**CITY OF IVANHOE**

**REGULAR MONTHLY MEETING MINUTES**

**JULY 20, 2023**

**6:00 PM**

The meeting was called to order by Mayor Blackstone at 6:04 pm. A quorum was established with all council members present. Kate Leverett, the attorney, was also present, and 19 in the audience. The invocation was given by Councilmember Warren and was followed by The Pledge of Allegiance. This meeting is being live streamed on YouTube.

Mayor Blackstone asked if there were any questions or comments from the audience regarding agenda items. There being none, the mayor proceeded to the Consent Agenda Items.

**Consent Agenda Items**

Mayor Blackstone asked if there were any objections to the Consent Agenda Item(s).

* Minutes of Regular Meeting of June 15, 2023
  + Councilmember Gregory made the motion to approve the above minutes. The motion was seconded by Councilmember Williams and the motion passed unanimously.

**Agenda Item #1 - Mayor’s Report**

* + **CDBG-MIT $11.4M, Local Funds $116K, Flood & Drainage Grant on Ivanhoe, Tristan & Camelot Dams**: Received appraisals for 5 out of 10 properties which had numerous errors. Returned for corrections. RFP #7 uploaded into TIGR on 06/13/23 & in financial processing as of 06/29/23. LJA received comments back from the USACE on 06/30/23 on NWP application. Response will be no later than 07/14/23. H&H models, drainage reports and plans are targeted for submittal to TCEQ by 07/31/23.
  + **CDBG-MIT-SUPP $7.9M Streets, Flood & Drainage Improvements Grant for Various Project Sites:** RFI #4 uploaded into TIGR on 06/15/23 and in financial processing as of 06/29/23. LJA has updated the construction plans per the agreed upon changes from the initial bid response ($2 Million over the bid amount). Oil-sand surface, existing dirt roadways will only receive limestone base surface, culverts changed in HDPE and redesign of headwall. Currently working on reformatting the bid proposal. Anticipate completion by 07/14/23. 2nd RFP will be due August 10th. Bid Notice has been submitted to the Beaumont newspaper after it was found the cost to publish in the Houston Chronicle costs $5500 for ad. Councilmember Herrington asked if notices could be posted online.
  + **CDBG-MIT-MOD $1.9M Roadway & Drainage Improvements Grant:** Received RFI #2 on 06/23/23. Requested map which was provided the same day. GLO anticipated contracts possibly this summer. LJA submitted updated Project Location Map and Table 2 Cost Estimates which removed original Sites 1 and 2 from the project since the county has committed to completing Ivanhoe Dr. under the county’s MIT-MOD application. Waiting for GLO response. Tyler Couty is also waiting on GLO response for $1.2 million project for Ivanhoe Drive rehab.
  + **GLO-RCP $300K Resilient Communities Comprehensive Plan:** Under review by Glo and moving forward with the full $300,000. Anticipate funding within the next 30-60 days.
  + **2021 Contract Community Development $350K Grant, Local Funds $15K, for 22nd St:** AUGF awarded. LJA has completed 90% of the plans. Anticipate final plans and contract documents to be completed by the end of September.
  + **2023/2024 $500K, Community Development Grant, Local Funds $25,000, for 28th St.:** Application was submitted on 04/26/23. Scoring came in 22nd out of 22. Appears to be out of the funding this 2 year cycle.
  + $3,830 from tax sale of delinquent properties.
  + Bond Construction RFP due August 10th.
  + Mayor Blackstone introduced Hailey Williams as the City Secretary/Treasurer in training.

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

**Agenda Item #2 – Municipal Court Activity Report for June 2023**

* No report available.

**Agenda Item #3 – Law Enforcement Activity Report for June 2023 - Chief Steve Drumm**

* Calls: 43 - Arrests: 2 - Citations: 17 - Warnings: 24.
* The Burgers with the Badges Fundraiser will be Saturday, July 22, 2023, with serving starting at 11:00 am. Fundraiser is to purchase rifle-rated tactical vests for 4 officers.
* The standard ballistic vests were paid for by the Friends of Ivanhoe.
* Required line item transfer within PD budget.

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

**Agenda Item #4 – Public Works Activity Report for June 2023 – David Marshall**

* Roads & Maintenance
  + The work crew has been approved to wear shorts & they are staying hydrated and taking breaks in the shade. Considering changing work hours due to heat.
  + Grading: 43.0 hours; Culverts – 40.0 hours; Ditch Work – 42.5 hours; General Maintenance – 291.5 hours; SPM Mix Production – 14.0 hours; Completed Work Orders – 14; Limestone #2 Base – 61 tons; SPM Mix 6.0 tons; Dams – 28.5 hours.
  + Completed Work Orders: 9. The number of works orders are steadily going down each year.
  + Limestone #2 Base – 30.38 tons; SPM Mix – 69.45 tons; SPM Base Mix – 43.40 tons; HMCL Asphalt – 17.55 tons; 20 Foot Poly Culverts – 4.5.
  + Tracking road patching would be a time-consuming process and would take away from higher priority work. Locations per council question.
  + Culvert work is down but ditch work has increased.
  + Mayor Blackstone stated that the $7.9M grant bid came in $2M overbudget due to culvert and drainage work in the 2nd RFP. The contractor is to supply the culverts and the Public Works crew will install the culverts, perform the ditch work and change to a different street material to reduce costs.
  + Fly ash mix is being refined for additional cost savings.
* Dams
  + The valve gasket on Lake Charmaine disintegrated and needs to be replaced now while the water level is low. Will need to devise a method to block the intake pipe.
  + Dam inspections were performed on 07/12/23.
    - Lake Tristan Dam: 100 feet of bulkhead top rail needs to be replaced. Valve is acceptable. The platform needs to be repainted and additional support installed. Erosion behind the bulkhead is a concern. Councilmember Warren is working on getting bids for bulkhead work.
    - Lake Galahad Dam: No Parking signs need to be repainted, along with general maintenance work.
    - Lake Camelot Dam: Roadway needs to be repaired with potholes being kept under control until grant work is performed. The valve is hard to access during high water flow. Mowing is being delayed to not stress the vegetation in this heat and possibly cause erosion.
* Lake Charmaine Dam: Noticed cracks on crest. Patches appear to have voids.

