

City of Meadowlakes
City Council Stated Meeting Minutes
November 13, 2023 – 6:00pm
Totten Hall, Meadowlakes Municipal Offices
177 Broadmoor Street, Meadowlakes, Texas

The City Council of the City of Meadowlakes held their Regular Meeting at Meadowlakes Municipal Building in Totten Hall on November 13, 2023, beginning at 6:00 p.m. in accordance with the duly posted notice of said meeting.

Present:

Mark Bentley, Mayor
Jess Lofgreen, Councilmember
Barbara Peskin, Councilmember
Jerry Drummond, Councilmember
Roxanne Morgan, Councilmember

Absent:

Garrett Wood, Councilmember

Staff:

Johnnie Thompson, City Manager
Debbie Holley, City Secretary
Baneza Solorzano, Utility Clerk
David Klotz, Golf Pro
Mike Ingalsbe, Ordinance Officer

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.
2. **PLEDGE OF ALLEGIANCE AND PRAYER.** Mayor Bentley led the Council and staff in the Pledge of Allegiance and prayer.
3. **CITIZEN COMMENTS.** There were no Citizen Comments.
4. **MONTHLY STANDARD LIVE REPORTS** (*Progress and Status Reports Only.*)
 - A. Operations in general - City Manager Johnnie Thompson
 1. Current Utility Operations - City crews replaced two fire hydrants and several mainline valves in October. Scott has been occupied with optimizing our water treatment plant's chemical dosages and has collaborated with TCEQ.
 2. Ordinance reports – The Ordinance Officer responded to 2 calls in October. 23 warning notices were issued regarding parking violations in the street/driveway, 1 verbal conversation was held, and 1 citation was issued; 9 door hangers were left regarding trash cans being left out past the allowed time or being seen from the street. 17 door hangers were left regarding grass being over 6" high and branches/trees less than 14' above the street.

In October, our Animal Control Officer picked up dead squirrels, possums, and armadillos in the street. He received several calls from residents regarding snakes, cats, skunks, and dogs running loose. No rabid animals were reported in October.

3. Patrol Activity Report – Officer Koenning logged 48 hours and 176 miles in October. There was 1 citation issued for a non-resident going 46 mph in a 25-mph zone. Officer Koenning will be retiring at the end of November. Mr. Thompson has been talking to the Sheriff's office, and there is possibly one officer who may be interested in the position.
4. Building Committee Report – No new permits were issued in October. Currently, there are 12 ongoing projects within the City.

B. Briefing on Golf Operations – Mr. Thompson reported an average of 111 rounds of golf played in October, up from 93 rounds played in September. Mr. Klotz added that the whole golf course is now overseeded and the maintenance crew will be removing some dead trees this winter.

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 2023 and October 2023 financial reports

After discussion, Councilmember Lofgreen motioned to approve the minutes of the October 17th regular meeting as presented. The motion was seconded by Councilmember Peskin and carried unanimously. Councilmember Lofgreen motioned to approve the September 2023 and October 2023 financials as presented. The motion was seconded by Councilmember Peskin and carried unanimously. Councilmember Lofgreen commended the performance of the City Staff and Council for their performance of the 2023 Budget. He acknowledged that it was the BEST the City had ever seen.

6. OLD BUSINESS.

- A. **Discussion/Action: Update on Renovation of Sewer Treatment Plant.** Mr. Thompson reported that progress is being made. He informed the council that the city had received new blowers, some sludge-handling equipment, and a new control panel for the Broadmoor lift station. That staff has taken the plant scheduled to be renovated out of service and dewatered it to determine what repairs will be required. After the plant was drained, it was determined that a considerable amount of grit in the aeration base would need to be removed. Since the removal of the grit is beyond the capability of the City's employees, a firm that specializes in the removal of grit will be hired. The total cost is expected to be around \$39,000 to \$40,000. This will be paid from COVID relief funds. No action was taken.
- B. **Discussion/Action: City Council Rules & Procedures Policy adopted on March 8, 2016, and amended on April 12, 2016.** Councilmember Peskin made a motion to table this item in order to review any updates. The motion was seconded by Councilmember Drummond and carried unanimously.

7. NEW BUSINESS

A. Discussion/Action: Resolution 2023-09 – CONSIDERATION AND POSSIBLE APPROVAL OF A RESOLUTION CANVASSING THE RETURNS AND DECLARING THE RESULTS OF AN ELECTION TO AUTHORIZE THE ISSUANCE OF CERTIFICATES OF OBLIGATION. Mr. Thompson reported that we will not have the certified results of the election until tomorrow, November 14, 2023. In talking with our legal counsel, who is assisting with issuing the certificates of obligation, we have two options; one is to canvass with the results that we currently have, and at the next meeting, the Council can amend the canvass with the final numbers from the county if they have changed or the council can schedule a special meeting between November 14th and November 20th to canvass the election results. The unofficial result of the election reflects 744 votes cast, with 558 (75%) **FOR** issuing the certificates of obligation and 186 (25%) **AGAINST** the issuance. Councilmember Peskin made a motion to canvass the election with the unofficial votes with the provision that the canvass may be amended once the City receives the certified results of the election. The motion was seconded by Councilmember Morgan and carried unanimously.

B. Discussion/Action: Competitive bidding process. Councilmember Morgan had questions from the public and wanted to review how the competitive bidding process works so the citizens would be informed. Mr. Thompson discussed two bidding processes. The first regarding purchases and contracts under \$50,000, which are controlled by a council-approved purchasing policy, and the second regarding purchases over \$50,000, which must follow the competitive bidding procedures or sealed bids as regulated by section Chapter 252 of the Texas Local Government Code. Which states that the bid must be awarded to the lowest responsible bidder or the bidder who provides the “best value.” Which is determined by the council. Mr. Thompson then discussed the five steps in the Sealed Bidding Process (development of detailed plans, specifications, and contracts, solicitation, submission of bids, bid opening, and evaluation and awards). The council discussed possible meetings to decide the specifications of the new building and the expected timeframe for the start of construction. No action was taken.

C. Discussion/Action: Appointment of Temporary City Secretary. Mr. Thompson appointed Debbie Holley as the temporary City Secretary while Evan Bauer is out on FMLA. City ordinance authorizes Mr. Thompson to appoint a City Secretary/Court Clerk subject to council approval. This ordinance also authorizes Ms. Holley to appoint someone to assist with court clerk duties. Councilmember Lofgreen made a motion to accept Ms. Holley as Temporary City Secretary. The motion was seconded by Councilmember Drummond and carried unanimously.

8. ADJOURNMENT/ANNOUNCEMENTS: Mayor Bentley and the Council discussed sending a card to Evan. He also reminded the council that the December meeting will be held on December 11, 2023 at 6:00 pm (Monday). Councilmember Drummond made a motion to adjourn the meeting. The motion was seconded by Councilmember Peskin and carried unanimously.

Mayor Bentley adjourned the meeting at 7:17 pm.

Approved: _____
Mayor, Mark Bentley

Date: December 11, 2023

Attest: _____
City Secretary, Debbie Holley

Date: December 11, 2023