**CITY OF IVANHOE**

**REGULAR MONTHLY MEETING MINUTES**

**AUGUST 17, 2023**

**6:00 PM**

The meeting was called to order by Mayor Blackstone at 6:00 pm. A quorum was established with all council members present. Shawn Figari, attorney, was also present. 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 July 20, 2023
  + Councilmember Warren made the motion to approve the minutes. The motion was seconded by Councilmember McWhorter and the motion passed unanimously.
* Minutes of Special Meeting of July 28, 2023
  + Councilmember Gregory made the motion to approve the 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**: Plans, reports and supporting documents were submitted and received by TCEQ on 08/03/23.
* **CDBG-MIT-SUPP $7.9M Streets, Flood & Drainage Improvements Grant for Various Project Sites:** Bid opening was scheduled 08/15/23. Bids came in approximately $1.7 million overbudget. A special meeting will be called to decide on sites to be removed. David Marshall and Victoria Dia will make recommendations.
* **CDBG-MIT-MOD $1.9M Roadway & Drainage Improvements Grant:** LJA submitted updated Project Location Map and Table 2 Cost Estimates which removed the original sites 1 and 2 from the project since the county has committed to completing Ivanhoe Dr. with the county’s MIT-MOD application.
* **GLO-RCP $300K Resilient Community Comprehensive Plan:** Anticipate funding within the next 30 days.
* **2021 Contract Community Development $300K Grant, Local Funds $15K, for 22nd St:** Authorization to use grant funds awarded. LJA Engineer 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.:** Due to previous grant award affecting scoring this round of funding has been denied.

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

**Agenda Item #2 – Discuss/Action Information from Mr. IT Regarding IT Contract**

Michael Ramsey, Mr. IT, presented changing the city from using individual customer service calls to a complete management package. One-Year Contract Term: $150.00 per User Seat, $175.00 per Server and $150.00 per site. Three-Year Contract Term: $145.00 per User Seat, $100 per Server and $145.00 per Site. Mayor Blackstone and Councilmember Herrington requested a clear analyst between the original contract and the complete management costs. Costs do not include new hardware. The city office will need new desktops starting in the next 2 years at a current cost of $1200-$1500.

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

**Agenda Item #3 – Discuss/Action Presentation from Jim Goodman Regarding Pavilion Adjacent to Civic Hall Entry Doors**

Mr. Goodman has proposed building an 18’x24’covered slab outside of the community center to be used by community center rentals and community organization events. The money has already been approved by the Friends of Ivanhoe and Mr. Goodman is only seeking confirmation that the city approves the construction since the structure will be on city property. Councilmember Herrington recommended that the slab be 4” instead of 2” to withstand the weight of vehicles and setting bolts into the concrete to support the canopy. The council agrees with the project and Mr. Goodman can proceed as necessary.

The agenda item was for information only and no official action was taken.

**Agenda Item #4 – Discuss/Action Presentation from Raymond Barnes Regarding Building Inspections**

The city has had a difficult time contacting Troy Priddy to perform building inspections and an effort was made to search for a new inspector. Two inspectors were interviewed; Mr. Barnes was less expensive and currently holds two Texas licenses, one as a certified Building Inspector and as a Master Electrician. Mr. Barnes has already made several trial building inspections and suggestions for the inspections and for the fee schedule. Councilmember Herrington inquired as to how many inspections are done. C.D. Woodrome stated 5 to 6 per month with approximately 10 new constructions per year, including manufactured homes. Mr. Priddy will be responsible for any inspections performed under his license.

The agenda item was for information only.

**Agenda Item #5 – Discuss/Action Resolution #2023-10R Amending Resolution #2021-006R Building Inspector**

Councilmember Gregory made the motion to approve Mr. Barnes as the city’s building inspector and no longer use Troy Priddy. By Amendment of Resolution 2021-006 the motion was seconded by Councilmember Herrington and the motion was passed unanimously.

**Agenda Item #6 – Municipal Court Activity Report for July 2023**

* The court collected $3,102 for the month of July 2023.

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

**Agenda Item #7 – Law Enforcement Activity Report for July 2023**

Total Calls: 34 Traffic Citations: 24 Warnings: 33

Offense Reports: 4 Misdemeanor Arrest: 1 Felony Arrest: 1

* Rizzo, Bob Crossman’s police dog, passed certification with Officer Crossman as handler.
* Ivanhoe Police Department will be participating in the National Night Out in Woodville on October 3, 2023. Steve Lemons has rented a dunking booth.
* Mayor Blackstone commented on the good working relationship with the Tyler County Sheriff Office.

