**CITY OF IVANHOE**

**REGULAR MONTHLY MEETING MINUTES**

**SEPTEMBER 15, 2022**

**6:00 PM**

Meeting was called to order by Mayor Bennett at 6:07 pm. Quorum was established with all council members present. City Attorney Brad Elrod was present and provided the invocation. The Pledge of Allegiance followed. This meeting is being lived streamed on YouTube. Mayor Bennett asked if there are any questions or comments from the audience. There were none.

* The mayor read an email from Derek Gibbs, 736 Sherwood Forest Dr.

The mayor read a resolution proclaiming October 5, 2022 as National Teachers Day recognizing educators and asked that members of the community show their support by tying light blue ribbons outside homes and businesses in support of Warren and Woodville ISD.

**Consent Agenda Items**

Mayor Bennett asked if there were any items on the consent agenda that needed to be removed. There being no requests, the Consent Agenda Items of the minutes of the Special Meeting on August 25, 2022 and the Budget Workshop of August 25, 2022 were adopted as presented.

**Agenda Item #1 – Mayor’s Report**

* The mayor addressed the community concerns regarding the recent Planning & Zoning recommendation for an ordinance addressing the use of recreational vehicles within the Ivanhoe city limits. She asked that everyone remain respectful of others’ opinions and not to just accept what is posted on social media as factual. The city cannot respond to social media posts. Special thanks to Councilman Herrington for his willingness to facilitate this process. A Town Hall Meeting is scheduled for October 22, 2022 at 10:00 am and the agenda will include recreational vehicles, home based businesses and air bed and breakfasts.
* The mayor met with the city’s GLO representative for the monthly update of the $11.4 million and $8 million grants. The city is working with the IPOIA to process the necessary forms for the Texas Historical Commission for part of the environmental requirements. They are pleased with the work of the city’s grant administrator and engineers.
* The city will be moving forward with the application process for the $1.933 million grant through DETCOG. This money will be utilized for repairing/repaving Lakewood.
* The city submitted a $1.2 million project to the county commissioners for consideration. The county’s grant administrator and engineer, and our county precinct commissioner, Joe Blackshear, accessed the project which includes repaving Ivanhoe Dr. up to Candy Cane Park. Mayor Bennett is attempting to convince each of the 4 commissioners to contribute $250,000 from their precinct allotment to this project.
* The city had published the Request for Proposal for resurfacing Camelot Dr., from Ivanhoe Dr. to Durwood Dr., and for resurfacing the 28th St. in its entirety. This would be utilizing the remaining of the bond fund money. Hopefully, this can be accomplished by the end of the year.

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

**Agenda Item #2 - Supervisor of Dam Report by Rusty Harrison**

* No new information on dams.
* The weed herbicide treatment on Tristan and Charmaine dams is taking effect.

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

**Agenda Item #3 – Municipal Court Activity Report for July & August 2022**

Total Fines & Court Costs Collected $ 3,488.00

Total Fines Collected by City $ 2,303.77

Total Fines Sent to State $ 1,184.23

Year to Date Fines Collected $10,364.20

Previous Year to Date Fines Collected $12,397.40

**Agenda Item #4 – City Marshal Activity Report for August 2022**

Total Calls/Activity 60

Total of Activity Calls to Marshal’s Office 32

Total Calls Received from Tyler County Sheriff’s Office 28

Marshal Riley – 15 Service Calls, 2 Reports

Deputy Crossman – 21 Service Calls, 1 Report, 12 Traffic

Deputy Drumm – 18 Service Calls, 6 Reports, 1 Arrest

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

**Agenda Item #5 – Code Enforcement Activity Report**

* Code Enforcement Report provided to council.
* Cases Closed – Several
* Submitted Habitation Restriction in English and Spanish for approval. This document will be signed by the property owner before issuing portable building permit, due to misunderstandings & misuse in the past.
* Councilman Herrington requested that ordinance number(s) be referenced on all documentation.
* Councilman Warren requested that a detailed report be given of number of cases, types of violations and which types of cases are closed.

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

**Agenda Item #6 – Public Works Report by David Marshall**

* Only 13 work orders remain out of the 787 issued since the start of the fiscal year. Public Works is currently working at a maintaining, instead of playing catch up.
* New ash material mixture is being used to stabilize sand roads and is working very well. The city has received 70 tons, at no cost, and can mix to get 210 tons. Detailed records are being kept.
* Public Works is having difficulty with the location of political signs which interfere with mowing of the rights-of-way. All signs need to be placed on private property which begins dead center of telephone poles or phone boxes.

