

City of Meadowlakes

AGENDA

City Council Meeting

Tuesday, January 21, 2025 – 6:00 p.m.
Totten Hall, Meadowlakes Municipal Offices
177 Broadmoor St., Meadowlakes, Texas

Notice is hereby given that a Meeting of the City Council of the City of Meadowlakes, Texas, will be held on Tuesday, January 21, 2025, at 6:00 p.m. at Totten Hall, Meadowlakes Municipal Building, Meadowlakes, Texas, at which time the following subjects will be discussed, to wit:

1. **CALL TO ORDER AND QUORUM DETERMINATION**
2. **PLEDGE OF ALLEGIANCE AND PRAYER**
3. **CITIZEN COMMENTS** *(Limited to 15 minutes total on general subjects and agenda-related items.) Citizens wishing to address the Council must complete an "Application to Address," which must be submitted to the City Secretary at least thirty (30) minutes before the commencement of the City Council Meeting, and each speaker will be limited to a maximum speaking time of three (3) minutes.*
4. **MONTHLY STANDARD LIVE REPORTS** *(Progress and Status Reports Only.)*
 - A. **Operations in general - City Manager William De Roos**
 1. **Briefing on current utility operations**
 2. **Ordinance and Animal Control Report**
 3. **Patrol Activity Report**
 4. **Building Committee Report**
 - B. **Briefing on Golf-Klotz**
5. **CONSENT ITEMS** *(The items listed are considered routine and non-controversial by the City Council and may be approved by a single motion of the Council. No separate discussion or action on any of the items is necessary unless the Council desires, at which time the select item(s) may be discussed separately under consent items and separate motion(s).)*
 - A. **Minutes of the prior Council Meetings**
 - B. **November and December 2024 Financial Statements**
6. **OLD BUSINESS**
 - A. **Discussion/Action: Update on Renovations of Wastewater Treatment Plant and use of SLFRF Funds- Thompson**
 - B. **Discussion/Action: Community Center Update including the following:**
 1. **Update on the budget for new community center complex.**

2. Other Community Center-related matters
- C. Discussion/Action Ordinance 2024-07-Regulating portable shipping containers utilized for temporary storage.-Thompson

7. NEW BUSINESS

- A. Discussion/Action: Appointment of Baneza Solorzano as City Secretary.
- B. Discussion/Action: Property Owners Association-City contract renewal
- C. Discussion/Action: Meadowlakes Sales Tax
- D. Discussion/Action: Roofing permit revenue FY 2022-23 and FY 2023-24
- E. Discussion/Action: Codification Project
- F. Discussion/Action: Resolution 2025-01: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEADOWLAKES CALLING FOR AND ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 3, 2025, FOR THE PURPOSE OF ELECTING THREE COUNCIL MEMBERS FOR TWO (2) YEAR TERMS EACH; PROVIDING FOR CONDUCT OF THE ELECTION AND AN EFFECTIVE DATE.

MAYOR ANNOUNCEMENTS about Items of Community Interest

- *Announcements during this agenda item are limited to the following, as authorized under Section 551.0415, Tex. Gov't Code.)*
- *Expressions of thanks, congratulations, or condolence;*
- *An honorary or salutary recognition of a public official, public employee, or the person's public employment is not an honorary or salutary recognition for this subdivision;*
- *A reminder regarding a social, ceremonial, or community event organized or sponsored by an entity governing body or an official or employee of the municipality and*
- *Announcements involving an imminent threat to the public health and safety of the municipality have arisen after posting the agenda.*

The next City Council meeting is Tuesday, February 18, 2025.

8. ADJOURNMENT

The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices,) and 551.086 (Economic Development).

An agenda packet is available for public inspection at City Hall, 177 Broadmoor, Suite A, Meadowlakes, between 8:00 a.m. and 4:00 p.m., Monday through Friday.

I, Baneza Solorzano, City Secretary for the City of Meadowlakes, Texas, do certify that this Notice of Meeting was posted at City Hall, in a place readily accessible to the general public at all times, on January 16, 2025,

at 1:00 p.m. and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

/S/Baneza Solorzano

Evan Bauer, City Secretary

/s/ Mark Bentley

Mark Bentley, Mayor

PERSONS WITH DISABILITIES WHO PLAN TO ATTEND THIS MEETING AND WHO MAY NEED AUXILIARY AIDS OR SERVICES ARE REQUESTED TO CONTACT THE CITY SECRETARY'S OFFICE AT (830) 693-6840 FORTY-EIGHT (48) HOURS PRIOR TO THE MEETING TIME.
--

Posting Removed: _____ **at** _____ **by** _____

(To be recorded upon removal, document retention at City Hall, posting removal date will not be reported via the website)

**ORDINANCE REPORT -
NOVEMBER/ DECEMBER 2024**

CALLS

Ordinance line	1
Security Gate	0
Email/text	0
City Hall	1

PARKING/TRAILERS/GOLF CARTS/BOAT

Written warning	1
Verbal warning	0
Door hanger	0
Citations	0

TRASH CANS

Verbal warning	2
Door hanger	3

GRASS/LIMBS/DEBRIS

Verbal warning	0
Door hanger	0

MISCELLANEOUS

Solicitors - warning	
Commercial yard signs - warning/door hanger	0
political sign	11
Dirt dumped in roadway	1

CHECKED FOR ROOF PERMITS	16
---------------------------------	----

Animal Control Report November 2024

I would like to remind everyone that is planning on getting a new pet for Christmas to register it with the city of Meadowlakes.

Received a call about a dog in a backyard. It was the neighbors dog that had dug under the fence.

Got a call about a Weimaraner dog that was running loose. I had picked up the dog before so I knew where to return it.

Had a call about two dead squirrels in a backyard. The resident said someone had shot them and threw them in her backyard. I picked them up and disposed of them.

I want to remind everyone that it is against the city ordinance to discharge a firearm in Meadowlakes.

Call about a sick skunk running around on hole 18. I located it and humanely put it down.

Received a call about a little dog that was found running around on Pinehurst. The resident and I located the dog's home and returned it. The gate had come open and the dog ran out.

Call about a dead bird. Picked it up and disposed of it.

Picked up several dead animals.

Received multiple calls from residents with various concerns.

Respectfully Submitted,


Gerry Mason
Animal Control Officer

Animal Control Report December 2025

Got a call about a dog running around. I caught it and returned it home.

Received a call about a husky running loose on hole 18. I knew the dog as he gets out and runs around on hole 18. I caught him and took him back to his home.

Got a call from a lady visiting her mom. She had picked up a dog out on the street. I picked up the dog and found where it belonged. I returned it home.

A resident called me about a fox in his yard. I went and did not see the fox but found several places where it was coming and going. Not to much I could do.

Got a call complaining about the neighbor's barking dogs. This seems to be a recurring feud between the neighbors. The neighbor goes near the yard and the dogs bark. They do not bark at night. I spoke to the parties involved and made the suggestion to try no bark collars for the dogs.

Received a call from city hall. Apparently the door was left open and two little dogs ran in. I picked up the dogs and brought them home until I could locate the owner. I found where they belonged and returned them.

Picked up two dead young deer. It appeared that coyotes or another predator had killed and partially eaten them.


Got a call about a dog that was trying to get into a home on Meadowlakes drive. Picked up the dog and found where it belonged.

Received another call about a dog running down on Mahan. Caught it and found where it belonged. Apparently grandkids had let it out.

Got a call about a dog running around. I picked it up and returned it home. The dog sitter did not know it was missing.

Got a call New Year's Eve from the guard gate that a dog had wondered in. I picked it up and brought it home. I kept it overnight until I could find its owner. The dog had run in from Marble Falls so it was not on our registry. I posted a picture on Nextdoor hoping the owner would see it. Happy ending the owner called the next day and picked up her dog. The fireworks had scared the dog and it took off.

