

CITY OF IVANHOE
REGULAR MONTHLY MEETING MINUTES
FEBRUARY 17, 2022
6:00 PM

Meeting was called to order by Mayor Bennett at 6:00 pm. Quorum was established with all council members present. City Attorney Brad Elrod was present. Brad Elrod provided the invocation and Mayor Bennett led the Pledge of Allegiance. This meeting is being lived streamed on YouTube. City Secretary, C.D. Woodrome was not present. Mayor Bennett asked if there are 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. The Minutes of the Regular Monthly Meeting of December 16, 2021, the Minutes of the Regular Monthly Meeting of January 20, 2022, the Minutes of the Special Meeting of January 21, 2022 and the Dam Inspection Reports of January 2022 were adopted as presented.

Agenda Item #1 – Mayor’s Report

- C.D. Woodrome is not present.
- Mayor Bennett commented on the wonderful projects being completed by the IPOIA in various parks and encourages everyone to check out new equipment.
- Holly Wells is responsible for updating the electronic sign as needed, she learned the software in record time and is doing a wonderful job.
- The mayor thanked Councilman Blackstone helping to bring the laydown barn in under budget.
- The Community Garage Sale is February 25 & 26. Donations will be accepted February 21 through February 24.
- Scoring on the \$5 million grant (for multipurpose building) will be out next week.
- Mayor Bennett and C.D. Woodrome attended the TDEM meeting on disaster recordkeeping.

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

Agenda Item #2 – Update/Discuss/Action on GLO-MIT Grant & Property Acquisition

The city is working on the land acquisition of the property below Camelot Dam as part of the \$11.5 million grant work. The agenda item was for information only, no action taken.

Agenda Item #3 - Update/Discuss/Action on Amendment #1 to Financial Policy on GLO Grant Implementation

Mayor Bennett explained the current approved contract states the maximum turn-around time is 5 days for fund disbursement from when GLO deposits funds in the city account. The amendment calls for a maximum of 3 days which would be difficult for the city to meet in certain instances. Council took no action on the amendment.

Agenda Item #4 - Supervisor of Dam Report by Rusty Harrison

- Charmaine Dam – Recaulking was scheduled for the first week of February 2022, but Chance Construction did not come due to rain. Chance Construction will call Rusty Harrison to reschedule. Five beavers have been trapped on Lake Charmaine.
- Tristan Dam – Tree and brush removal on the downstream side of the dam will be completed on February 18, 2022.
- Galahad Dam - Public Works cleaned out debris.

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

Agenda Item #5 – Municipal Court Activity Report

Municipal Court Report for January 2022:

Total Fines & Court Costs Collected:	\$1,234.00
Total Fines Retained by the City:	\$893.46
Total Court Costs Sent to State:	\$340.54

2022 Fiscal YTD:	\$4,793.00
2021 Fiscal YTD:	\$2,208.00

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

Agenda Item #6 – City Marshal Activity Report

Total Calls/Activity for January 2022

Total of Activity Calls to Marshal’s Office	98
Total Calls Received from Tyler County Sheriff’s Office	18
Open Investigations	9

Three officers have been out sick in January. Ivanhoe Marshal officers will respond to calls outside of the city limits, as requested until other law enforcement arrives to take over the scene. An invoice was presented to Council for purchase and installation of video equipment in Deputy Drumm’s vehicle. Similar to equipment that has been installed in two other law enforcement vehicles. The agenda item was for information only, no action taken.

Agenda Item #7 – Public Works Report by David Marshall

- David Marshall thanked Council for materials and construction of the equipment barn and a special thanks to Councilman Blackstone for obtaining a lower price on the materials. Thanks to C.D. Woodrome for getting contractor to repair septic system at Emily laydown yard. Barn and working septic system helps with productivity.
- At the end of 2021, Public Works had 80 open work orders. To date, there are only 28 and progress is steadily being made.
- Construction on Sherwood Forest/Sherwood Forest West is approximately 3 days behind schedule.
- Work will start on roadwork at Galahad Dam next week and will take 2 to 3 weeks to complete.

