

**MINUTES  
CITY OF TEAGUE  
BOARD OF ALDERMEN  
REGULAR CALLED MEETING  
OCTOBER 21, 2019 6:00 P.M.**

1. **CALL TO ORDER AND ANNOUNCE QUORUM IS PRESENT:** *The meeting was called to order at 6:00 P.M. by Mayor James Monks and a Quorum was announced with all present Aldermen seated at their respective places.*
2. **INVOCATION:** *Alderman Mathison*
3. **PLEDGE TO THE FLAG:** *Alderman Hertenberger*
4. **ROLL CALL:** *Present: James Monks, Mayor, Jerry Ballew, Mayor Pro Tempore / Alderman Place I, Rhonda Jones, Alderman Place II, Marie Hertenberger, Alderman Place III and Ryan Mathison, Alderman Place V Absent: Chris Nickleberry, Alderman Place IV*
5. **VISITORS/CITIZENS COMMENTS:** *At this time, any person with business before the Council not scheduled on the Agenda may speak to the Council for a maximum of three (3) minutes. No formal action can be taken on these items at this meeting.*

*Drake Paris, resident, expressed his concerns and dissatisfaction with the water billing issues to include how his personal account was handled.*

*Courtney Hodge, resident and landlord, expressed her concerns about the current water billing issues and the amount of the utility deposit renters have to pay to open an account.*

6. **CONSENT AGENDA:**

- a. Approve Minutes from the September 9, 2019 Meeting of the Board of Aldermen
- b. Approve Minutes from the September 16, 2019 Meeting of the Board of Aldermen
- c. Approve Minutes from the October 2, 2019 Meeting of the Board of Aldermen
- d. Approve the Accounts Payable and Payroll Check Registers for the month of September 2019
- e. Accept and Approve the Financial Statement for August 2019
- f. Accept the Investment Report for the 3<sup>rd</sup> Quarter of 2019

*Alderman Ballew moved to approve Agenda Items 6 A through 6 F, seconded by Alderman Jones. Motion carried 4-0.*

7. **OLD BUSINESS:**

- a. None

8. **NEW BUSINESS:**

- a. Discussion and possible action on approving Ordinance 2019-10-21, an ordinance of the City of Teague, Texas ("City"), amending the City's Budget for Fiscal Year 2018-2019, providing that all other previous budget allocations shall be saved; and providing for severability and declaring an effective date.

*Allyse Long, Bookkeeper, explained that the budget amendments being presented were included in the meeting packet and that the appropriate allocations have been completed. She asked, are there any questions.*

*City Administrator Prasil added, the amendments will not require additional funds from the Fund Reserve as the revenue surplus is sufficient to cover all of the overages. She also noted, approximately \$86,600 would be going back into the Fund Reserve at the close of the fiscal year.*

*Motion to approve item 8 A as written was made by Alderman Jones, seconded by Alderman Hertenberger. Motion carried 4-0.*



