

City Council Minutes

February 12, 2024

6pm

1. Opening Ceremonies:

Mayor Jolly called meeting to order at 6:38pm with the Pledge of Allegiance and Invocation

Those in attendance were City Secretary Nacona Martinez, City Administrator Derek Stephens and Councilmembers S.Braddock, S.Henderson, J. Craig, J. Forsythe, and S. Overstreet (via Zoom)

2. Citizens Presentation:

None

3. Discuss, consider, and take action on Wyatt Pump installing filter system on 8th street well.

Jeff Wyatt- we had submitted an estimate for well 14. It has some organic matter that was in the well that we are trying to get cleared up and TCEQ has come in and gave us a plan to put in a filter system to clear it up and get it put in y'all's water system so you can use it. So, the previous estimate we got we ended up having a filter that we found a little bit cheaper, and we finally got approved. So, this estimate that we handed out is a little different. What this is, is a plan that TCEQ drew up, so his plans have already been approved so all we have to do is follow it and find the parts and valves and the infrastructure around it, everything has to have certain specifications. So, the final estimate we have here is \$31,791.35. This does not include the well house. Derek asked us not to include the well house, so this estimate does not have that. The well house that we quoted is a well house that was approved by TCEQ and it's 7x7, 7 feet tall. B/c the filter you have is so tall we had to modify it to where the building has to be 9ft tall.

Ronny- So, the building has to be 7ft tall?

Jeff- Yes, b/c it has to be a special manufactured building due to your filter being too tall. The delivery on that will be about 7 weeks for that well house to get it built. So basically, it's coming out of the well you have now to your pump station, and it will come back into your filter and go back into your line to feed it back into your storage.

Stephen- How much is the 9ft well house? How much is that going to cost us? Obviously, we are going to have to have that.

Jeff- It's \$8,000

Ronny- Do you know off hand how much the 7ft one is?

Jeff- we have to have the 9ft well house b/c of your filter.

Derek- You have till the 11th to get a clean water sample before that really starts coming down on us. What I would probably do is approve up to \$31,000 and then give us some time to work on this estimate. Matt acted like there might be a couple more suppliers that would help keep our costs down and even having Matt submit the plans to something that we might even be able to build.

Stephen- How much is that going to cost though?

Derek- I don't know. But, \$9,000 for a 9ft house is pretty high Stephen.

Jeff- It is! To be honest, all of it is high. Having done so many of these with TCEQ. Their engineers draw it up and they approve it. We ran into a situation where no matter what different things we found that were more cost effective. We still ended up having to use what they wanted us to use anyway. They are pretty hardnosed on some of their approved stuff.

Derek- But the well house doesn't have to be right now. The biggest thing is us getting the sample right. We can argue and split hairs about the well house but, it could be months from now. All we are trying to do now is try to get the breakdown from sun. So right now, I wouldn't worry about it. I think the filter system itself is what we need to tackle right now.

Joe- I have a question, is this the well we HAVE to have.

Derek- We already spent the money. It would be foolish to not use it. It's brand new well so I'm going to say we don't have an option.

Joe- Well it's nice to have additional wells. But also realize it's not something we HAVE to have although we have put money into it, which I agree with.

Derek- TCEQ isn't going to allow us to tie it into the system and it does not have a filter system on it. It's locked out to where you can't get it in. But that's only going to last so long. So, we are trying to protect everyone from it, but I don't see a way out of it.

Jeff- I will say that we have worked on the well 3 separate occasions and it's just something that needs to be done.

Joe- So we really don't understand what is happening.

Jeff- No, it's getting that matter from somewhere and it's causing the formation and it showing up.

Sam- So, the high priority is that we have till the 11th. What's the consequences of that if we don't get it done by the 11th?

Derek- Fines, Fee's, and a lot of extra stuff more than likely. Additional violations and I don't know how many more we can have before it becomes unfortunate.

Jeff- if y'all approve it, it'll be in the system where they back off of you a little bit. And that will give you time to get the infrastructure in place.

