

**SNOOK CITY COUNCIL**  
**MINUTES OF REGULAR CALLED MEETING**  
**November 21, 2022**

The City Council of the City of Snook, Bureson County, Texas, convened in regular meeting at the Snook City Hall on November 21, 2022 at 5:30 p.m. with Mayor John See III presiding.

**Attendance**

**Mayor:** John See III  
**Mayor Pro-Tem:** David Kovar  
**Aldermen:** Marilyn Rubach, Faustina Vega, Frank Fields, Matt Collins  
**City Staff:** David Junek  
**Visitors:** Jack Baumann Sr., Roy Sanders, Valentine Vega, Akeii Swain, Anthony Swain, Shirleen Bonacci, Anjanette Hawkins, Brad Howard Jr, Bradley Loehr, John MacKay

- I. Mayor John See III called the meeting to order at 5:30 p.m.
- II. A quorum was established.
- III. Mayor Pro-Tem David Kovar made a motion to adopt the agenda, Alderwoman Tina Vega seconded the motion. Motion carried unanimously 3-0.
- IV. **Open Forum/Visitor's Comments:**
  1. Akeii and Anthony Swain spoke during this time. They want to place a manufactured home on family land located at 308 County Road 267, which is inside the Snook city limits. They can't put a modular home there because they do not own the land and are requesting a variance or to be put on the next month's agenda for consideration.
- V. **Action Items:**
  1. Anjanette and Brad Howard Jr. stated that based off the information that they obtained from the Bureson County CAD that they had placed the manufactured homes on the property outside the Snook city limits. Mayor John See asked if they had checked with anyone before doing so and they had mentioned that former City Secretary Tammi Bryan knew about it. Mr. See referred them to the City Limits and reminded City Council that variance could be allowed. City Attorney Luke Cochran confirmed that this was allowed. Mr. Howard said it was family land that dated back to 1864 and that his grandmother wanted something as a home and that's why they want to be there. Alderman Frank Fields asked when the homes were placed and they said that they single wide was placed in August 2021 and they double wide was placed in October 2021. Mr. Fields asked if utilities were hooked up to either home and they said the single wide had utilities, but the double wide did not. Alderman Matt Collins asked if they had City water and Mr. See said yes. Mr. Collins asked if they knew where the city limits were and they said that they thought that they had angled it appropriately to be outside the city limits. Mr. See said the single wide might be right on the city limits, but the double wide is either partially or fully inside the city limits. Ms. Hawkins asked about the sewer availability in that location and Mr. See said the lines could be

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extended potentially, but it would be at the owner's cost and several factors could impact that cost. Mr. Howard said that Ms. Bryan informed them that they couldn't connect to City sewer. Mr. Collins asked if they took any measurements or had a survey done that would indicate where the city limits were and they said that they did not. Mr. Howard said that when they originally went to Burleson County, that they property owner name was wrong and the road number was wrong as well. Alderman Marilyn Rubach asked if they've paid the property taxes and they said that they had and were. Mr. Fields asked if any liens were on the property and they said that they trailers were financed. Mr. Collins asked who owns the property and they replied the Dabney Hill Estate.

EXECUTIVE SESSION: Mayor John See convened into executive session at 5:42 PM.

RECONVENE TO OPEN SESSION at 6:21 PM:

A motion was made by Alderman Frank Fields to issue an order authorizing the placement of the double wide manufactured home at 799 County Road 268 based on the stipulations discussed by the City council to be outlined in a written order executed by the Mayor. A second was made by Alderman Matt Collins and carried unanimously 5-0.

