

CITY COUNCIL MEETING

MARCH 13, 2018

AGENDA

CONSENT AGENDA

City of Hale Center -- Regular City Council Meeting
Hale Center Chamber of Commerce, 705 Main Street, Hale Center, TX 79041
7:00 P.M. – Tuesday – March 13, 2018

A. CALL TO ORDER / PLEDGE OF ALLEGIANCE / INVOCATION

B. PUBLIC COMMENT: Welcome Visitors and Receive Public Comment

C. CONSENT AGENDA

- 1.) Approve minutes of regular Council meeting (2/13/18).
- 2.) Approve monthly reports: (a) Police Department (b) Code Enforcement (c) Municipal Court (d) Water/Sewer Department (e) Street Department (f) Parks & Animal Control (g) Building Inspector (h) Hale Center EDC (i) Hale Center EMS (j) Hale Center Library (k) Ratification of City bills

D. REGULAR AGENDA

- 1) Present and approve FY2017 audit by Ryan King from King & Terry Associates
- 2) Approve to advertise for bids to lease City Farm property
- 3) Approve Resolution 2018.0313 for authorization to pursue USDA financing
- 4) Review and accept bids for the sale of 2008 Police vehicle
- 5) Consider and approve 2018 City General Elections Early Voting Judge and Clerks, Judge: Patricia Isaguirre, Clerks: Anna Borjas and Roberta Gonzalez
- 6) Consider and approve Hale Center City/Hale Center ISD General Elections Early Voting Schedule to be held April 23 – May 1, hours 8 am to 5 pm then April 24 – April 26 hours from 7 am to 7 pm.
- 7) Consider and approve Elections Voting Judge and Clerks, Judge: Hope Rodriguez, and Clerks: Analhi Rey and Sally Aguirre for City General Elections on May 5, 2018 at LeMond Community Center, 110 E. Stevenson, Hale Center, Texas
- 8) Consider and approve proposals to provide grant application and planning services for Community Development Block Grant
- 9) Executive session---Review contract with Hale Center Senior Citizens Center
- 10) Executive session---Real estate
- 11) Consider and approve required annual audits for city issued stipends to Hale Center organizations, Hale Center Vol. Fire Dept, Hale Center EMS, Hale Center Library, Hale Center Senior Citizens
- 12) Consider and take possible action on real estate considerations
- 13) City Manager Administrative Report: (Financial Report/Tax collection Report/Sales Tax Report)
- 14) Consider items to be placed on meeting agenda for 4/9/2018

E. ADJOURNMENT

CERTIFICATE:

I, Patricia Isaguirre, City Secretary, do hereby certify that a copy of the March 13, 2018, Notice of Regular Council Meeting was posted at Hale Center Chamber of Commerce, and Hale Center City Hall, places that are convenient and readily accessible to the general public at all times, and on the City's website, www.cityofhalecenter.com, in compliance with Chapter 551, Texas Government Code.


Patricia Isaguirre, City Secretary

The City Council reserves the right to adjourn into executive session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by the Texas Government Code, Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development). This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive service must be made 48 hours prior to this meeting. Please contact the City Secretary's office at 806-839-2411 or email cityhall@cityofhalecenter.com for further information.

MINUTES

City of Hale Center
Council Meeting Minutes
February 13, 2018

Attendance: Present: Mayor W.H. Johnson, Mayor Pro Tem Karen Boyce, Councilmembers: Richard Castillo, Christine Reyna, Janet Peoples, Mario Martinez

Others Present: City Manager Dennis Burton, City Secretary Patricia Isaguirre, City Attorney Lanny Voss, Chief Brandon Richardson, Public Works Director, Johnny Ruiz, and Lloyd Louthan

Mayor W.H. Johnson called meeting to order at 7:00 pm with a quorum present. The Pledge of Allegiance was led by City Secretary Patricia Isaguirre, the invocation was given by Mayor Pro Tem, Karen Boyce.

No one present for public comment.

Councilperson Reyna made a motion to approve the minutes of the regular council meeting from January 9, 2018 along with the consent agenda, Mayor Pro Tem Boyce seconded. Motion passed unanimously.

Councilperson Reyna made a motion to approve the grant application process, by City Manager Burton through GrantWorks, Inc., project for infrastructure, Mayor Pro Tem Boyce seconded. Motion passed unanimously.
Councilperson Peoples did not vote as she entered meeting at 7:09 pm.

Councilperson Martinez made a motion to approve the annual Police Department Racial Profile Report, Councilperson Castillo seconded. Motion passed unanimously.