Stephen- How long before it's up and running?

Jeff- 8-10 weeks depending on the supplies.

Sam- Does the 31 thousand include unexpected labor.

Jeff- No, that is just the estimate.

Sam- But Derek we budgeted this right?

Derek- No, I didn't budget for this. We are going to have to pull it from somewhere. It'll probably be out of the salary that we cut, and the professional services is where we will pay for this.

Sam- Rob Peter to pay Paul.

Shiloh- Motions to Approve the Pump with this estimate.

Ronny- \$31,791.35

Stephen- seconded.

(motion passes unanimously)

4. Department Head Reports

Library (Peggy)- 568 patrons came into the library, 45 items were added to the library, 131 color pages were picked up, \$81.35 was made this month in fees, services and donations, \$58,494.00 was received from Lynn County for the Library

Sanitation (Paul)- 3 Rain Days, 4 Wind Days, 7 Bad weather days, 572.55 tons in Type 1 pit there is 4350.56 tons left, Type 4 pit has 535.37 tons and is left with 4957.71, Tire container is 25% full, Tree limbs are piling up but we are keeping it under control, Man hours on equipment: Scraper- 83, Compactor- 42, Loader-93, Dozer- 63, There was some repairs on the scraper hoses and with the second repair to turbo return hose to engine. The scale was set up for yearly re-calibration to TCEQ by Rusty's Weigh on 1-12-24, scale was overdue, Fuel tank is 75% full we topped it off 1-27-24 with Trucker Oil Co. b/c Whitt was out of fuel.

Public Works (Raymond)- 1 water leak (1700 N. 7th), 2 sewer issues, had to read 280 meters, repaired 1 meter wire, we had 24 disconnects, 12 reconnects, 47 work orders, 4 turn off service, 2 dumpster issues, 2 grave markings at the cemetery, recycle bins were emptied and taken to Jarvis and we had to replace 2 dumpsters.

Court (Chambry)- Brought in \$5,621.00 and the city got to keep \$3,459.90 and we gave \$2,161.10 to the State.

Code Enforcement (Dale)- 33 violations, 16 abatements, 16 Public Nuisance, 11 Permits, 9 Inspections, I have been working with the adult probation to help them with community service.

Police Department (Chief Parker)- 6 Crimes against Persons, 32 Crimes against Property, 135 total calls for Service, Citations were 50, 10 arrests.

Animal Control (Johnny)- 22 calls to cell phone, 5 Dispatch calls, 24 stray Dogs, 10 were at large, 3 Police Request, 5 Dead animals, 1 cat, owner returns 2, 11 rescues.

Stephen- Did I hear them right, are you leaving?

Johnny- March 1st as of now.

Stephen- Ok, I couldn't hear really good when that lady was talking so it kind of threw me for a loop.

Johnny- I haven't turned in my notice yet, 2 weeks hadn't been up, so I just typed it up today.

5. Approve and Accept January 15, 2024, Minutes

Stephen- Motion to approve January Minutes

Justin- Seconded

(motion passes unanimously)

6. Discuss Incode, Financials and Auditors update.

Derek- There's not much as in the way of Incode b/c we have had to use Gary. Things are ticking along. I still haven't been able to set up Accounts Receivable. We are still working on that. If you look at your budget. We are coming along pretty good. We paid our insurance this month, so you'll see that go up. So, all that came out so you will see a surplus there. That should be enough to offset employee insurance. You want to be at 32% and everyone is right about that. Sanitation is 25% on budget. Revenue is up and expenses are down. Auditor is mostly done with 21' and 22' she has one more day to come back and be done and then she will start on 23'.

Stephen- Did we ever figure out in Incode with all the Time Clock stuff.

Derek- Yea, Nacona do you want to touch base on that.

Nacona- Stephen, what about it?

Stephen- So we are fixing to talk about it but Incode already has it in the system, but we are paying another source for it. So, I wanted to make sure they were the same.

Derek- The next item is about the contract.