Respectfully Submitted,


Gerry Mason

Animal Control Officer

PATROL ACTIVITY REPORT November 2024

DATE	DAY	DEPUTY	START TIME	END TIME	HRS	CITATION	WARNING	VERBAL		TOTAL MILES
11/11/24	Mon	Ciolfi	05:55am	5:55pm	12	3	3	0	Patrol & radar 0849 - 0904 Traffic stop (100 block of Meadowlakes dr.) expired registration (7-24) Citation 003758 Warning failed to present DL and insurance. 1129 - 1132 Traffic stop (Broadmoor / Meadowlakes Dr.) ran stop sign, unverified insurance verbal warning Assault call came out 1132 - 1217 Dove trail Assault case # BC24-1509 1534 - 1547 Traffic stop Columbine / Meadowlakes Dr. failed to stop at school bus Citation 003759 1719 - 1730 Traffic stop 100 block Meadowlakes Dr. Expired Registration (12-23) Citation 003760	53
11/20/24	Mon	Ciolfi	6:14am	2:14pm	8	3	0	0	Patrol & radar 1021 - 1100 Traffic stop 100 block of Meadowlakes Drive Expired Registration (8-23), suspended driver license and no insurance Citation 003761 towed the vehicle (CFS# 24-044655)	47
11/25/24	Mon	Ciolfi	5:50am	7:50am	0	0	0	0	Patrol & Radar	5
11/25/24	Mon	Ciolfi	9:11am	1:31pm	6	0	0	0	Patrol & Radar 0951 - 1007 Public service 155 Broadmoor requested info on a protective order 1331 - 1341 Public service 155 Broadmoor requested info on a protective order	21
TOTALS					26.0	6	3	0		126

PATROL ACTIVITY REPORT December 2024										
DATE	DAY	DEPUTY	START TIME	END TIME	HRS	CITATION	WARNING	VERBAL		TOTAL MILES
12/18/24	Wed	Ciolfi	6:05am	6:05pm	12	0	0	0	Patrol & Radar 0932 - 0936 City Ord. Violation Meadowlakes Drive trash cans and debris on side of the residence 0948 - 0950 104 Turkey Run Citizen Contact Question regarding upside down American Flag 1033 - 1034 Citizen Contact - Complaining people are not yielding at the gate. 1346 - 1503 Monitored traffic at the 100 block of Broadmoor 1559 - 1622 Patrolled the city looking for children on ebikes in the Stewart area - UTL 1626 - 1636 Followed school bus 77046	51
12/27/24	Fri	Ciolfi	6:48am	2:58pm	8.5	0	0	0	0648 - 0717 Monitored traffic at the gate 0717 - 0736 Patrolled the city 0736 - 0806 City hall security check 0806 - 0918 Monitored traffic at the gate 0918 - 0950 Patrolled the city 0950 - 1126 Monitored traffic at the 100 block of Meadowlakes Dr. 1126 - 1219 City hall security check 1229 - 1310 Patrolled the city 1310 - 1423 Monitored traffic at the gate 1423 - 1448 Patrolled the city 1448 - 1511 Medical call at 220 Meadowlakes Drive no transport 1511 - 1518 Patrolled the city	33
TOTALS					20.5	0	0	0		84

Building Committee Report

Authorized By: Steve Nash,
Building Committee Chairman
Nov-24

Approved Permits	<i>Issued</i>	<i>Denied/tabled</i>	<i>In progress</i>
Deck			
Fence			1
Remodel			
New Construction, 421	1		
Variance			
Patio Cover/Remodel			
Arbor/Pergola			
Swimming Pool/Hot Tub			
Boat dock/jet ski lift			
Play Scape			
Other			
Plat Amendment			
Consultation			
Permit Revision			
Total	1		1

City of Meadowlakes
City Council Stated Meeting Minutes
November 19, 2024 – 6:00 p.m.
Totten Hall, Meadowlakes Municipal Offices
177 Broadmoor Street, Meadowlakes, Texas

The City Council of the City of Meadowlakes held a Regular Meeting at Meadowlakes Municipal Building in Totten Hall on November 19, 2024, beginning at 6:00 p.m. in accordance with the duly posted notice of said meeting.

Present:

Mark Bentley, Mayor
Don Wheeler, Councilmember
Barbara Peskin, Councilmember
Carolyn Richmond, Councilmember
Roxanne Morgan, Councilmember
Garrett Wood, Councilmember

Staff:

Johnnie Thompson, City Manager
Will De Roos, City Manager
Evan Bauer, City Secretary
Debbie Holley, Treasurer

1. **CALL TO ORDER AND QUORUM DETERMINATION.** Mayor Bentley called the meeting to order at 6:00 pm and announced the presence of a quorum.

New City Manager, Will De Roos was sworn into office by the City Secretary and welcomed by council and guests.

2. **PLEDGE OF ALLEGIANCE AND PRAYER.** Mayor Bentley led the Council and staff in the Pledge of Allegiance and Councilmember Wood led the prayer.

3. **CITIZEN COMMENTS.** None

4. **MONTHLY STANDARD LIVE REPORTS** (*Progress and Status Reports Only.*)

A. Operations in general - City Manager, Johnnie Thompson

1. Current Utility Operations – October was a routine month; staff worked on small projects. Currently, the utility department is down 2 employees; one is an open position and the other is due to an injury.
2. Ordinance reports – In October, 14 calls/texts were received, 35 warnings were given for parking related violations, 4 warnings were given for trash can violations, 22 warnings were given for limb/debris violations, and the following miscellaneous warnings were given: 1 basketball goal in the street and 1 vehicle on jack stands.

3. Animal Control Report – In October, there were several calls about loose dogs; all were returned to their homes. There was a call about a rattlesnake in someone's yard, lost cats, several calls about skunks and other various concerns.
4. Patrol Activity Report – Officer Ciolfi logged 64.5 hours and 270 miles in October. There were 9 citations issued; 7 for an expired registration, 1 for a missing mud flap and 1 for having an unclean license plate. There were 5 warnings issued.
5. Building Committee Report – In October, there were 5 permits issued; 4 fence permits and 1 for a pool. There are currently 8 ongoing projects.

B. Briefing on Golf Operations – David Klotz informed the council that the course will be over-seeded the 1st week of October. Several tournaments have been scheduled for November and December. Mr. Klotz discussed the possibility of ordering additional golf carts after the first of the year; several golf carts currently need repair. Golf course maintenance crew have been tending to the fountains in the ponds to try and help with algae growth.

- 5. CONSENT ITEMS** *(The items listed are considered to be routine and non-controversial by the City Council and may be approved by a single motion of the Council. No separate discussion or action on any of the items is necessary unless desired by the Council; at which time the select item(s) may be discussed separately under consent items and separate motion(s)).*

- A. Minutes of the prior Council Meetings/Workshops
- B. September and 2024 Financial Reports

After discussion, Councilmember Peskin made a motion to approve the minutes from the October 15th council meeting as presented. The motion was seconded by Councilmember Wood and carried unanimously. Councilmember Richmond made a motion to approve the financials as presented. The motion was seconded by Councilmember Peskin and carried unanimously.

6. OLD BUSINESS.

A. Discussion/Action: Update on Renovations of Wastewater Treatment Plant and use of SLFRF Funds. Mr. Thompson reported that the sewer plant repairs are nearing completion with about \$150,000 in excess funds. This project should be finished by the end of the year. In discussing other uses of the SLFRF funds with the city's grant administrator, it was determined that funds could be used for other purposes, such as reimbursing the Recreation Fund for the repairs related to the irrigation pumps and installing the auxiliary generator at the City Hall. The city received \$424,813 in SLFRF funds; the sewer plant repairs and renovations cost \$304,000, the reimbursement cost of generator installation was \$25,420, the reimbursement for irrigation pump station repairs totaled \$77,180 and water plant improvements were \$18,213. All funds allocated have to be used by the end of the year to comply with the use requirements.

