



March 17, 2010

This is a true and correct copy of the Minutes of the **Regular Meeting** of the Simonton City Council on March 16, 2010.

1. Mayor Boudreaux called the meeting to order at 7:05 PM.

Those present were:

Lou Boudreaux  
Kathy Nida

Daniel McJunkin  
Jane Stockton

Jeff Young  
Sandy Bohannon

A quorum was present.

Absent:

Dub Sabrsula

Public in attendance:

Jim Gammill

Floyd Smith

Larry Smith

2. Kathy Nida said the Invocation and led the Pledge of Alliance.

3. Consent Agenda.

- a. Mayor Boudreaux pointed out that on the meeting minutes from February 16, 2010 there was an error. Under "New Business" item (b) should be corrected to say, "TML said the city does not need an ordinance, but it would be a good idea".

- b. Financials; •Mayor Boudreaux noted that according to the Budget vs. Actual Sheet, the city is on track to be over-budget on city hall electricity. The city might consider shopping around to another electric provider for better rates. •Secretary Kathy Nida asked for the council's input on how to identify a donation check that was written to the city. Consensus was to add a MISCELLANEOUS INCOME line in the software to accommodate donations and other unexpected revenue like Public Information Requests. •Councilman McJunkin asked if the money in the checking account had been transferred. •Councilman Jeff Young pointed out that there is a CD coming due. •Kathy Nida reported that according to her investment class, the city is doing the right thing by having our CD's mature at staggered dates. The appointed investment officer should be given the authority to check rates from 3 banks then make the decision of where to reinvest the CD because the market rates are so fluid a decision should be made quickly and not wait for council to approve the rates. We currently have \$450,000 in Wallis State bank so we should check to see if we are fully collateralized insuring all of our funds. The bank should provide a quarterly report on our collateral. Councilman Young suggested we let the CD roll into the money market until next council meeting so we could review how much liquid assets we need. The city may wish to invest more. He is going to check with several banks to see what current rates are. •Councilman McJunkin asked if we had an investments officer. Because Kathy went to the class, she is the acting investment officer.

*Councilman Daniel McJunkin made a motion to accept the consent agenda with that correction being made to the minutes; Councilwoman Jeff Young seconded – MOTION PASSED.*

4. Announcements or Public Comments.

- a. Councilman McJunkin said he has an autographed photo and letter from famous citizen, Dobi Gray for city hall.
- b. Several citizens have questioned the Census. Some people are finding their address listed as Wallis, Pierce or Orchard. The Census Bureau tells Mayor Boudreaux that this is “not a problem” the correct addresses are in the bar code and the citizens will be counted and attributed to Simonton to give us an accurate population count. A census worker is officing out of City Hall to aid citizens in filling out their forms.
- c. Kathy Nida announced we are now using Carbonite to backup computer files online. Cost is \$55 a year.
- d. Kathy Nida also announced she updated the QuickBooks payroll subscription at a reduced rate for this coming year.
- e. The secretary/treasurer attended the Public Finance Investment Class as required by law.

5. Old Business.

- a. Mayor Boudreaux started the pumps. Councilman McJunkin said he would help Mayor Boudreaux next month.

6. New Business.

- a. Larry Smith gave a report on the Simonton Development Corporation’s (4B) Budget. Bill Knesek developed a formal budget but the board members voted to veto the budget for a more skeletal budget so they can accumulate some funds. They anticipate retaining about \$12,000 this year. Prior to the end of the year, the board will present to the City Council some ideas on how to best use those funds to benefit the City. Their next meeting is on March 22, 2010.
- b. Raise for City Secretary; Kathy Nida provided the council with a sheet listing the duties and future projects she is responsible for. Mayor Boudreaux provided each council member with the official city document stating the responsibilities of the city secretary – which includes acting as the investment officer. He listed Kathy’s abilities and contributions to the city to date. He researched several small cities and what they pay their secretaries. Although there have not been any formal performance reviews, there have been several informal reviews. There should be a formal review at the end of her first year, then annually after that. Councilman Jeff Young asked if Weston Lakes was prepared to offer the secretary a raise and what they were offering. Mayor Boudreaux said they were raising the secretary’s salary to \$13.50 an hour.

