

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

The City Council of the City of Snook, Burtleson County, Texas, convened in regular meeting at the Snook City Hall on March 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, Mary Cook, John Pollock
City Staff: David Junek
Visitors: Roy Sanders, Anastasia Tucker, Charles Dunlap, Jason Rhodes, Lisa Rhodes, Brenda Wasik, Dustin Lozano

- 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. At 5:31 p.m., Mayor Frank Fields opened the public hearing on the annexation of the FM 60 E right of way. No comments were made from the audience and Mayor Frank Fields closed the public hearing at 5:32 p.m.
- V. At 5:33 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 5:33 p.m.
- VI. **Open Forum/Visitor's Comments:**

Brenda Wasik was in attendance and believes that a fireworks ordinance should be considered considering the 4th of July is approaching. Ms. Wasik brought a bag of fireworks that she said she picked up in her yard from New Years Eve. Ms. Wasik also said that there's a need for a noise ordinance as well.

VII. Action Items:

1. Mayor Frank Fields read the item and had brought up a few questions on the audit that the auditor, Seidel Schroeder, addressed. There was in particular a mistake in classification of the transfer of water and sewer revenue to the water bond account that they corrected. A motion was made by Alderman Wade Elkins to approve the FY 2022 audit. A second was made by Alderman John Pollock and carried unanimously 5-0. Mr. Fields then mentioned that he and City Administrator/City Secretary David Junek had a meeting with the auditor regarding the invoice for the audit. They put in more work than they had anticipated and had to spend more time sorting out things that caused more work needed to complete the audit. They're proposing sharing half the cost of the extra time with the City. Mayor Pro-

Tem Matt Collins asked if they didn't allot enough time than they thought based on their original price and Mr. Fields said it appears that way. Mr. Fields also mentioned that a meeting was had with the City's accountant, Cam Schluens, and that things were in place now that would make future audits easier. A motion was made by Alderman John Pollock to approve payment of the invoice. The motion was seconded by Alderman Tina Vega and carried unanimously 5-0.

2. Mayor Frank Fields read the item and mentioned that all positions up for election were filed by the current holders of those positions on city council and nobody else filed. So, City Council needs to formally acknowledge the certification of unopposed candidate and order the cancellation of the election. A Motion was made by Alderman Wade Elkins to approve the certification of unopposed candidates and order of cancellation of the election. A second was made by Alderman Mary Cook and carried unanimously 5-0.
3. Mayor Frank Fields read the item and City Operator Dustin Lozano gave his report. A few leaks were fixed around town, met with BEFCO and manhole contractor to measure the ones as part of the Harvey grant, one weekend had some extra chlorine smell due to some material getting caught in the chlorinator after a repair was made to it, but fixed it and flushed lines out, Mercer completed the control panel, no issues other than having to adjust a thermostat that was causing a fault, they're letting the new controls run a little longer then will demo rest of old controls. City Administrator/City Secretary David Junek gave his operational report:
 - 0 building permits were issued since the last City Council.
 - 5 new water/sewer customer added this month (1 transfer of services, 4 new meter installations).
 - Softball building design being finalized this week. Will send to 4B Board for approval.
 - Control panel project completed and working great.
 - GLO MIT (Hurricane Harvey) project – BEFCO is still designing the project. Hope to have it completed in a few months. Providing GLO with documents to proceed with separating a part of this project for the MIT MOD project.
 - Snook 4-H will be planting flowers at the park and historical marker on April 7th.
 - City office closed on Friday for Good Friday.
4. Mayor Frank Fields read the item and referenced the state highways in Exhibit A within the city limits. Mr. Fields said that he read over the maintenance agreement and it seemed fine and according to City Administrator/City Secretary David Junek it was almost the same as the last one. Mayor Pro-Tem Matt Collins asked if it's just a routine maintenance agreement and Mr. Fields said yes. A motion was made by Mayor Pro-Tem Matt Collins to approve Resolution 2024-02. A second was made by Alderman John Pollock and carried unanimously 5-0.

5. Mayor Frank Fields read the item and commented that this was a follow up to the public hearings and that the ordinance was needed to formally annex the right of ways. A motion was made by Alderman Wade Elkins to approve Ordinance 2024-04. A second was made by Mayor Pro-Tem Matt Collins and carried unanimously 5-0.