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

**Agenda Item #5 – Discuss/Action Planning & Zoning Activity**

* No report at this time.

**Agenda Item #6 – Discuss/Action Regarding Recommendation from Review Committee for Dam Evaluation & Inspection Engineer**

* Councilmember Warren reviewed 2 companies to perform dam inspections and provided city council with qualifications and recommended LJA Engineering. Councilmember Warren is also researching Geotech companies to perform ground penetrating radar to discover voids.
* Councilmember Herrington made the motion to approve LJA Engineering as the city’s dam inspection firm. The motion was seconded by Councilmember McWhorter and the motion passed unanimously.

**Agenda Item #7 – Discuss/Action Re-Plat of Subdivided Property Following Legal Response.**

* Evans Variance Application: Re-plat to divide Evans lot between 2 owners is postponed.
* Per the city attorney’s advice, lot division must be re-platted. Councilmember Warren made the motion to re-plat the area at Lake Camelot Park for land acquisition for $11.4M project. The motion was seconded by Councilmember McWhorter and the motion passed unanimously.

**Agenda Item #8 – Discuss/Action Ordering General Election for November 7, 2023**

* Councilmember Warren made the motion to order the general election for 11/07/23. The motion was seconded by Councilmember Herrington and the motion passed unanimously.

**Agenda Item #9 – Discuss/Action Financial Report for June 2023**

Treasurer C.D. Woodrome informed council of several items to report for the month:

\*The State Comptroller direct deposited $7371.58 on 7/14/23 for sales & use taxes that were collected in April and reported to the comptroller in May. Last month the sales tax deposit was $7,039. Our fiscal Year to Date ending June 30 total sales tax income $70,921. Compared to last year same month: $67,599. We have $14,079 to go to make the $85,000 budgeted income on sales tax. Based on last year's remaining 2 months sales tax collections we will be really close to making budget by September. Keep supporting our local businesses!

\*Ad-valorem taxes were received 7/8/23 totaling $15,815.94 with $12,783.58 going to Maintenance & Operations, and $3,032.36 for the Interest & Sinking fund. With this receipt the total M & O collections comes to $529,896.09 and puts us $40,595 from making budget for ad-valorem income. I remain concerned that property tax collections will fall short of the budgeted income based on FY-2022 payments from July thru Sept. ($26,020). The collections rate thru the end of June is 87.17%. The calculated balance of delinquent taxes stands at $332,249 as of 6/30/23, which is the aggregate amount from 2010 to present. The calculated balance of unpaid taxes, penalties and interest for Ivanhoe North is $5300. ($37 less than the same period last year).

On the Interest & Sinking side the June payment brings the total ad-valorem collections to $121382.48. The principal & interest payment coming due in August totals $106,987.50 so the bond repayment fund will be able to cover the payment with $14394.98 remaining. Based on FY-2022 ad-valorem income for the remainder of the year, the balance will be close to $20,000 to carry to FY-2024.

\*Pledged securities at Citizens State Bank total $207,720 above the $250,000 FDIC insurance giving the city a cushion of $369,443.31 above our deposits. Our TX CLASS interest rate has continued relatively stable around 4.9% through most of the month.

The remaining balance in the 2019 Bond Fund as of 6/30/23 was $378,962. The remaining amount payable to LJA Engineering will be $28,440. Not including any interest that accrues until the funds are spent, the balance available for construction is $350,522.

Council was emailed the Deadline calendar for both when the (anticipated) adopted tax rate does not exceed the Voter-Approval tax rate and when the (anticipated) tax rate will exceed the Voter-Approval tax rate. Now we are waiting for the multi-page calculation form to be completed by the Tyler County Tax Assessor/Collector that determine the no-new-tax-revenue and voter-approval-tax rates for Council to set the FY-2024 tax rate for the budget that it will fund.

The Citizens State Bank General Fund account is nearing the $50,000 point. As a result I will submit a request to Mayor Blackstone tomorrow to transfer $100,000 from the TX CLASS general fund account to the CSB account. Barring unforeseen major expenditures that transfer amount should be sufficient to cover our regular Maintenance & Operations expenses thru the end of the fiscal year.

The accountant monthly report for June arrived last Thursday, and with some minor corrections for line items, the totals for the various department budgets are correct. The bank statements are reconciled and I am comfortable that the June financials can be approved.

* Councilmember McWhorter made the motion to approve the Financial Report for June 2023. The motion was seconded by Councilmember Williams and the motion passed unanimously.

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

* Recessed at 6:58 pm. Reconvened at 7:13 pm. No action taken on items discussed in Executive Session.

**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 Herrington and the motion passed unanimously. The meeting adjourned 7:15 pm.

Respectfully submitted,

C. D. Woodrome, City Secretary

Approved by Council August 17, 2023

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Skip Blackstone, Mayor