

SNOOK CITY COUNCIL
MINUTES OF REGULAR CALLED MEETING
November 25, 2024

The City Council of the City of Snook, Burleson County, Texas, convened in regular meeting at the Snook City Hall on November 25, 2024 at 5:30 p.m. with Mayor Frank Fields presiding.

Attendance

Mayor: Frank Fields
Mayor Pro-Tem Matt Collins
Aldermen: Tina Vega, Wade Elkins, John Pollock, Mary Cook
City Staff: David Junek
Visitors: Roy Sanders, Charles Dunlap, Jack Baumann

- I. Mayor Frank Fields called the meeting to order at 5:30 p.m.
- II. A quorum was established.
- III. Alderman Wade Elkins made a motion to adopt the agenda. Alderman John Pollock seconded the motion. Motion carried unanimously 5-0.
- IV. **Open Forum/Visitor's Comments:**

None.
- V. **Action Items:**
 1. Mayor Frank Fields read the item. Mayor Pro-Tem asked if the services agreement was like the other ones done and Mr. Fields said yes. A motion was made by Mayor Pro-Tem Matt Collins to approve the services agreement. A second was made by Alderman Wade Elkins and carried unanimously 5-0.
 2. Mayor Frank Fields opened the public hearing at 5:32 p.m. and asked if Ms. Maass still owned the property and Jack Baumann responded that she didn't. City Administrator/City Secretary David Junek said she did when the petition was received for annexation and services agreement was signed. No other comments were made and Mayor Frank Fields closed the public hearing at 5:34 p.m.
 3. Mayor Frank Fields read the item and mentioned this was for the annexation of the two acres in the previous item. A motion was made by Alderman Wade Elkins to approve Ordinance 2024-08. A second was made by Mayor Pro-Tem Matt Collins and carried unanimously 5-0.

4. Mayor Frank Fields read the item and City Operator Dustin Lozano was not present to give his report. City Administrator/City Secretary David Junek gave the following report:
 - 3 new building permits were issued since the last regular city council meeting
 - o 1 commercial building for CWC new office
 - o 2 single-family residences in Grand Lake Section 3
 - o C-LARS permit still under review pending information needed from the contractors.
 - 6 new water/sewer customers added this month (all 6 transfer of services).
 - Construction of the softball building is almost complete. Just need to finish the top-out on utilities and install bathroom partitions/accessories.
 - GLO MIT (Hurricane Harvey) project:
 - o Bid date scheduled for December 19th with possible award at the December 23rd City Council meeting.
 - MIT MOD project application was approved on September 9th. Still waiting on the contract documents from the General Land Office to sign. Once the documents are signed, we can begin.
 - Construction on the CR 269 W waterline extension project will start this week.
 - WWTP Permit renewal application is still under reviewed by TCEQ.
 - Please review RFQ responses and rate by the December 23rd meeting.
 - Texas A&M University professor can discuss zoning with city council close to the lunch hour the week of December 16th – 20th. Need to know if anyone is available to meet at that time.
 - City is hiring for a part-time office assistant.
5. Mayor Frank Fields read the item and City Administrator/City Secretary David Junek explained the application process and what the grant could be used for. Mr. Fields commented that the resolution has to be passed showing the matching amount as part of the application requirement. A motion was made by Mayor Pro-Tem Matt Collins to approve Resolution 2024-05. A second was made by Alderman John Pollock and carried unanimously 5-0.
6. Mayor Frank Fields read the item and commented that he believed Angela Beene had been our representative for a while and wanted to continue to do so. City Administrator/City Secretary David Junek commented that the City of Caldwell and the City of Somerville were going to pass resolutions appointing Ms. Beene to the board as well. A motion was made by Alderman Wade Elkins to approve Resolution 2024-06. A second was made by Alderman Mary Cook and carried unanimously 5-0.
7. Mayor Frank Fields read the item and mentioned that this item was tabled at the September City Council meeting to have more input on it from council members. Mr. Fields commented that he'd like to see bed and breakfast and VRBO types removed from the definition of hotel so as not to impose any hardships on anyone wanting to use their house for things like that. Mayor Pro-Tem Matt Collins agreed that he's ok with taxing a hotel but not a bed and breakfast type place. Alderman John Pollock agreed with taxing a hotel but need to look at different situations concerning the

other types closely. Alderman Wade Elkins commented that the city council could always come back and make amendments/variances when necessary. The consensus of City Council was to have something in place before a hotel shows up. A motion was made by Alderman John Pollock to table action on Ordinance 2024-05 pending revisions. A second was made by Alderman Mary Cook and carried unanimously 5-0.