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

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

A Special P&Z meeting will be held on September 19, 2022 at 2:00 pm. Councilman Herrington stated that ordinances are complex that need to be reviewed from different angles with definitions and terms clarified. Ordinances need to be easily understandable by the general public. The city is working with City Attorney Brad Elrod to ensure legal compliance and ordinance enforcement. Council has tasked P&Z to protect the rights and safety of the citizens. After several readings, several issues still need to be resolved.

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

**Agenda Item #8 - Discuss/Action Setting Public Hearing on Proposed FY-2023 Budget**

Councilman Morris made the motion to set the Public Hearing on Proposed FY-2023 Budget for September 28, 2022 at 5:30 pm. Councilman Herrington seconded the motion and the motion was passed unanimously.

**Agenda Item #9 - Discuss/Action Setting Public Hearing on Proposed FY-2023 Tax Rate**

Councilman Morris made the motion to set the Public Hearing on Proposed FY-2023 Tax Rate for September 28, 2022 at 6:00 pm. Councilman Herrington seconded the motion and the motion was passed unanimously.

**Agenda Item #10 - Discuss/Action Calling Special Meeting to Adopt FY-2023 Budget & FY-2023 Tax Rate**

Councilman Morris made the motion to call a special meeting to adopt the FY-2023Budget and Tax Rate for September 28, 2022 at 6:30 pm. Councilman Craven seconded the motion and the motion was passed unanimously.

**Agenda Item #11 – Discuss/Action on Budget Amendments**

Second tranch of ARPA funds have not yet been allocated. Postponed.

**Agenda Item #12 – Discuss/Action on FY-2023 Holiday Schedule**

Councilman Craven made the motion to approve the FY-2023 holiday schedule as submitted. The motion was seconded by Councilman Warren and the motion passed unanimously.

**Agenda Item #13 – Discuss/Action for Resolution #2022-11R Designating the Official Newspaper for FY-2023**

Councilman Blackstone made the motion to approve the Tyler County Booster as the city’s official newspaper for FY-2023. The motion was seconded by Councilman Herrington and the motion was passed unanimously.

**Agenda Item #14 – Discuss/Action on Annual Request for Proposals for Street & Road Maintenance Projects for FY-2023**

Very few contracts will be issued, because of grants providing for the majority of the road projects. Councilman Morris made the motion to approve the annual request for proposal for street and road maintenance projects for FY-2023. Councilman Craven seconded the motion and the motion was passed unanimously.

**Agenda Item #15 – Discuss/Action for Annual Request for Materials & Supplies Bid for Street & Roads Maintenance Projects for FY-2023**

Councilman Morris made the motion to approve the annual request for materials and supplies for street and road maintenance projects for FY-2023. Councilman Herrington seconded the motion and the motion was passed unanimously.

**Agenda Item #16 - Discuss/Action Financial Report for August 2022**

A copy of the TX Class report was distributed in council’s packet. Sales tax report for August is $7,072.80. Accounting software will be switched on October 1, 2022 for more concise reports. Financial report for August 2022 is postponed.

**Agenda Item #17 – Discuss/Action for Paid Time Off Portion of Employee Handbook**

Discussed in Executive Session. Councilman Morris made the motion to approve of the paid time off portion of the employee handbook as corrected. The motion was seconded by Councilman Warren and the motion passed unanimously.

**Agenda Item #18 – Discuss/Action Property Acquisition**

Discussed in Executive Session. No updated information.

**Agenda Item #19 – Discuss/Action on Employment Offer for Clerical Position**

Discussed in Executive Session. Councilman Morris made the motion to approve the employment offer and hiring of Casey Mattich for a clerical position. Councilman Craven seconded the motion and the motion passed 4 to 1. Councilman Warren voted nay, because of missing documentation.

*Items misnumbered from here forward on Agenda and have been corrected on meeting minutes.*

**Agenda Item #20 – Executive Session**

Recessed to Executive Session at 6:57 pm. Reconvened at 7:17 pm.

**Agenda Item #21 – Communications from Audience – Other Items**

No comments from the audience.

**Agenda Item #22 – Council Comments**

No comments from council.

**Agenda Item #23 – Adjourn Meeting**

Councilman Craven made the motion to adjourn the meeting. Councilman Blackstone seconded the motion and the motion passed unanimously. Meeting adjourned at 7:21 pm.

Respectfully submitted,

C. D. Woodrome, City Secretary

Approved by Council October 20, 2022

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Cathy Bennett, Mayor