- b. Discussion and possible action on recreating the position of Administrative Assistant in the Administration / Utility Office and appropriate the necessary funds for said position.
- City Administrator Prasil commented, this position was requested during the budget process but was not part of the approved budget. She continued by explaining the different duties this position would be responsible for which included helping with the administration and utility office overflow.*
- Mayor Monks stated, if anybody has any questions about the need for this position, you're more than welcome to come up and spend a couple hours and sit there and watch what goes on up here during the day.*
- City Administrator Prasil explained, overtime is at an all time high for the administration office and that the office staff are stretched way too thin. She continued by explaining, to help keep the budget under control when someone such as Allyse has a high amount of overtime, she has to take a day off which causes more strain on the other staff which puts everyone more behind.*
- Alderman Hertenberger asked, is the stress due to the new water meters or is it all the time or what?*
- Ms. Long replied, we are just drowning in paperwork, running the office, the water bills, but its working late hours, the phone constantly ringing and Theresa is busy and has a lot on her plate but she tries to help us all the time but the only time we can really get things done is after hours. She continued by explaining, this past Monday was a holiday, but she worked from 4 pm to 10 pm and Theresa worked 4 pm to midnight.*
- City Administrator Prasil explained, with what the law requires us to do and to operate under the law and legally, its hard and I'm sorry but I will not turn a blind eye. She continued by stating, if there is an ordinance or a law that says we have to do something then that's what we are going to do. She then stated, operating legally takes lots and lots of hours and that she does not leave her staff at City Hall because its not fair for them to have to work the long hours and that she will be right there beside them helping them. She continued by explaining due to some of the staff being so far behind on their job such as Allyse, she has taken all the extra responsibilities off of her because she can not get her own work done.*
- Alderman Hertenberger asked, why is that?*
- Ms. Long responded, because of the water bills and the municipal court and that she is not going to leave a co-worker who has little knowledge left out there to figure it out.*
- Alderman Hertenberger commented, pretty soon you wont have to do that, you won't have to be the court clerk*
- Ms. Long responded, I am not the Court Clerk, I was trying to help Theresa.*
- City Administrator Prasil commented, Ms. Long has not worked in the courts in over 30 days due to her being so far behind, her sanity and to be honest to keep her employed. She continued by stating Ms. Long was going to leave working for the City, so to keep her I took all extra duties off of her because she is tired. She also stated, all of the office staff are tired, there is a lot of demand on the office staff and they are trying their best and she admitted that our customer service has lacked the past few months because everyone is stretched too thin and working 12-13 hour days they are exhausted.*
- Ms. Long commented, we sometimes don't get lunches and don't go home until maybe 9 or 10 pm and its hard.*
- Alderman Hertenberger asked Ms. Long, what are your duties exactly?*
- Ms. Long replied, I am the bookkeeper.*
- Alderman Hertenberger replied, I mean, you write the checks and you open the bills.*
- Ms. Long replied, bank reconciliations, accounts payable, accounts receivable, payroll, new hire paperwork. She continued by stating, there are a lot of things I do, back up the utility clerks, answer telephones and its hard and we would appreciate some help.*
- City Administrator Prasil commented, when there are special projects no matter what department it usually falls back on the administration office to help complete it. She explained, after completing some basic audits its obvious we do not have the necessary policies and procedures in place, we need job descriptions, records management needs an over haul and there are many other things that we need or*



*have to do but can't because we do not have the man power nor the time. She welcomed anyone that would like to know how busy and demanding the office staff's jobs are to come down and spend some time with us at City Hall. She continued by explaining that, not just her but her staff have to juggle and sometimes reschedule doctors' appointments multiple times because there is no way to make the original scheduled appointments because of the workload at the time it is scheduled.*

*Alderman Mathison made a motion to approve item 8 B as written, seconded by Alderman Jones. Motion was amended by Alderman Ballew to include a rate of pay of \$12 per hour, seconded by Alderman Mathison. Amendment carried 4-0.*

*The motion carried 3-1 (Alderman Hertenberger voting nay)*

- c. Discussion and possible action on approving temporarily modifying the office hours for the Administration / Utility Office on Wednesday's to close to the public at 12:00 P.M. for the months of November and December 2019.

*City Administrator Prasil explained this time would allow for the City staff to be able to draft necessary policies and procedures that the City is lacking.*

*Alderman Ballew moved to approve Agenda Item 8 C as written, seconded by Alderman Mathison. Motion carried 3-1. (Alderman Hertenberger voting Nay)*

- d. Receive presentation from the Christmas in the Park's Committee regarding the 2019 Festivities.

*Brittany Brown, Christmas in the Park's Committee Chair presented the 2019 festivities plan.*

- e. Discussion and possible action on approving Resolution No: 2019-10-21 which authorizes the submission of a grant for Routine Airport Maintenance Program (Ramp Grant) at the Teague Municipal Airport for Fiscal Year 2020, in an amount not to exceed \$50,000.00; and authorizing compliance with the grant terms; and authorizing the Mayor to act as the city's executive officer and authorized representative in all matters pertaining to the city's participation in the Texas Department Of Transportation Grant For Routine Airport Maintenance Program.