- There was discussion about projects outside of the day to day business including writing procedures for the various secretary duties, writing procedures for other services offered by City Hall (Building Permits, Investments, Credit Cards, etc.), archiving permanent files and disposing of (and logging) files no longer needed.

*Councilwoman Jeff Young made a motion to increase the city secretary’s salary to \$13.50 an hour and review her performance in 6 months; Councilman Daniel McJunkin seconded – MOTION PASSED.*

- c. Credit Card Policy. Remove the “out-of-state” travel and registrations to simply say “travel and registrations”. Remove line talking about covering costs of city vehicles since we do not have any vehicles. The policy should include a proposal (estimate) of cost of training in advance of making charges. A report of charges should be included in the monthly financial reports to council.

*Councilman Daniel McJunkin made a motion to accept the Credit Card Policy and Procedures as amended; Councilwoman Sandy Bohannon seconded – MOTION PASSED.*

- d. Cancel the Election; the candidates are all running unopposed the election can be cancelled. Since the election was “ordered” with an Order, we will cancel the election with an Order.

*Councilman Jeff Young made a motion to cancel the election; Councilwoman Sandy Bohannon seconded – MOTION PASSED.*

- e. Installation of backstop of Road Repairs Materials. Building Ordinance Permit Review for property on Wrangler Road. Mayor Boudreaux estimates materials to create backstop will be about \$200. He and his son will provide the labor.

*Councilman Daniel McJunkin made a motion to approve the backstop; Councilwoman Jane Stockton seconded – MOTION PASSED.*

- f. Simonton’s Point of Distribution site (POD). In the past, the city has used the city hall parking lot. After attending the POD meeting, the Mayor was told there would be enough supplies delivered to accommodate 2,000 people. Other site options are the park in Valley Lodge, Benchmark and Simonton Community Church. The best option is the church as it has ample space, facilities, easy in and out for trucks and citizens. The city would need to be responsible for any damage to parking lot caused by big trucks. The city will need an agreement with someone for a forklift (possibly Benchmark).
- g. Building Ordinance Permit Review for property on Wrangler Road. The current ordinance does not accurately deal with “out” buildings; it focuses on residences and enclosed commercial space. With an out-building (garage, shed, barn, etc.) you are not required to bring the foundation up to the base elevation but the walls need to be vented to allow water to flow through in the event of flooding. The Mayor asked if the council would allow him to work with Councilman Daniel McJunkin to make changes and revisions to the Building Ordinance before bringing it before the Council for approval. The alternative is to have a workshop. A property on Wrangler Road has brought this deficiency in the permit process to our attention by building a covered pavilion that is 16’ x 40’. As long as the building remains open, a flood permit is not required according to our city engineer but he does need a building permit complete with drawings. After the fact, the property owners will need to have the inspector check out the structure for its support braces. Councilman McJunkin said the property owner needs a time frame to complete the permit requirements. The Mayor will call the owner tomorrow (March 24, 2010) and tell him he has twenty one (21) days to get his permit in place.

*Councilman Daniel McJunkin made a motion to continue with the approach the Mayor took in the permitting process and give the property owners twenty one (21) days working days to get back with City Hall with the Building Permit; Councilman Jeff Young seconded – MOTION PASSED.*

- h. Mowing agreement with Building services is the same as last year. The City pays for three (3) mowing and the Valley Lodge Property Association pays for four (4). Once the council

*Councilwoman Sandy Bohannon made a motion to approve the mowing agreement with Builder’s Services; Councilwoman Jane Stockton seconded – MOTION PASSED.*

## 7. Adjournment

*Councilman Jeff Young made a motion to adjourn; Councilman Daniel McJunkin seconded – MOTION PASSED.*

The meeting ended at 9:15 p.m.

Respectfully submitted,



Louis J. Boudreaux  
Mayor



Kathryn M. Nida  
City Secretary