

SNOOK CITY COUNCIL
MINUTES OF REGULAR CALLED MEETING
February 26, 2024

The City Council of the City of Snook, Burleson County, Texas, convened in regular meeting at the Snook City Hall on February 26, 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: Roy Sanders, Anastasia Mcanear, Steve McCoy, Jack Baumann, Daniel Leschber, Steve Tunnel, Heather Delso, Michele Kwiatkowski

- I. Mayor Frank Fields called the meeting to order at 5:30 p.m.
- II. A quorum was established.
- III. Mayor Pro-Tem Matt Collins made a motion to adopt the agenda. Alderman Wade Elkins seconded the motion. Motion carried unanimously 5-0.
- IV. At 5:30 p.m., Mayor Frank Fields began the public hearing on the building at 174 CR 269 E and staff presented the deficiencies of the building that violated the City's substandard building ordinance. After staff's presentation, the owner, nor owner's representative, were present to make comments. Nobody from the audience made any comments. Alderman Mary Cook made the motion that:
 1. That the building located at 174 CR 269 E is substandard and a public nuisance; and
 2. That the conditions set forth in staff's report exist to the extent that the life, health, property, or safety of the public; and
 3. The condition of the building is such that the building is substandard to the point that it would be unreasonable to attempt to repair the building, and that the building should be abated by demolishing and/or removing the buildings from the property;Ms. Cook further moved that the Council order:
 1. The owner to demolish or remove the building and all debris within 30 days; and
 2. That the premises be cleaned and maintained free of all trash and debris within 30 days; and
 3. If the owner fails to demolish or remove the building within 30 days, the City may demolish the building at its expense and place a lien on the property to recover its costs, or take other legal action.A second was made by Mayor Pro-Tem Matt Collins and carried unanimously 5-0.

Mayor Frank Fields closed the public hearing at 5:34 p.m.
- V. At 5:34 p.m., Mayor Frank Fields began the public hearing on the building at 103 Skrabanek Street and staff presented the deficiencies of the building that violated the City's substandard building ordinance. After staff's presentation, the owner, nor owner's representative, were

present to make comments. Nobody from the audience made any comments. Alderman Mary Cook made the motion that:

1. That the building located at 103 Skrabanek is substandard and a public nuisance; and
2. That the conditions set forth in staff's report exist to the extent that the life, health, property, or safety of the public; and
3. The condition of the building is such that the building is substandard to the point that it would be unreasonable to attempt to repair the building, and that the building should be abated by demolishing and/or removing the buildings from the property;

Ms. Cook further moved that the Council order:

1. The owner to demolish or remove the building and all debris within 30 days; and
2. That the premises be cleaned and maintained free of all trash and debris within 30 days; and
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A second was made by Alderman Wade Elkins and carried unanimously 5-0.

Mayor Frank Fields closed the public hearing at 5:37 p.m.

VI. At 5:37 p.m., Mayor Frank Fields began the public hearing on the building at 641 CR 269 E and staff presented the deficiencies of the building that violated the City's substandard building ordinance. After staff's presentation, the owner, nor owner's representative, were present to make comments. Nobody from the audience made any comments. Alderman Mary Cook made the motion that:

1. That the building located at 641 CR 269 E is substandard and a public nuisance; and
2. That the conditions set forth in staff's report exist to the extent that the life, health, property, or safety of the public; and
3. The condition of the building is such that the building is substandard to the point that it would be unreasonable to attempt to repair the building, and that the building should be abated by demolishing and/or removing the buildings from the property;

Ms. Cook further moved that the Council order:

1. The owner to demolish or remove the building and all debris within 30 days; and
2. That the premises be cleaned and maintained free of all trash and debris within 30 days; and
3. If the owner fails to demolish or remove the building within 30 days, the City may demolish the building at its expense and place a lien on the property to recover its costs, or take other legal action.

A second was made by Alderman Wade Elkins and carried unanimously 5-0.

Mayor Frank Fields closed the public hearing at 5:39 p.m.

VII. At 5:39 p.m., Mayor Frank Fields opened the public hearing on the annexation of the FM 60 E right of way and explained that it was discussed at previous council meetings and that it would allow the City to expand its boundaries if there was development along the road. No comments were made from the audience and Mayor Frank Fields closed the public hearing at 5:40 p.m.

VIII. At 5:40 p.m., Mayor Frank Fields opened the public hearing on the annexation of the Slovacek Road right of way. No comments were made from the audience and Mayor Frank Fields closed the public hearing at 5:41 p.m.

IX. Open Forum/Visitor's Comments:

Steve McCoy with Haven Animal Rescue of Texas gave the City Council details of their rescue and adoption efforts in Burleson County. Mr. McCoy commented that they're putting a permanent facility in Caldwell to help support these operations and other services (such as veterinary related services). He's not asking for money, just wants to get the word out there about their organization. They are full, but willing to help where they can.

