**CITY OF IVANHOE**

**REGULAR MONTHLY MEETING MINUTES**

**APRIL 20, 2023**

**6:00 PM**

Meeting was called to order by Mayor Blackstone at 6:00 pm. Quorum was established with Councilmember Williams absent. Invocation was given by Councilmember Warren and was followed by The Pledge of Allegiance. This meeting is being lived streamed on YouTube.

Mayor Blackstone read a proclamation declaring April to be Child Abuse Prevention month in the City of Ivanhoe, and introduced Justice of the Peace, Trisher Ford, and Court Clerk, Tina Self representing the Tyler County Child Welfare Board for the proclamation.

Mayor Blackstone asked if there are any questions or comments from the audience. Karl Muench requested a clear explanation of Agenda Item #13.

**Consent Agenda Items**

Mayor Blackstone asked if there were any objections to the Consent Agenda Item(s). There being no objections Councilmember Warren made the motion to approve the minutes of Regular Meeting of March 16, 2023 as written. Councilmember Herrington seconded the motion, and the motion was passed unanimously.

**Agenda Item #1 - Mayor’s Report**

* Updated information from Langford (grant manager) and LJA Engineering provided to City Council.
  + CDBG-MIT $11.4M Flood & Drainage Grant on Ivanhoe, Tristan & Camelot Dams: Final Notice ended March 31, 2023 and is ready to submit Request for Release of Funds to GLO for their 15-day comment period. Anticipate Authority to Use Grant Funds in April. LJA continues with construction plan production. All property acquisition documents should be completed by the end of the month and submitted to the city. The Nation-Wide Permit (NWP) on wetlands for Camelot is completed. The city submitted with their draft an Emergency Action Plan (EAP) for Camelot. The EAP appears to meet TCEQ requirements. However, due to Camelot Dam’s classification, TCEQ does not require new EAP. LJA is completing breach analysis for Lake Tristan and Lake Ivanhoe which will be used to generate the “Inundation Map” for EAPs. LJA will submit the preliminary design layout for the Tristan boat launch area by the end of the month to the city with planned submittal to TCEQ by the end of the month.
  + CDBG-MIT-SUPP $7.9M Streets, Flood & Drainage Improvements Grant for multiple Project Sites. The Performance Statement Modification (PS Mod) to remove project sites that have already been completed has been submitted to GLO in November. The Authorization to Use Grant Funds occurred January 25. LJA has provided final construction plans and contract documents to the city on March 31. The city is awaiting contract review by the city attorney. A preliminary bidding schedule has been provided with contractor bids due May 18th. An updated Opinion of Probable Construction Cost was provided to the city on April 6th, but the final figures will not be known until bids are opened.
  + CDBG-MIT-MOD $1.9M Roadway & Drainage Improvements Grant: Received Request for Information and submitted response to GLO on January 18. LJA Engineering submitted updated Project Location Map and cost estimates which removed the original sites 1 and 2 since Tyler County has committed to rehabilitating Ivanhoe Dr. using a portion of the county’s MIT-MOD funds.
  + GLO-RCP $300K Comprehensive Plan: Project has been contracted with Langford and documents are being collected for application submission.
  + 2021 Contract Community Development $300K Grant with $15,000 Matching Funds for 22nd St.: Pending Authored Officer signature for contract execution.
  + 2023/2024 $500K Community Development Grant with $25,000 Matching Funds for 28th St.: Final low to moderate income household surveys and Notice of Intent legal notices should be ready by April 17. Final signature and sealed Engineer’s Certification were submitted to Langford on April 11.
  + Bond Construction Fund has approximately $398,000 remaining and 100% plan completion will be done by the end of May and the Camelot Dr. rehabilitation can then go out for construction bids.
  + County MIT-MOD for Ivanhoe Dr.: Same schedule as Ivanhoe MIT-MOD and is being handled by Waxman & Associates.

This agenda item was for information only, no action taken.

**Agenda Item #2 - Supervisor of Dam Report for March 2023**

* Another 5-1/2” of rain was received within 10 days making it difficult to keep Lake Charmaine Spillway dry for recaulking. Valve is ¾ open. Waiting on extended period of dry, warm weather and Chance Construction crew availability for repair work.
* Lake Tristan valve has been fully closed. Councilmember Warren inquired about Tristan bulkhead. Mr. Harrison has been trying to find a contractor, but project cost may be prohibitive at this time as the upstream sides of Charmaine and Galahad are now showing signs of voids. Galahad will need to be dropped at least 2 feet for observation and drilling holes for observation.
* Lake Camelot is at normal level.
* Mr. Harrison will work on a suggested priority list for maintenance and repairs on various dams.

The agenda item was for information only, no action taken.

**Agenda Item #3 – Municipal Court Activity Report for March 2023**

Class C Warranty Amnesty program is in effect from March 16, 2023 through May 16, 2023, but may be extended to June 15, 2023. Only 1 individual has taken advantage of the program and he paid his citation in full which was over $800.00

Total Fines & Court Costs Collected $ 1,425.00

Total Fines Collected by City $ 1,073.50

Total Fines Sent to State $ 351.50

Fiscal Year to Date Fines Collected $ 3,936.10

Previous Year to Date Fines Collected $ 6,045.20

Ordinance Hearings Scheduled: 7

Ordinance Hearings Held: 4

This agenda item was for information only, no action taken.