B. Discussion/Action: Community Center Update including the following:

1. Update on the budget for new community center complex. Mr. Thompson reported that over the past month, several meetings were held with the architect, various consultants, and the civil engineer. The last run on the estimated cost for the building was still over the budgeted \$4.5 million. All parties are working diligently to bring the building within budget. Renovation and expansion of the existing cart barn will start soon; a budget of \$250,000 was previously discussed. In addition, there is an irrigation main that will need to be relocated and a temporary cart path that needs to be installed. Councilmember Wheeler reported that the architects should have the bid sets ready for council review on December 18th. These will then be used to send out for bids on construction cost. There are some interior finishes that need to be changed. The final drawing of

the pool has not been reviewed yet; the kitchen design is being outsourced by a company who will provide the appliances for the kitchen. Councilmember Wheeler said he thinks that the main structure, as far as the actual shape and configuration, is good. Until the city gets bids back from contractors, they won't know for sure what all will need to be changed so that this renovation remains on budget.

2. Other Community Center-related matters. See above.

C. Approval of the budget for renovations to the cart barn, the movement of irrigation lines, and the installation of a temporary cart path due to the construction of the new community center. Discussion was held on the placement of the temporary cart barn and where the golf carts would be parked. Mr. Thompson informed council that the budget for renovating the existing cart barn is about \$250,000 and \$75,000 to relocate the irrigation lines. After discussion, Councilmember Wood made the following motion: *"I move to approve a budget of \$250,000 for renovating the City's existing cart barn and an additional \$75,000 for relocating irrigation lines and cart paths and allocating funds from the City's Capital Improvement Fund for these projects."* The motion was seconded by Councilmember Richmond and carried with votes from Councilmembers Wood, Richmond, Wheeler and Peskin. Councilmember Morgan abstained.

D. Discussion/Action: Ordinance 2024-07-Regulating portable shipping containers utilized for temporary storage. This item was tabled in order to give staff additional time to draft an ordinance.

7. NEW BUSINESS

A. Discussion/Action: Resolution 2024-09-Appointing William De Roos as City Manager. William De Roos was sworn into office as City Manager of the City Of Meadowlakes by the City Secretary on November 19, 2024. His term of office will become effective on December 1, 2024. After discussion, Councilmember Wood made a motion to approve Resolution 2024-09 that confirms the appointment of William De Roos as City Manager effective December 1, 2024, replacing Johnnie Thompson as City Manager, and authorizes Mr. De Roos as an authorized signer and administrator of all city financial accounts; Johnnie Thompson will remain as an authorized signer of all city accounts. The motion was seconded by Councilmember Peskin and carried unanimously.

B. Discussion/Action: Regarding entering into a Memorandum of Understanding between the Meadowlakes Webworm Control Coop Association and the City regarding adding a volunteer donation to the City's utility billing. John Aaron, President of the Web Worm Coop, briefed council on the Coop and its difficulty in generating adequate funding to continue spraying for webworms in the City. Mr. Aaron gave a presentation on how webworms are harmful to trees, especially the pecan trees in the orchard area. Mr. Aaron suggested generating funds for the Coop by collecting a \$2 volunteer donation on the City utility bill. During the July meeting, council approved the addition of a \$2 donation option to the utility billing, pending legal review. A Memorandum of Understanding (MOU) has been drafted between the Coop and the City. This has been reviewed and approved by legal counsel. After discussion, Councilmember Richmond made a motion to enter into the MOU with the Webworm Coop as drafted. The motion was seconded by Councilmember Wood and carried with votes from Councilmembers Richmond, Wood, Wheeler and Peskin. Councilmember Morgan abstained.

C. Discussion/Action: Interlocal Agreement with Burnet County to assist in overlaying the location of the golf cart barn. Per Local Government Code that allows counties to provide manpower and equipment to other local governmental entities with a limit of \$15,000 each fiscal year, the city requested assistance to overlay the area where the existing cart barn is and abandon the tennis courts adjacent to it. This will allow the existing cart barn to be expanded and allow for the building of the

temporary golf shop and restrooms. Equipment and labor is provided by the county, and the city is responsible for the purchase of materials used. The estimated cost for this project is \$20,000 which will be funded from the Capital Improvements Fund. After discussion, Councilmember Richmond the following motion: *"I move to authorize the City Manager to execute, on behalf of the City, an interlocal agreement with Burnet County for the assistance in making repairs and improvements to the City-owned property."* The motion was seconded by Councilmember Peskin and carried unanimously.

D. Discussion/Action: Consideration of Cancelling the December 2024 City Council Meeting. Due to the Christmas holiday and several members of council being away, discussion was held on whether to cancel the December meeting. Councilmember Peskin made a motion to cancel the December council meeting. The motion was seconded by Councilmember Wood and carried unanimously. The next meeting will be held on January 21, 2025.

E. Discussion/Action: Resolution 2024-10 – City Manager Appointment of Building Committee. This is a housekeeping item. Mr. Thompson is currently the chief building officer and appoints members of the Building Committee, subject to the Council's approval. Since Mr. Thompson's tenure as City Manager is coming to an end, Mr. De Roos will be required to appoint/reappoint the members. His recommendations are included in the ordinance as drafted. After discussion, Councilmember Richmond made the following motion: "I moved to approve Resolution 2024-10, which reappoints the existing members to the City Building Committee." The motion was seconded by Councilmember Peskin and carried unanimously.

8. ADJOURNMENT/ANNOUNCEMENTS:

Mayor Bentley adjourned the meeting at 7:11p.m.

Approved: _____
Mayor, Mark Bentley

Date: January 21, 2025

Attest: _____
City Secretary, Baneza Solorzano

Date: January 21, 2025

City of Meadowlakes-Capital Projects Fund

Profit & Loss

October through December 2024

	Oct 24	Nov 24	Dec 24	TOTAL
Income				
08-5200 · Interest Earned on Investments				
08-5205 · Interest Earned-MM	30,063	29,217	30,315	89,595
08-5210 · Interest Earned-Checking	119	111	113	343
Total 08-5200 · Interest Earned on Investments	30,182	29,328	30,428	89,938
Total Income	30,182	29,328	30,428	89,938
Expense				
08-6300 · Architectural & Consultant Exp				
08-6310 · Architectural Expenses	7,475	7,475	3,738	18,688
Total 08-6300 · Architectural & Consultant Exp	7,475	7,475	3,738	18,688
08-6400 · Engineering & Testing Expenses				
08-6410 · Engineering Fees	0	950	10,528	11,478
Total 08-6400 · Engineering & Testing Expenses	0	950	10,528	11,478
Total Expense	7,475	8,425	14,266	30,166
Net Income	22,707	20,903	16,162	59,772

Balance Sheet

As of December 31, 2024

ASSETS	Dec 31 2024
Current Assets	
Checking/Savings	
08-1000 · Cash and Cash Equivalents	
08-1030 · 1st United-Construction MM	7,168,930
08-1035 · 1st United - Construction Check	314,984
Total 08-1000 · Cash and Cash Equivalents	7,483,914
Total Checking/Savings	7,483,914
Total Current Assets	7,483,914
TOTAL ASSETS	7,483,914
LIABILITIES & EQUITY	
Liabilities	
Long Term Liabilities	
08-3600 · 2024-Certificate of Obligations	7,500,000
Total Long Term Liabilities	7,500,000
Total Liabilities	7,500,000
Equity	
32000 · Unrestricted Net Assets	-16,087
Total Equity	-16,087
TOTAL LIABILITIES & EQUITY	7,483,913

