

CITY COUNCIL CALLED MEETING

City Council Chambers

505 Avenue D

Valley Mills, Texas 76689

STATE OF TEXAS

BOSQUE COUNTY

Monday

August 14, 2017

7:00 PM

Mayor Wittmer called meeting to order.

1. Call to Order & Establishment of Quorum

Roll Call:

	Present	Not Present
Mayor Jerry Wittmer	X	
Mayor Pro Tem Rodney Nichols	X	
Councilman Bill McKain	X	
Councilman Bill Lancaster	X	
Councilman Larry Turner	X	
Councilman Curtis Wiethorn	X	
City Administrator William Linn	X	
Municipal Clerk Robin Skinner		X
Police Chief Bob Summers	X	
Fire Chief David Fisk		X

Mayor Jerry Wittmer called roll and established a quorum.

2. Pledge of Allegiance & Prayer

Mayor Wittmer led the Pledge of Allegiance for the U.S. Flag and Texas Flag.
Craig Godby led prayer.

3. Reports

- a. *Police Department* – given by Chief Summers
- b. *Municipal Court* – given by Mayor Wittmer
- c. *City* – given by Mayor Wittmer
- d. *Volunteer Fire Department* – given by Larry Turner

4. Updates, Presentations, and Recognitions

- a. *Landscape Yard of the Month* – (Robin & Seth Skinner at 404 5th Street)

5. Consent Agenda

- a. Approval of minutes of previous meeting – Motion made by Councilman Wiethorn to approve the minutes, Councilman Nichols seconded the motion, motion passed five to zero.
- b. Payment of Accounts Payable – Motion made by Councilman McKain to accept the Accounts Payable, seconded by Councilman Turner, motion passed unanimously.

- c. Statement of Revenue and Expenses for previous month – Motion made by Councilman Turner to accept, seconded by Councilman Lancaster, motion passed with all ayes.

6. Regular Agenda

- a. Discussion and possible action on implementing a Notification System for emergency and non-emergency information for city residents. – Council discussed text /voice systems as well as looking into Facebook. Councilman Wiethorn made a motion to table this matter until we are able to gather more information about these systems, Councilman McKain seconded the motion. Council voted five to zero in favor of the motion.
- b. Discussion and possible action on possibly repairing or replacing the second paddle wheel at the Sewer Plant. – Council discussed Ranch Works quote on replacing the second paddle and also discussed the possibility of using aerators. Council McKain made a motion to table this matter while we continue to look into options, Turner seconded. Motion passed.
- c. Zoning Committee to present final report recommendations to the City Council regarding possibly rezoning property located at 501 Avenue A from R1, Residential Single Family Dwelling to R-2, Multi-Family Dwelling. – Committee recommended not rezoning 501 Avenue A. Council discussed the rezoning of this property. Councilman Nichols made a motion to accept the Committees recommendations, Councilman Wiethorn seconded. Motion carried, four to Councilman Turner abstained.
- d. Discussion and possible giving the Winner of Landscape Yard of the Month with one month free water as a prize. - Councilman McKain made a motion to reward the Yard of the Month water only starting in September 2017 but only in times of non-drought, Councilman Lancaster seconded the motion. Motion passed five to zero.
- e. Workshop Dates setup for:
 - i. Possibly revising the City's Personal Manual on August 18, 2017 at 7 pm.
 - ii. 2017-2018 Budget Workshop on August 24, 2017 at 6 pm.
 - iii. Possibly revising Dog/Animal Ordinance on September 11, 2017 at 6 pm before the Regular Council Meeting
 - iv. Remodeling Old City Hall, and possibly renovating / maintenance work on City Hall and the Council Chamber Building.
 - v. Council discussed some of the maintenance work needed at City Hall and the need for the a/c ducts to be cleaned. A motion was made by Councilman McKain to get a few quotes to see what is cheaper; cleaning the ducts vs replacing them, seconded by Councilman Turner. Motion passed five to zero.

