

December 21, 2021

A G E N D A

1. Call Meeting to Order
2. Prayer
3. Pledge to the Flags
4. Welcome Guest
5. Citizen Presentations: At this time, any person with business before the Council not scheduled on the agenda may speak to the Council. No formal action can be taken on these items at this meeting. Please limit to two minutes each.
6. Approval of Minutes of Previous Meeting(s)
7. Update on Police Department Activity
8. Judge Loretta Biggers – Update on Municipal Court Activity
9. Tracy Cox - Update on Main Street Program
10. Discussion And Action If Any Granting Permission to Main Street Manager Tracy Cox to Start the Application Process for the Next Main Street Grant Through the Texas Department of Agriculture Capitol Fund Grant Program.
11. Update from City Manager Jeaneyse Mosby
12. Discussion And Action If Any for the San Augustine Library Advisory Board to Add as New Member, Tharasa Netherly
13. Discussion And Action If Any to Adopt Resolutions and Policies for Professional Audit Services – Proposal Number 11172021-01
14. Discussion And Action If Any to Adopt Resolutions and Policies to Request For Proposal (RFP) for Professional Administrative Services of the American Rescue Plan Act (“ARPA”) Of Coronavirus Local Fiscal Recovery Fund (“CLFRF”) – Proposal Number 11172021-01
15. Discussion And Action if Any to Approve An Increase, If Needed, Of the City’s Service Deposits By No More Than Triple the Current Deposit Standards, According to Results of “A Soft” Credit Check Through the On Line Utility Exchange Service.
16. Adjourn

The City Council reserves the right to adjourn into Executive Session at any time during the course of this meeting to discuss any of the matters listed above, as authorized by Texas Government Code, Section 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations About Security Devices) and 551.087 (Economic Development).

The City of San Augustine held its regular meeting on Tuesday, December 21, 2021 at 5:00 p.m.

Members present were:

- |                |                |
|----------------|----------------|
| Mayor          | Leroy Hughes   |
| Alderman       | Marcus Hafford |
| Alderwoman     | Pamela Teel    |
| Alderman       | Stacy Watts    |
| Alderman       | Steve Standley |
| Alderman       | Dan Fussell    |
| Attorney       | Wade Flasowski |
| City Manager   | Jeaneyse Mosby |
| City Secretary | Wylma Hewett   |

Mayor Leroy Hughes called the meeting to order at 5:00 p.m.

Mayor Hughes offered prayer.

The pledge to the flags was recited in unison.

Mayor Hughes welcomed guests.

Guest present were:

- |              |                |
|--------------|----------------|
| Chris Anding | Betty Oglesbee |
| Josh Ponder  | Chris Brown    |
| Ray Vann     |                |

**5. Citizens Presentations**

There were no citizens presentations.

**6. Approval Of Minutes Of Previous Meeting(s)**

Alderwoman Pamela Teel offered the motion to approve the minutes of the previous meeting(s). Alderman Steven Standley seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderman Watts, and Alderman Fussell. Motion carried.

**7. Update on Police Department Activity**

Chief Shannon Brazeal gave the update on the police department’s activity for the month of November. Activity included: reports filed 55; 8 felony arrests; 11 misdemeanor arrests; 10 assist other agencies; 190 responses on calls for service; 0 juvenile case; 1 auto accident response/report; 45 citations; 178 warnings; and 0 completed mental health warrants.

Chief Brazeal also reported on a citizen concern about the parking at El Potosino Restaurant located at 302 North Clark and FM 353. The concern was about customer parking in front of the restaurant causing a blind spot at the corner of North Clark and FM 353 as well as parking of cars curbside on North Clark. It was found that if cars in front of the restaurant would pull up, making sure their rear tires were not on the sidewalk, the blind spot would be cleared as much as possible considering the location of the building itself. We are contacting Tx Dot to provide and install signage to help with this. It was determined that the parking on North Clark was legal according to TX Dot standards.

**8. Judge Loretta Biggers - Update On Municipal Court Activity**

Mayor Hughes reported 40 citations and collections of \$3805.00 for the month of November. Remitted to State - \$1554.00.00 and City retention - \$2251.00

**9. Tracy Cox - Update On Main Street Program**

Tracy Cox was not present at this meeting.

**10. Update by Interim City Manager Jeaneuse Mosby**

Interim City Manager Jeaneuse Mosby gave the council an update for the month of November:

- The new water line from the old light plant to Willow Lane has been completed with no issues.
- We had and repaired several water leaks and sewer problems with no issues.
- Text My Gov is scheduled to go "Live" on December 31, 2021.
- Electrical Department Changes: Charles Evans has been promoted to Electrical Department Supervisor; Zae Harrison has been promoted to Electrical Department "IT" person to assist with ordering, the UPKEEP workorder program and any other technical assignments; Seth Stephens has been hired as Electrical Groundsman and has expressed an interest in advancing his knowledge of the field. We will research these opportunities, their requirements and will report these findings to the Council before moving forward.
- Job postings have been done for both the Utility Billing Specialist and Finance Director and have had responses to consider.
- Cinda Garner has officially retired from her tenure as City Secretary and service to the city of 36 years. Although we did a small thankyou presentation at City Hall, we will plan an official event after the holiday.

