

MINUTES OF REGULAR MEETING

July 22, 2020

SHENANDOAH CITY COUNCIL

The meeting was called to order by Mayor M. Ritchey Wheeler at 7:00 p.m. City Council members present, Councilmember McLeod, Councilmember Bradt, Councilmember Gristy, Councilmember Fletcher and Councilmember Raymaker. City Administrator Kathie Reyer, City Attorney William Ferebee, Finance Director Lisa Wasner, Interim Police Chief Troye Dunlap, Communications Manager Debbie Pilcher, and IT Manager Chris Grizzaffi were also present.

1. CALL TO ORDER

Mayor Wheeler called the meeting to order at 7:00 p.m.

2. CALL OF ROLL

Mayor Wheeler stated for the record that all members were present.

3. PLEDGE OF ALLEGIANCE

4. INVOCATION

Mayor Wheeler gave the invocation.

5. CITIZENS FORUM

*Responses to inquiries are limited by state law to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision by Council shall be limited to a proposal to place the subject on the agenda of a future meeting.*

Mayor Wheeler stated for the record that there were no citizens that wished to speak.

6. COUNCIL'S INQUIRY

*Pursuant to Texas Government Code Sect. 551.042, the Mayor and Council Members may inquire about a subject not specifically listed on this Agenda. Responses are limited to a recitation of existing policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.*

Mayor Wheeler stated for the record that there were no Councilmembers wishing to speak.

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**INDIVIDUAL CONSIDERATION:**

7. Presentation of the Municipal Development District monthly report.

To view the presentation, please click [HERE](#)

8. Discussion and possible action regarding the following:

- a. Excess debt collections for 2019
- b. Certification for debt service collection rate for 2020-2021

COUNCILMEMBER MCLEOD MADE A MOTION TO ACCEPT THE EXCESS DEBT COLLECTIONS FOR 2019, COUNCILMEMBER BRADT SECONDED. THE MOTION CARRIED 5/0.

COUNCILMEMBER BRADT MADE A MOTION TO APPROVE THE CERTIFICATION FOR DEBT SERVICE COLLECTION RATE FOR 2020-2021, COUNCILMEMBER FLETCHER SECONDED. THE MOTION CARRIED 5/0.

9. Discussion regarding the 2020 – 2021 Proposed Budget.

- Police
  - Councilmember Raymaker inquired about the 33% reduction in Uniforms and Safety Gear. Interim Chief Dunlap stated that after reviewing inventory there was a surplus of different items discovered and those items would not need to be ordered in 2021 budget year
  - Councilmember Raymaker inquired about the 33% reduction in Tahoe equipment. Interim Chief Dunlap stated that in the past ordered three vehicles. Moved vehicle to 7-year replacement plan
  - Councilmember Raymaker inquired about the 43% decrease in Operating Supplies. Interim Chief Dunlap stated that there was not a need for more blood draw kits and that the previous cost of the kits was inflated
  - Councilmember Raymaker inquired about the increase in public relations. Interim Chief Dunlap stated that due to the pandemic some vendors were unable to provide free services and that funds were allocated towards the Emergency Expo event
  - Councilmember Gristy stated that he was pleased to see the breakdown in overtime charges

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- Councilmember McLeod stated that the breakdown was beneficial to see the breakdown of the two types of overtime-strictly police and worked events
- Community Development
  - Ms. Reyer stated that the Code Enforcement position would fall under this department
  - Mayor Wheeler suggested moving the Code Enforcement position to the Police Department budget to enforce compliance. Councilmember Fletcher stated that he felt it would be good to have the Code Enforcement Officer under the Community Development Department. Interim Chief Dunlap stated that permitting and following the IDC falls more under development and that the officers can step in whenever needed
- Technology
  - Councilmember Raymaker inquired about the change in Operating Services. Mr. Grizzaffi stated that the increase came from the addition of data and communications at the water tower
  - Councilmember McLeod inquired about the computer replacement plan. Mr. Grizzaffi stated that multiple computers needed to be replaced this year and that computers are reviewed before being replaced to make sure a replacement is necessary
  - Councilmember Bradt inquired about a budgeted projector for the EOC. Mr. Grizzaffi stated that the projector is outdated and that a projector is the more economical choice over a large screen television
  - Mr. Grizzaffi inquired about funding for cameras at the Toddler Park and the pool. Mayor Wheeler stated that if the cameras are MDD eligible for funding that it should be requested
- CVB
  - Councilmember Fletcher stated that with the loss of rent for the visitors center he felt the money should be going towards something else such as advertising. Mayor Wheeler stated that the study would aid in the best option for where to apply funding
  - Councilmember McLeod inquired about CVB contributing to the cost of the City pool cars
  - Mayor Wheeler inquired about the portion CVB contributes to building costs since moving to City Hall. Ms. Wasner stated that CVB was contributing the same amount as Water/Sewer. Mayor Wheeler asked that staff look deeper into the percentage that CVB contributes