Councilperson Castillo made a motion to approve street seal coat project through Parkhill, Smith and Cooper, Councilperson Peoples seconded. Motion passed unanimously.

Councilperson Martinez made a motion to approve advertising for bids of the sale of the Police Department 2008 Ford Crown Victoria, Councilperson Peoples seconded. Motion passed unanimously.

Councilperson Martinez made a motion to table accepting any bids for the repair of the City Hall roof until information is presented on what caused the roof damage and whether or not the insurance would be liable for any expense, Councilperson Reyna seconded. Motion passed unanimously.

Mayor Pro Tem Boyce made a motion to approve Roofing Ordinance 2018-0213 with the necessary wording "to bring up to form" by City Attorney Voss, Councilperson Reyna seconded. Motion passed unanimously.

City Manager Burton presented his Administrative Report.

Items for the city council meeting for March 13, 2018;

- a. Annual city audit
- b. Review information in regards to City Hall roof
- c. Upcoming voting dates, etcetera
- d. Caudle Lake improvements and/or consideration of motor-less boat use

Mayor W.H. adjourned meeting at 8:26 pm.

Signed this _____ day of _____, 2018

W.H. Johnson, Mayor

Patricia Isaguirre, City Secretary

**POLICE DEPARTMENT
REPORT**

Hale Center Police Department

Monthly Report February 2018

- 98 911 Calls (From Sheriff's Office)**
- 62 Calls for service (Sheriff's Office)**
- 148 Citations/Warnings**
- 5 Arrest**
- 8 Incident Reports**

Additional Information: We will start a code enforcement blitz for the month of March to get it started on a strong note. The Police Department will be doing a Warrant Round Up in the month of March .

CODE ENFORCEMENT

Code Enforcement

Monthly Report

February 2018

February was a slow month on Code Enforcement. I have been working on 2 properties to get them headed towards compliance with City Code.

902 Main St. started the month strong but fell off. Subject was issued a citation for the miscellaneous junk and litter. He has till the 10th of March to see the Judge on this violation.

The second property is 1223 Main St. He has taken 3 cars off the lot and crushed 2 of them. He has been warned for the litter and junk around the front of his porch. He is working toward compliance.

MUNICIPAL COURT
REPORT

Hale Center Municipal Court Municipal Court Council Report From 2/1/2018 to 2/28/2018

Violations by Type

Traffic	Penal	City Ordinance	Parking	Other	Total
23	0	0	0	7	30

Financial

State Fees	Court Costs	Fines	Tech Fund	Building Security	Total
\$1,989.62	\$881.06	\$3,918.20	\$98.19	\$73.63	\$6,960.70

Warrants

Issued	Served	Closed	Total
28	0	2	30

FTAs/VPTAs

FTAs	VPTAs	Total
0	0	0

Dispositions

Paid	Non-Cash Credit	Dismissed	Driver Safety	Deferred	Total
31	0	5	1	1	38

Trials & Hearings

Jury	Bench	Appeal	Total
0	0	0	0

Omni/Scofflaw/Collection

Omni	Scofflaw	Collections	Total
29	0	29	58

**WATER/SEWER DEPARTMENTAL
REPORTS**

February 2018 Monthly Report

Public Works Department

Water & Sewer

- *Water usage for this was 4,870,00 slight increase
- *Samples came back negative for E.coli and Total Coliform
- *Sewer sample ph 7.3 which is great.
- *We had a couple water leaks on service lines

Animal Control

- *Had 20 dog at large calls picked 11 dogs 4 which were returned to owners. Have seen an increase on dogs running loose.
- *Set out 3 skunk traps no luck yet!
- *Cleaning New animal shelter site removing caliche so we can put down topsoil.

Streets

- * Have been working on alleys filling ruts
- * Will begin spraying weeds in street this coming week.
- *Measured streets for seal coating

Other

*Been keeping guys busy with works orders and other duties assigned .

*Jack has started therapy and is doing well ready to come back to work.

*Been a product month.

*All department are doing a good job.