**Agenda Item #4 – City Marshal Activity Report for March 2023**

Total Calls/Activity 44

Total of Activity Calls to Marshal’s Office 15 Total Calls Received from Tyler County Sheriff’s Office 19

Steve Drumm – 22; Bob Crossman – 16; Jeremiah Baker – 6

* Two officers have completed environmental crimes training.
* Most documentation is in place to transition to a police department.
* Two vehicle prison partitions have been donated to the city by the Alabama-Coushatta police department.

This agenda item was for information only, no action taken.

**Agenda Item #5 – Code Enforcement Activity Report for March 2023**

* Closed Cases: 8 - Abandoned/Substandard: 1; Lot Maintenance: 3; RV Sticker: 1; Junk Vehicle: 2 (1 1990 Motorhome on 28th St.); Shipping Container: 1

Jacque Black verbally submitted her resignation effective May 3rd, stating that advancement with the city no longer seems to be an option.

This agenda item was for information only, no action taken.

**Agenda Item #6 – Public Works Report for March 2023**

* Written report has been submitted to City Council with work production maps.
* 95 tons of #2 Limestone Base at a cost of $4,532.00
* 180 tons of SPM Mix at a cost of $1,080.00.
* 3.5 tons of HMCL Asphalt.
* Culvert Installation of a total on 190 feet or 9.5 culvers or 7 each of 12”x20’ and 2.5 each of 15”x20’.
* 3 tree removals.
* 1.4 miles of mowing.
* Completed Work Orders – 21.
* Councilmember Morris asked if any of the culverts were replaced with grant or bond funds. Mr. Marshall stated no, that all were for residential purchases, but Public Works is gearing up to start before contractors begin work.
* A total of $51,139 has been saved since the start of using fly ash mix as compared to limestone base.
* Councilmember Morris asked about the partial work on Sir Lancelot and Councilmember Herrington asked about the work on Ivanhoe East and West. Mr. Marshall stated that rainy weather is playing a huge factor in completing work. Ivanhoe West is complete. As weather permits, Lakeview Circle will be done. Fly ash material seems to be self-healing as compared to limestone.
* Councilmember Gregory commented on an impressive report and offered congratulations to the crew.

The agenda item was for information only, no action taken.

**Agenda Item #7 – Discuss/Action Planning & Zoning Commission Recommendations**

* Ms. Laurie Siems, Chair of the Planning & Zoning Commission informed Council that a revised tree ordinance will be presented next month. The P & Z Comm. is also developing recommendations for land usage for tiny homes, etc.

**Agenda Item #8 - Discuss/Action Ordinance #2023-4 Amending Codified Ordinance Section 90.16 Open Burning**

* Wordage was changed to include “readily available running water” from previously presented ordinance at last month’s meeting.
* Councilmember Gregory made the motion to approve Ordinance #2023-4 as read to include “readily available running water.” Councilmember Herrington seconded the motion and the motion was passed unanimously.

**Agenda Item #9 – Discuss/Action Recommendation from Review Committee for Title Company & Appraiser on Property Acquisition for Grant Related Work**

* This is related to $11.4M CDBG-MIT grant.
* Recommendation to approve Coker Appraisals from Orange, TX. Councilmember Morris made the motion to approve Coker Appraisals. Councilmember Gregory seconded the motion and the motion passed unanimously.
* Recommendation to approve Tyler County Title Company. Councilmember Morris made the motion to approve Tyler County Title Company. Councilmember Warren seconded the motion and the motion passed unanimously.

**Agenda Item #10 – Discuss/Action Authorization to Go Out for Construction Bids on HGMP Supplemental $7.9M**

* Contract has been reviewed by city attorney and sent to LJA. Councilmember Herrington made the motion to go out for construction bids on the HGMP Supplemental $7.9M grant. Councilmember Warren seconded the motion. Councilmember Morris made the comment that bids can be one contractor and/or bid for all 4 projects or 4 individual bids by different contractors. The motion then passed unanimously.

**Agenda Item #11 – Discuss/Action for Sign Permit Fee**

* Councilmember Herrington made the motion to charge $10 for a sign permit. Councilmember Warren seconded the motion and the motion passed unanimously.