7. Citizen Comments:

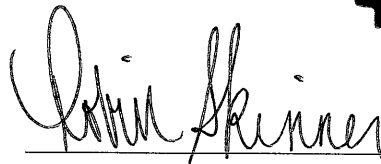
- a. None

8. Adjourn:

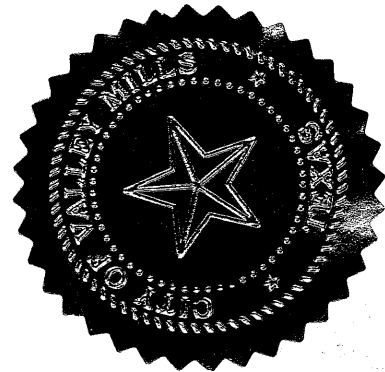
Meeting was adjourned at 8:16 PM



Mayor, Jerry Wittmer



Attested by: City Municipal Clerk, Robin Skinner



**CITY COUNCIL WORKSHOP
City Council Chambers
505 Avenue D
Valley Mills, Texas 76689**

**STATE OF TEXAS
BOSQUE COUNTY**

Friday

August 18, 2017

6:00 PM

Mayor Wittmer called meeting to order.

1. Call to Order & Establishment of Quorum

Roll Call:

	Present	Not Present
Mayor Jerry Wittmer	X	
Mayor Pro Tem Rodney Nichols	X	
Councilman Bill McKain	X	
Councilman Bill Lancaster		X
Councilman Larry Turner	X	
Councilman Curtis Wiethorn	X	
City Administrator William Linn	X	
Municipal Clerk Robin Skinner		X
Police Chief Bob Summers	X	
Fire Chief David Fisk		X

Mayor Jerry Wittmer called roll and established a quorum.

2. Pledge of Allegiance & Prayer

Mayor Wittmer led the Pledge of Allegiance for the U.S. Flag and Texas Flag then gave the opening prayer.


3. Regular Agenda

- a. Discuss, evaluate, create, possible approve, repeal, and /or adopt new personal manual.
 - i. Council discussed the 'chart' of duties
 - ii. Council discussed who has the authority to hire new employees and what processes to go through to hire an employee.
 - iii. Council discussed salary vs hourly pay employees, as well as bi-weekly vs bi-monthly.
 - iv. Council discussed employment contracts and who can authorize them.
 - v. Council discussed who grievances should be reported too.
 - vi. Council discussed if an employee could be offered an honorarium.
 - vii. Council discussed the hiring of relatives.
 - viii. Council discussed new hires and background checks.
 - ix. Council discussed types of separations, possible rehiring of an employee, and separation pay/ benefits.
 - x. Council discussed paid time off, sick time, leave of absence, bereavement, and holiday benefits.

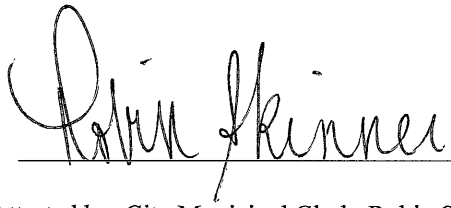
- xi. Council discussed uniforms and dress code.
- b. Councilman Wiethorn made a motion to stop on page 31 at Section 4.06 and reconvene into another workshop regarding the personal manual after the budget has been adopted. Seconded by Councilman Turner. All Ayes. Motion Passes.

4. Adjourn:

Meeting was adjourned at 8:33 PM



Mayor, Jerry Wittmer



Attested by: City Municipal Clerk, Robin Skinner



CITY COUNCIL WORKSHOP
City Council Chambers
505 Avenue D
Valley Mills, Texas 76689

STATE OF TEXAS
BOSQUE COUNTY

Thursday

August 24, 2017

6:00 PM

Mayor Wittmer called meeting to order.