Nacona- It's working. Everything is going well. They work together.

7. Discuss, consider, and take action on new contract with Timeclock Plus

Nacona- So the contract is basically them trying to get us to sign it early so they can waive a bunch of stuff.

Derek- there is a lot of fine print there and that's why I wanted them to come and present to us why we needed to sign the contract so early. And they aren't here.

Nacona- They told us that they would send a rep out here and then I never heard from them again.

Derek- And we have reached out numerous times. There is a language barrier.

Stephen- Between Incode and Timeclock Plus?

Derek- No, between the humans.

Stephen- Oh, so that's what I'm saying if Incode already does this, that's why I asked Gary about this before we bought this then I didn't understand why we did this is it already could do it. So, is it warranted?

Nacona- So I mean it helps make my job easier to where I don't have to manually input everyone's time anymore, I just have to pull the report and plug it into Incode and then all I have to do is put in their leave.

Stephen- And that is in Incode right?

Nacona- Right!

Sam- It leaves less room for human error.

Shiloh- At the same time, the employees have access on their phones and iPad where they don't have to turn in time sheets where that can get lost or fudged in any way. So, it's a digital clocking system and its biometric. So, there is no mistaking it. And at the same time, it helps Nacona.

Stephen- And that can't be done in Incode?

Nacona- It does not have the clock-in capabilities.

Shiloh- It doesn't have employee access.

Derek- You don't want them to have access to that.

Shiloh- That's what I'm saying. It doesn't have that where they can open their app and see how many sick hours they have.

Derek- It's on their paystubs.

Shiloh- Well yea, they get that too. They can see how much their check is going to be b/c they can see how many hours they have.

Nacona- Right!

Stephen- So, basically there is no language barrier on this deal, and we are going to spend \$2,035.20 again.

Derek- That would be in June.

Stephen- So, we are going to spend \$2000 to let somebody clock in and clock out. We are still providing them with a report as to where they are with sick and vacation time so we are spending \$2,000 just for them to clock in and clock out.

Shiloh- Technically

Nacona- Technically

Shiloh- And then integrate it for Nacona's job and take that information and put it in Incode instead of having to add up paper sheets that each department turns in every week and enter that into the system every payroll. So, it's definitely a time saver.

Stephen- So, it knows when they don't clock in, they are on vacation.

Nacona- We will know that they aren't there and then their department head will give me their leave. Or it will show us that they clock in late that day at 8:40 and what not.

Derek- I'm a no on it just to be honest. It does us some good things I'm not saying it doesn't do some neat things I'm just saying for the cost we can do without it. I can see why it's important though. So, when the contract is up, we need to have a healthy discussion about it.

Jeff- I have two that have issues with it. Captain's barely works he's always having to get with Nacona.

Shiloh- Are you having any problems with that Nacona?

Nacona- No, it's really only from Captain but I've never heard anything from Johnny, and I've never had to help him at all.

Derek- The application is good, and I just can't see us doing it.

Nacona- The application is great but spending \$2000 on it. It helps don't get me wrong.

Shiloh- How much time do you think this is going to add to your payroll section?

Derek- And that is something that we can dig into later. The biggest thing I want to get into is they were trying to get us to sign a contract early and there is a language barrier. I wanted to put them in front of God and everybody and have them explain it b/c the email correspondence and everything else. I just don't want us to get signed up and we look up and y'all signed us up for a 6-year contract that you know, something along those lines that we get caught up in the fine print and why they are asking midway through.

Joe- motion to table for further discussion later

Sam- seconded.

(motion passes unanimously)

8. Discuss, consider, and take action on Approve on Contracting Jill Stone to Update City of Tahoka's Policy and Procedure Manual

Derek- So I forwarded y'all the email with that the bid was and it was \$1,000 one time for her to re-write our Policy and Procedure Manual and that's within my spending limit. The big thing going forward is it's in our Professional Services and we have cut back a lot of our office supplies. The big thing is that to get the price out their number 1 and number 2 you will still have to approve the Procedure's Manual whenever she does have them rewritten. And so, it doesn't look like we just put it on there and then it just went away.

