

**CITY OF IVANHOE  
REGULAR MONTHLY MEETING MINUTES  
JANUARY 20, 2022  
6:00 PM**

Meeting was called to order by Mayor Bennett at 6:10 pm. Quorum was established with all Council members present except Councilman Warren. City Attorney Brad Elrod was present. There were 7 individuals present in the audience. Chuck Vonderlin provided the invocation and Mayor Bennett led the Pledge of Allegiance. Council meetings are usually live streamed on YouTube; however, due to technical difficulty, a recording of the meeting will be posted on the city's website. The mayor asked if any questions or comments from the audience. There being none, she then proceeded to the agenda.

**Consent Agenda Items**

Mayor Bennett asked if there were any items on the consent agenda that needed to be removed. City Secretary C.D. Woodrome asked that Minutes of Regular Meeting of December 16, 2021 be removed, they have not been finalized for approval. The Minutes of the Public Hearing of December 16, 2021, the Minutes of the Special Meeting of January 4, 2022, including addendum, and the Dam Inspections Reports of December 2021 were then adopted as presented.

**Agenda Item #1 – Mayor’s Report**

- The mayor and C.D. Woodrome attended a TX General Land Office workshop on river basin flood studies that are being conducted by region.
- The grant application for the \$5 million Community Resiliency Program was submitted Tuesday Jan. 18<sup>th</sup>, the application deadline was Wednesday.
- The SHECO Roundup Program benefits 501(3)c community programs. The mayor is requesting a grant for the Lakeside Theater group.

The agenda item was for information only, no action was taken

**Agenda Item #2 - Supervisor of Dam Report by Rusty Harrison**

- The mayor recognized Rusty Harrison, along with C.D. Woodrome and Will and Sarah Warren, for opening the dam valves and cleaning grates during the recent heavy rains.
- Cracking has developed in caulking on upside of Galahad dam near Helipad Park.
- Charmaine Dam – Chance Construction anticipates re-caulking the expansion joints by the end of the month. Cost is \$1,700. Mayor Bennett inquired if Chance Construction would be able to re-caulk the cracking on Galahad Dam at the same time and Rusty stated affirmative.
- Tristan Dam – T & T Tree Service is continuing to remove trees and brush from the base on the downside of the dam. He is having to clean grates at the overflow almost daily due to water weed buildup. Councilman Craven asked if safety cones (more cones) can be placed around vehicles where the contractor is working. The mayor stated that a couple of residents asked if the company can stop working at dark due to safety concerns. The company is from Nacogdoches and travel time may be an issue.

The agenda item was for information only, no action was taken.

**Agenda Item #3 – Municipal Court Activity Report**

Judge Rader had submitted her written report in the Council packet. Mayor Bennett reviewed the summary of court activity:

Municipal Court Report for December 2021:

Total Fines & Court Costs Collected:	\$401.00
Total Fines Retained by the City:	\$170.93
Total Court Costs Sent to State:	\$230.07
2022 Fiscal YTD:	\$3,559.00
2021 Fiscal YTD:	\$1,237.00

The agenda item was for information only, no action was taken

**Agenda Item #4 – City Marshal Activity Report**

Marshal Terry Riley had submitted his written report in the Council packet:

Total of Activity Calls to Marshal's Office	(over) 100
Total Calls Received from Tyler County Sheriff's Office	19

Reports to DA's Office and Year End Reports are complete.

The agenda item was for information only, no action was taken

**Agenda Item #5 – City Marshal Policy Addition Regarding Use of Unmanned Aerial Devices (Drones)**

Marshal Riley informed Council that the state requires a Marshal's Department to have an approved policy in place before using an unmanned aerial device in law enforcement. The device can only be operated by a law enforcement officer with a license to operate the unmanned aerial device. Councilman Blackstone made the motion to approve for the record that the City of Ivanhoe is not currently using unmanned aerial devices. Councilman Morris seconded the motion and the motion passed unanimously.

**Agenda Item #6 – Public Works Report by David Marshall**

David Marshall is ill and no report is available.

**Agenda Item #7 – Code Enforcement Activity Report**

No official report at this time. Approximately 20 cases have been closed that include junk vehicles, recreational vehicles and dilapidated manufactured homes.

**Agenda Item #8 – Discuss/Action Planning & Zoning Commission Recommendations**

P&Z Commission did not meet in December.

**Agenda Item #9 – Discuss/Action on Commercial Sign Installation Request by Sarah Davis**

Ms. Davis was not present to submit her request. Mayor Bennett noted that Commercial signs are not allowed in residential districts per city ordinances. She noted that Ms. Davis can apply for a variance, but must provide specifics, such as purpose, location, etc. before consideration by council.

The agenda item was for information only, no action was taken

**Agenda Item #10 – Discuss/Action on Contract with Designated Representative for On-Site Septic**

Mayor Bennett informed Council that Mr. Joe Sheaths is licensed by the TX Commission on Environmental Quality as a designated representative. Following a meeting with Mr. Sheets he has agreed to the contract position for \$160 per inspection or enforcement proceeding. Councilman Herrington made the motion to approve the contract with Mr. Sheaths as the city's designated representation and authorize the mayor as contract signatory. Councilman Blackstone seconded the motion and was passed unanimously.