**Agenda Item #12 – Discuss/Action March 2023 Financial Report**

* City Treasurer presented the March financial report: The financial documents including bank and TX CLASS statements were sent to Council earlier in the month. The accountant financial reports and reconciliation details for each account were emailed to Council as soon as they arrived.
* \*The State Comptroller direct deposited $6,481.65 on 4/12/23 for sales & use taxes that were collected in January and reported to the comptroller in February. Last month the sales tax deposit was $6,521. Year to date ending March 31 total sales tax income $48,659. Compared to last year same month: $47,455.
* \*Ad-valorem taxes were received April 11th totaling $31,026.44 with $25,323.91 going to Maintenance & Operations, and $5,702.53 for the Interest & Sinking fund. The calculated balance of delinquent taxes stands at $374,810 as of 3/31/23. That is the aggregate amount from 2010 to current. A payment on delinquent taxes in Ivanhoe North (2010) of $16.56. The tax payment was $6.44, but the penalty & interest came to $10.12. The calculated balance of unpaid taxes, penalties and interest for Ivanhoe North is $5,301.
* \*Pledged securities at Citizens State Bank total $219,433 above the $250,000 FDIC insurance giving the city a cushion of $303,064 above our deposits. The politicize issue of raising the federal debt ceiling continues to keep the financial landscape in a not very stable place. Although it doesn’t seem to be affecting our TX CLASS interest rate which climbed from 4.38% at the beginning of March to 4.73% at the end of the month.
* The TML Risk Pool claims statement summary going back to when the city became a member of the Risk Pool for insurance is included in the Council packet. It shows the payments made on the various claims that have occurred thru the years. The city claims experience is factored in when TML Risk Pool rerates the city for our annual contribution.
* Mayor Pro-tem Warren who serves as the City Investment Officeris in the process of completing the Public Funds Investment Act training as required by the State. The on-line course is equivalent to 10 hours of classroom training. A tip of the hat to Councilman Warren.
* The Texas Demographics Center has updated the estimated population of Ivanhoe as of January 1, 2022 to 1346 from the Census 2020 figure of 1327. Comparison wise the City of Woodville decreased from 2403 in 2020 to 2391 to start 2022. The next population estimate will be coming out in July. How important is that you ask>>>>>the TX Community Development Block Grant allocation to DETCOG which in turn is disbursed via grants to cities and counties within its jurisdiction decreased from $3,515,273 in 2022 to $2,405,351 for 2023. It means fewer grant applications will be funded.
* It happened: Billing from the Tyler County Clerks office for the Nov. 2021 election arrived February of this year ($3,673.85) has now been added to by the billing received earlier this month for the Nov. 2022 election ($3,193.71), so the elections line item in the budget will show an overage.
* In the budget comparison spreadsheet the 6 month standing of each line item after the accountant (Kyle Heinemann) and I spent time going back and forth to work up a form that Council and I can understand so we know where each line item stands. As you saw from the notes that I had on the budget comparison that Kyle sent for the end of March, there are still some things that will be addressed in the next budget comparison printout from QuickBooks Online.
* The FY-2022 Audit has been completed and the information will be filed with the General Land Office, TX Dept. of Agriculture and Securities and Exchange Commission.
* Councilmember Warren made the motion to approve the March 2023 Financial Report. The motion was seconded by Councilmember Herrington and the motion passed unanimously.

**Agenda Item #13 – Discuss/Action Establishing a Code Enforcement Review Committee**

* Councilmember Warren withdrew the agenda item.

**Agenda Item #14 – Discuss/Action Changes to Employee Classification – Employee Handbook**

* Councilmember Warren recommended moving marshal department pay to a fulltime salary to cover 7 days per week. This will require developing another category in the Employee Handbook. Councilmember Morris stated that time over the agreed weekly hours will be compensatory. Chief Drumm stated that deputies will notify him via text as needed. Councilmember Morris made the motion to approve moving marshal department pay to fulltime salary to cover 7 days per week. Councilmember Warren seconded the motion and the motion passed unanimously.

**Agenda Item #15 – Discuss/Action Changes to Employee Personal Time Off Policy**

* Councilmember Warren clarified with Chief Drumm that overtime will be compensated with time accrued since they are moving to salary positions.
* Paid Time Off will remain the same.
* Compensatory time accrued up to 36 hours per 6 months.
* The weekly Officer schedules have been coordinated with Tyler County Sheriff Department so the SO knows when Ivanhoe officers are scheduled and when the SO will need to have Deputies available.
* Councilmember Warren made the motion to approve overtime compensation. Councilmember Morris seconded the motion and the motion was passed unanimously.

**Agenda Item #16 – Discuss/Action Changes to Personnel Policy**

* Councilmember Warren made the recommendation that making up lost time for hourly employees will need prior authorization by the Department head and made the motion that make up time lost time for hourly employees require prior authorization. Councilmember Gregory seconded the motion and the motion passed unanimously.

**Agenda Item #17 – Discuss/Action Review of Planning & Zoning Commission**

* Councilmember Warren withdrew the agenda item.

**Agenda Item #18 – Recess to Executive Session**

* Recessed at 7:22 pm. Reconvened at 7:45 pm. No action taken.

**Agenda Item #19 – Communications from Audience – Other Items** (None)

**Agenda Item #20 – Council Comments** (None)

**Agenda Item #21 – Adjourn Meeting**

Councilmember Warren made the motion to adjourn the meeting. The motion was seconded by Councilman Morris and the motion passed unanimously. Meeting adjourned 7:45 pm.

Respectfully submitted,

C. D. Woodrome, City Secretary

Approved by Council May 18, 2023

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Skip Blackstone, Mayor