



Regular City Council Meeting  
January 17, 2019

The City Council met in a regular session on Thursday, January 17, 2019 at 6:30 p.m. at City Hall.

**PRESENT**

Mayor McGowen  
Mayor Pro-Tem Clark  
Councilmember Clayton Place 1  
Councilmember Tackett Place 4  
Councilmember York Place 5  
David Henley, City Manager  
Karen Fuller, City Secretary  
Casey Odom, Interim Public Works Director  
Richard Eakin, Interim Police Chief

**ABSENT**

Councilmember Johnson Place 3

- I. Meeting was called to order by Mayor McGowen at 6:30 p.m.
- II. Invocation was given by Councilmember York.
- III. Pledge of Allegiance was led by Mayor Pro-Tem Clark.
- IV. **CITIZENS COMMENTS** – No comments were made.
- V. **PROCLAMATIONS**
  1. **Proclamation recognizing Johnathan O’Bar for his years of dedicated service for the citizens of Grandview with the Grandview Volunteer Fire Department.** Mayor Chuck McGowen honored Johnathan O’Bar with a proclamation recognizing him for serving the citizens of Grandview for 23 years as a firefighter and 10 years as the Fire Chief for the Grandview Volunteer Fire Department.
- VI. **UPDATE ON MUNICIPAL BUSINESS**
  1. **City Manager David Henley gave an update and provided information about the following:**

- **Website update:** Mr. Henley advised he had made the following improvements to the website: updated our address on several forms, created a button on the homepage and payment links on several pages to make it easier to pay bills online, updated links and Google maps to show our new address. He also advised he would be placing the city properties on the website when they were ready to sell and people could go to “Bid Opportunities” on the website to receive notification when the properties were ready to be sold.
  - **CDBG application:** The city was currently working with Ken Coignet on a CDBG application. The city will look to apply for funds to replace our lift stations and also add a SCADA system for the lift stations.
  - **WWTF application process:** Mr. Henley advised he would be getting with the city engineer on costs to apply for a new wastewater treatment facility.
  - **City manager training:** Mr. Henley advised he would be attending city manager training January 24th and 25th in Austin. There will be additional training later in the year.
  - **Type B EDC activities:** Mr. Henley advised he met with the Type B EDC prior to this meeting and discussed gateway signage coming into town and also adding “2018 State Football Champions” on the water tower. He advised they would be in further discussions with the artist and will make some decisions at a future meeting.
  - **Economic development update:** Mr. Henley advised of several businesses wanting to come to Grandview and that our sales tax revenue was increasing.
2. **City Secretary Karen Fuller gave a report on city secretary, utility/permit and court operations.**
- **W-4 Forms:** Ms. Fuller passed out W-4 forms to the Mayor and Councilmembers. She advised them they will receive compensation of \$10.00 per calendar year for the performance of their official duties. Compensation shall be paid on or about the first of each calendar year for compensation earned during the previous calendar year. If an officer does not serve a full calendar year, the compensation paid shall be prorated by day. (Ordinance No. 2015-0824)
  - **Upcoming election:** Candidate application packets were ready for pick up for the positions of Mayor, and Councilmembers Place 2 and Place 4. She advised interested parties have until February 15, 2019 by 5:00 p.m. to turn in a packet.
  - **Destroying records:** The city had 140 storage boxes full of old records that were located in the attic at 304 E. Criner (our old location for City Hall) that needed to be destroyed. The city received quotes from two vendors of \$900.00 and \$700.00 respectively to destroy the records. Ms. Fuller called the Texas State Library and spoke with Erica Wilson. Ms. Wilson advised the records could be destroyed by burning them. Staff had started the process of destroying the records in compliance with State laws.