8. Mayor Frank Fields read the item and read the executive summary. City Administrator/City Secretary David Junek explained that the ordinance would essentially set a policy that would require anyone requesting water service in the ETJ to annex. Mayor Pro-Tem asked about places not able to be annexed outside the city's ETJ and Mr. Junek said that any request like that could either be rejected or brought to City Council for consideration. Mr. Collins asked if that should be put in the ordinance and Mr. Junek said he did not recommend it. A motion was made by Alderman John Pollock to approve Ordinance 2024-09. A second was made by Alderman Tina Vega and carried unanimously 5-0.
9. Mayor Frank Fields read the item and City Administrator/City Secretary David Junek explained that the reason for the policy was due to Senate Bill 1893 and would put the City in compliance with it. Essentially it just prohibits TikTok and a few other applications from governmental devices. A motion was made by Mayor Pro-Tem Matt Collins to approve the proposed Covered Application and Prohibited Technology Policy. A second was made by Alderman Wade Elkins and carried unanimously 5-0.
10. Mayor Frank Fields read the item and Mayor Pro-Tem Matt Collins clarified that it would be one shade structure behind home plate at the baseball field. A motion was made by Alderman Wade Elkins to approve the donation of the shade cover for the baseball field located in City Park. A second was made by Alderman Mary Cook and carried 4-0 with Mayor Pro-Tem Matt Collins abstaining from voting.
11. Mayor Frank Fields read the item and said that the next step of the tax abatement process is to determine the terms of the agreement. Mr. Fields reminded City Council of what the C-LARS representatives said at the last meeting. Mr. Fields then proposed a few different options on what kind of abatement the City could offer. Alderman John Pollock asked if C-LARS had requested a specific tax abatement and Mr. Fields said they wanted 100% for 5 years. Mayor Pro-Tem asked if the tax abatement included equipment and City Administrator/City Secretary David Junek said yes and referenced Section 12 of the draft agreement. Mr. Collins said he'd be in favor with a sliding scale starting at 100% the first year, 80% the second, 60% the third, and so on. Mr. Pollock asked if this was the first tax abatement requested from the City ever and Mr. Fields said he believed so. Mr. Pollock asked if this would set the tone for future requests and Mr. Fields said not really because he didn't believe that C-LARS would not relocate to Snook if we did not grant them the tax abatement. Mr. Fields commented that he would like to see 100% abatement for the first two years to help them get established. Alderman Mary Cook commented that she did not like the variation in the sliding scale and would like to see a more uniformed numbered approach so that it would set the standard for others. Mr. Fields commented that this agreement would not impact any other future request

and that every request could be handled differently depending on the situation. Alderman Wade Elkins asked how much would the City not gain from granting them 100% for 5 years and Mr. Fields said just based off the \$5 million estimated value, it would be about \$12,500 per year based on the City's current \$0.25 tax rate. Mr. Fields commented that the City would not be giving that money to them, we would just not be collecting it. City Administrator/City Secretary David Junek mentioned that this item was just to discuss potential terms of the tax abatement so that it could be sent to C-LARS for consideration. Mr. Pollock proposed granting them 100% for the first 3 years and 50% in years 4 and 5. The general consensus of City Council seemed to find this acceptable. No action was taken.

12. Mayor Frank Fields read the item and commented that he took the FY 2025 budget and projected it out to FY 2029 and revised his numbers based on current conditions. Mr. Fields reviewed the forecasted budget and commented he was not sure if the City Council still wanted to proceed with the proposed schedule of forming a police department and if we should move towards hiring a police chief later next year. Alderman Wade Elkins commented that he'd like to get Alderman John Pollock's take on matter due to his extensive experience in that area. Mr. Pollock commented on the conversations that he's had with people. Mr. Pollock also commented that he's still in favor of forming our own department rather than a contract deputy. He also mentioned that it did not appear that the sheriff's department was going to gain any additional deputies, therefore not going to gain any additional coverage. Mr. Pollock commented we need to be fiscally responsible, but would always vote for the security and safety of the community. Mr. Pollock mentioned that there could be an opportunity to get a vehicle and other equipment donated from different organizations. There was a discussion on salaries of deputies in the surrounding counties. Mr. Fields commented that he was still convinced that it's something that we need to do, but the timing is the issue. Mr. Pollock commented on some concerns that were brought up by citizens and that we would need to carefully select the police chief to make sure he was the right fit for our community. Mr. Elkins asked if the budgeted amount in this year's budget was to cover the salary of a police chief for half a year and Mr. Fields said yes, but not sure until we start the recruiting process. There was a discussion on the timeline to get everything in place. Mr. Pollock recommended on looking at what equipment that the City could get and hire a chief to put policies and procedures in place. Alderman Mary Cook also agreed to get started now so that we're not scrambling. The general consensus of City Council was to continue as planned. Mr. Pollock also mentioned that there could be more grant funding available in the future with the new administration. Mr. Pollock also brought up citizen's concern about the City's liability and City Administrator/City Secretary mentioned that the City's insurance and state laws should help if that type of situation ever occurred. No action was taken.
13. Mayor Frank Fields read the item and City Council members reviewed the minutes from the October 28, 2024 regular city council meeting. A motion was made by Alderman John Pollock to approve the minutes. A second was made by Alderman Tina Vega and carried unanimously 5-0.

14. Mayor Frank Fields read the item and City Council members reviewed the minutes from the November 15, 2024 special city council meeting. A motion was made by Alderman John Pollock to approve the minutes. A second was made by Alderman Mary Cook and carried unanimously 5-0.
15. Mayor Frank Fields read the item and City Council members reviewed the financial statements. No payments were reviewed due to the City's accountant being out of town. Mr. Fields also commented that the budget was being integrated into QuickBooks to provided better financial comparisons. A motion was made by Alderman Tina Vega to approve the financial statements. A second was made Alderman Mary Cook and carried unanimously 5-0.

VII. Items to be placed on future agenda: Code enforcement.

VIII. The meeting was adjourned at 6:48 p.m.



Frank Fields
Mayor, City of Snook



David Junek
City Administrator/City Secretary

