

**CITY COUNCIL - REGULAR MEETING**

**City of El Campo**

**315 EAST JACKSON STREET, EL CAMPO, TX 77437  
City Hall - Council Chambers 6:30 PM - November 13, 2017**

**Meeting Minutes**

**1. CALL TO ORDER**

**2. ROLL CALL**

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
Randy Collins	Mayor	Present	
Richard Young	Mayor Pro-Tem	Absent	
Anisa Longoria Vasquez	Council Member	Absent	
Jeff Allgayer	Council Member	Present	
Gloria Harris	Council Member	Present	
Tommy Hitzfeld	Council Member	Present	
John Hancock	Council Member	Present	

City Staff Present: City Manager Mindi Snyder, City Secretary Lori Hollingsworth, Chief of Police Terry Stanphill, Planning Director Penny Hornsby, Aquatic Center Manager Stephen Nadolski, Utilities Director Jerry Lewis, Assistant Finance Director Brittini Staff, Personnel Director Rene Garcia, Deputy City Manager Courtney Sladek, EMS Director Chase Nielsen, Building Official Liz Staff and City Attorney Ronny Collins.

CDC of El Campo: Executive Director City Development Corporation Carolyn Gibson.

Media Present: News Editor Shannon Crabtree, El Campo Leader-News

Guests Present: Steve Ward, Judy Langford and Tim Sanders.

**3. PLEDGE OF ALLEGIANCE AND INVOCATION**

Mayor Collins led the pledge of Allegiance, followed with the Invocation performed by EMS Director Chase Nielsen.

**4. PUBLIC COMMENTS**

At this time, any person with city-related business, not scheduled on the agenda, may speak to the City Council. In compliance with the Texas Open Meetings Act, the City Council is limited to making a statement of specific factual information in response to the inquiry, or reciting existing policy, but may not discuss, deliberate, or take any action on any item. Each speaker will be limited to 3 minutes. The issue may be placed on a future agenda for consideration.

Deputy City Manager Courtney Sladek took to the podium and introduced the new Assistant Finance Director Brittini Staff. Deputy City Manager Sladek stated that Ms. Staff joined the city just over two weeks ago and that Ms. Staff has both a Masters and Bachelor’s degree in accounting.

**5. CONSIDERATION OF AND ACTION ON MINUTES**

1. City Council & El Campo Independent School District Board of Trustees - Special Called Joint Meeting - Oct 9, 2017 5:15 PM

Council Member Harris made the MOTION to accept as received meeting Minutes from the joint City Council and El Campo Independent School District Board of Trustees on October 9, 2017, and Council Member Allgayer Seconded.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Gloria Harris, Council Member
<b>SECONDER:</b>	Jeff Allgayer, Council Member
<b>AYES:</b>	Collins, Allgayer, Harris, Hitzfeld, Hancock
<b>ABSENT:</b>	Young, Vasquez

2. City Council - Regular Meeting - Oct 23, 2017 6:30 PM

Council Member Hitzfeld made the MOTION to approve as presented the City Council Regular Meeting minutes from October 23, 2017, and Council Member Harris Seconded.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tommy Hitzfeld, Council Member
<b>SECONDER:</b>	Gloria Harris, Council Member
<b>AYES:</b>	Collins, Allgayer, Harris, Hitzfeld, Hancock
<b>ABSENT:</b>	Young, Vasquez

3. City Council - Special Called Meeting - Oct 30, 2017 4:30 PM

Council Member Hitzfeld made the motion to approve as presented the City Council Special Called Meeting minutes from October 30, 2017, and Council Member Hancock Seconded.