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

**Agenda Item #8 – Public Works Activity Report for July 2023**

1. Roads & Maintenance
   * Used new method of regraded and using ash mix on 18th St. Appears to be holding up. Will use same method on other streets.
   * Digging out ditches and installing culverts in preparation for grant work at Lake Camelot Dam. Detour route established on 27th and 28th St. Approximately 95% complete.
   * Bulkhead work to be done at culvert on Camelot Dr. area near community center.
   * Ready for MIT-MOD Grant Work, 70 sites and 130 culverts.
   * Public Works crew continues to work, even in 105° heat.
   * Grading: 12.5 hours; Culverts – 15.5 hours; Ditch Work – 12.5 hours; General Maintenance – 210.0 hours; SPM Mix Raw Material Acquired – 120 tons (34.5 hours); SPM Mix Production In-House – 360 tons; Road Bond (Camelot Preparation) 41.5 hours; Completed Work Orders – 14; Limestone #2 Base – 49.95 tons; SPM Mix 29.70 tons; Dams – 28.5 hours.
   * Limestone #2 Base – 30.38 tons; SPM Mix – 69.45 tons (32.40 tons road bond); SPM Base Mix – 74.25 tons (40.50 tons road bond); HMCL Asphalt – 12.83 tons; 20 Foot Poly Culverts – 200 feet (10 culverts).
2. Dams
   * + Lake Tristan Dam: 100 feet of bulkhead and top plate needs to be replaced. Trees need to be removed on the outlet side.
     + Lake Galahad Dam: A few surface cracks have been patched. Two hollow spots have been located and embankment has vegetation growing. Gasket allowing some leakage.
     + Lake Camelot Dam: Water is 5” below inlet. The pavement is in poor condition but being repaired as needed until grant construction work is performed in approximately a year. Vegetation has been removed. Mayor Blackstone is working with Joe Blackshear about using a Gradall for reclaimer work on streets.
     + Lake Charmaine Dam: Gasket still leaking. The rock at the base on the lakeside needs to be reworked.
     + Councilmember Warren informed the council that he, David Marshall and Kolby Kipp will attend a TCEQ Dam Safety Seminar. Emergency Action Plans for all dams are being updated in Conroe next week. The last version was 2014. Councilmember Warren will be surveying the dams with the engineer to finalize EAPs. An initial Disaster Drill will be performed after finalization of EAPs. Still researching ground penetrating radar to detect voids. TXDOT surveyed Lake Charmaine Dam and reported that the dam is structurally sound, and the city will be receiving an official report.

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

**Agenda Item #9 – Discuss/Action Planning & Zoning Activity**

1. Ordinance #2023-9 Amending Title XV Regarding Manufactured Homes: Changing age limit from 10 years old to 15 years old. Councilmember Gregory made the motion to approve the change from 10 to 15 years. The motion was seconded by Councilmember McWhorter and the motion was passed unanimously.
2. Ordinance #2023-10 Amending Title XV Regarding Construction Requirements: Added that a renter cannot make or authorize construction changes to a residential dwelling. Councilmember Warren made the motion to include that renters will not be authorized to apply for building construction permits or make structural changes to a residential dwelling. The motion was seconded by Councilmember Gregory and the motion was passed unanimously.

**Agenda Item #10 – Discuss/Action Re-Plat of Subdivided Property Following Legal Response.**

1. Evans Variance Application: Per the city attorney’s advice, lot division must be re-platted. Councilmember Gregory made the motion to approve re-platting of the Evans property. The motion was seconded by Councilmember Williams and the motion passed unanimously.
2. Ivanhoe/Timberlakes Real Estate Subdivision Request: Per the city attorney’s advice, lot division must be re-platted.

**Agenda Item #11 – Discuss/Action Award Construction Contract for 2023 Bond Construction**

Public Works crew was able to perform some of the work to save money. Councilmember Gregory made the motion to award the 2023 Bond Construction Contract to Texas Materials. The motion was seconded by Councilmember Williams and the motion passed unanimously.

**Agenda Item #12 – Discuss/Action Award Construction Contract(s) for MIT-Supplemental $7.9 Million Grant Construction**

Postponed.

