

**SNOOK CITY COUNCIL**  
**MINUTES OF REGULAR CALLED MEETING**  
**January 22, 2024**

The City Council of the City of Snook, Burtleson County, Texas, convened in regular meeting at the Snook City Hall on January 22, 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, Mary Cook, John Pollock  
**City Staff:** David Junek  
**Visitors:** Dustin Lozano, Roy Sanders, Bradley Loehr, Tracy Dunlap, Charles Dunlap, Brad Howard Jr., Anastasia Mcanear

- 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 Mary Cook seconded the motion. Motion carried unanimously 5-0.
- IV. **Open Forum/Visitor's Comments:**  
  
No comments were made at this time.
- V. **Action Items:**
  1. Mayor Frank Fields read the item and City Operator Dustin Lozano gave the City Council an update on water/wastewater operations. A few leaks were repaired, but nothing major, read the new meters last month, but they should be reading automatically by the end of this month, surprisingly did not experience any issues during freeze (only a few customers had issues on their side), small chlorination leak at water plant, but will address when Mercer replaces the controls. Mayor Frank Fields asked if there was a noticeable change in usage from people dripping their faucets and Mr. Lozano said yes, normally averaging about 140,000 gallons a day, but saw up to about 250,000 gallons each day. City Administrator/City Secretary David Junek gave City operational update:
    - Auditors should be at February 26, 2024 city council meeting to present FY 2022 Audit.
    - 1 building permit was issued since the last City Council meeting for solar panel installation on roof.
    - 2 new water/sewer customer added this month.
    - Softball building RFP bid response due Friday January 26<sup>th</sup>
    - Control panel project may start this week, but will be dependent on the weather.
    - GLO MIT (Hurricane Harvey) project – BEFCO at this meeting to provide us an update.

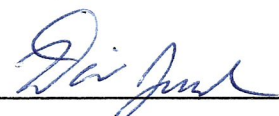
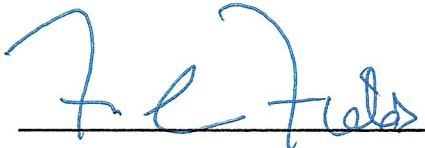
- Water meter replacement project – almost all meters have been replaced, next thing is to get all the endpoints installed and synced with our system.
  - Code enforcement list is being updated and new notices will be sent out soon.
  - Our new part-time office assistant, Margaret Millard started on January 19<sup>th</sup>.
  - Notice to file for position on the ballot for the May election is open now and will close on February 16<sup>th</sup>.
2. Mayor Frank Fields read the item and Bradley Loehr of BEFCO, the City's engineer, went over the GLO MIT (Hurricane Havey) project. Mr. Loehr went over the overall project map and overall scope of the project. Mr. Loehr went over the cost differences on Kovar Street, Fojt Street, and along the park ditch and explained the difference in cost of each section. Mr. Loehr then went over the CR 269 cost estimate difference. Mr. Loehr then went over the cost of relocating the FM 2155 lift station and difference in cost in pipe bursting the lines along FM 2155 TxDOT right of way and relocating them to private property. Mr. Loehr then reviewed the two places that the FM 2155 lift station could be relocated to. Overall, Mr. Loehr feels confident that any route that the City Council takes will be within the construction budget, but need to get it bid out to see. City Operator Dustin Lozano commented that he didn't have anything additional to add when asked by Mr. Loehr and that he's driven and been over the project numerous times. Mr. Loehr then went over the cost difference in rehabbing the FM 2155 lift station versus relocating it and the future impacts that each would have. Mr. Fields asked how much growth would be needed along FM 2155 for the need to upsize that line and Mr. Loehr said that based on the flattest grade of an 8-inch line that it could handle a lot of flow, but couldn't give a definite number. Mr. Lozano commented that the subdivision off CR 272 would've needed a major lift station in order for them to be connected to City sewer. Mr. Fields commented that he did not foresee any immediate development on FM 2155 so did not feel it was necessary to upsize that line and to leave it in the TxDOT right of way. Mr. Fields asked if a decision on the lift station was needed and Mr. Loehr said yes and went over the pros and cons of each option with it. Mr. Loehr said the advantages of relocating it include it would be completely out of the flood plain, would account for any significant future growth, and have a willing landowner. The only disadvantage was price. Alderman John Pollock agreed that the City needed to plan for the future and can't really allocate the funds for anything else. Alderman Mary Cook agreed. A motion was made by Alderman Wade Elkins to relocate the FM 2155 lift station and to keep the FM 2155 sewer lines in TxDOT right of way. A second was made by Mayor Pro-Tem Matt Collins and carried unanimously 5-0.
3. Mayor Frank Fields read the item which mentioned \$162,000 was allocated toward the softball concession stand/restroom building from the 4B budget last year. Alderman Wade Elkins said that the 4B had unanimously agreed to cancel contract negotiations with the selected vendor due to not feeling that the price was reasonable mostly due to questions about the bid and the long time it took to get a response back from the vendor on certain questions. He mentioned that a new bid advertising the project was put out and responses are due this Friday, January 26<sup>th</sup>. Mr. Fields asked if the City Council had to approve the contract with the selected vendor and City Administrator/City Secretary David Junek said no that only the 4B Economic Development Corporation Board had to approve it. A motion was made by Alderman Mary Cook to approve the FY 2024 4B Economic Development Corporation budget. A second was made by Alderman Tina Vega and carried unanimously 5-0.