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Tommy Hitzfeld, Council Member
<b>SECONDER:</b>	John Hancock, Council Member
<b>AYES:</b>	Collins, Allgayer, Harris, Hitzfeld, Hancock
<b>ABSENT:</b>	Young, Vasquez

6. PUBLIC HEARING

1. Public Hearing - Texas General Land Office 2015 CDBG - DR Grant Funding Application

This Public Hearing is being held regarding the submission of an application to the Texas General Land Office for 2015 Community Development Block Grant Disaster Recovery (CDBG DR) funding. The Public Hearing Notice is attached and was published in the El Campo Leader-News on Wednesday November 8, 2017.

Mayor Collins opened the Public Hearing at 6:35 PM. No comments or discussion heard. Mayor Collins closed the Public Hearing at 6:36 PM.

7. CONSIDERATION OF AND ACTION ON

1. Community-Wide Thanksgiving Dinner Announcement

Precinct 4 Constable Shawn Ferguson asked that this item be included on the agenda as a reminder to City Council of this upcoming event.

City Manager Mindi Snyder reminded everyone of the Community-Wide Thanksgiving Dinner is on Thursday November 23, 2017, from 11:30 AM - 1:00 PM at the El Campo Civic Center.

<b>RESULT:</b>	<b>NO ACTION REQUIRED</b>
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2. DOC-2017-83 Appointment of Mechanical Board Member

A vacancy has been created recently on the Mechanical Board.

Simon Medina of 204 Becky El Campo, Texas, has volunteered to serve on the Board, if so appointed by Council.

**MECHANICAL BOARD 1986**

2yr Term

Name	Year Appointed	Term
David Cannell	2014	6/16-6/18
James Pierce	2016	6/16-6/18
Anthony Ott	2006	6/16-6/18
Kevin Green	1992	6/16-6/18
Vacancy	2017	10/17-6/19
City Staff: Building Official - Liz Staff/Penny Hornsby		

Council Member Harris made the MOTION to appoint Simon Medina of 204 Becky El Campo, Texas, to serve on the Mechanical Board and Council Member Hitzfeld Seconded.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gloria Harris, Council Member
<b>SECONDER:</b>	Tommy Hitzfeld, Council Member
<b>AYES:</b>	Collins, Allgayer, Harris, Hitzfeld, Hancock
<b>ABSENT:</b>	Young, Vasquez

- 3. DOC-2017-84 Resolution No. 2017-17 Authorizing Submittal of Application to Texas General Land Office

On Monday October 23, 2017, Council awarded the preparation and administration of GLO CDBG - DR 2015 to Langford Management Services. Earlier tonight we held a public hearing on this matter. We have attached the Resolution No.2017-17, authorizing the filing of the grant application with the Texas General Land Office for funding consideration under the 2015 Community Development Block Grant Disaster Recovery (CDBG-DR) and Revitalization Grant Program.

**CITY OF EL CAMPO**

**RESOLUTION NO. R2017-17**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CAMPO, TEXAS, AUTHORIZING THE SUBMISSION OF A COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY (CDBG-DR) & REVITALIZATION 2015 NON-HOUSING PROJECT APPLICATION TO THE TEXAS GENERAL LAND OFFICE; 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 COMMUNITY DEVELOPMENT BLOCK GRANT - DISASTER RECOVERY (CDBG-DR) & REVITALIZATION PROGRAM.**

Tim Sanders with BEFCO Engineering provided a brief overview of the scope of work to be performed. Council Member Harris sought clarification regarding the applying for the grant and fees for engineering services. City Manager Mindi Snyder clarified that at the October 23, 2017, meeting BEFCO Engineering and Langford Community Management Services were awarded contracts to facilitate the grant application process.

Their fees are solely based upon grant funding.

Council Member Hancock made the MOTION to approve as presented Resolution No. 2017-17 Authorizing Submittal of Application to the Texas General Land Office and Council Member Allgayer Seconded.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	John Hancock, Council Member
<b>SECONDER:</b>	Jeff Allgayer, Council Member
<b>AYES:</b>	Collins, Allgayer, Harris, Hitzfeld, Hancock
<b>ABSENT:</b>	Young, Vasquez

4. Ordinance 2017-15 Chapter 10 Adoption of International Building Code 2015 Edition

Attached for council consideration is the ordinance amending Chapter 10 Buildings and Building Regulation with the adoption of the 2015 International Building Codes. The City Building Official, City Inspectors and City Attorney have reviewed the ordinance. Associated Boards and Commissions have approved the adoption of the 2015 Codes. Staff recommends approval.