HALE CENTER EDC REPORT

HALE CENTER ECONOMIC DEVELOPMENT CORPORATION

Revenue and Expense for 01/01/18 through 01/31/18

12/31/17 48,010.63

REVENUE/RECEIPTS

Sales Tax Payment 01/16/18 2,217.71

TOTAL RECEIPTS 2,217.71

EXPENSES

Secretary of State (filing fee) 5.00

Hale Center Chamber quarterly fee for office use 600.00

TOTAL EXPENSES 605.00

Checking account balance 01/31/18 49,623.34

Certificate of Deposit Vista Bank 100,487.13

Interest paid on Certificate of Deposit 21.27

Total Value Certificate of Deposit 100,208.40

TOTAL HOLDINGS 01/31/18 149,831.74

HALE CENTER ECONOMIC DEVELOPMENT CORPORATION

Revenue and Expense for 02/01/18 through 02/28/18

01/31/18 49,623.34

REVENUE/RECEIPTS

Sales Tax Payment 01/16/18 3,313.36

TOTAL RECEIPTS 3,313.36

EXPENSES

TOTAL EXPENSES .00

Checking account balance 02/28/18 52,936.60

Certificate of Deposit Vista Bank 100,208.40

Interest paid on Certificate of Deposit 20.59

Total Value Certificate of Deposit 100,228.99

TOTAL HOLDINGS 02/28/18 153,165.59

HALE CENTER EMS REPORT

Hale Center EMS Association

116 W 6th Street * PO Box 1027

Hale Center TX 79041

806-590-8042 * Fax 806-590-8043

February 2018 Run Report

19 9-1-1 Calls
22 Within City Limits
3 Hale County

8 Transfers

27 Total Calls for Month

6 No Transport

21 *Billable Runs*

Type of Call

4 Trauma
23 Medical / Other

Transfers from Covenant Hospital Plainview to

3 Covenant Lubbock
1 Lubbock Heart
2 University Medical Center
1 Covenant - Women & Children
1 BSA - Amarillo

Profit & Loss

February 2018

	<u>Feb 18</u>	<u>Jan - Feb 18</u>
Ordinary Income/Expense		
Income		
City Supplement	4,000.00	8,000.00
County Supplement	2,500.00	11,000.00
Donations	1,870.00	7,999.00
Insurance Billing	11,636.39	28,560.27
Total Income	<u>20,006.39</u>	<u>55,559.27</u>
Gross Profit	20,006.39	55,559.27
Expense		
Advertising and Promotion	326.11	326.11
Billing Service	1,758.82	4,137.84
Computer Equipment & Software	25.98	-32.87
Conferences & Training	70.00	70.00
Employee Appreciation	273.00	273.00
Fundraiser Supplies	3,338.93	5,940.38
Interest Expense	59.15	121.65
Labor	0.00	65.00
Medical Supplies	1,432.02	2,630.66
Office Supplies	123.50	233.15
Payroll Expenses	18,076.52	36,276.67
Phone, TV & Internet Expenses	187.33	375.14
Postage	0.00	49.00
Repairs and Maintenance-Bldg	50.00	250.60
Security	-207.83	-82.21
Station Supplies		
Cleaning Supplies	5.00	20.16
Paper Goods	11.24	11.24
Station Supplies	0.00	29.08
Total Station Supplies	<u>16.24</u>	<u>60.48</u>
Vehicle Expense		
Vehicle Fuel	569.52	1,430.67
Vehicle Maintenance	0.00	672.43
Vehicle Repair	212.90	835.03
Total Vehicle Expense	<u>782.42</u>	<u>2,938.13</u>
Total Expense	<u>26,312.19</u>	<u>53,632.73</u>
Net Ordinary Income	<u>-6,305.80</u>	<u>1,926.54</u>
Net Income	<u><u>-6,305.80</u></u>	<u><u>1,926.54</u></u>

Ambulance Service of Hale Center
Balance Sheet
As of February 28, 2018

	<u>Feb 28, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
aGeneral Operating	5,381.32
Fund Raiser Acct	3,255.61
Petty Cash	99.29
Total Checking/Savings	<u>8,736.22</u>
Total Current Assets	8,736.22
Fixed Assets	
Furniture and Equipment	
Amb Equipment	28,754.00
Total Furniture and Equipment	28,754.00
Vehicles	
3901 - 2010 Chevy Ambulance	57,491.00
3902 - 1997 Ford Ambulance	16,816.00
3904 - 1997 Chevy Ambulance	15,000.00
Total Vehicles	<u>89,307.00</u>
Total Fixed Assets	<u>118,061.00</u>
TOTAL ASSETS	<u><u>126,797.22</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Payroll Liabilities	27,760.83
Vista Loan 2017	13,386.39
Total Other Current Liabilities	<u>41,147.22</u>
Total Current Liabilities	<u>41,147.22</u>
Total Liabilities	41,147.22
Equity	
Opening Balance Equity	112,135.13
Unrestricted Net Assets	-28,411.67
Net Income	1,926.54
Total Equity	<u>85,650.00</u>
TOTAL LIABILITIES & EQUITY	<u><u>126,797.22</u></u>