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- Capital Projects/Purchases – Capital Improvement Plan
  - Councilmember McLeod asked if MDD would cover 100% if costs related to the five water and sewer projects. Ms. Wasner stated that they discussed covering 70%. Mayor Wheeler stated that his impression was that President Bevers regarded covering 100% on the I-45/Research Forest intersection improvements

#### 10. Discussion regarding the water/sewer rate study.

To view presentation and full discussion, please click [HERE](#)

John Bleyl with Bleyl Engineering stated that the last rate increase was in 2010. He added that his team looked at what rates would be currently considering three percent inflation factor over the past 10 years and they discovered that the rate of the average user would have been about double the amount being proposed. Mr. Bleyl stated that the intent was to have a five year plan to build a reserve for a self sustaining water and sewer fund.

Mr. Bleyl stated that there were two options proposed for Council. The first option was to fully fund operating and maintenance costs and CIP water and sewer projects. The second option was to fully fund operating and maintenance costs and CIP water and sewer projects with a low interest loan. The recommendation from Bleyl Engineering was to pursue the second option, which would include a \$6,000,000 loan for the wastewater treatment plant improvements allowing for a lower rate increase for residential and commercial accounts.

Mayor Wheeler recommended, after some discussion, that a Townhall be held in order to discuss the potential increase and to provide more information to residents.

#### 11. Discussion and possible action regarding the funding amount for the purchase of a firearms training simulator from asset forfeiture funds.

COUNCILMEMBER MCLEOD MADE A MOTION TO APPROVE THE FUNDING AMOUNT TO PURCHASE A FIREARMS TRAINING SIMULATOR FROM ASSET FORFEITURE FUNDS,

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COUNCILMEMBER GRISTY SECONDED. THE MOTION CARRIED 5/0.

12. Non-Action Items

The following budgeted items were authorized by the City Administrator, per Council approval:  
Budgeted Purchase Orders over \$15,000:

- Water Plant 2 Booster Pump \$30,200.00
- Unit 20-02 Tahoe Emergency Equipment \$14,297.41
- Desk Improvements \$30,000.00
- Wellman Rd. trunk line \$160,000.00

City Administrator Authorizations:

- Project Manager Recruiting \$11,395.23
- SSR Meter & Antenna Upgrade \$10,750.00

13. Discussion and possible action to approve the accounts payable for June, 2020.

COUNCILMEMBER FLETCHER MADE A MOTION TO RATIFY THE ACCOUNTS PAYABLE FOR  
JUNE, 2020, COUNCILMEMBER MCLEOD SECONDED. THE MOTION CARRIED 5/0.

14. CITIZENS FORUM

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Mayor Wheeler stated for the record that there were no citizens that wished to speak.

15. City Administrator Updates – Monthly Reports.

Ms. Reyer stated that there were no updates.

16. COUNCIL'S INQUIRY

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policy or a statement of specific factual information given in response to the inquiry. Any deliberation or decision shall be limited to a proposal to place the subject on the agenda of a future meeting.

Councilmember Fletcher thanked the staff and Bleyl Engineering for their work on the water rate study.

Mayor Wheeler thanked everyone for their hard work and participation with the Independence Celebration.

EXECUTIVE SESSION

*Public notice is given that the City Council may elect to go into Executive Session at any time during the meeting in order to discuss any matters listed on the Agenda when authorized by the provisions of the Open Meeting Act, Chapter 551 of the Texas Government Code, to receive advice from legal counsel, to discuss matters of land acquisition, personnel matters or other lawful matters that are specifically related to items listed on this Agenda. Prior to any such closed session, the Mayor, in open session, will identify the agenda item to be discussed and the Section or Sections of Chapter 551 under which the closed discussion is authorized.*

There being no further business, Mayor Wheeler adjourned the meeting at 9:01 p.m.

**ADJOURN**

***The Council may vote and/or act upon each of the items listed on this Agenda. One agenda item will be discussed at a time unless logic and practical consideration allow similar topics to be considered together for purposes of convenience and efficiency. The Council may retire into executive session concerning any of the items listed on this Agenda, whenever it is considered necessary and legally justified under the Open Meetings Act.***

**Any discussion item on the City Council agenda permits City Council to question the involved parties or receive a presentation by the involved parties.**

SUBMITTED BY:

  
\_\_\_\_\_  
Courtney Clary, City Secretary

DATE APPROVED:

  
\_\_\_\_\_  
8/24/2020

M. Ritchey Wheeler, Mayor