ORDINANCE NO.2017 -15

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CAMPO, TEXAS AMENDING, UPDATING AND REPLACING CHAPTER 10, "BUILDINGS AND BUILDING REGULATION" OF THE CODE OF ORDINANCES OF THE CITY OF EL CAMPO, TEXAS; PROVIDING FOR THE ADOPTION OF THE 2015 EDITION OF THE INTERNATIONAL BUILDING CODE WITH AMENDMENTS AS CONTAINED HEREIN; PROVIDING FOR THE REPEAL, MODIFICATION OR REPLACEMENT SECTIONS AND SUBSECTIONS OF THE EXISTING DIVISION 3 "FUEL GAS CODE", DIVISION 4 "ELECTRICAL CODE", DIVISION 5 "PLUMBING CODE", DIVISION 6 "MECHANICAL CODE", DIVISION 7 "PROPERTY MAINTENANCE CODE", DIVISION 8 "ENERGY CONSERVATION CODE", AND DIVISION 9 "RESIDENTIAL CODE", PROVIDING FOR A PENALTY IN AN AMOUNT NOT MORE THAN \$500.00 FOR EACH VIOLATION CONSTITUTING A MISDEMEANOR; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Council Member Harris made the MOTION to table action on Ordinance No. 2017-15 until the next meeting scheduled for November 27, 2017, and Council Member Hitzfeld Seconded.

<b>RESULT:</b>	<b>TABLED [UNANIMOUS]</b>	<b>Next: 12/11/2017 6:30 PM</b>
<b>MOVER:</b>	Gloria Harris, Council Member	
<b>SECONDER:</b>	Tommy Hitzfeld, Council Member	
<b>AYES:</b>	Collins, Allgayer, Harris, Hitzfeld, Hancock	
<b>ABSENT:</b>	Young, Vasquez	

5. Ordinance 2017-19 Chapter 18 Fire Prevention and Protection

Attached for council consideration is the ordinance amending Chapter 18 Fire Prevention and Protection with the adoption of the 2015 International Fire Codes. A proposed fee schedule for new operational and construction permits is attached for council consideration. The Planning Department, Fire Inspector and City Attorney have reviewed the ordinance. Associated Boards and Commissions have approved the adoption of the 2015 Codes. Staff recommends approval.

CITY OF EL CAMPO

ORDINANCE NO.2017 -19

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CAMPO, TEXAS REPEALING IN ITS ENTIRITY CHAPTER 18, "FIRE PREVENTION AND PROTECTION" OF THE CODE OF ORDINANCES OF THE CITY OF EL CAMPO, TEXAS; PROVIDING FOR THE ADOPTION OF THE 2015 EDITION OF THE INTERNATIONAL FIRE CODE WITH AMENDMENTS AS CONTAINED HEREIN; PROVIDING FOR PERMIT APPLICATION FEES, PROVIDING FOR A PENALTY IN AN AMOUNT NOT MORE THAN \$2000.00 FOR EACH VIOLATION; PROVIDING A SAVINGS CLAUSE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

City Attorney Ronny Collins stated that there have been a few administrative changes made prior to the meeting that included correcting the fire code violation to \$2000.00 as per a prior action by City Council. Also added was a definitive date for the effective date opposed to six months from passage.

Council Member Hitzfeld made the MOTION to pass Ordinance No. 2017-19 Chapter 18 Fire Prevention and Protection as presented and Council Member Hancock Seconded.