*Motion to approve Agenda Item 8 E as written was made by Alderman Mathison, seconded by Alderman Hertenberger.*

*Alderman Ballew moved to amend the motion to change the amount to not to exceed \$55,000, seconded by Alderman Mathison. Amended Motion carried 4-0.*

*Motion carried 4-0.*

- f. Discussion and possible action on approving the office building lease contract from Heart Of Texas Workforce Solutions for the Workforce Center located at 517 Main Street:

*Alderman Ballew moved to approve Agenda Item 8 F as written, seconded by Alderman Jones. Motion carried 4-0.*

- g. Discussion and possible action on approving the Flood Mitigation Project Grant Contract between the Texas Water Development Board and the City of Teague for the elevation project located at 28 Mimosa Lane.

*Alderman Ballew moved to approve Agenda Item 8 G with the addition that the City Administrator will be appointed as the liaison between the City and the Texas Water Development Board, seconded by Alderman Jones. Motion carried 4-0.*



- h. Discussion and possible action on approving the Elevation Project Agreement between the City of Teague and Ricky and Jo Ann Sims.  
*Alderman Ballew moved to approve Agenda Item 8 H with a contingency that any changes made by the City Attorney would be approved by the recipient Ricky and Jo Ann Sims, seconded by Alderman Hertenberger. Motion carried 4-0.*
- i. Discussion and possible action on authorizing the City Administrator / Secretary to prepare and seek Request for Qualifications (RFQ) for a grant administrator for the Flood Mitigation Project Grant.  
*Alderman Ballew moved to approve Agenda Item 8 I with a change of the City Attorney rather than City Administrator / Secretary prepare the RFQ, seconded by Alderman Mathison. Motion carried 4-0.*
- j. Discussion and possible action on approving the Teague Economic Development Corporations' requested changes to their by-laws.  
*Alderman Ballew moved to approve Agenda Item 8 J as presented, seconded by Alderman Hertenberger. Motion carried 4-0.*
- k. Discussion and possible action on a Go Texan Event at the 8<sup>th</sup> Avenue City Park.  
*Mayor Monks explained that he was contacted by a member of the Freestone County Go Texan Committee regarding having their event at the 8<sup>th</sup> Avenue City Park. He explained that it is currently being held in Fairfield and it is their goal to have it in Teague and would include a barbecue cook off, horseshoe tournament, a dance, live music and other activities. He continued by stating, it is still in the planning stages and he believes the event would take place in April. He also stated, one thing that was discussed with the Go Texas committee is possibly considering looking into the ordinance regarding alcohol in the city park, such as a beer garden area that can be controlled. He noted that this event would bring in a large amount of people into our town to spend the weekend, eat here and spend money in our community.*  
*Alderman Mathison commented, I personally, like the idea and am all for bringing any kind of organization to town which will help bring revenues for our small businesses.*  
*City Administrator Prasil commented, the Mayor asked that I look at the distance the park is located from those properties that require a certain distance and she explained that the 300' mark from the school on North 10<sup>th</sup> would be located on the northside of the rodeo arena.*  
*City Attorney Andy Messier commented, in some of our other cities they have a special events exception to allow for alcohol on city premises.*  
*Alderman Jones asked, is there something that requires it to be in a closed in building?*  
*City Administrator Prasil replied, some use barricades and roped off areas to designate the areas alcohol is allowed. She also commented, we would need to look at security measures such as additional police presence during the events.*  
*Alderman Ballew asked, do you think someone from the group could make a presentation?*  
*Mayor Monks responded, yes, tonight's item was to see if the Board of Aldermen would be interested in entertaining the idea.*
- Alderman Ballew moved to postpone action on this item until our next regular scheduled meeting, seconded by Alderman Jones.*  
*Alderman Ballew amended the motion to include a representative from the Go Texan Committee, seconded by Alderman Mathison. Amended motion carried 4-0.*  
*Motion carried 4-0.*