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

Agenda Item #8 – Code Enforcement Activity Report

Closed 12 cases. Sent out 37 notice cards. Administrative warrants have been issued on 9 cases. The agenda item was for information only, no action taken.

Agenda Item #9 – Discuss/Action Planning & Zoning Commission Recommendations

- P&Z reconsidered the 17 consecutive day camping rule for recreational vehicles due to enforcement issues.
- P&Z is requesting a workshop to review ordinances that have enforcement issues. Date schedule is March 16, 2022 at 6:00 pm.

Agenda Item #10 – Update/Discuss/Action on IT/Communications Assessment/Agreement

Agenda Item #10 was presented before Agenda Item #1. Councilman Herrington had requested at the previous monthly Council meeting to seek additional bids for IT assessment for the City of Ivanhoe's IT and security needs. Councilman Blackstone had researched IT service providers working for neighboring cities. Councilman Herrington presented Mr. Michael Ramsey of Mr. I.T. whose company information was obtained from the City Secretary of Jasper, Texas. Mr. Ramsey presented an overall review of the services that Mr. I.T. provides and to answer questions. His rapid assessment of security, Wi-Fi, emails, etc. and the needs for years to come was included in the presentation packet:

Summary of Proposed Plan

Security, Rapid Assessment & Infrastructure. Overall Audit Score is 17 out of 100.

- **Security:**
 - Internet Security Appliance: Internet Firewall which stops bad information from getting to hardware. Security Patches which provide automatic software updates.
 - Managed Domain Name System (DNS): Manages domain name and is translator that converts a computer's host name into an IP address on the internet.
 - Anti-Virus Software: Installed manually on each computer/laptop to update automatically.
 - Anti-Spam & Virus Filter Software: Mr. I.T. can manage via iCloud.
 - Content Filtering: Filters content access to certain sites and access to malicious content.
 - Endpoint Encryption: Encrypts hard drive to monitor and stop data loss and data theft.
 - Enterprise Resource Planning (ERP): Allows users to automate time-consuming daily tasks. Also allows user to work during a disaster.
 - Password Policy: Written password policy in place.

Security Audit Score is 11 out of 100.
- **Rapid Assessment**
 - Security Awareness Training: Provide training as needed and explain how things work.
 - Workstations: Need to address remote computers/laptops which need to be monitored, patched and secured.
 - Virtual Private Network (VPN): Secures the transfer of data to and from remote locations.
 - Password Management: Passwords for computer logon and passwords for each software for each user of each specific software. Passwords need to be changed frequently, every 60 to 90 days, per Password Policy. Passwords need to be a combination upper and low case alphas, numbers and special characters. Can also use fingerprint or facial recognition.
 - Two Factor Authentication:
 - Employee Productivity Monitoring: Software to monitor remote or in office workers from surfing unapproved sites and report misconduct.

- Dark Web Monitoring: Monitors information used.

Rapid Assessment Audit Score is 7 out of 100.

- **Infrastructure**

- Backup & Disaster Recovery:
- Cabling: Use cabling with non-secure Wi-Fi.
- DNS Records:
- Wide Area Network (WAN) Redundancy/Fall Over: This is another way of computer communication.
- Hosted Exchange Email: Will use @cityofivanhoe.gov and not public email accounts, like Outlook or Gmail.
- Managed Wireless: Wireless connectivity and security managed by ISP provider with no local control.
- Server: Onsite server(s) for data storage.
- Switching: Managed or monitored switching hubs for security.
- Scalability: Install and update as needed

Infrastructure Audit Score is 33 out of 100.