- **Code of Ordinances:** We have had several updates to our code of ordinances that needed to be placed in our code books. Shannon Pruitt, our water/permit clerk worked on this and all have been updated.
  - **Records room:** Ms. Fuller advised the records room was her next project. She advised she will go through all the contracts and agreements and get them all organized.
  - **Goals:** Ms. Fuller advised she was working on a cross training program for the front office staff. She said she would like for all them to have knowledge about planning and zoning processes, permits, taking court payments, processing checks, etc.
  - **Court:** Brenna Cram, our court clerk, will be taking three classes this year to get her level 3 court clerk certification. There are only around 97 level 3 court clerks in the State of Texas. The first class will be at the end of this month (January) in Austin. Her second class will be in June and the third class will be in August. The level 3 court clerk training provides information on how to operate in different court settings; how to manage time and staff; budgeting and overall management of the office of the court clerk.
  - **Water/Permit:** Ms. Fuller and Ms. Pruitt discussed the Eye on Water Program. They informed the council that it was available for all residents that have a smart meter. Ms. Pruitt typed up an example for the councilmembers with their water accounts to show them how to sign up. She advised it would a great benefit to have every resident (customer) sign up for the program and watch their water usage. Customers would be able to view their daily water usage and set up an alert to notify them of a leak. The information and directions for the Eye on Water Program is on the website and in every new customer welcome packet. When someone call with questions about their water bill, Ms. Pruitt always explains the Eye on Water Program to them. Her goal is to have everyone signed up. The city still has about 125 smart meters that have not been installed. Public works crews will be working on installing more smart meters throughout the year.
  - **Backflow and grease traps:** Ms. Pruitt is working on getting the backflow testing in compliance with TCEQ rules. She has been sending out letters and this has been working. Ms. Pruitt is also keeping track of the grease traps throughout the city.
  - **Teamwork:** Ms. Fuller stated, we all work well together as a team, we always keep each other in the loop as to what's going on. This team has great communication skills, we keep our area clean, the kitchen clean, the windows clean and our bathroom clean. Not because we have been asked to, but we are proud of where we work. She advised she was blessed to have the team that she has.
3. **Interim Public Works Director Casey Odom gave a report on the following:**
- **Street repairs:** Mr. Odom spoke with Brain with Westhill Construction and was told the street repairs would be finished in 8 to 10 days weather permitting. Due to the condition on Gillum Street, he advised Westhill was just going to fill in the potholes with asphalt and

pack it the best they could with a roller. He advised after Westhill Construction completed their portion, he would get the Durapatcher filled with oil and repair all the small potholes, before they turn into large potholes.

- **Water operations:** Ms. Odom informed the council we had about 80 to 90 psi water pressure throughout the city. He advised he has been slowly turning down the pressure in order to reduce the number of water leaks, but still provide adequate pressure for citizens.
  - **Wastewater:** The WWTP is running well and the numbers look great. The bar screen at the plant broke and will need to be sent off to be repaired. The sludge rake in the middle of the basin lost the rubber on the wheel and this has been replaced. One of the three blowers that sends air into the treatment process needs to be replaced. The control panel for the lift station that sends the waste into the ring needs a new contactor. The automatic gate needs the motor replaced.
  - **Lift stations:** Four out of the five lift stations need an overhaul. The city is working with Ken Coignet on a CDBG project to get them replaced.
  - **Winter projects:** Public works crews will be cleaning out drainage areas, ditches and restoring the flow of culverts. They will be painting a fire lane at new city hall and looking into building a pole barn similar to what we have at the old yard for equipment. They will be making numerous improvements at the park including replacing the fall surface.
4. **Interim Police Chief Richard Eakin gave a report on police activity year to date.**
- Interim Police Chief Eakin advised during the first quarter of 2018-2019 the Grandview Police Department answered 1806 calls, 256 of these were dispatched and 1550 were self-initiated. The department made 25 arrests and filed 29 cases with the County Attorney Office and District Attorney Office. He advised he was proud of the officers and the exceptional work they do on a daily basis. He stated he credited the low drug activity, thefts, criminal mischief cases and general low crime numbers to the great efforts put forth by the patrol officers.

## **VII. NEW BUSINESS**

1. **Discuss streets to repair with 2018-2019 street maintenance funds.** City Manager David Henley and the council discussed the conditions of the streets. They reviewed the street conditions maps from the comprehensive plan and will be working with the engineer to see how many streets can be repaired this coming summer. Some of the streets discussed were: Main Street, Dobbs, Gillum, Criner Street, Fourth Street and Tackett.
2. **Executive session.** No executive session was necessary.
3. **Reconvene into regular session pursuant to the provisions of Chapter 551 of the Texas Government Code to take any action necessary regarding matters deliberated in executive session.** Council did not go into executive session.

4. **Consider approval of the minutes for the January 3, 2019, Regular City Council Meeting.** Councilmember York made a motion to approve the minutes for the January 3, 2019, Regular City Council Meeting. Councilmember Tackett seconded the motion. Motion carried – all ayes.
5. **Discuss and consider approval on paying the monthly bills for January 17, 2019.** Mayor Pro-Tem Clark made a motion to approve paying the monthly bills for January 17, 2019. Councilmember Clayton seconded the motion. Motion carried – all ayes.


**VIII. COUNCIL MEMBER AND STAFF COMMENTS.** No comments were made.

**IX. ADJOURN MEETING** - Councilmember Clayton made a motion to adjourn the meeting at 8:09 p.m. Mayor Pro-Tem Clark seconded the motion. Motion carried – all ayes.



Chuck McGowen, Mayor

ATTEST:

  
Karen Fuller, City Secretary