At 7:30 P.M. Open Session convened into Executive Session



9. **EXECUTIVE SESSION** – In accordance with Texas Government Code, Section 551.001, et seq., the Board of Aldermen will recess into Executive Session (closed meeting) to discuss the following:
- a. § 551.074: Conduct an executive session as authorized by Texas Government Code, Section 551.074(a) to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee, or to hear a complaint or charge against an officer or employee: Employment: Melissa Bowles, Police Secretary / Deputy Court Clerk
  - b. § 551.072: Conduct an executive session as authorized by Texas Government Code, Section 551.071 to deliberate the purchase, exchange, lease, or value of real property: Upcoming lease renewal of the rodeo arena.
  - c. § 551.071: Consultation with Attorney regarding pending or contemplated litigation re: City of Teague v. City of Fairfield.
  - d. § 551.071: Consultation with Attorney on a matter in which the duty of the attorney to the governmental body under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas clearly conflicts with this chapter re: Facilities Agreement between the City of Teague, City of Fairfield, and Texas Department of Criminal Justice; Interlocal Definitive Agreement Between the City of Teague and the City of Fairfield; and Agreement Between the City of Teague and City of Fairfield regarding Record Retention.
  - e. § 551.072: Conduct an executive session as authorized by Texas Government Code, Section 551.071 to deliberate the purchase, exchange, lease, or value of real property: Approve the Teague Economic Development Corporation's purchase of Project Expansion Design.

*At 8:09 P.M. Executive Session convened into Open Session*

10. **RECONVENE INTO OPEN SESSION** - In accordance with Texas Government Code, Chapter 551, the City Council will reconvene into Regular Session to consider action, if any, on matters discussed in Executive Session.

*Alderman Ballew moved to offer employment Melissa Bowles as Police Secretary/ Deputy Court Clerk at a rate of \$12 an hour, seconded by Alderman Mathison. Motion carried 4-0.*

*Alderman Ballew moved to begin preparing for negotiations by compiling the requirements necessary for the City, seconded by Alderman Mathison. Motion carried 4-0.*

*Alderman Ballew moved to propose to attend a settlement meeting with city of Fairfield in the next 30 days to seek to resolve all issues between the cities and the pending cases that the Mayor and two City Council Members, appointed by the Mayor, attend together with the City Administrator and/ or City Secretary and report back to each City Council, seconded by Alderman Mathison. Motion carried 4-0.*

*Alderman Ballew moved to take no action on Agenda Item 9 D, seconded by Alderman Hertenberger. Motion carried 4-0.*

*Alderman Ballew moved to approve the Teague Economic Development Corporation's purchase of Project Expansion Design, seconded by Alderman Jones. Motion carried 4-0.*



**11. PRESENTATION AND DISCUSSION OF DEPARTMENT HEAD REPORTS:**

- Administration – Theresa Prasil, City Administrator
- Courts – Theresa Prasil, City Administrator
- Public Works – Jacob Cowling, Public Works Director
- Police Department – DeWayne Philpott, Chief of Police
- Library – Diane Willis, Librarian
- EDC

*City Administrator Prasil presented the Administration and Court reports, followed by the department reports presented by Public Works Director Cowling, Police Chief Philpott, Librarian Willis and EDC's report.*

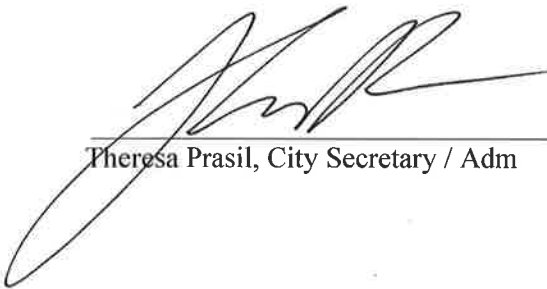
**12. ANNOUNCEMENTS:** *None*

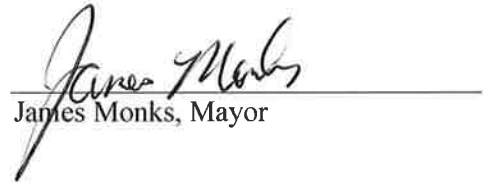
**13. ADJOURN:** *Mayor Monks adjourned the meeting at 8:32 P.M.*

*The meeting adjourned.*

The City of Teague,



  
\_\_\_\_\_  
Theresa Prasil, City Secretary / Adm

  
\_\_\_\_\_  
James Monks, Mayor

  
\_\_\_\_\_