4. Mayor Frank Fields read the item and mentioned that City Council may recall sending several applications for this grant last year and not getting any approved. City Administrator/City Secretary David Junek went over the details of the grants and typically funded projects. He also went over previously awarded projects and the quotes for 3 potential projects that the City could submit an application for. One was for eliminating a dead end waterline on CR 269 W by tying into the waterline on CR 270, one was for replacing the entire waterline down CR 270, and one was for replacing the waterline down FM 2155 from CR 272 to the end. City Operator Dustin Lozano mentioned that the quote for the FM 2155 waterline replacement was due to several utilities in the way (fiber, phone, etc.) and that the price could be significantly reduced if the waterline was relocated to private properties along that stretch. Mr. Fields commented that he saw the most benefit from tying in the waterlines on CR 269 and CR 270 and that just replacing the CR 270 waterline didn't get as much bang for your buck and maybe to consider the CR 270 waterline replacement as a project next year once it was determined if right of way acquisitions could be done. City Engineer asked if any of the projects had TxCDBG funding potential and Mr. Junek said no due to not being a lot of low to moderate income in the potential project areas. Alderman Wade Elkins asked if then the City Council was deciding on 3 separate quotes for 3 separate projects and Mr. Junek said yes. A motion was made by Alderman Wade Elkins to apply for the Post Oak Savannah Groundwater Conservation District's grant using the CR 269 and CR 270 waterline tie-in as the project. A second was made by Alderman John Pollock and carried unanimously 5-0.
  
5. Mayor Frank Fields read the item and mentioned that he has been talking about doing a community cleanup for a while and people are generally in favor of it. Mr. Fields talked to Steve Tunnell with Keep Burleson County Beautiful and he said that April was the month that they did most of their activities. Mr. Fields is trying to set up a meeting to see what's available for them and potential dates, but leaning towards doing it April 13<sup>th</sup> so it avoids spring break, Easter, and Chilifest. Alderman Mary Cook asked when Easter was and Mr. Fields said it was the last week of March. Alderman Wade Elkins said he could not think of any other conflicts. Mr. Fields said the vision is to involve as many organizations and volunteers as possible to provide the man power and mentioned having the Snook Volunteer Fire Department on standby so that people could burn brush. He also mentioned that he talked to Burleson County Precinct 2 Commissioner, Vincent Svec, and that they didn't take tires or treated lumber, but equipment would be needed to get it to the dump. Mr. Fields also mentioned he met with a group representing the historic Dabney Hill Church and they were trying to get funds and volunteers to clean up the church's property. They're also trying to stabilize the lodge on site so that grant funding could be applied for. Mr. Fields had mentioned that he was organizing a community cleanup, but they were hoping to get something done sooner and asked if the City could help. The main thing would be to provide them a roll off dumpster and they could provide the volunteers. Alderman Wade Elkins said he thought that it was important that the City help them with their goal. He also mentioned that he had heard there might be an old church bell in the rubble and that they needed to get it back. Alderman Mary Cook said she believed it was important for the City to help and mentioned the history behind the community there. Alderman Tina Vega said it appeared that someone was doing a major cleanup and mentioned all the full trash bags she saw. Mr. Fields mentioned that the cleanup was in the budget and could help the Dabney Hill Church area as a smaller part of the big event. A motion was made by Mayor Pro-Tem Matt Collins to approve the expenditure of the roll off dumpster and April 13<sup>th</sup> event. A second was made by Alderman Tina Vega and carried unanimously 5-0.

6. Mayor Frank Fields read the item and mentioned that the electronic signs have been delivered and just need to figure out where to put them. Alderman Wade Elkins said that they had been looking at the location between City Hall and the Fire Station on City property that could work. He also mentioned looking at doing a concrete, brick, or steel base for it. The remote has to be within 150 feet of the sign to program it so it would be easy for staff to go out and change it as necessary. In that location, people from the school should be able to see it as well. The other location that was considered was by the Family Dollar, but the way the road runs, it seems it would be hard for people to notice it. Regarding the base, Mr. Elkins asked if there was a certain dollar amount for it that the City didn't have to go out for bids and City Administrator/City Secretary David Junek said yes if it's less than \$3,000. Mr. Fields asked if there were any suggestions from City Council on design and Mayor Pro-Tem asked how the signs were set up and there was discussion on the composition of the signs and how they could be mounted in different ways. Mr. Fields asked if Mr. Collins thought there needed to be a specific design criteria and he said no, not really. Mr. Elkins said he would take lead on that part. It was mentioned that maybe the City should reach out to the Ag program with Snook ISD to see if they needed or could do the base. No action was taken on this item.
7. Mayor Frank Fields read the item and City Council reviewed the minutes from the December 18, 2023 regular meeting. A motion was made by Alderman Wade Elkins to approve the minutes. A second was made by Alderman John Pollock and carried unanimously 5-0.
8. Mayor Frank Fields read the item and City Council members reviewed the monthly payments and financial statements. A motion was made by Alderman John Pollock to approve the payment of the monthly bills and financial statements. A second was made Alderman Mary Cook and carried unanimously 5-0.

**VI. Items to be placed on future agenda:** Electronic sign, clean up, Mayor Pro-Tem Matt Collins asked for a code enforcement update. Alderman Mary Cook asked if important notices, such as the clean up day, could be put on the paper bills and City Administrator/ City Secretary David Junek said yes and with the new billing system that notices could be sent to all emails on file.

**VII.** The meeting was adjourned at 6:53 p.m.

 _____ Frank Fields Mayor, City of Snook	←————→	 _____ David Junek City Administrator/City Secretary
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