ACCOUNTS PAYABLE
CHECK REGISTER

Accounts Payable Check Register Report - VISTA Bank-502219

For The Date Range From 2/1/2018 To 2/28/2018

For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
29865	C	2/1/2018	71	HALE CENTER FIRE DEPT.	\$825.00	O
29866	C	2/1/2018	77	HALE COUNTY APPRAISAL DISTRICT	\$449.34	O
29867	C	2/1/2018	116	HALE CENTER LIBRARY	\$450.00	O
29868	C	2/1/2018	148	OWEN, VOSS, OWEN & MELTON, PC	\$2,400.00	O
29869	C	2/1/2018	155	PITNEY-BOWES (INC)	\$178.68	O
29870	C	2/1/2018	196	SENIOR CITIZENS	\$500.00	O
29871	C	2/1/2018	222	TEXAS MUNICIPAL RETIREMENT SYSTEM	\$2,338.21	O
29872	C	2/1/2018	238	TML ADMIN SERVICES-DUES & FEES	\$741.00	O
29873	C	2/1/2018	240	TML IEBP (HEALTH INS)	\$4,710.14	O
29874	C	2/1/2018	245	TRIPLE "C" WASTE (INC)	\$11,414.95	O
29875	C	2/1/2018	355	HALE CENTER AMBULANCE	\$4,000.00	O
29876	C	2/1/2018	588	CNA SURETY	\$175.00	O
29877	C	2/1/2018	1348	ROBERT ZAPATA	\$75.00	O
29878	C	2/1/2018	1384	HALE CENTER GIN LLC	\$176.67	O
29879	C	2/1/2018	1461	Audriana Boones	\$50.00	O
29880	C	2/2/2018	246	TWO WAY RADIO (INC)	\$761.00	O
29881	C	2/2/2018	320	TEXAS COMMISSION ON ENVIRONMENTAL QUALITY	\$111.00	O
29882	C	2/2/2018	740	Reagor-Dykes	\$137.22	O
29883	C	2/2/2018	860	Gloria Olvera	\$285.00	O
29884	C	2/2/2018	1369	CTSI (INC)	\$406.17	O
29885	C	2/2/2018	1469	City of Spur	\$37.76	O
29887	C	2/9/2018	65	GT DISTRIBUTORS, INC.	\$4,104.76	O
29888	C	2/9/2018	125	McCOY'S	\$210.55	O
29889	C	2/9/2018	126	McDONALD TRADING POST, INC.	\$503.50	O
29890	C	2/9/2018	138	NTS COMMUNICATIONS (INC)	\$447.43	O
29891	C	2/9/2018	143	OFFICE OF THE ATTORNEY GENERAL	\$324.00	O
29892	C	2/9/2018	143	OFFICE OF THE ATTORNEY GENERAL	\$147.69	O
29893	C	2/9/2018	143	OFFICE OF THE ATTORNEY GENERAL	\$57.69	O
29894	C	2/9/2018	227	TML INTRGOVRNMNTL RISK POOL(WK.COMP/VEH LIAB)	\$913.00	O
29895	C	2/9/2018	257	WALLER'S GARAGE	\$469.12	O
29896	C	2/9/2018	380	TRACTOR SUPPLY CREDIT PLAN	\$149.99	O
29897	C	2/9/2018	478	VERIZON	\$424.11	O
29898	C	2/9/2018	1348	ROBERT ZAPATA	\$225.00	O
29899	C	2/9/2018	1420	HALE CENTER SUPPLY	\$569.46	O
29900	C	2/9/2018	1470	Municipal Code Corporation	\$60.00	O

