

**CITY OF IVANHOE**  
**REGULAR MEETING**  
**MINUTES**

January 21<sup>st</sup>, 2021  
6:30 PM

Meeting was called to order by Mayor Bennett at 6:30 PM and quorum established with all members except Councilman Warren present (Councilman Blackstone via phone due to health issue). City Attorney Brad Elrod and Deputy Marshal Michael King were present. The meeting was livestreamed via the city Facebook page with 11 individuals tuned in. Mr. Brad Elrod provided the invocation and the Mayor led the Pledge of Allegiance. Mayor Bennett explained the meeting was delayed one week due to coronavirus and other health issues of Council members and their recovery. She pointed out the new microphones and mixing system that will provide better audio quality for the Facebook audience as well as in the Civic Hall. The rising numbers of individuals who have contracted the coronavirus and re-implementation of restrictions on the number of people allowed in public spaces has caused the facility committee to limit the number of people able to gather in the Civic Hall.

Mayor Bennett asked if there were any comments or questions from the Facebook audience. There being none she moved to the agenda items.

**Agenda Item #1 – Consent agenda**

Mayor Bennett asked if any item on the consent agenda needed to be removed. City Secretary C. D. Woodrome asked the items labeled minutes of Special meeting November 8<sup>th</sup>, and Regular meeting November 10<sup>th</sup> be removed as incorrect dates of minutes. The corrected dates of minutes will be presented at the meeting in February. With no other changes or objections to the remaining items the Mayor then declared the consent agenda adopted including the minutes of the Special meeting on August 14<sup>th</sup>, 2020 and the Dam Inspection reports for December 2020.

**Agenda Item #1 – Mayor Pro-tempore appointment**

Mayor Bennett nominated current Mayor Pro-tem Tommy Morris to continue as Mayor Pro-tempore for FY-2021. No other nominations were presented. Councilman Morris agreed to continue in the position and Council unanimously approved the appointment.

**Agenda Item #3 – Mayors report**

Mayor Bennett updated Council on several items:

- The Ivanhoe Property Owners Association has joined with Affinity Hospice to accept donations of non-perishable food items and money to go to the Alabama Coushatta tribe. Our neighbors have been especially hard hit by the coronavirus pandemic.

- Three Community Development Block Grant program Public Hearings are scheduled for Tuesday January 26<sup>th</sup> beginning at 5:15 PM with the close out hearing on the Durwood rehabilitation project, 5:30 PM for the close out hearing on the fire truck grant and at 6 PM the Hearing to initiate the 2021/22 CDBG grant application process.
- The Mayor asked Council to consider changing the regular meeting to the third Thursday from the second Thursday. She explained that postponing this month's regular Council meeting has revealed that it eases the pressure to get the monthly financial documents reviewed by the accountant and finalized for the Council meeting. Especially when the meeting occurs earlier than the 10<sup>th</sup> of the month. Also, the ad-valorem payment and the sales tax deposit usually do not arrive until after the 10<sup>th</sup> of the month.

#### **Agenda item #4 – Supervisor of Dams report**

Supervisor of Dams Mr. Rusty Harrison was not in attendance but had provided his monthly dams report for inclusion in the consent agenda. The report was for information only, no Council action was required.

#### **Agenda item #4 – Public Works report**

Public Works Coordinator Mr. David Marshall was not in attendance for a report.

#### **Agenda item #5 – Municipal Court report**

Judge Rader had submitted her monthly operations report for inclusion in the Council packet. She briefly noted that during December the court had received \$75 in payments from citations. The Texas Supreme Court has provided an update on in person jury trials and other court operations. The report was for information only, no Council action was required.

#### **Agenda item #6 – City Marshal report**

Deputy Marshal Michael King thanked the Council for approving the WarrantSynch software which will allow warrants issued by the court and other communications from the Judge to be transmitted to law enforcement immediately. There were 60 calls responded to in November with 10 of those being by referred by the Sheriff's office. 17 citations were written, and 6 warrants served. Canine Ya-Ya is now in service on duty assisting Marshal Riley. The report was for information only, no Council action was required.

#### **Agenda item #7– Code Enforcement report**

Malissie Taylor reported the total number of code enforcement cases from 1/2/20 to 1/21/20 is 206, with 68 of those closed. For the January report: There are 6 stop work orders placed on properties. 4 citations have been issued for ordinance violation, 80 junk vehicle cases being worked, with one junk vehicle being removed by court order. There is 1 abandoned structure declared a nuisance by City Council, 9 septic cases being worked, with 2 of those under investigation by the city's Designated Representative. 5 code violation cases ready for mail-out, 6 letters that have been returned needing updated addresses and 29 cases in paperwork investigative status. The report was for information only, no Council action was required.

