

City of Post Oak Bend
City Council Minutes
December 8, 2020

1. Mayor Hank Warden called the December 8, 2020 Open Zoom (Virtual) City Council Meeting to order at 7:01 p.m. All present recited the pledges to the American and Texas Flags. Mayor Warden Tom Rogers, Alison Novak, Mike Parker and Tom Rogers who were recently elected to serve the City.

Present: Council Members Joey Wages, Alison Novak, Mike Parker, Ronnie Sherrard, Tom Rogers
Also Present: Barbara Bedrick, City Administrator/City Secretary

2. Consider and Act to approve Minutes: November 10, 2020 City Council Meeting
November 17, 2020 Election Vote Canvass Meeting
December 1, 2020 Swearing In Council Ceremony

Motion to approve Post Oak Bend City Council Minutes: November 10, 2020 City Council Meeting (Virtual), November 17, 2020 Election Vote-Canvass (Virtual) & December 1, 2020 Swearing-In: Council Member Wages
Second: Council Member Novak In Favor: Wages, Novak, Sherrard and Parker. Abstention: (Council Member Rogers not present for council mtg)

Motion to approve City Council Minutes: November 10, 2020 Meeting, November 17, 2020 Vote Canvass and December 1, 2020 Swearing-in Ceremonies: PASSED

4.(3.) Consider and Act to approve November 2020 Financial Report and disbursements – City Secretary-Treasurer Barbara Bedrick

Mayor Warden said city council financial officer Dr. Stephen McMahon chose to not run for office this term. City Secretary Bedrick reported the Profit and Loss Year to Date Report showed \$58,754 city sales tax income in 2020. She said City Comptroller's data indicates Post Oak Bend City's sales tax income is running 200 percent over last year's revenues, partially due to online purchasing increases. Mayor Warden also extrapolated on the sales tax revenue increase. Council Member Rogers asked how prior year sales tax numbers compared. Barbara stated prior year's monthly numbers ran about \$2,000 vs. this year's monthly deposit from \$5,000 to \$6,500.

Motion to approve the November 2020 Financial Report and disbursements: Council Member Wages Second: Council Member Novak Vote: Unanimous

Motion to approve the November 2020 Financial Report and disbursements: PASSED

5. Consider and Accept City Secretary Update

1. COVID-19 Pandemic Update: Texas Dept. of Health Services sent letter to Judge Hal Richards notifying county its COVID-19 hospital occupancy increased to more than 15% for 7 consecutive days which places into effect reduction to 50% capacity at businesses, etc. Kaufman Co. update: 5,931, 87 deaths, Texas active cases: 202,457

2. Elections Update: The City received a Kaufman Co. invoice substantially higher than its election estimate by about \$1600. The City has requested whether the Fed. Govt.'s COVID-19 funding would cover the extra week of election expenses.

3. Cares Act Funding: Processing some invoices through the extremely detailed federal grant forms. Clarifies with Council the City initially received \$7,500 for which the City files invoices. The City is eligible to submit for \$30,000 more but they must meet the requirements for federal reimbursement. The City will expend the \$30,000 and submit for reimbursement consideration from the federal government. The City has reached out to a firefighter /paramedic who could possibly do COVID-19 testing for city residents, but more steps are needed to get the tests in house. Contacted the Center re: families in Post Oak Bend that may qualify for electric assistance, and payment on electric utility bills could be considered if this pans out.

4. Building Permit Applications: one in for plan review, approved to start construction on Cr 280

5. Holiday Home Decorating Contest & Tree Lighting. Barbara thanked the mayor and council members who participated in the tree lighting. It was small, but a start to foster a new community tradition. TVEC agreed to sponsor the Holiday Home Decorating Contest to sponsor the tree lighting. It was decided they'd give the winner \$100 on their electric bill. A non-profit community organization I serve with, RVOS Local Lodge 98, ; agreed to help during this pandemic and sponsored the City's special holiday tree made of more than 300 special holiday symphony lights and sound system. City Administrator also pitched in funds on the Tree Lighting. Barbara thanked Alison for the home decorating contest concept, her designs on the mailers, the contest, the judging and getting a Terrell sign company to sponsor the Holiday Home Winner sign.

6. Citizen Comments: No citizen's comments.

7. Consider and Act on CARES ACT Funding expenditures (Bedrick request) (Discussed under Item 5)

Motion to approve the CARES ACT Funding expenditures by resolution to be expended by city administrator: Council Member Wages Second: Council Member Sherrard In favor: Unanimous

8. Consider and act on 2021 City of Post Oak Bend Interlocal Agreement with Kaufman County for road repairs (Bedrick request)

Mayor Warden said there were several interlocal agreements to consider for road repairs with Kaufman County.