CITY OF HALE CENTER
Accounts Payable Check Register Report - VISTA Bank-502219

For The Date Range From 2/1/2018 To 2/28/2018

For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
29901	C	2/13/2018	70	HALE CENTER ECONOMIC DEVELOPMENT CORP.	\$3,313.26	O
29902	C	2/13/2018	98	J C TERMINEX	\$36.00	O
29903	C	2/13/2018	255	W.H. JOHNSON	\$75.00	O
29904	C	2/13/2018	264	XCEL	\$2,265.25	O
29905	C	2/13/2018	299	GEBO'S	\$327.28	O
29906	C	2/13/2018	618	Christine Reyna	\$25.00	O
29907	C	2/13/2018	673	Data-Line Office Systems (INC)	\$35.00	O
29908	C	2/13/2018	730	Hearst Media Services	\$213.55	O
29909	C	2/13/2018	740	Reagor-Dykes	\$216.00	O
29910	C	2/13/2018	796	Texas Municipal Clerks Association	\$47.00	O
29911	C	2/13/2018	878	Mario Martinez	\$25.00	O
29912	C	2/13/2018	880	Karen Boyce	\$25.00	O
29913	C	2/13/2018	939	DPC Industries Inc.	\$40.00	O
29914	C	2/13/2018	1041	Richard Castillo	\$25.00	O
29915	C	2/13/2018	1141	ENVIRONMENTAL MONITORING LABORATORY, LLC	\$106.00	O
29916	C	2/13/2018	1338	Janet Peoples	\$25.00	O
29917	C	2/13/2018	1459	TimeClock Plus	\$45.83	O
29918	C	2/13/2018	1471	Plainview Chrysler Dodge Jeep Ram	\$2,660.33	O
29919	C	2/16/2018	9	ATMOS ENERGY	\$1,647.96	O
29920	C	2/16/2018	117	LOWE'S PAY-N-SAVE	\$113.53	O
29921	C	2/16/2018	155	PITNEY-BOWES (INC)	\$15.30	O
29922	C	2/16/2018	168	POSTMASTER	\$75.95	O
29923	C	2/16/2018	318	USTI	\$14.88	O
29924	C	2/16/2018	673	Data-Line Office Systems (INC)	\$116.16	O
29925	C	2/16/2018	1393	VALERO MARKETING & SUPPLY	\$1,680.01	O
29927	C	2/26/2018	77	HALE COUNTY APPRAISAL DISTRICT	\$449.34	O
29928	C	2/26/2018	143	OFFICE OF THE ATTORNEY GENERAL	\$324.00	O
29929	C	2/26/2018	143	OFFICE OF THE ATTORNEY GENERAL	\$147.69	O
29930	C	2/26/2018	143	OFFICE OF THE ATTORNEY GENERAL	\$57.69	O
29931	C	2/26/2018	204	SOUTH PLAINS ELECTRIC	\$411.54	O
29932	C	2/26/2018	264	XCEL	\$4,376.74	O
29933	C	2/26/2018	288	CTN, Educational Services, Inc.	\$100.00	O
29934	C	2/26/2018	380	TRACTOR SUPPLY CREDIT PLAN	\$1,923.75	O
29935	C	2/26/2018	678	Paramount Leasing (INC)	\$284.00	O
29936	C	2/26/2018	1156	SYNERGY FITNESS & MASSAGE	\$375.00	O

CITY OF HALE CENTER

Accounts Payable Check Register Report - VISTA Bank-502219

For The Date Range From 2/1/2018 To 2/28/2018

For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
29937	C	2/26/2018	1391	LIBERTY NATIONAL	\$211.63	O
				Cleared	\$0.00	
				Outstanding	\$60,659.11	
				Void	\$0.00	

MANAGER REPORT

City Manager Report---February 2018

1. **Financial Report**

Beginning Balance 1/31/18	\$217,225.69
Deposits & Credits	138,798.37
Checks & Debits	145,033.82
End Balance as of 2/28/18	\$210,990.24

2. The City should be receiving a contract from Texas Parks & Wildlife for the **nature trail grant for Caudle Lake** in April. Only pending step is an archeological study.
3. An insurance **adjuster has inspected the City Hall roof** and believes that there is damage caused from previous storms. The claim will be sent to Trident, the insurance company for Mayo. We will not do any roof repairs until we know what insurance will cover.
4. **Building letters** have been ordered for the LeMond Community Center. We hope to have the letters installed by the end of the month.
5. Twenty **new properties** will be up for sale soon as trust properties. Texas Communities Group will soon market these seized properties in the same way they did the previous properties.
6. Patricia and I attended the **TML Small Cities Problem Solving Clinic** in Farwell.
7. I attended an **AXM meeting** with other city managers in Plainview. Purpose of the meeting was to get a better understanding of the negotiation process in dealing with Excel/SPS rate increases.
8. **Tax Collections for January** totaled \$28,889. The city's tax collections are at 81.6% (\$247,306) of the city's tax levy of \$302,919. A year ago at the same time we collected \$232,849. Total outstanding delinquent taxes are \$113,097.

9. **Sales tax refund** for March totaled \$7,006. One year ago the refund was \$7,018.

10. **Public Works pickup truck**

11. **Dates to remember:**

March 24—Chamber of Commerce banquet, Akin Elementary

March 29---TML Quarterly meeting, Lubbock

March 30—Good Friday, City Hall closed

April 10---City Council

April 13---Annual rabies clinic 2-4 pm

June 2---Citywide cleanup 8 am to noon