- **Costs**

○ Security Firewall Desktop 116 Bases Appliance with 8 Ports	\$744.00
○ Security Firewall Software – Annual Renewal	\$465.99
○ Anti-Virus Software – Annual Renewal	\$650.00
○ Microsoft Office 365 E-3 Government 10 Users (Annual Plan)	\$2,514.10
○ Office 365 Mailbox Monitoring & Back Up Services 10 Users (Annual)	\$590.00

Councilman Herrington asked for an estimate of a full assessment for everything, including annual plans. Mr. Ramsey stated they have 3-year and 5-year plans and it will take 2 to 3 days to do a full assessment which will cost approximately \$2,000.00. Councilman Herrington made the motion to contract with Mr. I.T. for the firewall and VPN at a cost of \$1,309.81 which includes sales tax, setting up city email using the city’s domain name, along with the cost of a full assessment, Councilman Warren seconded the motion and stated that ARPA funds may pay for these security upgrades. Councilman Morris asked if there is an annual fee for assessment. Mr. Ramsey stated negative. Councilman Morris wants a formal proposal to review and consider costs. Councilman Herrington amended his motion to include a formal proposal. Again, Councilman Warren seconded the amended motion and the amended motion passed unanimously.

Agenda Item #11 – Discuss/Action on Change Order #1 for Bond Construction Work per LJA Engineering

Mayor Bennett explained that the intersection of Lakewood and Ivanhoe Estates Drive and the intersection of Sherwood Forest West with Nottingham Drive was not included in the original bid. Also the addition of pull-outs for mailbox locations and a drainage pipe at Galahad Dam to drain water into Lake Charmaine. Councilman Morris made the motion to approve Change Order #1 in the amount of \$25,100.18 for additional work necessary on Sherwood Forest Drive, Sherwood Forest West Drive and Lakewood. Councilman Craven seconded the motion and was passed unanimously.

Agenda Item #12 – Discuss/Action on Contract Modification/Extension for Local Sanitation

Councilman Blackstone made the motion to approve the 5-year contract extension, with option for an additional 5 year extension and 2% price increase with Local Sanitation. Councilman Herrington seconded the motion and was passed unanimously.

Agenda Item #13 – Discuss/Action on Appointment/Reappointment of Judith Haney as Court Judge

Councilman Blackstone made the motion to reappoint Judith Haney as Associate Court Judge. Councilman Herrington seconded the motion and was passed unanimously.

Agenda Item #14 – Discuss/Action on December 2021 Financial Report

C.D. Woodrome submitted a written report in the Council packet. Mayor Bennett asked that discussion and approval be postponed until the March 17, 2022 meeting.

Agenda Item #15 – Discuss Action on January 2022 Financial Report

C.D. Woodrome submitted a written report in the Council packet. Mayor Bennett asked that discussion and approval be postponed until the March 17, 2022 meeting.

Agenda Item #16 – Schedule Town Hall Meeting

Date scheduled for March 26, 2022 at 10:00 am.

Agenda Item #17 – Update/Discuss/Action Update Relating to Ontiveroz Legal Proceeding

Discussed in Executive Session.

Agenda Item #18 – Discuss/Action on Employee Handbook Updates on Paid Time Off & Sick Leave

Only typographical errors were made and changed the PTO & Sick Leave to fiscal year from calendar year. The agenda item was for information only, no action taken.

Agenda Item #19 – Executive Session

Recessed to Executive Session at 7:42 pm. Reconvened meeting at 8:45 pm.

Agenda Item #20 – Communications from Audience – Other Items

No comments or questions from the audience.

Agenda Item #21 – Council Comments

General discussion regarding Quickbooks, A suggestion was made to resume using Quickbooks Desktop which produced reports required by auditor. The cost would be reduced by \$800 per month for auditor, but will require the accountant to do more work at an increased price.

Agenda Item #22 – Adjourn Meeting

Councilman Herrington made the motion to adjourn the meeting. Councilman Blackstone seconded the motion and the motion passed unanimously. Meeting adjourned at 8:48 pm.

Reviewed & Respectfully submitted,
C. D. Woodrome, City Secretary

Approved by Council March 17, 2022

Cathy Bennett, Mayor