1. Call to Order & Establishment of Quorum

Roll Call:

	Present	Not Present
Mayor Jerry Wittmer	X	
Mayor Pro Tem Rodney Nichols	X	
Councilman Bill McKain	X	
Councilman Bill Lancaster	X	
Councilman Larry Turner	X	
Councilman Curtis Wiethorn	X	
City Administrator William Linn	X	
Municipal Clerk Robin Skinner	X	
Police Chief Bob Summers	X	
Fire Chief David Fisk		X

Mayor Jerry Wittmer called roll and established a quorum.

2. Pledge of Allegiance & Prayer

Mayor Wittmer led the Pledge of Allegiance for the U.S. Flag and Texas Flag as well as led the Council in Prayer.

3. Regular Agenda

- a. Workshop to discuss, evaluate, approve and /or adopt proposed FY 2017-2018 City of Valley Mills Budget.
 1. Council discussed the projected budget as this budget proposal shows budgets for the next five years.
 2. Council discussed the water, sewer, garbage rates as well as new water or sewer tap fees and made changes to the proposed increases.
 3. Council discussed tax rates.
 4. General Fund Proposed Budget
 - i. Council discussed line item 4060 property rentals income and the different properties the city rents and the new contractors we have on those properties for the upcoming year which is why there is an increase in rental income for the upcoming year.
 - ii. Council discussed line item 4000 Municipal Court Fines, 4815 Refunds, 4801 Misc. Income, as well as line item 4900 Transfers from Other Funds.
 - iii. Mayor Wittmer asked about the Total Income 2017/2018 line item totals. William Linn stated that the formulas didn't carry correctly and he would fix that.

- iv. Council discussed line item 5014 Boy Scouts Park expense for \$150,000. Mr. Linn explained that that we, as the City, have to write the check for the work being done then we will get refunded via the grant in the amount of \$75,000.
- v. Council discussed line item 5015 Legal & Audit, 5016 Postage, 5035 Contract Labor, 5099 Transfers, 5109 Fuel, and Training Fund.
- vi. Councilman Lancaster started the discussion on line item 5101 regarding Salaries and asked why there is so much of a difference between last years budgeted amount and this years proposed budget. Councilman Wiethorn also questioned the difference. Mr. Linn explained it is because he itemized all salaries this year under each department and also that his salary wasn't included in this year's proposed budget.
- vii. Council then discussed line item 5104 Utilities and phones, 5105 Building Maintenance, and 5201 Police Salaries.
- viii. Councilman Turner asked about the Fire Departments budget for this year vs the actual and if the monies that are still in the budget could still be spent by the Fire Department.
- ix. Mayor Wittmer asked about the Municipal Court Totals and Mr. Linn states that the formulas didn't total correctly so it would free up an extra \$4,900 for the Police Department and Fire Department which he suggested splitting equally. Police Chief Summers suggested giving it all to the Fire Department.
- x. Council discussed line item 5606 Park Maintenance and 5700 Street Repairs.
- xi. Mayor Witter again asked about the Total Expense Line for the General Fund and the calculations being off. Mr. Linn stated that again it looked like the formulas didn't carry down correctly and he would have to fix it in the system.

5. Water and Sewer Proposed Budget

- i. Council discussed line item 3900 for Garbage Collection Revenue, 4000 Water and Sewer Sales regarding Late Fees.
- ii. Council then discussed line item 4900 Transfer of Funds, 5100 Materials, 5110 Equipment Maintenance & Repairs, 5225 TCEQ Dues, as well as 5710 regarding Fire Hydrants.
- iii. Mayor Witter then asked about the Totals being off and Mr. Linn stated it was a formula error that needed to be corrected and would do so.

