

**WHITE OAK CITY COUNCIL
REGULAR MEETING
WHITE OAK CITY HALL
AUGUST 9, 2016
5:00 P.M.**

MEMBERS PRESENT : Mayor Kyle Kutch, Barbara Ray, Thomas Cash, Greg Hulett, Kevin Hood

MEMBERS ABSENT : Lance Noll

STAFF PRESENT : Charlie Smith, Sherry Roberts, Jason Maxted, Tracey Fears, Beaux Huey, Terry Roach, Randy Dodson, Matt Grammer

CALL TO ORDER

- A. Invocation
- B. Pledge of Allegiance

Mayor Kutch called the meeting to order at 5:00 p.m. Mayor Kutch led the invocation and the Pledge of Allegiance.

CONSENT AGENDA

- A. Consider and/or approve payment of bills for July 2016
- B. Consider and/or approve City Council minutes from July 12, 2016
- C. Consider and/or approve annual contract with East Texas Council of Governments (ETCOG) for 911 Database Maintenance
- D. Consider and/or approve Ordinance 2016-14 approving a General Fund budget amendment for Fiscal Year 2015/2016.

Mayor Pro-Tem Hulett made the motion to approve, Councilmember Cash seconded. Carried unanimously.

CITIZEN COMMENTS

None.

CONSIDER AND/OR APPROVE authorizing the Mayor to enter into a contract with Amazing Grants, Inc. for grant management services for the City's 2016 Texas Community Development Block Grant contingent upon award of TxCDBG contract.

Councilmember Ray made the motion to approve, seconded by Mayor Pro-Tem Hulett. Carried unanimously.

CONSIDER AND/OR APPROVE authorizing the Mayor to enter into a contract with Hayes Engineering, Inc. for project engineering for the City's 2016 Texas Community Development Block Grant contingent upon award of TxCDBG contract.

Motion to approve made by Councilmember Hood, seconded by Councilmember Cash. Carried unanimously.

CONSIDER AND/OR APPROVE Resolution 2016-09 designating individuals as authorized signators for the City's 2016 TxCDBG grant and execute Authorized Signatories Designation Form.

Motion to approve made by Mayor Pro-Tem Hulett, seconded by Councilmember Ray. Carried unanimously.

CONSIDER AND/OR APPROVE appointing Melinda Smith the Labor Standards Officer for the

2016 Texas Community Development Block Grant.

Motion to approve made by Councilmember Cash, seconded by Councilmember Hood. Carried unanimously.

CONSIDER AND/OR APPROVE Civil Rights and Fair Housing policies, procedures and resolutions for the grant as required by the Texas Department of Agriculture, including: Civil Rights Resolution, Citizen Participation Plan and Complaint Procedures, Section 3 Resolution and Policy, Excessive Force Resolution and Policy, Section 504 Resolution and Grievance Procedures, Fair Housing Resolution and Policy, Fair Housing Month Proclamation and authorization of publication of required notices and fair housing public service announcement.

Councilmember Hood made the motion to approve, seconded by Mayor Pro-Tem Hulett. Carried unanimously.

DISCUSS Limited English Proficiency requirements for 2016 TxCDBG grant. According to most recent Census Data, less than 5% of the population of the City of White Oak speaks English "less than very well." Therefore, no translation or interpretive services are required on behalf of the City to comply with the Limited English Proficiency requirements of the grant.

Melinda Smith from Amazing Grants explained that if the city had a population of more than 5 percent that could not speak English well, then there would be additional requirements. This percentage data is from the U.S. Census Bureau.

CONSIDER AND/OR APPROVE authorizing the Mayor to execute Initial Acquisition Report reporting no acquisition.

Motion to approve made by Councilmember Ray, seconded by Councilmember Cash. Carried unanimously.

CONSIDER AND/OR APPROVE Resolution 2016-08; approving a municipal maintenance agreement with Texas Department of Transportation.

Motion to approve made by Councilmember Cash, seconded by Councilmember Hood. Carried unanimously.

CONSIDER AND/OR APPROVE Ordinance 2016-15 providing for the maintenance of certain state highways and/or portions of state highways in the City of White Oak.

Motion to approve made by Councilmember Hood, seconded by Councilmember Ray. Carried unanimously.

CONSIDER AND/OR APPROVE East Texas Council of Governments (ETCOG) nominations for:

- A. Executive Committee
- B. Officers

Motion to approve the officers as presented made by Mayor Pro-Tem Hulett, seconded by Councilmember Ray. Carried unanimously.

