

SNOOK CITY COUNCIL
MINUTES OF REGULAR CALLED MEETING
October 23, 2023

The City Council of the City of Snook, Burleson County, Texas, convened in regular meeting at the Snook City Hall on October 23, 2023 at 5:30 p.m. with Mayor Pro-Tem Matt Collins presiding.

Attendance

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

- I. Mayor Pro-Tem Matt Collins called the meeting to order at 5:30 p.m.
- II. A quorum was established. Mayor Frank Fields was not present.
- III. Alderman Wade Elkins made a motion to adopt the agenda. Alderman Mary Cook seconded the motion. Motion carried unanimously 4-0.

IV. Open Forum/Visitor's Comments:

None.

V. Action Items:

1. Mayor Pro-Tem Matt Collins read the item and City Administrator/City Secretary David Junek gave an update. Auditors should be at the November 20th City Council meeting to present FY 2022 Audit
 - 5 building permits were issued so far this month. 1 still in the review phase.
 - 1 new water/sewer customer added this month.
 - Concession/restroom contract negotiations are ongoing, but if nothing is received by the end of the month, it will be rebid.
 - Control panel project design should be completed by the end of the month. The plan is to start the installs the week of December 11th and be completed by December 22nd.
 - GLO MIT (Hurricane Harvey) project – BEFCO is planning on attending the November 20, 2023 City Council meeting to present their finding regarding the lift station capacities.
 - GLO MIT-MOD project – had a meeting with GLO on October 19th to discuss our application. Everything looks good, just had some minor adjustments needed that will be done by our grant administrator, GrantWorks. Also, they may be able to simplify the project by combining the funds with the GLO MIT (Hurricane Harvey) project funds.

City Operator Dustin Lozano was not present to give the City Council an update on water/wastewater operations.

2. Mayor Pro-Tem Matt Collins read the item and went over the details of the submitted plat and how it meets all city requirements according to staff. Alderman Wade Elkins thinks the City had everything that they needed except the elevations. City Administrator/City Secretary mentioned the elevation certificates were not needed until they started building, but the owners are willing to work with the City on this. A motion was made by Alderman Wade Elkins to approve the Minor Plat for the Grace Subdivision. A second was made by Alderman John Pollock the motion and carried unanimously 4-0.
3. Mayor Pro-Tem Matt Collins read the item and mentioned the current contractor is doing a good job. Alderman Wade Elkins said he had asked at the last meeting if any complaints had been received on the current contractors and there were not so since the water and sewer properties were awarded to See's Services, he would feel comfortable awarding the general properties to Greenscapes. A motion was made by Alderman Wade Elkins to award the RFP for Mowing – General Properties to Greenscapes Lawn & Landscape. A second was made by Alderman Mary Cook and carried unanimously 4-0.
4. Mayor Pro-Tem Matt Collins read the item and City Administrator/City Secretary David Junek introduced Dawnel Rodgers, a representative from Bureau Veritas. Ms. Rodgers went over the services the new professional services agreement would include and the details of it. Mr. Junek mentioned how some of the services would assist the City with reviewing plats and performing public works inspections as needed. Ms. Rodgers also mentioned the agreement including fire review and inspections and that they had individuals certified by the state fire marshal to perform those inspections. Alderman Wade Elkins asked if the agreement was approved would the City have to update the subdivision ordinance and Mr. Junek said yes and it would be discussed on the next item. Mr. Junek asked if the new agreement covered derelict buildings and Ms. Rodgers said yes and that it actually was part of the original agreement. Bureau Veritas would inspect them and give their recommendation to the City, but that part of the agreement doesn't include tall grass or junked vehicles. Mr. Collins asked if their services would only be used as-needed and Mr. Junek said yes. Alderman Mary Cook said she thought it looks good and can serve a big variety of things and noticed a lot of good clients on the list. Ms. Rodgers mentioned they had others as well and she could send those to Mr. Junek. A motion was made by Alderman John Pollock to approve the updated professional services agreement with Bureau Veritas. A second was made by Alderman Wade Elkins and carried unanimously 4-0.
5. Mayor Pro-Tem Matt Collins read the item and City Administrator/City Secretary David Junek went over the details of the amendment. Mr. Junek said because the council approved the updated professional services agreement with Bureau Veritas in the last item, the subdivision ordinance fees and language needed to be changed to incorporate this. Mr. Junek also mentioned a new law that went into effect September 1st, House Bill 3492, does not allow cities to charge fees or percentages for review and inspections. Fees must be based on actual costs and the new language in the amendment would bring the City into compliance with it. Mr. Collins asked if that would make it where a developer would know the cost beforehand and Mr. Junek said yes. A motion was made by Alderman Wade Elkins to adopt Ordinance 2023-08. A second was made by Alderman John Pollock and carried unanimously 4-0.
6. Mayor Pro-Tem Matt Collins read the item and City Administrator/City Secretary David Junek went over the executive summary. Mr. Collins asked if the City had talked to the landowners and Mr. Junek said no and mentioned the results from the street survey. Mr.

Junek also mentioned that since the landowners don't own up to the middle of the road, the land still technically belongs to Woodson Lumber. Alderman John Pollock asked if this was the only street that has a defined right of way and the property lines don't go the middle of it and Mr. Junek said no and that Mayor Frank Fields had done all the legwork on the streets and that it appears Skrabanek Street is the only street where the property lines go to the middle of the road. A motion was made by Alderman Wade Elkins to accept the conveyance of Hull Street and approve the survey expenses associated with it. A second was made by Alderman Mary Cook and carried unanimously 4-0.

7. Mayor Pro-Tem Matt Collins read the item and Alderman Wade Elkins gave an update on the electronic sign. Mr. Elkins said 3 quotes were received, two were around \$30,000 and the other was way less expensive. He said action on the item is not ready because a location had not been determined. He hopes to have a location nailed down next month and lay it out for City Council to decide on it at the next meeting. No action was taken on this item.
8. Mayor Pro-Tem Matt Collins read the item and the City Council reviewed the September 25, 2023 meeting minutes. A motion was made by Alderman Tina Vega to approve the minutes. A second was made by Alderman Mary Cook and carried unanimously 4-0.
9. Mayor Pro-Tem Matt Collins read the item and City Council members reviewed the monthly payments and financial statements. Mr. Collins asked about the BEFCO check and City Administrator/City Secretary said it was for their work on one of the grant projects. A motion was made by Alderman Tina Vega to approve the payment of the monthly bills and financial statements. A second was made Alderman John Pollock and carried unanimously 4-0.

VI. Items to be placed on future agenda: Alderman Wade Elkins wants the electronic sign to be put on the agenda, Mayor Pro-Tem Matt Collins wants annexing roads to be on the agenda.

VII. The meeting was adjourned at 6:08 p.m.



Frank Fields
Mayor, City of Snook



David Junek
City Administrator/City Secretary