**Agenda Item #11 – Discuss/Action on IT/Communications**

Councilman Herrington reminded council about getting another vendor, besides Rarity Communications, to provide a quote on for an assessment of the city's requirement for IT/communications. Unknown if any attempts have been made to contact Andrew Lawrence. Councilman Herrington made the motion to proceed with Rarity Communications for the I.T. assessment based on the quote of \$2,500 by Rarity Communications. Councilman Morris submitted the second. Councilman Herrington and Councilman Morris voted in favor. Councilman Craven and Councilman Blackstone voted in opposition. Mayor Bennett broke the tie voting in opposition. The motion failed. In further discussion Councilman Craven said due to the importance of I.T. he recommended publishing notice for bids. Councilman Morris noted that he has no problem with seeking additional bids. Councilman Herrington then made the motion to publish notice for bids for I.T. assessment. Councilman Morris provided the second. The motion passed unanimously.

**Agenda Item #12 – Discuss/Action on Contract with Langford Community Management Services for Coronavirus Recovery Plan Grant Administration & Designating the Mayor or May Pro-tem as Authorized signatory on CRP Documents**

Councilman Herrington made the motion to approve the contract with Langford Community Management Services for grant administration and authorize the mayor or mayor pro-tem as signatory of documents. Councilman Blackstone seconded the motion and the motion passed unanimously.

**Agenda Item #13 – Discuss/Action Adoption on Contract with LJA Engineering for Coronavirus Recovery Plan Grant Application**

Councilman Morris made the motion to approve the contract with LJA Engineering for the Coronavirus Recovery Plan grant engineering. The motion was seconded by Councilman Herrington and the motion passed unanimously.

**Agenda Item #14 – Discuss/Action on Appointment/Reappointment of Planning & Zoning Commission Members**

Mayor Bennett informed Council that current Planning & Zoning Commission members David Rader and Jeff Heck have terms ending in February. They have agreed to continue to serve on the P&Z Commission. Councilman Herrington made the motion to approve the reappointment of David Rader and Jeff Heck. The motion was seconded by Councilman Blackstone and it passed unanimously.

**Agenda Item #15 – Discuss/Action on December 2021 Financial Report**

- C.D. Woodrome stated that the financial report for December 2021 is not available for approval due to delays from the accountant. Bank statements of all accounts for December were included in the Council packet for review.
- The 2021 Audit work has been delayed: The online version of Quickbooks does not allow separate reporting of line items from the different accounts that the auditing firm of Davis, Heineman & Co. needs to complete the audit. This may require time consuming data reentry in a different accounting program. Davis, Heineman & Co's. fee for the FY-2022 audit will cost approximately \$10,500. The cost of the audit may increase if data reentry is required. To meet the requirements for auditing multiple funds the city will need to transition to fund accounting software. Costs for the fund accounting software start at \$2,000 per year for software as a service or \$6,000 to purchase. The auditor is researching the various software programs to see which best meets the needs of the city at the least cost.
- Sales Tax Received to Date for FY-2022: \$27,337
- Ad Valorem Taxes to Date for FY-2022: \$131,824.68

Following the Treasurers presentation and recommendation to continue utilizing the services of Davis, Heineman & Co for the Fy-2022 audit, Councilman Morris made the motion to approve the contract with Davis, Heineman & Co. The motion was seconded by Councilman Craven and motion passed unanimously. No Council action was taken on the December Financial report.

**Agenda Item #16 – Discuss/Action Update Relating to Ontiveroz Legal Proceeding**

No action taken.

**Agenda Item #17 – Discuss/Action on Employee Handbook Updates on Paid Time Off & Sick Leave**

Mayor Bennett postponed the agenda item for additional review.

**Agenda Item #18 – Executive Session**

No Executive Session was needed.

**Agenda Item #19 – Communications from Audience – Other Items**

No comments or questions from the audience.

**Agenda Item #20 – Council Comments**

- The mayor reminded everyone of BINGO on Friday and that she will be vacation next week.
- Councilman Blackstone inquired about the entrance sign. Mayor Bennett responded that the city is waiting for the tech to complete the remote computer access hook up so the sign information can be changed from City Hall.
- Councilman Morris reminded everyone of the Special Meeting on Friday at 3:00 pm for discussion/action on Monarch Water Co. contract. Mayor Bennett noted that information has been emailed to council.

**Agenda Item #21 – Adjourn Meeting**

Councilman Herrington made the motion to adjourn the meeting. Councilman Blackstone seconded the motion and the motion passed unanimously. The meeting concluded at 7:13 pm.

Respectfully submitted,  
C. D. Woodrome, City Secretary

Approved by Council February 17<sup>th</sup>, 2022

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Cathy Bennett, Mayor