6. Mayor Frank Fields read the item and said everything was moving along with the cleanup, just a lack of volunteers. We've received 10-12 questionnaires back and most are needing for their things to be picked up and Mr. Fields is hoping for a few able-bodied volunteers to assist with this. Casey Moore will be picking up metal and Mayor Pro-Tem Matt Collins has dump trailer that he'll lend. Planning on putting roll off dumpster at City Hall and Dabney Hill. If anyone has access to volunteers, it would be appreciated. Will need help a few to monitor dumpsters and a few to pick up items. Alderman Wade Elkins asked if anyone had volunteered yet and Mr. Fields said no. Mr. Elkins expressed his concerns on it being just city council members and their families helping and asked if it was all day or half a day long. Mr. Fields said probably only half a day, but may need to monitor roll off dumpsters longer to ensure no hazardous material is put in them. Mr. Elkins asked what time it would start and Mr. Fields said probably around 8:30 a.m. or 9:00 a.m. Alderman Tina Vega asked if all the trash bags along the road in Dabney Hill would be put in them and Mr. Fields said yes. Mr. Elkins asked if we had permission to dump at the county dump and Mr. Fields said he talked to Commissioner Vincent Svec and that he was ok with it. Alderman Mary Cook asked if hazardous materials were not allowed and if we had someone picking up metal if someone needed it to be picked up and Mr. Fields said yes. Mr. Elkins asked if we were going to encourage brush burning since we'll have the volunteer fire department on standby and Mr. Fields said yes, weather permitting. Ms. Cook asked if the event would be from around 8:00 a.m. to 2:00 p.m. and Mr. Fields said yes, will try to get all items picked up by 1:00 p.m. Ms. Cook asked what time the dump closes on Saturdays and Mr. Fields said 5:30 p.m. Mr. Collins mentioned will need to monitor dumpsters to ensure no illegal items are put in them. No action was taken.

7. Mayor Frank Fields read the item and Alderman John Pollock said he believes the topic of law enforcement for the City should be put on the agenda quarterly or as needed until something is done. Mr. Pollock said that with the growth that they City is experiencing, that he sees a need for some sort of law enforcement. Mr. Pollock mentioned that it appears that Burleson County is not expanding its Sherriff's budget for more officers so will need to look internally to provide law enforcement. Mr. Fields said that after the discussion that was had on this topic last year, that he's not sure budget is there yet and need to determine the City's budget. Mr. Fields reference the three potential options that city council could consider in the executive summary and asked if the requirements were lessened if a full-time marshal was hired versus going to a police department. City Reserve Marshal Jason Rhodes said the only difference is the need to submit paperwork transferring to a Police Department from Marshal. Mr. Rhodes mentioned that in bigger cities, marshals usually handle court related thing such as court security, warrants, etc., but in smaller cities, they typically do everything and can do so. Mr. Pollock mentioned that we would need to consider the impact this would have on the court and Mr. Junek mentioned that he had spoken with the City's municipal court judge, Hilda Cuthbertson, and that she said if the City had its own law enforcement and started issuing citations, warrants, etc. that she would recommend software to handle the cases and a part-time court clerk. Mr. Pollock asked if there were any grants available and Mr. Rhodes said he's looking as some, but was more focused on getting a draft budget prepared. Alderman Wade Elkins asked what FTE stood for and City Administrator/City Secretary David Junek said full-time employee. Mr. Elkins asked if someone was hired, then would calls still get routed to Burleson County and Mr.

Pollock said yes and then they'd see it was in Snook's jurisdiction and page the person here. Mr. Pollock mentioned that he would keep it this way because of the high cost to fund and operate our own dispatch, but would probably need to help fund the County's more. Mr. Rhodes commented that he had spoke with Burleson County Judge, Keith Schroder, and that the City has paid its dispatch fee this year, but need to address it in the future. Mr. Junek then mentioned that there would need to be space for any additional staff whether that was remodeling City Hall, building a new building, or buying an existing one. Mr. Fields said will need to put budget numbers together for the City and then see what we can do and when we can do it and that it will be revisiting in a few months as part of budget discussions. Mayor Pro-Tem Matt Collins commented that he'd lean towards creating a police department. No action was taken.

8. Mayor Frank Fields read the item and City Council reviewed the minutes from the February 26, 2024 regular meeting. Alderman Wade Elkins commented that City Administrator/City Secretary David Junek does a good job on the minutes and, since he send them well before the meetings, encouraged city council members to review them ahead of time so not much time is taken. 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.
9. 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 Tina Vega and carried unanimously 5-0.

VI. Items to be placed on future agenda: Alderman Wade Elkins mentioned that he had visited with the store manager of Brookshire Brothers in Somerville about getting a grocery store in Snook. He gave him a contact, Richard Parker, and he said that Snook had been on their radar and it was just a matter of balancing cost and property acquisition. Further conversation was had on how to get them here and who may be interested in providing the land for it. Mayor Pro-Tem Matt Collins asked for an update on code enforcement.

VII. The meeting was adjourned at 6:26 p.m.



Frank Fields
Mayor, City of Snook



David Junek
City Administrator/City Secretary