

**CITY OF SHEPHERD
BOARD OF ALDERMEN
REGULAR CALLED MEETING**

10251 Hwy 150, Shepherd Texas- Shepherd Community Center
Monday, May 14, 2018 7:00 PM

OFFICIAL MINUTES

Regular Called Meeting

Members Present: Earl Brown, Mark Porter, Yvonne Ryba, Charles Minton, Shannon Bailey, Amanda Addison

Members Absent:

City Staff Present: City Secretary Debra Hagler, City Attorney Larry Foerster

Others Present: Michelle Long and her husband, Helenmarie Johnson, Joe Williamson, Charlie Murray and his wife, Kimberly Hughes, Rick Hanna and Elias, Brandi Sieverson, Pat Reynolds, Christian Steward, Neal Adams, Timmy Richardson, Lula Fox, Carolyn Smith.

CALLED TO ORDER /INVOCATION

Mayor Brown called the meeting to order. The pledges were stated. City Attorney Larry Foerster said a prayer.

APPROVE MINUTES OF PREVIOUS MEETINGS

Yvonne Ryba made a motion to accept the minutes as presented. Shannon Bailey seconded, and the motion passed with a unanimous vote.

APPROVE MONTHLY PAYMENT OF BILLS

Shannon Bailey made a motion to pay the bills. Yvonne Ryba seconded, and the motion passed with a unanimous vote.

LIBRARY REPORT

Helenmarie stated the Library had been open for a week and she is getting good feedback from the patrons. She reminded those present of the Grand Re-opening celebration on Thursday from 4-7:00pm. She publically thanked the EDC for paying for 12 tablets that will be programed with learning games. She stated they are getting ready for summer programs. She expressed concern about pan handling and vandals in the park.

CONSTABLE REPORT

Constable Deputy Neal Adams stated that they have had some problems around the library coming from renters in the Apartment Complex. He stated they are not being the best of neighbors and are using City property for parking and dumping trash. He stated that so far all of these things have been minor but it seems to be on-going. He mentioned the possibility of adopting a camping ordinance. He stated that he had attended a code enforcement class and is taking some online classes as well. He reminded those present about the Trash Bash on May 19th.

EDC Report

Joe stated the EDC will be glad to help with the clean-up and he announced that the Family Dollar store will be open soon.

PUBLIC WORKS REPORT

The Mayor read a report that Public Works Director submitted. The report stated that they had installed several new services in the month of April. He stated the Family Dollar store had completed all the

required inspections and is due to open on May 17th. He reported that the Nursing Home had connected to the City's Main line. He stated that they intend to start doing some of the ditch work-orders in the month of May.

FIRE DEPT REPORT:

Charles Murray was present and stated that the Dept. had 41 calls with 212 hours plus another 245 hours in training for a total of 457 volunteer hours for the month.

PUBLIC INPUT:

None

PUBLIC INPUT FOR ITEMS NOT LISTED ON AGENDA:

None

OLD BUSINESS:

None

NEW BUSINESS:

Discuss and take action on request from Michele Long for a Manufactured Home Variance on the corner of Burrell and Knighton.

Yvonne Ryba made a motion to grant this variance. Charles Minton seconded and the motion passed with a unanimous vote. Ms. Long will be installing a brand new manufactured home on this property.

Discuss and take action on request from Johanna Castillo for a variance to use a RV for a residence on Rice Lane.

Shannon Bailey made a motion to deny the variance at this time until she could produce a solution to her water and septic disposal. Yvonne Ryba seconded and the motion passed with a unanimous vote. The concern was where she would dump her holding tank from the RV. The council asks that she show acceptable proof of water and sewer and they would reconsider this request for a variance.

The JR ROTC didn't realize the meeting time had changed. They presented the flags and the pledges were stated again.

Proclaim the Month of May as Motorcycle Awareness Month

Shannon Bailey made a motion to proclaim the Month of May as Motorcycle Awareness Month. Yvonne Ryba seconded and the motion passed with a unanimous vote.