City of Meadowlakes Debt Service

Profit & Loss

October through December 2024

	Oct 24	Nov 24	Dec 24	Oct-Dec 24	Budgeted Oct-Dec 24	Diff Actual vs Budgeted
Ordinary Income/Expense						
Income						
06-4120 - Ad Valorem Tax	1,628	44,629	100,320	146,577	187,700	-41,123
06-5440 - Interest Earned on Investments	9	18	41	68	450	41
Total Income	<u>1,637</u>	<u>44,647</u>	<u>100,361</u>	<u>146,645</u>	<u>188,150</u>	<u>-41,082</u>
Net Ordinary Income	<u>1,637</u>	<u>44,647</u>	<u>100,361</u>	<u>146,645</u>	<u>188,150</u>	<u>-41,082</u>
Net Income	<u><u>1,637</u></u>	<u><u>44,647</u></u>	<u><u>100,361</u></u>	<u><u>146,645</u></u>	<u><u>188,150</u></u>	<u><u>-41,082</u></u>

Balance Sheet

As of December 31,2024

ASSETS

Checking/Savings	171,479
Total Current Assets	<u>171,479</u>
Other Assets	<u>9,930</u>
TOTAL ASSETS	<u><u>181,409</u></u>

LIABILITIES & EQUITY

Current Liabilities	<u>9,930</u>
Total Liabilities	<u>9,930</u>
Equity	<u>171,479</u>
TOTAL LIABILITIES AND EQUITY	<u><u>181,409</u></u>

City of Meadowlakes
Profit & Loss
October through December 2024

	Oct 24	Nov 24	Dec 24	TOTAL	Budgeted Oct-Dec 24	Diff. Actual vs Budgeted
Ordinary Income/Expense						
Income						
05-4120 · Ad Valorem Tax	3,772	51,135	16,551	71,458	112,615	-41,157
05-4121 · Franchise Fees						0
05-4140 · PEC Franchise Tax	12,387	0	0	12,387	12,024	363
05-4160 · Cable Franchise Tax	3,181	0	0	3,181	4,484	-1,303
05-4170 · Telephone Franchise Tax	0	493	0	493	377	116
Total 05-4121 · Franchise Fees	15,568	493	0	16,061	16,885	-824
05-4200 · City Bldg Permits						
05-4260 · New Permits	100	0	0	100	551	-451
05-4290 · Misc. Bldg Revenue	4,380	3,485	1,360	9,225	1,824	7,401
Total 05-4200 · City Bldg Permits	4,480	3,485	1,360	9,325	2,375	6,950
05-4300 · Judicial						
05-4340 · Court Fines	75	172	220	467	494	-27
05-4366 · Special Court Revenues	5	0	10	15	0	15
Total 05-4300 · Judicial	80	172	230	482	494	-12
05-4500 · Contract Services-POA Contract	9,196	9,196	9,196	27,588	27,588	0
05-4600 · Miscellaneous						
05-4180 · Liquor Tax	257	209	207	673	491	182
05-4400 · Interest Earned	49	49	52	150	0	150
05-4460 · Interest - Investments	1,952	1,512	2,202	5,666	1,074	4,592
05-4620 · Pet Registration Fee	0	0	265	265	191	74
05-4630 · Miscellaneous	5	19	59	83	173	-90
Total 05-4600 · Miscellaneous	2,263	1,789	2,785	6,837	1,929	4,908
Total Income	35,359	66,270	30,122	131,751	161,886	-30,135
Gross Profit	35,359	66,270	30,122	131,751	161,886	-30,135
Expense						
5000 · Admininstrative Expenses						
5001 · Employee Expenses	48,675	61,807	69,748	180,230	154,255 0	25,975
5010 · Administrative Expenses	3,582	6,860	4,326	14,768	9,943 0	4,825
5020 · Insurance Expense	3,434	0	0	3,434	4,000 0	-566
5030 · Judicial Expense	4,078	200	200	4,478	5,253 0	-775
5040 · Building and Facility Operation	2,971	1,433	590	4,994	4,525 0	469
Total 5000 · Admininstrative Expenses	62,740	70,300	74,864	207,904	177,976 0	29,928
6000 · Public Safety						
6010 · Ordinance Enforce/Animal Contr	5,281	3,712	4,560	13,553	12,850 0	703
6030 · Traffic Control	4,484	2,181	2,465	9,130	11,390 0	-2,260

City of Meadowlakes
Profit & Loss
October through December 2024

	Oct 24	Nov 24	Dec 24	TOTAL	Budgeted Oct-Dec 24	Diff. Actual vs Budgeted
6050 - Contract Emergency Service						
05-6610 - Marble Falls EMS	3,930	3,930	3,930	11,790	11,800	-10
05-6620 - Marble Falls Fire	3,542	3,542	3,542	10,626	10,500	126
Total 6050 - Contract Emergency Service	<u>7,472</u>	<u>7,472</u>	<u>7,472</u>	<u>22,416</u>	<u>22,300</u>	<u>116</u>
Total 6000 - Public Safety	<u>17,237</u>	<u>13,365</u>	<u>14,497</u>	<u>45,099</u>	<u>46,540 0</u>	<u>-1,441</u>
Total Expense	<u>79,977</u>	<u>83,665</u>	<u>89,361</u>	<u>253,003</u>	<u>224,516 0</u>	<u>28,487</u>
Net Ordinary Income	<u>-44,618</u>	<u>-17,395</u>	<u>-59,239</u>	<u>-121,252</u>	<u>-62,630 0</u>	<u>-58,622</u>
Other Income/Expense						
Other Income						
05-4650 - Transfer in From Other Funds	17,917	17,917	17,917	53,751	53,751 0	0
Other Expense						
7000 - Non-Operating Expense						
05-8500 - Transfers Out						0
05-8519 Ave. N Bridge Project	0	0	0	0	3,000	-3,000
05-8502 - Transfer to RCC Fund	0	0	12,500	12,500	12,500	0
Total 05-8500 - Transfers Out	<u>0</u>	<u>0</u>	<u>12,500</u>	<u>12,500</u>	<u>15,500</u>	<u>-3,000</u>
Total 7000 - Non-Operating Expense	<u>0</u>	<u>0</u>	<u>12,500</u>	<u>12,500</u>	<u>15,500</u>	<u>-3,000</u>
Total Other Expense	<u>0</u>	<u>0</u>	<u>12,500</u>	<u>12,500</u>	<u>15,500</u>	<u>-3,000</u>
Net Other Income	<u>17,917</u>	<u>17,917</u>	<u>5,417</u>	<u>41,251</u>	<u>38,251 0</u>	<u>3,000</u>
Net Income	<u><u>-26,701</u></u>	<u><u>522</u></u>	<u><u>-53,822</u></u>	<u><u>-80,001</u></u>	<u><u>-24,379</u></u>	<u><u>-55,622</u></u>

City of Meadowlakes-Utility Fund
Profit & Loss
October through December 2024

	<u>Oct 24</u>	<u>Nov 24</u>	<u>Dec 24</u>	<u>TOTAL</u>	<u>Budgeted Oct-Dec 24</u>	<u>Diff Actual to Budget</u>
Ordinary Income/Expense						
Income						
5010 • Water Revenue	56,314	50,882	41,414	148,610	138,354	10,256
5020 • Sewer Revenues	51,321	51,141	51,191	153,653	155,559	-1,906
5030 • Garbage Revenue	30,985	30,981	31,021	92,987	86,778	6,209
5120 • Water Connect Fee Revenue	0	0	1,175	1,175	302	873
5130 • Sewer Connect Fee Revenue	0	0	925	925	0	925
5140 • Transfer Fee	300	50	175	525	481	44
5150 • Penalty & Interest Earned	573	575	666	1,814	1,958	-144
5170 • Miscellaneous Revenues	11	11	4,033	4,055	2,989	1,066
5200 • Interest earned on Investments	2,894	2,806	2,408	8,108	5,582	2,526
Total Income	142,398	136,446	133,008	411,852	392,003	19,849
Gross Profit	142,398	136,446	133,008	411,852	392,003	19,849
Expense						
6100 • Employee Expenses	47,578	35,961	44,707	128,246	173,582	-45,336
6200 • Administrative Expenses	34,770	2,825	1,951	39,546	47,093	-7,547
6300 • Operating Expenses						
6301 • Water Treatment Operational Exp	32,304	7,425	5,600	45,329	29,738	15,591
6302 • Wastewater Operational Expenses	5,489	8,775	9,887	24,151	23,954	197
6303 • Other Operational Expenses	10,758	3,980	10,181	24,919	19,914	5,005
Total 6300 • Operating Expenses	48,551	20,180	25,668	94,399	73,606	20,793
6500 • Other Operational Expenses						0
6510 • Garbage Service Expense	28,045	27,954	27,958	83,957	77,697	6,260
Total 6500 • Other Operational Expenses	28,045	27,954	27,958	83,957	77,697	6,260
8200 • Transfer to Other Funds						0
8215 • Transfer to General Fund	17,917	17,917	17,917	53,751	53,747	4
Total 8200 • Transfer to Other Funds	17,917	17,917	17,917	53,751	53,747	4
Total Expense	176,861	104,837	118,201	399,899	425,725	-25,826
Net Ordinary Income	-34,463	31,609	14,807	11,953	-33,722	45,675