**Agenda Item #13 – Discuss/Action Joint Election Agreement with Tyler County for General Election on November 7, 2023**

Councilmember Warren made the motion to authorize Mayor Blackstone to sign the Joint Election Agreement. The motion was seconded by Councilmember McWhorter and the motion passed unanimously.

**Agenda Item #14 – Discuss/Action Contract for Election with Donece Gregory, Tyler County Clerk for November 7, 2023 General Election**

Councilmember Herrington made the motion to authorize Mayor Blackstone to sign the Contract for Election with Donece Gregory, Tyler County Clerk, for the General Election on November 7, 2023. The motion was seconded by Councilmember Gregory and the motion passed unanimously.

**Agenda Item #15 – Discuss/Action Financial Report for July 2023**

Treasurer C. D. Woodrome covered several items in his monthly report:

\*The State Comptroller direct deposited $7,730.74 on 8/11/23 for sales & use taxes that were collected in June and reported to the comptroller in July. Last month the sales tax deposit was $7,372. Our fiscal Year to Date ending July 31 total sales tax income $78,651. Compared to last year same month: $74,701. We have $6,349 to go to make the $85,000 budgeted income on sales tax. Based on last year's sales tax collections we will be really close to being slightly over our income budget with September receipt. Keep supporting our local businesses!

\*Ad-valorem tax payment has not yet arrived in the mail. Info from the tax office for the July collections have the total of $4,375.29, but they did not provide the split between amount going to M & O and I & S. I am unable to provide a figure for the amount needed to meet the budgeted ad-valorem income amount. Last month on the M & O side, the amount needed was $40,595, so my guesstimate is that we will be about $34,000 short of budget in that line item at the end FY-2023.

On the Interest & Sinking side: The principal & interest payment of $106,987.50 was made earlier this week. At this point the bond repayment fund has $16,105 remaining. Based on last years figures for 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 $167,682 above the $250,000 FDIC insurance giving the city a cushion of $286,819 above our deposits. Our TX CLASS interest rate has continued relatively stable around 4.9% through most of the month, and ended the month at 5.1%

\*For the first time since the 2nd tranch of American Rescue Plan Act funds came in about a year ago, the total funds on deposit at TX CLASS has dropped below $1 million. Our payment of $106,987.50 for the semi-annual bond repayment earlier this week dropped our total deposits to $999,528 day before yesterday. A side note: based on the 5.1% interest rate, our TX CLASS deposits are earning about $141 per day in interest-another couple of days and we will be back above $1 million.

\*Tyler County Appraisal District submitted the FY-2024 budget which includes the allocation of expenses to the taxing entities. Ivanhoe will see an increase of about $1200 over the 2023 appraisal expense.

The remaining balance in the 2019 Bond Fund as of 8/15/23 was $369,649. The remaining amount payable to LJA Engineering will be $18,960. Not including any interest that accrues until the funds are spent, the balance available for construction is $350,689.

The accountant monthly report for July 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 July financials can be approved.

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

**Agenda Item #16 – Discuss/Action Terminating the Disaster Recovery Account & Hurricane Harvey Account at Citizens State Bank**

Councilmember Gregory made the motion terminate the Disaster Recover Account and Hurricane Harvey Account and move remaining funds into the General Funds Account. The motion was seconded by Councilmember McWhorter and the motion passed unanimously.

**Agenda Item #17 – Discuss/Action Request from Amir Bachow to Donate Property**

Following discussion it was determined that the city will not accept the donation of property from Amir Bachow ID# R27613. 1230 Lady Georgie.

**Agenda Item #18 Discuss/Action Payment of taxes due from 2023 on Lots Acquired by City in 2023 Located Along Camelot Dr.**

Councilmember Gregory made the motion to pay the 2023 property taxes on the lots acquired along Camelot Dr. for a total of $1,209.76. The motion was seconded by Councilmember Herrington and the motion passed unanimously.

**Agenda Item #19 – Recess to Executive Session**

No recess called.

**Agenda Item #20 – Council Comments**

Mayor Blackstone reported that the Ivanhoe Fire Department responded to 2 burn ban fires and 1 helicopter landing. IVFD will be having a fundraiser bar-be-que on Saturday, September 2, 2023 from 10:00 pm to 2:00 pm. BBQ plates will be $15.00 at the door. Ladies Civic Club Bake Sale happening same day at Community Center.

**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 September 21, 2023

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Skip Blackstone, Mayor