#### **Agenda item #9 – Appointments to Planning & Zoning Commission**

Mayor Bennett informed Council the terms for P & Z members Valerie Weber and Jeff Heck are expiring in February. She has verified they are willing to continue serving on the P & Z. Councilman Morris motioned to reappoint Ms. Weber & Mr. Heck for an additional three year term. Councilman Blackstone provided the second and the motion passed unanimously.

#### **Agenda item #10 – Annual review of various Appointments**

With Councilman Craven's approval, Mayor Bennett appointed him to replace former Councilman Vonderlin as liaison to the Planning & Zoning Commission. Ms. Angela Caraway has been appointed as the TX Commission on Environmental Quality Designated Representative for the city. Councilman Blackstone and Mayor Bennett have joined Councilman Herrington on the Economic Advisory Board after Mr. Jim O'Neal and Mr. Chris Lindsey moved from Ivanhoe. The other existing appointments to the various boards, workgroups and positions continue.

#### **Agenda item #11 – Flood Plain Development Permit Policy**

City Secretary C. D. Woodrome informed Council that a Flood Plain Development Policy has been developed for any construction that might be submitted for approval in the city's flood plain areas. The policy is modeled on the policy of a neighboring city. A need for the policy exists due to the planned replacement of the culvert on Ivanhoe Dr. below Ivanhoe Dam. Councilman Herrington made the motion to approve the Flood Plain Development Policy. Councilman Blackstone provided the second and the motion passed unanimously.

#### **Agenda item #12 – Financial report for November 2020**

City treasurer C. D. Woodrome informed Council that the accountant had reviewed the November financial documents and they were ready for Council approval after being postponed from the December Council meeting. Councilman Herrington motioned to approve the November 2020 financial report. Councilman Craven provided the second and the motion passed unanimously.

### **Agenda item #13 – Financial report for December 2020**

City Treasurer C. D Woodrome had provided the banking documents for December 2020 in the Council packet. He provided additional information on the financials:

- The accountant that has been reviewing the monthly financials to make sure everything is in order notified the city in mid-December that she was retiring at the end of December. There was a mad scramble to find another accounting firm to provide oversight of the monthly financial reports. A total of 3 firms were contacted before finding an accountant willing to take on the city financial review. Andrew Business Solutions in Lumberton utilizes Quickbooks On-line and it appears that the firm's charges are in line with what the city has been paying. The city will work with Shirley Andrew for a few months to see how the service handles the city financial requirements before deciding if another financial software program will better serve the city.
- The city has seen a 57.43% increase over the sales tax payment received in December 2019. The December sales tax payment of \$6,414.63 payment brings the total for 2021 to \$24,879. The pandemic has not adversely impacted the city's sales tax income unlike many cities in the US. Based on historical figures multiplying the almost \$25,000 income for the first 4 months of the fiscal year by three will give an estimate of what to expect for yearly income (barring any unforeseen issues).
- The ad-valorem payment for November just arrived; \$104,894 will go to the general fund and \$28,446 to Interesting & Sinking. The payment brings the collection rate to 25.94%. Next month we expect the major portion of our ad-valorem income to arrive.
- In conjunction with the major income that occurs from the ad-valorem payments, the city depository is required to have sufficient pledged assets to cover any deposited funds over the \$250,000 FDIC insured amount. Currently the bank has an excess of \$387,674 in pledged assets. That will be watched closely when the ad-valorem deposit is made in February.
- The EPA sent notice of approval of the used rail car for the TX Water Development Board culvert replacement project on Ivanhoe Dr. below Ivanhoe Dam. Hopefully the project will move to seeking construction bids within the next month. TWDB funds have been in escrow for the past 8 months, so the city is ready to move forward with the work.

Following the report by Mr. Woodrome, Councilman Craven submitted the motion to approve the December financials. Councilman Blackstone voiced the second and the motion passed unanimously.

### **Agenda item #14 –Sick Leave Policy**

City Secretary C. D. Woodrome informed Council that a sick leave policy is need in the Employee Handbook. The concern came to light with the Covid-19 pandemic, and some employees had to quarantine, and another employee was out for a week recovering from surgery. Councilman Herrington recommended that a

recommendation be put together with general framework that the Council can review at a future meeting. The policy would need to be reviewed by the city attorney. Additional discussion occurred regarding the policy being retroactive and getting Councilman Warren to develop the policy in time for the February Council meeting. No formal action was taken on the agenda item.

**Agenda item #15 – Executive session**

Not required.

**Agenda item #16 – Communications from the audience-other items**

None

**Agenda item #17 – Council comments**

Deputy Marshal asked Council about the possibility of having edge striping applied on the streets across the various dams. He has received requests due to the difficulty of seeing the pavement edge after dark or when it is foggy. He discussed the concern with the Public Works Supervisor and the striping is something the department can do. There being no other Council comments the Mayor asked for motion to adjourn.

**Agenda Item #18 – Adjourn**

Councilman Herrington made the motion to adjourn with a second by Councilman Craven, and the meeting was concluded at 7:12 PM.

Respectfully submitted,

C. D. Woodrome, City Secretary