Recreation Fund Profit & Loss October through December 2024

	Oct 24	Nov 24	Dec 24	TOTAL	Budget Oct-Dec 24	Diff Actual vs Budgeted
Ordinary Income/Expense						
Income						
03-5000 · Revenue						
03-5023 · Golf Shop Revenues						
03-5010 · Membership Dues	17,411	14,775	12,840	45,026	61,100	-16,074
03-5035 · Green Fees	20,978	28,087	29,772	78,837	71,050	7,787
03-5040 · Golf Cart Rental	10,659	11,027	12,044	33,730	27,500	6,230
03-5045 · Driving Range	1,275	1,231	1,145	3,651	4,500	-849
03-5047 · Golf Shop Sales						
03-5052 · Snacks and Beverage Sales	2,744	2,974	2,964	8,682	6,800	1,882
03-5060 · Merchandize Sales	12,417	7,987	5,857	26,261	12,506	13,755
Total 03-5047 · Golf Shop Sales	15,161	10,961	8,821	34,943	19,306	15,637
03-5050 · Tournament-Income	2,064	13,028	120	15,212	6,120	9,092
03-5053 · Handicap	0	0	30	30	2,840	-2,810
03-5023 · Golf Shop Revenues - Other	82	136	100	318	628	-310
Total 03-5023 · Golf Shop Revenues	67,630	79,245	64,872	211,747	193,044	18,703
03-5090 · Interest Earned	45	5	47	97	0	97
03-5096 · Miscellaneous Income	100	100	100	300	750	-450
Total 03-5000 · Revenue	67,775	79,350	65,019	212,144	193,794	18,350
03-5078 · Rental Income						0
03-5088 · Rental Income-Restaurant	3,500	3,500	3,500	10,500	10,500	0
03-5089 · Rental Income-Tennis Court	0	0	300	300	0	300
Total 03-5078 · Rental Income	3,500	3,500	3,800	10,800	10,500	300
Total Income	71,275	82,850	68,819	222,944	204,294	18,650
Gross Profit	71,275	82,850	68,819	222,944	204,294	18,650
Expense						
03-6000 · Administrative Expenditures	20,572	2,905	2,905	26,382	29,580	-3,198
03-6100 · Pro Shop Expenditures						0
03-6110 · Payroll	21,018	19,515	22,465	62,998	66,009	-3,011
03-6121 · Other Pro-Shop Expenses	10,372	8,062	2,143	20,577	22,509	-1,932
03-6200 · Golf Carts Expenditures	2,656	829	729	4,214	4,450	-236
Total 03-6100 · Pro Shop Expenditures	34,046	28,406	25,337	87,789	92,968	-5,179
03-6300 · Grounds Maintenance Expenditure						0
03-6310 · Payroll	29,570	27,115	33,971	90,656	98,285	-7,629
03-6321 · Other Golf Course Maint. Exp.	14,312	5,595	5,850	25,757	30,703	-4,946
03-6360 · Equipment Lease/Purchase	10,845	0	0	10,845	10,853	-8
Total 03-6300 · Grounds Maintenance Expenditure	54,727	32,710	39,821	127,258	139,841	-12,583
03-6400 · Tennis Expenditures	271	314	-289	296	300	-4
Total Expense	109,616	64,335	67,774	241,725	262,689	-20,964
Net Ordinary Income	-38,341	18,515	1,045	-18,781	-58,395	39,614
Other Income/Expense						
Other Income						
03-8010 · Transfer In from other Funds	0	0	12,500	12,500	12,500	0
Other Expense						
Total 03-6865 · Capital Purchases/Renovations	0	0	3,765	3,765	15,000	-11,235
Total Other Expense	0	0	3,765	3,765	15,000	-11,235
Net Other Income	0	0	8,735	8,735	-2,500	11,235
Net Income	-38,341	18,515	9,780	-10,046	-60,895	50,849

Memorandum to Council

January 21, 2025

DATE: January 10, 2024
TO: Honorable Mayor Bentley and Councilmembers
FROM: Johnnie Thompson, Public Works Director
SUBJECT: **6-A-Update on Renovations of Wastewater Plant and use of SLFRF funds**

Background:

The Federal Government authorized the distribution of approximately \$350 billion to state, territorial, local, and Tribal governments nationwide to support the response and recovery from the COVID-19 pandemic. Approximately 30,000 entities received portions of this appropriation.

The City of Meadowlakes received \$422,813.43 in State and Local Recovery Funds (SLRFR) from the Federal Government, distributed in two installments: the first in 2021 and the second in 2022. These funds were allocated to state and local governments and could be utilized for various purposes, including reimbursing lost revenues, providing premium pay for essential workers, and investing in water, sewer, and broadband infrastructure improvements. The Council decided to use the funds to help renovate one of the City's wastewater treatment plants and for other water and wastewater systems improvements and repairs.

In addition to the SLRFR funds, approximately \$85,600 of Utility funds were budgeted for engineering and grant management services, bringing the project's budget to roughly \$508,000. Listed below is a breakdown of the committed funds from this project

Expense	Spent	Outstanding	Total
Engineering	\$43,290	\$0	\$43,290
Grant Management	\$12,000	\$30,800	\$42,800
Wastewater Plant Renovations	\$237,696	\$2,558	\$240,254
Sludge Processing	\$6,929	\$0	\$6,929
Lift Station Improvements	\$16,652	\$14,500	\$31,152
Water System Improvements	\$12,600	\$37,203	\$49,803
Auxiliary Generator at City Hall	\$25,460	\$0	\$25,460
Effluent Irrigation Pump Station	\$67,018	\$6,402	\$73,420
Total	\$421,645	\$91,463	\$513,108

The total funds committed are approximately \$5,000 over budget, which the Utility Fund will cover. Please find a brief description of the overage later in this MEMO.

The deadline for committing all received funds to specific projects was December 31, 2024.

Below, you will find a brief review of how these funds were spent:

- **Sewer Plant Renovations - \$240,254**

Work completed:

- Installation of two new blowers for each plant.
- Installation of new electrical control panels on each plant (one panel remains to be installed).
- Removal of the grit that had accumulated in both plants.
- Rework the air delivery system for each plant.

- **Sludge Disposal Improvement and Renovations - \$6,929**

Work completed:

- Installed new variable speed sludge pump and mixer and related piping.
- Approximately 600 square feet of an existing cover was enclosed to provide housing of the sludge handling equipment and for protection from freezing.

- **Lift Station Improvements and Renovations - \$6,930**

Work completed:

- A new electrical control panel was installed at the Deer Lick lift station.
- Install remote alarm/monitoring systems on all lift stations (in process).
- Installation of a manual transfer switch at the Firestone Lift Station and remounting the existing electrical control panel.

- **Water System Improvements - \$49,803**

Work Completed:

- Installation of insulation and protective cover on exposed piping at the following locations:
 - Raw Water Intake
 - Water Treatment Plant

Purchase orders have been issued, but work has not begun on the following:

- Installation of a new transfer switch for the auxiliary generator that powers the water plant during an electrical outage will be installed.
- Installation of four (4) new variable speed drives for the four (4) high-service pumps at the water treatment plant. These pumps maintain pressure on the water distribution system.