2. Mayor John See III read the item and City Administrator/City Secretary David Juneke reviewed the executive summary. City Council reviewed the scoring sheets that were submitted. Alderman Matt Collins asked about if there was a difference in their pricing and Mr. Juneke explained that an RFQ does include pricing and that pricing is specific to each project. Mr. Collins asked if the references came back good for both firms and Mr. Juneke said that they all checked out. Mr. Collins asked where the firms were located and Mr. Juneke said BEFCO was out of La Grange, Texas and that Bleyl's corporate office was in Conroe, but they had an office in Bryan, Texas. A motion was made by Mayor Pro-Tem David Kovar to select BEFCO Engineering to serve as the City's Engineer. A second was made by Alderman Tina Vega and carried unanimously 5-0.
3. Mayor John See III read the item. City Operator Dustin Lozano was not present at the meeting so City Administrator/City Secretary David Juneke gave an update on City operations: Groundwater Storage Tank project is still in progress and waiting on the line from the propane tank to the generator to be installed, ladder and water level indicator to be installed. The surveying for the GLO CDBG MIT (Hurricane Harvey) is still ongoing, but project seems to be proceeding accordingly. Received 3 bids for new water meters and reading system. Will review and discuss it at the December 19th City Council meeting. FY 2021 audit was supposed to be completed by November 16th. However, it was not and hopefully will be completed by the end of the month. Mayor John See asked if they City could take legal action against the contractor for the Groundwater Storage Tank Project if necessary. City Attorney Luke Cochran said he had not been informed of anything, but would need to review the contract. Mr. See mentioned that if an extension was requested, it could put the City in jeopardy when in consideration for other grants. Alderman Frank Fields asked who is responsible for the items to be completed and Mr. See said some of it is on Liquid Gas Company and some of it is on Palasota Contracting.
4. Mayor John See III read the item and Jack Baumann Sr. was there representing Heritage Acres. Mr. Baumann asked why he was dealing with the City specifications if Burleson

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County was going to take over the roads in the subdivision. City Administrator/City Secretary David Junek explained that the variance is being discussed by the City in case the County doesn't accept the roads. City Attorney Luke Cochran explained that the City's subdivision ordinance as it pertains to streets. Mr. Baumann asked that if he kept it private, would everything be good and Mr. Cochran said that even it was a private street, it would have to meet the specifications of the subdivision ordinance unless the variance was approved. Mr. Baumann explained his position and what the County had told him. Mr. See asked if this decision was delaying the construction of the road and Mr. Baumann replied that it was not and that it was still a few month out. Alderman Matt Collins asked about the chip seal process and when it would be installed. Mr. Baumann said it would be delayed as long as possible so that the construction process involved with the homes in the subdivision did not damage it. Mr. Junek mentioned that this variance was to get ahead of the game in case the County didn't accept the road since it's conveyed on the plats that the County was going to take over the roads and that the City's engineer did not recommend accepting chip seal over hot mix. Mr. Cochran said that the City could grant a variance, but Mr. Baumann would be subject to County regulation if they accepted the roads. Mr. Baumann explained the cost difference of hot mix versus chip seal. Alderman Frank Fields asked if County roads were chip sealed and Mayor Pro-Tem David Kovar said he believed that most of them were. Mr. See asked Mr. Collins his thoughts coming from the construction side of things and Mr. Collins said he didn't see any issues with it and it'd be easier to maintain. Alderman Tina Vega asked if this meant the City would take the roads over and Mr. See said no. A motion was made by Alderman Matt Collins to grant the variance to allow the developer of Heritage Acres to use a 2 course chip seal surfacing as defined in the letter sent by the developer to the City in lieu of hot asphaltic mix defined in the City's subdivision ordinance. A second was made by Mayor Pro-Tem David Kovar and carried unanimously 5-0.

5. Mayor John See III read the item and City Administrator/City Secretary David Junek went over the executive summary and recommended that the plat be approved with the conditions that the construction documents were approved by the City's engineer, the construction and maintenance guarantee were paid, and the parkland dedication fee was paid. A motion was made by Alderman Frank Field to approve the plat with the conditions that the construction and maintenance guarantee was paid, and the parkland dedication fee were paid. A second was made by Alderman Marilyn Rubach and carried unanimously 5-0.
6. Mayor John See III read the item and City Administrator/City Secretary David Junek said that this was the same situation as the previous item and recommend the same action taken. A motion was made by Mayor Pro-Tem David Kovar to approve the plat with the conditions that the construction and maintenance guarantee was paid, and the parkland dedication fee were paid. A second was made by Alderman Frank Fields and carried unanimously 5-0.
7. Mayor John See III read the item and City Administrator/City Secretary David Junek went over the executive summary and recommended that the City Council take action to start the process of acquiring the streets, or to revisit at budget time next year. City Attorney Luke Cochran explained the process of acquiring the streets. Alderman Marilyn Rubach asked if drainage was included and Mr. Junek said only the street repair was included in the estimates. Mr. Baumann asked about the property lines and where they went to and Mr. Cochran said that would have to been done when researching the titles to the properties and that the cost would be unknown until it was determined to take action on a particular street. Alderman Frank Fields said his original intention with this was not to do it as one big project, but to do it upon request and be presented with a petition. Mr. See said if we start