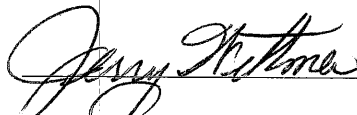
6. Airport Proposed Budget

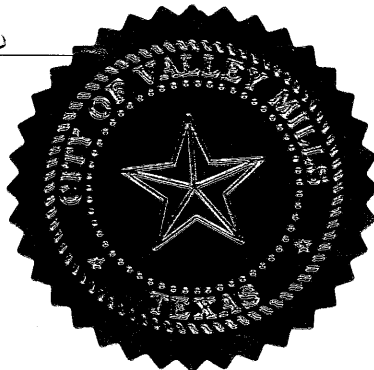
- i. No Discussion.

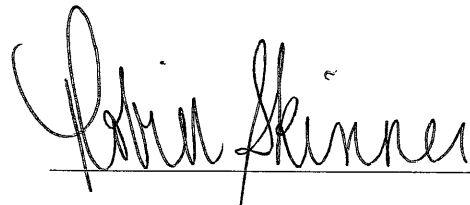
- b. Council discussed making the above discussed changes to the Proposed Budget and having another Workshop next week to review the budget again.

4. Adjourn:

Meeting was adjourned at 9:22 PM


 Mayor, Jerry Wittmer




 Attested by: City Municipal Clerk, Robin Skinner

**CITY COUNCIL WORKSHOP
City Council Chambers
505 Avenue D
Valley Mills, Texas 76689**

**STATE OF TEXAS
BOSQUE COUNTY**

Monday

August 28, 2017

6:00 PM

Mayor Wittmer called meeting to order.

1. Call to Order & Establishment of Quorum

Roll Call:

	Present	Not Present
Mayor Jerry Wittmer	X	
Mayor Pro Tem Rodney Nichols	X	
Councilman Bill McKain	X	
Councilman Bill Lancaster	X	
Councilman Larry Turner	X	
Councilman Curtis Wiethorn	X	
City Administrator William Linn	X	
Municipal Clerk Robin Skinner		X
Police Chief Bob Summers	X	
Fire Chief David Fisk		X

Mayor Jerry Wittmer called roll and established a quorum.

2. Pledge of Allegiance & Prayer

Mayor Wittmer led the Pledge of Allegiance for the U.S. Flag and Texas Flag. He also led prayer.


3. Regular Agenda

- a. Workshop to discuss, evaluate, approve and /or adopt proposed FY 2017-2018 City of Valley Mills Budget.
 - i. Council discussed water rate changes.
 - ii. Council discussed tax rates.
 - iii. William and Council discussed line item formulas that were not entered correctly and have now been fixed.
 - iv. Council discussed the reallocation of funds from one account to the next.
 - v. Council also discussed different departments spending budgeted funds and their desires for them to be included when major exposures are spent, even when budgeted.
 - vi. Council discussed the City Administrators salary and it not being included in the proposed budget and possible areas to cut the budget to add that salary back into the budget.
 - vii. Council discussed line item regarding building inspectors cost and possibly looking into the fee schedule changes for building permits.
 - viii. Council discussed grants as well as the City's grant for the Boy Scouts Park.

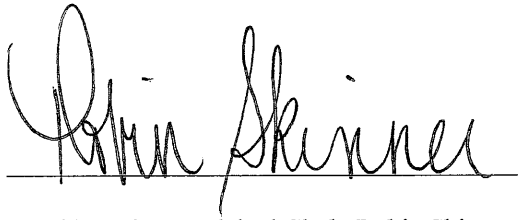
- ix. Council discussed Police Department expenses and municipal court expenses.
 - x. Council discussed the City's reserves.
 - xi. Council again discussed the City Administrators salary and/or separation pay.
- b. Councilman McKain made a motion to accept the proposed budget. Councilman Wiethorn seconded the motion. Council voted five to zero in favor of accepting the proposed budgeted as written.

4. Adjourn:

Meeting was adjourned at 7:20 PM



Mayor, Jerry Wittmer



Attested by: City Municipal Clerk, Robin Skinner