- **Installation of Generator at City Hall - \$25,460**

Reimbursement of the cost of installing a backup generator at City Hall.

- **Effluent Pump Station Renovations and Repairs - \$73,420**

Work Completed:

- The installation of a replacement electrical control panel and irrigation control system.
- Purchase of a new pump and motor for the pump station.

The renovations and repairs mentioned above have been completed, and/or purchase orders have been issued for the incomplete items. All upgrades and renovations are anticipated to be completed by April 1, 2025.

The total expenditures for the SLRFR project will be approximately \$5,000 more than initially budgeted. This increase is primarily due to installing four new

variable-speed drives for the high-service pumps at the water treatment plant. The installation of these drives would be required before the elevated water storage tank renovation could occur. The installation of the drives had been planned to be included in the fiscal year 2026 budget. By using approximately \$25,000 in excess, SLRFR funds will be able to install the new drives with an operating out-of-pocket expense of roughly \$5,000. The Utility Fund has adequate funding within the FY25 budget to cover this additional expense.

We have forwarded the necessary documentation to the grant manager, which verifies that we committed all SLRFR funds by the December 31, 2024 deadline. We have received confirmation from them that we have met all the required filing deadlines and that our projects are within the grant's funding requirements.

City of *Meadowlakes*

177 Broadmoor Street, Meadowlakes, Texas 78654
830-693-2951 Fax 830-693-2124

Memorandum

Date: January 15, 2025
To: Honorable Mayor and Council Members
From: Will De Roos, City Manager
Subject: January 21, 2025, Council Meeting

SUBJECT: Appointment of Baneza Solorzano as City Secretary. Approval of Ordinance 2025-1 is needed to appoint Baneza as the City Secretary. This position was opened by the departure of Evan. Baneza received training from Evan before her departure and has been filling the role capably.

RECOMMENDATION: I recommend that Baneza Solorzano be appointed as City Secretary.

ATTACHMENTS: Ordinance 2025-1

City of Meadowlakes

ORDINANCE 2025-1

January 21, 2025

AN ORDINANCE OF THE CITY OF MEADOWLAKES, TEXAS; CONFIRMING THE APPOINTMENT OF A CITY SECRETARY

WHEREAS, the City of Meadowlakes, Texas (the “City”) is authorized by Section 22.071 of the Texas Local Government Code to establish the office of City Secretary; and

WHEREAS, Section 10-7 of Code of Ordinances of the City of Meadowlakes appoints the City Secretary as the Municipal Court Clerk for the City’s Court of Record No. 1; and

WHEREAS, Section 2-63 of the Code of Ordinances of the City of Meadowlakes authorizes the City Manager to appoint the City Secretary subject to the confirmation of the City Council; and

WHEREAS, City Secretary Evan Bauer has resigned as City Secretary effective December 20, 2024; and

WHEREAS, City Manager William De Roos is recommending the appointed Baneza Solorzano to the office of City Secretary of the City of Meadowlakes, Texas, and seeks confirmation from the City Council.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF MEADOWLAKES, TEXAS:

Section 1. Appointment. The City Council of the City of Meadowlakes concurs with the City Manager’s appointment of Baneza Solorzano as City Secretary of the City of Meadowlakes.

Section 2. Term of Office. The City Secretary shall be appointed indefinitely and shall be subject to discharge at the will of the City Manager.

Section 3. Powers and Duties. The City Secretary shall have the powers enumerated in Section 22.073 of the Texas Local Government Code. In addition, the City Secretary shall perform the duties established by Section 2-63 of the Code of Ordinances of the City of Meadowlakes.

Section 4. Serve as Court Clerk. Per Section 10-7 of the Code of Ordinances of the City of Meadowlakes, the City Secretary or her designated appointee shall serve as the municipal court clerk for the City of Meadowlakes Court of Record No. 1 and shall perform the duties as established for the municipal court clerk.

Section 5. Effective Date. This Ordinance shall take effect immediately from and after its passage and publication as required by law.

Section 6. Open Meetings. It is at this moment officially found and determined that the meeting at which this Ordinance is passed was open to the public as required and that public notice of the time, place, and purpose of said meeting was given as required by the Open Meetings Act, *Chapt. 551, Tex. Gov't. Code.*

PASSED AND APPROVED this the 21st day of January, 2025

SIGNED:

Mark Bentley, Mayor

ATTEST:

Baneza Solorzano, City Secretary

City of *Meadowlakes*

177 Broadmoor Street, Meadowlakes, Texas 78654
830-693-2951 Fax 830-693-2124

Memorandum

Date: January 15, 2025
To: Honorable Mayor and Council Members
From: Will De Roos, City Manager
Subject: January 21, 2025, Council Meeting

SUBJECT: Property Owners Association-City contract renewal – At the November 12, 2024 POA meeting, the POA board voted to renew the POA – Meadowlakes contract for services for an additional two years with no alterations. Members of that board discussed pool services, which would be a separate contract. They also discussed the potential need for additional services from the City if key volunteer positions are vacated and not filled in the future, which would mean altering the contract (this can be done with the consent of both parties at any time).

RECOMMENDATION: I recommend that the contract with the Meadowlakes Property Owners Association be renewed.

ATTACHMENTS: 2022-2025 City-POA Contract

**CONTRACT FOR SERVICES BETWEEN THE CITY
OF MEADOWLAKES AND THE MEADOWLAKES
PROPERTY OWNERS ASSOCIATION, INC.**

THIS CONTRACT is made and entered into this ____ day of _____, 2022, by and between the City of Meadowlakes, Texas, hereinafter referred to as the City and the Meadowlakes Property Owners Association, Inc., a non-profit corporation Chartered in the State of Texas, hereinafter referred to as MPOA.

FOR AND IN CONSIDERATION OF the mutual benefits and conditions hereinafter contained, the parties agree as follows:

1. Term of Contract. The term of this agreement shall be for three (3) years beginning at 12:00 am (CST) on October 1, 2022 and ending at 11:59 pm (CST) on September 30, 2025. The term of this agreement may be extended on an annual basis for up to two (2) additional years upon mutual consent of both parties. If either party elects not to extend the contract after the three (3) year period or after a succeeding extension, the party electing not to extend the contract shall notify the other party three hundred sixty-five (365) days prior to completion of the then active contract.
2. Scope of Work. The MPOA requests and the City agrees to furnish all manpower, facilities, support systems, equipment, and software necessary to perform and complete the administrative, amenity, and maintenance tasks set forth in Exhibit "A" attached hereto and incorporated herein.
3. Cost of Services. The total cost for said services shall be as follows: One hundred ten thousand three hundred fifty dollars per year (\$110,350) paid in advance monthly at a rate of nine thousand one hundred and ninety-six dollars per month.
4. Communications and Contract Management. The City Manager and the President of the MPOA are hereby designated as Contract Managers. The Contract Managers shall review services being provided at least once per quarter by mutually agreeable communication methods.

Should a conflict arise in the performance of this contract, the contract managers are urged to resolve said conflict in a mutually agreeable manner.

5. Right to Request Additional Funding. The City reserves the right to request from the MPOA additional funding to recover unforeseen costs caused by, for example, acts of God, government regulations and/or increased fuel costs.