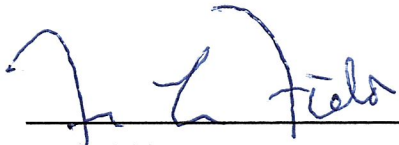
V. Action Items:

1. Mayor Frank Fields read the item and Michele Kwiatkowski and Heather Delso With Seidel Schroeder presented the FY 2022 Audit to City Council. Ms. Delso reviewed the details of the audit and financial statements. Ms. Kwiatkowski then reviewed the letters and summary of findings. After their presentation, Mayor Pro-Tem Matt Collins commented that he thought the City's accountant, Cam Schluens, was reconciling the accounts. City Administrator/City Secretary David Junek said that he was, but they were making the recommendation that someone double-check his reconciliations monthly. Mr. Fields asked about if there was a way to reconcile RVS with QuickBooks and Ms. Kwiatkowski said that there was through a monthly report in RVS. Mr. Fields asked how quickly the FY 2023 would be done and Ms. Kwiatkowski said it should be done quicker and that Mr. Junek and Ms. Delso could work those arrangements out. A motion was made by Mayor Pro-Tem Matt Collins to table the item to allow City Council more time to review the audit. A second was made by Alderman Wade Elkins and carried unanimously 5-0.
2. Mayor Frank Fields read the item and City Operator Dustin Lozano was not in attendance to give his report. City Administrator/City Secretary David Junek gave his operational report:
 - 1 building permit was issued since the last City Council meeting for an accessory building.
 - 1 new water/sewer customer added this month.
 - Softball building design in progress. Should be done in a couple of weeks. Will send to 4B Board for approval.
 - Control panel project is in progress. Hope to have it completed in a week or two.
 - GLO MIT (Hurricane Harvey) project – BEFCO is still designing the project. Hope to have it completed in a few months.
 - Water meter replacement project is completed. Just have 5 more endpoints to install.
 - Continuing with addressing code enforcement violations.
 - No need for election in May.

3. Mayor Frank Fields read the item and commented that the resolution would allow City Administrator/City Secretary David Junek the authorization to apply for the POSGCD grant and act on behalf of the City. A motion was made by Mayor Pro-Tem Matt Collins to approve Resolution 2024-01. A second was made by Alderman John Pollock and carried unanimously 5-0.
4. Mayor Frank Fields read the item and commented that the amended plat was only to change the names of the roads in the subdivision and create an easement for the placement of a mailbox cluster. A motion was made by Alderman John Pollock to approve the Grand Lake Section 3 amended plat. A second was made by Alderman Tina Vega and carried unanimously 5-0.
5. Mayor Frank Fields read the item and said that April 13th was set as the day of the cleanup. The roll off dumpsters have been budgeted and everything seems to be moving forward. The Snook Volunteer Fire Department will be on standby for anyone that wants to burn brush that day, but people can't burn treated lumber or other illegal items. Casey Moore has agreed to haul off any scrap metal, we can take any recyclable or household trash to the county dump, but not hazardous household items (there's a separate event in Brazos County for that the following week). Mr. Fields commented that his biggest problem is that he hasn't had any response for volunteers to help with the event and asked members of city council to make contact with anyone that they knew who could help with this. Alderman Wade Elkins asked if the event had been advertised on social media and Mr. Fields said yes and expect to have noticed mailed out by the end of the week. No action was taken.
6. Mayor Frank Fields read the item and said that he was able to get all the heirs of the Sebesta Subdivision to sign over conveyance of the right of ways and that it would cost \$7,000 to get them surveyed. Jack Baumann asked if they City accepted the conveyance, would they be responsible to bring them back up to a standard. Mr. Fields commented that it would give the City the ability to do so, but didn't think there was an obligatory timeframe for it. Mr. Fields then recalled the history of certain streets and where the City was at today in regards to them. Mr. Baumann asked if grants could be applied to for them and Mr. Fields said either that or expend funds out of the general fund. Daniel Leschber commented that he was the only one of Skrabanek Street with an enclosed culvert and how that would be affected if the City took over that street and if they could put a cul-de-sac at the end so people didn't use his driveway as a turnaround. Mr. Fields commented that he didn't have an answer to any of that and that we would just have to see and that this was just a start so that the City could start maintaining the streets and that it will be a hard thing to consider in the budget process. A motion was made by Alderman Wade Elkins to accept the conveyance of the Sebesta Street right of ways and to authorize the expenditure of the survey. A second was made by Alderman John Pollock and carried unanimously 5-0.
7. Mayor Frank Fields read the item and City Council reviewed the minutes from the January 22, 2024 regular meeting. A motion was made by Alderman Wade Elkins to approve the minutes. A second was made by Mayor Pro-Tem Matt Collins 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 Mayor Pro-Tem Matt Collins to approve the payment of the monthly bills and financial statements. A second was made Alderman John Pollock and carried unanimously 5-0.

VI. Items to be placed on future agenda: None.

VII. The meeting was adjourned at 6:51 p.m.

A handwritten signature in blue ink that reads "Frank Fields". The signature is written in a cursive style with a large initial "F".

Frank Fields
Mayor, City of Snook

A handwritten signature in blue ink that reads "David Junek". The signature is written in a cursive style with a large initial "D".

David Junek
City Administrator/City Secretary

