry made a motion to approve Ordinance 2019-04 as presented. The motion was seconded by Councilmember Wise and carried with a 5-0 vote.

- B. Discussion/Action: Resolution 2019-09 – Adoption of Investment Policy.** Each year, City Council must review and approve the City’s Investment Policy. This Policy provides the policy for the investing of all City funds. The policy, as proposed, is identical to the City’s existing policy; the only exception being the continuing education hours required. Recently the State reduced the continuing education hours for entities that only invest in interest-bearing accounts and CD’s, as Meadowlakes does. It still requires any new investment officer to obtain the basic 20 hours of education as required by the State. After discussion, Councilmember Peskin made a motion to approve Resolution 2019-09 as presented. The motion was seconded by Councilmember Drummond and carried with a 5-0 vote.
- C. Discussion/Action – Confirming Debbie Holley as the designee to serve as City Manager in the absence or disability of Johnnie Thompson, City Manager.** Ordinance 2010-08 requires the City Manager to appoint an administrative employee to serve in his/her absence or disability. Currently, Mike Williams is this designated employee; however, Mike will be retiring early next month. It is recommended that Debbie Holley be appointed the designee. After discussion, Councilmember Wise made a motion to approve the appointment. The motion was seconded by Councilmember Mason and carried with a 5-0 vote.
- D. Discussion/Action: Appointment of two Council Members to serve on the “Application Review Committee” for the appointment of members to the City’s Building Committee and Planning and Zoning Commission.** After discussion, Mayor Raesener appointed Councilmembers Wise and Mason to serve on this committee, with Councilmember Mason being the chairman.
- E. Discussion/Action: Ordinance 2019-03 – Amending Appendix A, Sections A10 and A50 of the Code of Ordinances related to building fees and water and wastewater connection fees.** ATS, the City’s third-party building inspection firm, notified us that they will be increasing inspection fees by about \$10 per inspection effective September 1, 2019. To pass this cost onto the builder, the building fees must be amended to reflect the increased costs. Additionally, Section A50 is amended to reflect an increase in new tap fees. This is needed to offset the increase in cost associated with the installation of the new taps. After discussion, Councilmember Wise made a motion to approve Ordinance 2019-03 as presented. The motion was seconded by Councilmember Drummond and carried with a 5-0 vote.
- F. Discussion/Action: Authorizing City Manager to execute a new service agreement with Arch Technical Services, LLC. Dba ATS Engineers, Inspectors & Surveyors.** As mentioned above, ATS will be increasing their fees. The proposed service contract is similar to the current one, with the exception of the fees. After discussion, Councilmember Peskin made a motion to approve this contract as presented. The motion was seconded by Councilmember Wise and carried with a 5-0 vote.

G. Discussion/Action: Adjourning to closed session pursuant to Section 551.017 (consultation with attorney) or Section 551.074 (personnel matters-City Attorney). Council did not adjourn to closed session.

H. Reconvene into open session and action as maybe required. Council did not adjourn to closed session.

8. ANNOUNCEMENTS:

Mayor Raesener announced that there will be two public hearings over the proposed tax rate, and one over the proposed FY20 budget. These hearings, as determined by Council, will be Tuesday, September 10th at 4pm and Tuesday, September 17th at 6pm.

The next regularly scheduled City Council meeting is September 17th at 6:00 p.m.

9. ADJOURNMENT: Mayor Raesener adjourned the meeting at 6:49pm.

Approved: /S/ Mary Ann Raesener
Mayor, Mary Ann Raesener

Date: September 11, 2019

Attest: /S/ Evan Bauer
City Secretary, Evan Bauer

Date: September 11, 2019