City of Meadowlakes

Mark Bentley, Mayor

Johnnie L. Thompson, City Manager

Attest:

Evan Bauer, City Secretary

**Meadowlakes Property
Owners Association, Inc.**

Steve Nash, President

Bill Ramen, Secretary

EXHIBIT "A"
SERVICES TO BE PROVIDED BY THE CITY OF MEADOWLAKES (City)
TO MEADOWLAKES PROPERTY OWNERS ASSOCIATION, INC. (MPOA)

1. Administrative Support of Meadowlakes Property Owners Operations

- a. Customer Service. The City shall provide customer service representation for MPOA members. City representatives shall provide resolution of issues when possible or refer the member to an officer of the MPOA Board of Directors.
 - Telephone Questions/Complaints
 - Personal Questions/Complaints
 - Gate Operations
 - Streets Issues
 - Park Issues
 - Business Issues
- b. Facilities. The City shall provide office space as needed to provide for statutory and operational record keeping for the MPOA.
 - Statutory Place of Business and Record keeping. City representatives shall refer inquiries regarding statutory responsibilities of the MPOA to a member of the MPOA Board of Directors.
 - Meetings. The City shall permit the MPOA use of City Hall office facilities for the conducting of business meetings of the MPOA.
- c. Business Operations
 - Budget Formulation. City representatives will assist the MPOA treasurer in summarizing the results of MPOA business operations for budget formulation and budget execution.
 - Accounts Maintenance. City representatives shall record accounting transactions occurring on behalf of the MPOA. The City shall maintain a standard double-entry accounting structure and chart of accounts on behalf of the MPOA and subject to audit by the MPOA or its representatives. The City shall maintain separation of all MPOA accounts and accounting and shall maintain adequate internal accounting procedures over MPOA services to assure fiscal integrity. The City shall assist the MPOA with needed interface to independent auditors.

- d. Purchasing.
 - Small Purchases. The MPOA shall authorize either a credit card or charge account as needed by the City to purchase on behalf of the MPOA. The City shall verify that purchases to these accounts are for MPOA only.
 - Large Purchases. The City shall assist the MPOA Board in developing statements of work, source solicitations, and contract awards as requested by the MPOA.
- e. Contract Management Accounts Payables. The City shall maintain records of all contract payables and shall prepare for MPOA signature payment documents upon completion of contract terms.
- f. Labor Accounting and Payroll. The City shall perform labor accounting and payroll operations on behalf of the MPOA, to include but not limited to:
 - i. Employee Record-keeping, Personnel Files
 - ii. Timekeeping and Leave Administration
 - iii. Payroll and Tax Calculations and History
 - iv. Check Writing
 - v. State and Federal Labor/Payroll Reporting
- g. Assets Accounting. The City shall record and maintain accounting of MPOA assets.
- h. Liabilities and Receivables Accounting. The City shall record and maintain accounting per POA policies and procedures of short-term and long-term debts and receivables of the MPOA. The MPOA will prepare and render billings to its members and process member payment receipts for MPOA annual assessments.
- i. Financial, Statutory, State and Federal Reporting. The City shall prepare from MPOA accounting and personnel records reports as needed for MPOA signature to meet mandated reporting requirements.

2. Meadowlakes Property Owners Association Owned Properties

- a. Parks: (Lakeside, Military Memorial, 1st Responders, Park on Firestone, and Wayne Dollar Park)
 - 1. Trim and mow to a maximum height of two inches, a minimum of once per week during grass growing season. Trimming includes around all trees, structures, fences and poles.

2. The Lakeside Park shall be trimmed and mowed once per week and 2-4 days prior to the following special occasions: Memorial Day, Independence Day, and Labor Day.
3. Sucker growth along the lakefront shall be maintained at a maximum height of six feet.
4. Fallen limbs and windblown debris shall be removed as needed.
5. Maintenance of structures is not covered under this section of the agreement. (See paragraph 7, extra services below)

b. Entrance Area: (Gate and Entrance Median)

Maintain grass height at gate and lawn, to east and west property lines, median and parks to a maximum height of 2 inches. Trim curbs, around trees, fences and poles and remove clippings after mowing. Maintenance of structures is not covered under this section of the agreement. (See paragraph 6, extra services below)

c. Fences:

Fence weed control will be provided to the MPOA by an outside contractor. The City assumes no responsibility or liability for the action of the contractor retained by the MPOA for this service. City will provide labor for minor repairs of MPOA perimeter fences. MPOA will be responsible for reimbursing the City for required materials.

d. Waterways:

Trim, remove weeds, silt, and other debris, as needed, to maintain clear water flow at all times.

3. Routine Maintenance of MPOA Facilities Including MPOA Streets/Streets Signs

The City, at the direction of the MPOA Contract Manager and approval of the City Manager will provide for routine maintenance and repairs of MPOA property and facilities as long as said maintenance and repairs are synergistic with the duties normally associated with the operations of the City. The MPOA will be responsible for the purchase and/or reimbursement for all materials and supplies required for said routine maintenance and repairs. The City will install and maintain street signs per the direction of the MPOA Director of Maintenance. Cost for said signs, posts and other materials will be the responsibility of the MPOA.

Scheduling of routine maintenance work will be prioritized with the help of the POA Contract Manager; priority will be given to items of health and safety. All requests for maintenance work, repairs, project assistance or use of City equipment or personnel must be either in writing or emailed to the City Manager. A representative of the City will initiate the requested repairs or project within 72 hours of receiving the request. The 72-hour timetable as established above is during the normal Monday thru Friday workweek except established City holidays. Should the requested effort not be initiated within the above referenced time, the City will notify the POA Contract Manager or the POA President via email in order to establish a mutually agreed upon timetable for completion of the requested repairs or project.

4. MPOA Recreational Vehicle Storage Area

Maintain the area to eliminate and/or control erosion, including minor grading as needed. The cost of any materials required, such as road base, shall be the responsibility of the MPOA. Trim and mow same as vacant lots. Weed control will be provided by the MPOA by an outside contractor. The City assumes no responsibility or liability for the action of the contractor retained by the MPOA for this service.

5. Vacant Lots (not owned by MPOA)

Mow to maintain vacant lots as directed by the MPOA to a grass height of 4-6 inches. It is anticipated that this can be accomplished by mowing 10 times per year. Curbs to be trimmed on the same schedule as mowing. Fallen limbs and blown debris to be removed as needed.

The MPOA agrees to reimburse the City for all actual labor expenses, fuel and maintenance expenses incurred by the City for providing more than 10 mowing cycles per year. The City shall receive prior written approval from the MPOA Director of Maintenance authorizing any mowing cycles in excess of 10.

6. Meadowlakes Swimming Pool

The City agrees to lease to the MPOA the Meadowlakes swimming pool for the duration of this contract as part of the costs of services

cited in the terms of contract. The City shall retain ownership and responsibility for physical and structural conditions of the pool, to include day-to-day requirements for labor to maintain the pool in safe operating condition. The MPOA will operate the pool, to include costs for all chemicals and supplies and all attendants needed during operating hours.

7. Extra Services

The MPOA may request that the City provide additional services not covered herein by this Contract upon mutually agreeable terms defined by the City Manager and MPOA Contract Manager as part of the request.

(The remaining portion of this page intentionally left blank)

City of *Meadowlakes*

177 Broadmoor Street, Meadowlakes, Texas 78654
830-693-2951 Fax 830-693-2124

Memorandum

Date: January 15, 2025
To: Honorable Mayor and Council Members
From: Will De Roos, City Manager
Subject: January 21, 2025, Council Meeting

SUBJECT: Sales Tax.

The current sales tax rate in Meadowlakes is 6.25%, which is the base rate for Texas state sales tax. Meadowlakes has the option, through a vote of residents, to add up to 2%, for a maximum rate of 8.25% sales tax. Currently, local sales tax is either not captured when purchases are made in Meadowlakes, or sales tax is captured by another taxing entity (such as Marble Falls) erroneously. The 2% gap between the current 6.25% and the maximum 8.25% could be tapped into by other organizations with taxing authority, such as emergency service districts, hospital districts, library districts, which would preempt Meadowlakes from capturing this revenue in the future.

RECOMMENDATION: I recommend that we explore this option, keeping tax revenue in Meadowlakes would be more beneficial to the residents here than having it go, in part, outside the community.