<b>RESULT:</b>	<b>APPROVED [4 TO 1]</b>
<b>MOVER:</b>	Tommy Hitzfeld, Council Member
<b>SECONDER:</b>	John Hancock, Council Member
<b>AYES:</b>	Collins, Allgayer, Hitzfeld, Hancock
<b>NAYS:</b>	Harris
<b>ABSENT:</b>	Young, Vasquez

6. DOC-2017-85 Financing for Tractor/Shredder and Dump Truck

Included in the FY18 Adopted Budget were funds for the purchases of a tractor/shredder and a dump truck via five year financing. Attached are the financing proposals, as well as staff's recommendation.

Bank	Interest Rate	Term
Prosperity Bank	2.99% fixed	5 years
Commercial State Bank	2.99% fixed	5 years
First State Bank of Louise	3.00% fixed	5 years

Staff recommends financing through Prosperity Bank, with 2.99% fixed interest.

Council Member Hitzfeld made the MOTION to approve the financing for a tractor / shredder and dump truck with Prosperity Bank for five years with a fixed interest rate of 2.99% and Council Member Allgayer Seconded.

Council Member Harris wanted clarification as to the selection process since both Prosperity Bank and Commercial State Bank were both for five years with a fixed interest rate of 2.99%.

City Manager Snyder stated that Prosperity Bank is the depository bank for the City of El Campo and who we bank with on a regular basis. This makes it easier from an administrative standpoint in processing the payments on our end.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Tommy Hitzfeld, Council Member
<b>SECONDER:</b>	Jeff Allgayer, Council Member
<b>AYES:</b>	Collins, Allgayer, Harris, Hitzfeld, Hancock
<b>ABSENT:</b>	Young, Vasquez

7. DOC-2017-86 Investment Policy

Please find attached the Investment Policy. There are no proposed amendments to this policy.

The Public Funds Investment Act requires annual adoption of the policy.

Council Member Harris made the MOTION to adopt the Investment Policy for the City of El Campo as presented and Council Member Hitzfeld Seconded.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Gloria Harris, Council Member
<b>SECONDER:</b>	Tommy Hitzfeld, Council Member
<b>AYES:</b>	Collins, Allgayer, Harris, Hitzfeld, Hancock
<b>ABSENT:</b>	Young, Vasquez

#### 8. DOC-2017-87 Fourth Quarter Investment Report

Please find attached the year end investment report for FY17.

Council Member Hitzfeld made the MOTION to approve as presented the Fourth Quarter Investment Policy and Council Member Harris Seconded.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	Tommy Hitzfeld, Council Member
<b>SECONDER:</b>	Gloria Harris, Council Member
<b>AYES:</b>	Collins, Allgayer, Harris, Hitzfeld, Hancock
<b>ABSENT:</b>	Young, Vasquez

#### 9. DOC-2017-88 Stewardship Enhancement Policy

In an effort to prevent, deter and detect fraud, staff is recommending adoption of the attached Stewardship Enhancement Policy and Code of Ethics. The attached document identifies measures for protection in the context of three fundamental elements:

1. Create and maintain a culture of honesty and high ethics
2. Evaluate the risks of fraud and implement the processes, procedures and controls needed to mitigate the risks and reduce the opportunities for fraud
3. Develop an appropriate oversight process

Also attached are staff's proposed Code of Ethics, in accordance with the proposed Stewardship Enhancement Policy.

Council Member Hancock made the MOTION to accept the Stewardship Enhancement Policy as presented and Council Member Allgayer Seconded.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVER:</b>	John Hancock, Council Member
<b>SECONDER:</b>	Jeff Allgayer, Council Member
<b>AYES:</b>	Collins, Allgayer, Harris, Hitzfeld, Hancock
<b>ABSENT:</b>	Young, Vasquez

#### 8. ADJOURN

There being no further business to discuss, Mayor Collins called the meeting adjourned at 6:58 P.M.

Attest:

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Lori Hollingsworth, City Secretary

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Randy Collins, Mayor