Administrator Bedrick said this annual road interlocal has been signed by city's councils for the past 14 years or more. It

puts in place an agreement should the City need to expend funds for various road repair projects in 2021 and is typically renewed annually.

Motion to approve the 2021 City of Post Oak Bend Interlocal Agreement with Kaufman County for road repairs: Council Member Parker Second: Council Member Sherrard Vote: Unanimous

Motion to approve 2021 City of Post Oak Bend Interlocal Road Agreement w/Kaufman County: PASSED

9. Consider and act on Interlocal Agreement between the City and Kaufman County to for pothole repair maintenance for 9-month period (Parker/Warden request)

Mayor Warden thanked Council Member Parker for his work on pothole maintenance project with Kaufman County. Before, he said, city had to get bids for repairs and it often took along time, but with this interlocal, it will set up a monthly pothole repair. Council Member Parker said the interlocal agreement will mean the City places \$7,500 into escrow with the county to cover pothole maintenance the first week of every month through September. There will be an initial outlay of approximately \$4,200 to to repair potholes on city roads prior to the start of the interlocal. Administrator Bedrick asked Council Member Parker how soon the initial repairs could be done as the County Commissioners must approve the City/County Interlocal. He said it they'll likely pass it at next meeting. It was pointed out that the initial repairs will most likely take place in January and there won't be a need to pay for January pothole maintenance. Parker said the county might not use all the money escrowed. Council Member Sherrard asked whether the pothole maintenance work would be approve by the Council prior to work being done. Parker said no that it wouldn't be necessary. There was agreement it would be a good idea to have pothole maintenance done to help the roads to stay in better shape.

Motion to approve the Interlocal Agreement with Kaufman County for pothole maintenance repairs at \$7,500 for nine-months, and the initial repair work for \$4,200: Council Member Wages Second: Council Member Sherrard In favor: Unanimous

Motion to the Interlocal Agreement with Kaufman County for pothole maintenance repairs at \$7,500 for nine-months, and the initial repair work at \$4,200: PASSED

10. Consider and act on expenditure amount for pothole maintenance interlocal with Kaufman County

Mayor Warden said he thought Item 10 has been considered and included under Item 9.

11. Consider and act to appoint Mayor Pro Tem

Mayor Warden said he thought Council Member Novak served as the prior Mayor Pro Tem, and he nominated her again for mayor pro tem. Council Member Parker expressed support for Novak.

Motion to approve Council Member Novak as Mayor Pro Tem for the city: Council Member Wages

Second: Council Member Parker In Favor: Parker, Wages, Sherrard, Novak Abstaining: Rogers

Motion to approve Council Member Novak as Mayor Pro Tem: PASSED

12. Consider and act to appoint city council financial officer

Mayor Warden said he'd like to nominate Council Member Parker for this role.

Motion to approve Council Member Parker as council financial officer: Council Member Novak Second: Council Member Wages In Favor: Parker, Novak, Wages, Sherrard, Abstained: Rogers

Motion to approve Council Member Parker as council financial officer: PASSED

13. Consider and act to appoint new bank signatory on City of Post Oak Bend bank account

Motion to appoint the newly approved council financial officer as bank signatory: Council Member Novak Second: Council Member Sherrard In favor: Novak, Parker, Sherrard, Wages Abstained: Rogers

Motion to appoint the newly approved council financial officer as a bank signatory: PASSED

14. Consider and Act on expending funds for Adobe Acrobat software

Mayor Warden mentioned this would be helpful for the city to be able to edit pdfs and expedite project tasks. He asked about the expense. Council Member Novak said she thought the City should purchase the Acrobat Pro because that's what she has at work and used for the holiday mailers. Barbara said the cost difference is about \$150. Adobe Acrobat Pro is \$400 to \$450.

Motion to purchase Adobe Acrobat Pro software and license: Council Member Novak Second: Council Member Wages In Favor: Unanimous Motion: PASSED

15. Consider and act on agenda items for next Council Meeting

Council Member Novak asked for update on council email. Administrator Bedrick mentioned audit estimates might be ready to be considered.

New City Council Member Tom Rogers expressed his desires to work to help make the city and the community a better place to live. He mentioned his experiences with contracts and other management areas that might be of assistance to the city. Rogers wrapped up his comments explaining he's ready to go to work, and offered himself up for any projects or needs.

Mayor Warden said the next time Council meets will be in 2021, and we're hoping for a great year ahead.

16. ADJOURN

Motion to adjourn the December 8, 2020 City Council Meeting: Council Member Rogers Second: Wages
The December 8, 2020 City Council Meeting adjourned at 7:58.

Attest:

Barbara Bedrick
City Secretary
City of Post Oak Bend

Approve: _____

Hank Warden
Mayor
City of Post Oak Bend