City of *Meadowlakes*

177 Broadmoor Street, Meadowlakes, Texas 78654
830-693-2951 Fax 830-693-2124

Memorandum

Date: January 15, 2025
To: Honorable Mayor and Council Members
From: Will De Roos, City Manager
Subject: January 21, 2025, Council Meeting

SUBJECT: Roof Permits. I was asked to present information on revenue brought in from roofing permits during the 2022 and 2023 fiscal years. Below is a table of revenue brought in from roof permits. In the 2022-23 fiscal year, a total of \$4,350 was generated from roof permits, with the highest grossing month being June. In the 2023-24 FY, a total of \$1,920 was generated, with the highest grossing month being June.

City of *Meadowlakes*

177 Broadmoor Street, Meadowlakes, Texas 78654
830-693-2951 Fax 830-693-2124

Memorandum

Date: January 15, 2025
To: Honorable Mayor and Council Members
From: Will De Roos, City Manager
Subject: January 21, 2025, Council Meeting

SUBJECT: Codification Project

The purpose of this project is to analyze, organize, rewrite, and publish Meadowlakes municipal ordinances. The City has been in touch with three firms that can assist with this project, General Code/ Franklin legal, Civicplus, and Bojorquez Law Firm. City staff will continue to meet with each to get a scope of services, time frame for project completion, and price. We will continue to meet with firms and work to get this project moving moving with a hopeful completion in 2025.

City of Meadowlakes

Resolution No. 2025-01

January 21, 2025

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MEADOWLAKES CALLING FOR AND ORDERING A GENERAL MUNICIPAL ELECTION TO BE HELD ON MAY 3, 2025, FOR THE PURPOSE OF ELECTING THREE COUNCIL MEMBERS FOR TWO (2) YEAR TERMS EACH; PROVIDING FOR CONDUCT OF THE ELECTION AND AN EFFECTIVE DATE.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF MEADOWLAKES, TEXAS, THAT:

- Section 1. General Election Ordered. A general municipal election is hereby ordered to be held on the 3rd day of May 2025 for the purpose of electing (3) council members for two (2) year terms each by the qualified voters of the City of Meadowlakes to be conducted as prescribed herein.
- Section 2. Filing Period. The filing period for Candidates to file their application began at 8:00 a.m., Wednesday, January 15, 2025, and will end at 5:00 p.m., Friday, February 14, 2025. Applications are filed with the City Secretary at Meadowlakes City Hall, 177 Broadmoor, Suite A, Meadowlakes, Texas, during normal business hours, which are from 8:00 a.m. to 4:00 p.m. and 5:00 p.m. on February 14, 2025. Applications submitted are on a form provided by the City Secretary.
- Section 3. Drawing. The order in which the names of the candidates are to be printed on the general election ballot will be determined by a drawing that will be conducted by the City Secretary at 3:00 p.m. at Meadowlakes City Hall, 177 Broadmoor Street, Meadowlakes, Texas, on Monday, February 24, 2025.
- Section 4. Contract Agent to Hold City Election. The Mayor of the City of Meadowlakes is authorized to enter into a contractual agreement with the Elections Administrator of Burnet County, Burnet, Texas, to serve as the Elections Administrator for the City and to conduct said election in accordance with the rules and regulations set out in the Texas Election Code.
- Section 5. Election Judge and Alternate. As contained in the contractual agreement, the Burnet County Elections Administrator will recruit the presiding election judges and the alternate presiding judges and workers for the polling places and for the early voting ballot board.
- Section 6. Early Voting. Early voting by personal appearance shall begin Monday, April 22, 2025, and end Tuesday, April 29, 2025, and shall be conducted at the:

Marble Falls Texas Tech ~ or ~ AgriLife Auditorium ~ or ~ Granite Shoals Community Center		
806 Steve Hawkins Pkwy.	607 N. Vandever St.	1208 N. Phillips Ranch Rd
Marble Falls, Texas 78654	Burnet, Texas 78611	Granite Shoals, Texas 78654

Early Voting shall remain open for eight (8) hours each day that is not a Saturday, a Sunday, or an official holiday, between the hours of 8:00 a.m. and 5:00 p.m. from April 22, 2025, through April 29, 2025. Early voting shall be conducted for 12 hours on Thursday, April 24, 2025, and Monday, April 28, 2025, from 7:00 a.m. to 7:00 p.m. each day.

Section 7. Ballot by Mail. Applications for ballot by mail can be requested from the Elections Administrator and shall be mailed to and received by the Burnet County Elections Administrator, 220 S. Pierce, Burnet, Texas 78611, no later than April 21, 2025.

Section 8. Election Day. Election Day voting shall be on May 3, 2025, from 7:00 a.m. to 7:00 p.m. and shall be held at the Marble Falls Texas Tech building, 806 Steve Hawkins Pkwy, Marble Falls, Texas 78654.

Section 9. Voting System. In accordance with state law, the Hart Intercivic Verity Touch 2.0.3. with Access Direct Record Electronic (DRE) and Verity Controller Voting System, approved by the Secretary of State, shall be used for the general election. Each polling place must provide at least one accessible voting station for voters with physical disabilities to cast a ballot.

Section 10. Ballots. Ballots shall be electronic except paper ballots for ballots by mail.

Section 11. Notice of Election. Notice of said election as provided in the attached "Order of Election" shall be issued by the Mayor and posted by the City Secretary.

Section 12. General. Qualified resident voters of the City shall be eligible to vote at the election. Votes shall be tabulated at the central counting station designated by the Burnet County Elections Administrator in the contractual agreement. Returns of said election shall be made known as soon as possible after the closing of the polls and as upon contractually agreed.

Section 13. Severability. Should any part, section, subsection, paragraph, sentence, clause or phrase contained in this resolution be held to be unconstitutional or of no force and effect, such holding shall not affect the validity of the remaining portion of this resolution, but in all respects said remaining portion shall be and remain in full force and effect.

Section 14. Effective Date. This Resolution shall be effective upon approval and passage.

Execution Page Follows

PASSED AND APPROVED THIS THE 21th DAY OF JANUARY, 2025.

CITY OF MEADOWLAKES

Mark Bentley, Mayor

ATTEST:

Debbie Holley, City Secretary

ORDER OF ELECTION FOR THE CITY OF MEADOWLAKES

ORDEN DE ELECCION PARA LA CIUDAD DE MEADOWLAKES

An election is hereby ordered to be held on **May 3, 2025** for the purpose of electing (3) Council Members of the City Council of the City of Meadowlakes, Texas.

Las elecciones generales son pospuestas y serán el 3 de mayo del 2025(con el propósito de tres (3) miembros del Concilio de La Ciudad de Meadowlakes, Texas.

Early voting by personal appearance will be conducted every weekday, 8:00 a.m. and 5:00 p.m., beginning on April 22, 2025 and ending on April 29, 2025 at:

La votación adelantada en persona se llevará acabo de lunes a viernes, 8:00 a.m. and 5:00 p.m. desde el 22 de abril, 2025 y terminando el 29 de abril, 2025 en:

Marble Falls Texas Tech
806 Steve Hawkins Pkwy.
Marble Falls, Texas 78654

AgriLife Auditorium
607 N. Vandever
Burnet, Texas 78611

Granite Shoals Community Center
1208 N. Phillips Ranch Rd
Granite Shoals, Texas 78654

Additional hours for early voting will be on the following two days:

Horas adicionales para la votación adelantada en persona para los siguientes dos días serán:

April 24, 2025	24 de abril, 2025	7:00 a.m. – 7:00 p.m.
April 29, 2025	29 de abril, 2025	7:00 a.m. – 7:00 p.m.

Applications for ballots by mail should be mailed to and must be received no later than the close of business on April 22, 2025 at:

Las solicitudes para boletas que se votarán por correo deberán enviarse y recibido para el fin de las horas de negocio el 22 de abril, 2025 a:

Burnet County Elections Administrator
220 S. Pierce
Burnet, Texas 78611

Issued this the 14th day of February, 2025.

Emitida este día el 14 de febrero, 2025.

Signature of Mayor
Firma del Alcalde