CONSIDER AND/OR APPROVE Interlocal Cooperation Agreement with Clarksville City for building inspection services.

City Coordinator Smith explained that since City Manager Billy Silvertooth retired, Clarksville City has encountered a problem with finding someone to do building inspections. White Oak staff has been performing their inspections. Building Inspector in training, Matt Grammer, commented that he and Building Inspector Billy Morgan have performed 20-30 inspections for Clarksville City over

the last four or five months. Clarksville City would like to mirror White Oak's inspection process. City Coordinator Smith suggested \$5,000 per year and Clarksville will build data as time goes.

Mayor Pro-Tem Hulett inquired why not charge them per inspection according to a fee schedule. City Coordinator Smith explained that each type of inspection is different and a fee could be set for each type of inspection. Mayor Pro-Tem Hulett stated he just wants to make sure that White Oak is not subsidizing Clarksville City. Councilmember Ray suggested staff watch their activity for six months to a year and go from there. Mayor Pro-Tem Hulett explained that Clarksville City's inspections doubled from last year to this year.

Councilmember Hood questioned White Oak's liability. Mayor Pro-Tem Hulett does not believe it needs to be an annual fee; it should be a per permit fee. He continued that White Oak citizens should not bear the burden when Council is going to pass a budget with a tax increase, that their fees need to match ours, and we need to charge them a percentage. Item tabled until more data can be gathered.

DISCUSSION regarding a new interlocal agreement with White Oak ISD for the Community/School Library.

City Coordinator Smith informed the Council that he and Superintendent Gilbert have discussed their budgets and it is understood by both that the normal \$30,000 annual subsidy the city gives the school for library expenses is not feasible this year. Superintendent Gilbert stated the school board pulled all \$45,000 out of the budget and made it unfunded as of October 1, 2016. The \$30,000 covered salaries, district provided the facility, and Gregg County normally provides \$15,000. Gregg County has to reduce their subsidy to \$10,000 and with the proposed subsidies for fiscal year 16/17 from the county and the city, it would not cover the salaries.

Superintendent Gilbert stated that \$30,000 from the city would keep them open and the summer program would stay in place, but the hours of operation may change. Mayor Pro-Tem Hulett and Councilmember Ray both agreed that if the city had to go into its reserves to fund the library, they are fine with it.

City Coordinator Smith asked about a one-year contract and Superintendent Gilbert stated he was good with a one-year contract. Everyone agreed to a contract for one-year at \$30,000.

BUDGET WORKSHOP

There was discussion held regarding the revenues and expenses of the water and sewer fund. There was also discussion held regarding the new animal shelter fees and the city's animal control process.

CONSIDER, DISCUSS, & POSSIBLE ACTION regarding property tax rate for Fiscal Year 2016-2017:

- A. Discuss proposed tax rate for FY 16/17.
It was discussed to choose a rate of \$.58685/100.
- B. Approve proposed tax rate for FY 16/17.
Councilmember Cash made the motion for \$.58685/100, seconded by Mayor Pro-Tem Hulett. Carried unanimously.
- C. Vote to place a proposal to adopt the proposed tax rate on the agenda for a future meeting.
Councilmember Hood made the motion to place a proposal to adopt the proposed tax rate during the September 13, 2016 council meeting, seconded by Councilmember Cash. Carried unanimously.

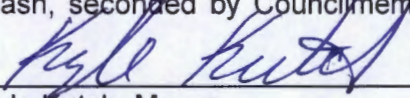
CITY COORDINATOR ITEMS

A. Update on water and wastewater treatment plant construction

City Coordinator Smith informed the Council that the 16" raw water line in Gladewater was hooked up today so hopefully tomorrow there will be water coming into town. There was an inspection at the wastewater treatment plant by TCEQ and everything went well. He also informed the Council that he has to get with the engineer on the wastewater treatment plant expansion project because there were issues with the concrete for the walls.

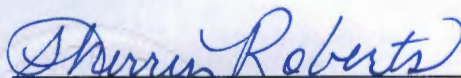
ADJOURNMENT

Motion to adjourn at 6:00 p.m. made by Councilmember Cash, seconded by Councilmember Hood. Carried unanimously.



Kyle Kutch, Mayor

ATTEST:



Sherry Roberts, TRMC
Assistant City Manager/City Secretary