**11. Discussion and Action If Any for the San Augustine Library Board to Add as New member Therasa Netherly**

Betty Oglesbee, Member of the Library Board, spoke on the qualifications of Ms Netherly and thanks the Council for their consideration. Alderman Dan Fussell offered the motion to appoint Therasa Netherly to San Augustine Library Board. Alderwoman Pam Teel seconded the motion. Voting in favor were Alderman Hafford, Alderman Watts and Alderman Standley. Motion Carried.



**12. Discussion And Action If Any to Adopt Resolutions and Policies for Professional Audit Services – Proposal Number 11172021-01**

After the RFP process by City Manager Jeaneyse Mosby, Chief Shannon Brazeal, and City Secretary Wylma Hewett, it is recommended that Todd, Hammacker and Johnson of Lufkin Texas be selected to conduct the Audit for fiscal year 2021. After discussion, Alderman Stacy Watts offered a motion that Todd, Hammacker and Johnson of Lufkin Texas be selected to conduct the Audit for fiscal year 2021. The motion was seconded by Alderman Steven Standley. Voting in favor were Alderman Hafford, Alderwoman Teel, and Alderman Fussell. Motion Carried.

**13. Discussion and Action If Any To Adopt Resolutions and Policies for Request for Proposal (RFP) for Professional Administrative Services of the American Rescue Plan Act (“ARPA”) Of Coronavirus Local Fiscal Recovery Fund (“CLFRF”) – Proposal Number 11172021-02**

After discussion, Alderman Hafford offered the motion to adopt the Resolutions and Policies for the RFP. Alderwoman Pam Teel seconded the motion. Voting in favor of the motion were Alderman Watts, Alderman Standley, and Alderman Fussell. Motion carried.

**14. Discussion And Action If Any Granting Permission to Main Street Manager Tracy Cox to Start the Application Process for the Next Main Street Grant Through the Texas Department of Agriculture Capitol Fund Grant Program.**

Alderman Dan Fussell offered the motion to table the above item as stated because Tracy Cox was not present. Alderman Hafford seconded the motion. Voting in favor of the motion were Alderwoman Teel, Alderman Watts, and Alderman Standley. Motion carried.

**15. Discussion and Action If Any To Approve an Increase, If Needed, Of the City’s Service Deposits By No More Than Triple the Current Deposit Standards, According to Results of a “Soft” Credit Check Through the On Line Utility Exchange Service.**

After Discussion, a motion was offered by Alderman Dan Fussell to table this item as stated. Alderman Stacy Watts seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderwoman Teel, and Alderman Standley. Motion carried.

**16. Executive Session Pursuant to Texas Government Code §551.074 Personnel Matters – Review and Discussions of Applicants for City Judges’ Position.**

Council went into Executive Session at 5:47 p.m. and reconvened at 5:53p.m.

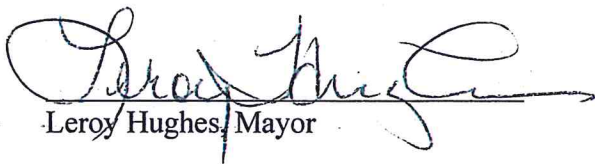
**17. Reconvene and Take Action if Any of Executive Session Item #16**

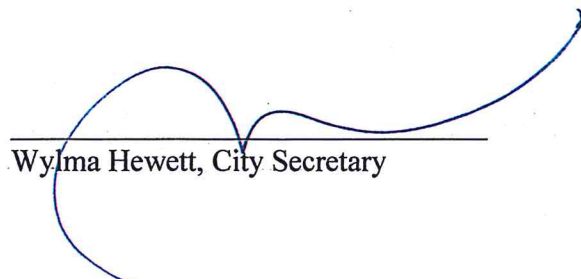
Mayor Hughes reconvened the open meeting.

**City Judge Position – Review and Discussions of Applicants for City Judges’ Position.**

A motion was offered by Alderwoman Pam Teel to Appoint Jeff Cox as City Judge. Alderman Steven Standley seconded the motion. Voting in favor of the motion were Alderman Hafford, Alderman Watts, and Alderman Fussell. Motion carried.

The meeting was adjourned at 6:05p.m.

  
Leroy Hughes, Mayor

  
Wylma Hewett, City Secretary