asking then people will want it done right away. Ms. Rubach asked about Park Street and mentioned it gets really dusty when it's dry and didn't know if anything could be done about that. Mr. Fields said that the City would be providing property improvements and taking on a recognized function of most cities. Alderman Tina Vega asked if we did the streets all at once then who would be first? Mr. See restated that if the City started asking people then they will want it done now. Ms. Rubach said she'd be in favor of waiting to discuss it next year during the budget process. Mr. Fields and Alderman Matt Collins express their concerns on waiting that long due to potentially not knowing the actual cost until after the budget is approved and not having enough budgeted. Mayor Pro-Tem David Kovar mentioned that the right of way on Kovar street is already surveyed out. Ms. Vega said a survey needs to be sent to people and Mr. Fields agreed and that they need to be handed out to everyone on the streets. Mr. Fields said that the City needs to prioritize the worst streets first. A motion was made by Alderman Matt Collins to send surveys out to the property owners along the streets with no obligations made by the City. A second was made by Alderman Tina Vega and carried unanimously 5-0.

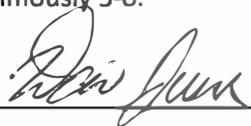
8. Mayor John See III read the item and City Administrator/City Secretary David Junek reviewed the executive summary. Mr. See mentioned that they City has used GrantWorks before and done a good job on past projects. A motion was made by Mayor Pro-Tem David Kovar to approve Resolution 2022-02 selecting GrantWorks, Inc. to provided application and project-related administration services for CDBG MIT-MOD program. A second was made by Alderman Matt Collins and carried unanimously 5-0.
9. Mayor John See III read the item and City Administrator/City Secretary David Junek reviewed the executive summary. Alderman Matt Collins asked if this was for the same project as the previous item and Mr. Junek replied that it was, but just for the engineering side of it. Alderman Frank Fields asked if the City had used any of the firms before. Mr. See said that City has used Strand & Associates and BEFCO on previous projects. The City has not used Bleyl, but their engineer Steve Duncan used to work for Pledger Kalkomey Inc. which had done projects for the City before. Shirleen Bonacci with GrantWorks said to air on the side of caution not to involve City engineer in project before sending out RFQs so that there's no biased. Mr. Junek said that they have not been involved in any part of it yet. Mr. Collins asked about Strand & Associates and their work on prior City projects and Mr. See said he would not confirm or deny anything. Alderman Frank fields said all seem to be qualified to for this project. Mr. See asked if there would be any additional cost to the City if the City's engineer was not selected for the project, but reviewed the other engineering firms work. Shirleen Bonacci with GrantWorks said not necessarily and was not required, but would be more cost if the City wanted the City's engineer to review the other engineering firms work. A motion was made by Alderman Matt Collins to approve Resolution 2022-03 selecting Bleyl Engineering to provide application and project-related professional engineering/architectural services for the CDBG MIT-MOD program. A second was made by Alderman Marilyn Rubach and carried unanimously 5-0.
10. Mayor John See III read the item and the City Council reviewed the previous month's minutes. A motion was made by Mayor Pro-Tem David Kovar to approve the minutes. A second was made by Alderman Tina Vega and carried unanimously 5-0.
11. Mayor John See III read the item and City Council members reviewed the monthly payments. Alderman Matt Collins asked about the locksmith bill and if it pertained to the park and City Administrator/City Secretary David Junek said yes. Mr. See asked the

underground utility contractor section in the financial statement and Mr. Junek said that was for HDU Services. Mr. See asked if the 4B tax transfer was noted on the statement of activity and Mr. Junek said no and Mr. See said it needs to show up as an expense. Alderman Frank Fields also inquired about the underground utilities section and Mr. Junek said it was for HDU Services. Mr. Fields asked about the due/subscriptions line item and Mr. Junek said that was the insurance premium for TML that covers City property. Mr. Fields said he'd like to see a bank balance sheet going forward. A motion was made by Alderman Frank Fields to approve the payment of the monthly bills. A second was made by Alderman Matt Collins and carried unanimously 5-0.

**VI. Items to be placed on future agenda: Notice that next month's meeting is on December 19, 2022.**

**VII. A motion to adjourn meeting at 7:32 PM was made by Mayor Pro-Tem David Kovar. Motion seconded by Alderman Frank Fields. Motion carried unanimously 5-0.**

  
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John See III  
Mayor, City of Snook

  
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David Junek  
City Administrator/City Secretary