Joe- So I have a copy of it here and there are a couple of changes we are going to make. What are we doing?

Sam- There are two different ones that we aren't even sure which one we are supposed to be operating out of.

Derek- So the big this is like COVID, with those and from where those came from COVID didn't exist. Timeclock Plus didn't exist. I mean we are talking about dual purposes for different people. That way an employee can't come in and say that isn't in my job description. There is just a tunnel down effect that someone that is actually their job and that's what they do that way if we were to enforce something on someone or try and dismiss someone, we are not liable for where our procedure manual lets us down.

Stephen- I looked at it and I think it's good but my question is just to protect Jill is we definitely have to make sure it is vetted by Cal first. B/c Cal has to look at it from a legal standpoint to protect Jill.

Joe- We are putting Jill to this but is she qualified?

Derek- Yes, this is what she does for the hospital.

Joe- Do you have to be qualified to do this.

Derek- I would think so.

Sam- Absolutely.

Joe- There isn't someone that would volunteer to do this.

Sam- There are legal implications when it comes to Policy and Procedure. If you don't have those correct to a T there is a huge liability that comes with that. Ideally you want someone that does that.

Derek- I don't think someone would be volunteering for something like that b/c that would put them at risk.

Joe- I mean whoever does this would have to sign it. And certify that it is correct and legal.

Derek- She wrote Cal's.

Nacona- She wrote Cal's, and she also did the Hospitals, so she knows what she is doing.

Joe- So Cal is going to look it over?

Nacona- Yes

Sam- Yes

Derek- Are y'all good with that?

Sam- Yes, I would like to motion that we approve Jill Stone's contract of \$1000 to write the Policy and Procedures

Stephen- seconded.

(motion passes unanimously)

9. Discuss TCEQ update.

Derek- So the generator that we do have we can't use it. That one is supposed to stay stagnant. I am still researching other generators. Do y'all have any questions on that?

Sam- Not yet

Ronny- Anyone got anything else?

Derek- Ok, sorry I spaced a little bit. The EPP is 2 years overdue and that's the generator so that's one of the reasons. We can only string it along for so long. I meant to mention that.

Sam- So the EPP and the Nitrification Action plan, right? When is the NA?

Derek- The Nitrification Plan. It was due 8 years ago. In 2016, that is a violation that has been outstanding. So, that's what I'm getting at TCEQ. I can only keep them at bay for so long. All I can tell them is "Hey, we are working on it." So, these things that we can go ahead and get done. It buys us grace. You heard Jeff Wyatt use those terms.

10. Discuss, consider, and take action on Wastewater Treatment Permit renewal.

Derek- you have to renew this one every 4 years and that is one thing that is required by TCEQ. Matt Hopper did it for us 4 years ago and he charged us \$7600, and this one is \$7900. So, I'll need a motion to approve that one.

Shiloh- ill make that motion.

Justin- seconded.
(motion passes unanimously)

11. Discuss, Consider, and take action on Utility/ Water bill increase.

Shiloh- I move a motion that we approve it.

Joe- Seconded
(motion passes unanimously)

12. Executive Session

Ronny- Ill entertain a motion to adjourn to executive session.

Shiloh- ill move it

Justin- seconded.

Ronny- we will adjourn regular session at 7:27pm
(motion passes unanimously)

Ronny- At this time I will entertain a motion to enter back into regular session from executive session at 8:11pm

Shiloh- ill move it

Stephen- seconded.
(motion passes unanimously)

13. Future agenda Items

Shiloh- I don't have anything.


Ronny- anyone have anything they want to say if not ill entertain a motion from Justin to Adjourn

14. Adjourn

Justin- ill make the motion to adjourn at 8:11pm

Shiloh- Seconded
(motion passes unanimously)

These meeting minutes were **PASSED** and **APPROVED** on the 4 day of march 2024



Nacona Martinez, City Secretary



Ronny Jolly, Mayor