Discuss and take action on request from Kimberly Hughes to partner with The Health Center of Southeast Texas and the Shepherd ISD to participate in the "Walk with a Doc Program"

Shannon Bailey made a motion that the City partner with the Health Center of Southeast Texas and the Shepherd ISD to participate in the "Walk with a Doc Program." Yvonne Ryba seconded and the motion passed with a unanimous vote. Kimberly will be collecting donation to purchase each child in attendance a bike and she has a commitment already in place to provide every child with a helmet. There will also be a foam run. The foam is bio-organic and will not hurt the track. She is looking to schedule this event in September. Ms. Hughes has plans to have a competition with the Shepherd 4th and 5th grade classes to design the T-shirt for this event. Vendors and entry will be free but an arm band will be required for safety purposes. Ms. Hughes asked for a proclamation which will be proclaimed at a future meeting.

Discuss and take action to add mulching or equivalent to the City Park to enhance safety.

Shannon Bailey made a motion to get the park into compliance. Charles Minton seconded and the motion passed with a unanimous vote. Playgrounds are required to have a certain amount of fall protection determined by the height of the equipment. The council was in agreement to do what we can to get into compliance before adding any new equipment.

Discuss and take action to award contract for repairs and remodeling of the New City Hall.

Charles Minton made a motion to solicit more detailed bids and to separate the bids out. Shannon Bailey seconded and the motion passed. There was concern that the bids received were miles apart. The council agreed that a very detailed contract is necessary to avoid change orders.

Discuss and take action to award contract for Janitorial Services for City Buildings including, City Hall, The Community Center and the Park Restroom.

Charles Minton made a motion to contract with Jackie Shackelford from A-Better Cleaning to clean the Community Center, Park Restroom and City Hall. Mark Porter seconded. The vote passed with 3 voting for and 2 abstaining from the vote. Jackie has the lowest bid with references.

Discuss and take action to award contract for Pest Control for City Properties including City Hall, The Community Center, The Public Library and the Sewer Plant.

Shannon Bailey made a motion to switch to Action Pest Control for the pest control. Charles Minton seconded and the motion passed with a unanimous vote. The biggest factor was to support local business.

Discuss and take action to contract a Building Inspector

Charles Minton made a motion that the City continue to move forward. Yvonne Ryba seconded and the motion passed with a unanimous vote. Rick Hannah and Elias were in attendance at the request of City Attorney Larry Foerster. Mr. Hannah explained that the Codes run in 3-year cycles and he suggests the City adopt the latest codes. He stated that once the City adopts the code the City must make it available for the public. Mr. Hanna stated he and his team could update our fees and the permitting process. The fees that Mr. Hanna would be paid will be collected from the customers via the inspection and permitting fees. The City did not contract with Mr. Hannah but appreciated his information and agreed to move forward with this process.

Review the Employee Comp Time Report

No action was taken on this item. Charles Minton asked why are the numbers so high. His thought process is that the employees should use any comp earned within the week that it was earned. The Mayor explained that with the City being shorthanded the guys rotation came around faster and with the work load it is hard for the guys to take off. He stated the employees had been leaving early trying to use the excess hours. Charles stated that earning comp time should be for emergencies only otherwise the schedule should be adjusted to use the time. Charles firmly stated that every employee should manage their own time and that if they do not then the supervisor should manage it.

Discuss and take action on addition of a policy regarding Children in the Workplace to the Personnel Policy.

Charles Minton made a motion to adopt this policy to become part of the Employee Personnel Policy. Yvonne Ryba seconded and the motion passed with a unanimous vote.

Explanation on the process, gap and corrective action concerning reconciliation as discussed by the Auditor

No action was taken on this item. City Secretary Debra Hagler explained the reconciliation issue the auditor mentioned so that council understood what happened. The problem had already been resolved so no action was necessary for inner control.

Discuss and take action on Ordinance to regulating road weight limits.

Shannon Bailey made a motion to table this item. Charles Minton seconded and the motion passed with a unanimous vote. The City Engineer is to look at the bridge in question.

ADJOURNMENT

Shannon Bailey made a motion to adjourn. Yvonne Ryba seconded, and the motion passed with a unanimous vote.

Earl Brown, Mayor
Prepared by City Secretary, Debra Hagler